



Ventura
College



2021 - 2022 COLLEGE CATALOG

ACADEMIC CALENDAR 2021 - 2022

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 includes 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 (GRN) for additional course information. Contact Admissions & Records for further assistance. Detailed registration information is readily available at www.venturacollege.edu.

FALL SEMESTER 2021: AUGUST 16 - DECEMBER 15, 2021

| | |
|-------------------------|--|
| August 16 | First day of semester-length traditional classes. First day of late registration. |
| August 27 | Last day to add semester-length classes. Last day to drop a semester-length class and apply for enrollment, health and parking fee refunds. Last day account credited if dropping semester-length class. No refunds or credits after this date for semester-length classes. |
| September 3 | Last day to drop semester-length classes without a transcript entry. |
| September 4 - 6 | Labor Day – NO CLASSES |
| September 17 | Last day to declare Pass/No Pass (P/NP). Formerly called CR/NC grading option for semester-length classes. |
| October 28 | At 12 Noon – Last day to apply for Fall 2021 Associate Degree, Certificate of Achievement, or noncredit Certificate of Completion |
| November 11 | Veterans Day – NO CLASSES |
| November 19 | Last day to drop semester-length classes with a "W" (withdrawal) |
| November 25 - 28 | Thanksgiving Holiday – NO CLASSES |
| December 9 - 15 | Final Exam Week for Fall 2021 |

SPRING SEMESTER 2022: JANUARY 10 - MAY 18, 2022

| | |
|---------------------------|--|
| January 10 | First day of semester-length traditional classes. First day of late registration. |
| January 15 - 17 | Martin Luther King Jr. Day – NO CLASSES |
| January 21 | Last day to add semester-length classes. Last day to drop a semester-length class and apply for enrollment, health and parking fee refunds. Last day account credited if dropping semester-length class. No refunds or credits after this date for semester-length classes. |
| January 28 | Last day to drop semester-length classes without a transcript entry. |
| February 11 | Last day to declare Pass/No Pass (P/NP). Formerly called (R/NC grading option for semester-length classes. |
| February 18 - 21 | Presidents Day Holiday – NO CLASSES |
| March 3 | At 12 Noon – Last day to apply for Spring 2022 Associate Degree, Certificate of Achievement, or noncredit Certificate of Completion |
| March 26 - 27 | NO CLASSES |
| March 28 - April 1 | Spring Break – NO CLASSES |
| April 22 | Last day to drop semester-length classes with a "W" (withdrawal) |
| April 26 | Self-assigned Flex day – NO CLASSES |
| May 12 - 18 | Final Exam Week for Spring 2022 |
| May 19 | GRADUATION |

SUMMER INTERSESSION 2022

Ventura 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/schedule.

2021 • 2022 GENERAL CATALOG and Announcement of Courses

VENTURA COLLEGE

4667 Telegraph Road

Ventura, CA 93003

805.289.6000

Fax: 805.289.6466

<https://venturacollege.edu>

VENTURA COLLEGE EAST CAMPUS

957 Faulkner Road, Suite 106,

Santa Paula, CA 93060

805.525.7136

<https://venturacollege.edu/eastcampus>



Ventura College has made every reasonable effort to ensure that the information provided in this general Catalog is accurate and current. However, there may be instances when it is necessary for the College to make additions, revisions, or deletions, and it will implement the changes as necessary due to changes in governmental regulations, external approvals, District policies and procedures, college processes, and/or curriculum. The College will make every reasonable effort to adhere to this Catalog or to inform students of significant changes that occur after publication of this document. (Any addenda posted on the Ventura College Website will officially supersede the information originally published). The college catalog is available in the library, online, and for purchase in the campus bookstore. The Ventura 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 choosing Ventura College (VC) to help achieve your educational and career goals! This past year has been extraordinarily challenging due to the pandemic. I applaud you for your perseverance and dedication to begin or continue your education. VC is committed to ensuring your educational opportunities are provided within a safe learning environment. Measures have been put in place to follow OSHA/CDC guidelines to provide protection to our students and employees. Thank you for your cooperation in following our processes aimed to keep everyone safe.

VC provides the opportunity for nearly 13,000 students each year to earn an Associate degree, complete certificates, and upgrade job skills. The college also offers a range of prospects for students to enhance their college experience outside the classroom through student activities, leadership opportunities, and athletics.

Ventura College was the first community college in the state to offer a tuition Promise Program with the support of public and private donors to the VC Foundation. Since its inception, tuition costs of more than \$4 million have been paid. The Ventura College Promise model and data were instrumental in the recent creation of the statewide California College Promise Program. This statewide initiative combined with the support of the VC Foundation will be able to cover the tuition and other fees for most first-time, full-time students that meet eligibility requirements for their first and second year at VC.

Ventura College has offered educational opportunities in Ventura County for the past 95 years. This legacy contributes to our college's strong foundation, on which we provide high quality instruction and support services delivered by outstanding faculty, staff, and administrators, who are focused on your success. VC provides a range of programs for our diverse student population to enable university transfer and job preparedness by providing flexible day and evening class schedules, online courses, and additional programs on our Ventura College East Campus in Santa Paula, CA. At VC, we know our students' academic journeys are not always easy. As such, the college also offers financial, academic, and health support services to help eliminate barriers to boost your college success.

Ventura County is composed of a unique blend of rural and urban communities. VC values our connections with industry, government, and educational partners by being an active and contributing member of our community. These partnerships help create both unique opportunities for the college and pathways for our students into transfer universities, as well as employment. Additionally, we have transfer agreements with all California State Universities, University of California, and many private higher-education institutions to facilitate access into baccalaureate programs.

The information in this catalog provides you with specific information about the range of courses, programs, and support services at Ventura College. Please plan to visit our beautiful campus and learn more about how we can assist you with meeting your educational and career goals!

We look forward to partnering with you on your academic journey!

Sincerely,



President



PRESIDENTIAL HISTORY

For more than 90 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 | 2013-2017 |
| Dr. Kimberly Hoffmans | 2019-present |

ADMINISTRATIVE OFFICES

| | |
|---|----------|
| President | 289-6460 |
| Vice President of Academic Affairs | 289-6464 |
| Vice President of Student Affairs | 289-6464 |
| Vice President of Business and Administrative Services .. | 289-6354 |

OFFICES OF THE DEANS

| | |
|--|----------|
| Health, Kinesiology, Athletics, and Performing Arts Dean | 289-6348 |
| English, Math and Communications Dean | 289-6468 |
| Institutional Effectiveness Dean | 289-6329 |
| Sciences and Distance Education Dean | 289-6339 |
| Student Services Dean | 289-6455 |
| Library, Languages, Visual Arts, American Ethnic Studies, Behavioral & Social Sciences Dean | 289-6388 |
| Career Education I Dean | 289-6430 |
| Career Education II Dean | 289-6430 |
| VCEC & Student Engagement Assistant Dean | 289-6507 |

VENTURA COLLEGE EAST CAMPUS

| | |
|---|----------|
| Ventura College East Campus in Santa Paula | 525-7136 |
| Ventura College East Campus: Learning Ctr/Library | 289-6590 |
| Ventura College East Campus Dean | 289-6507 |

IMPORTANT CAMPUS PHONE NUMBERS

For general information call: (805) 289-6000

| | |
|--|----------|
| Admissions and Records | 289-6457 |
| Art Gallery | 289-6074 |
| Assessment and Testing Center | 289-6402 |
| Basic Needs Office | 289-6583 |
| Bookstore | 289-6485 |
| Office of Business and Administrative Services | 289-6354 |
| CalWORKs | 289-6003 |
| Campus Police | 289-6486 |
| Career Development Center | 289-6473 |
| Child Development Center | 289-6030 |
| Civic Center | 289-6105 |
| Counseling Center | 289-6448 |
| Distance Education | 289-6452 |
| Educational Assistance Center (Disabled Students Programs and Services) | 289-6300 |
| Extended Opportunity Program and Services (EOPS) | 289-6302 |
| Financial Aid Office | 289-6369 |
| First Year Experience | 289-6438 |
| International Students Services | 289-6182 |
| Learning Center (B.E.A.C.H.) | 289-6320 |
| Library | 289-6482 |
| Math Center | 289-6292 |
| MESA | 289-6538 |
| Payroll | 289-6333 |
| Pirates Cove | 289-6280 |
| Police (Campus) | 289-6486 |
| Records and Transcripts | 289-6457 |
| Registrar | 289-6457 |
| Scholarships (Foundation) | 289-6461 |
| Student Activities Office | 289-6487 |
| Student Business Office | 289-6488 |
| Student Business Office Fax | 289-6050 |
| Student Connect Center | 289-6420 |
| Office of Academic Affairs | 289-6464 |
| Office of Student Affairs | 289-6464 |
| Student Health Center | 289-6346 |
| Student Information Desk | 289-6021 |
| Student Outreach | 289-6154 |
| University Transfer Center | 289-6411 |
| Tutoring Center | 289-6026 |
| Ventura College Foundation | 289-6461 |
| Veterans Resource Center | 289-6060 |

TABLE OF CONTENTS

COLLEGE INFORMATION

| | |
|--|----|
| VCCCD Vision, Values, and Mission..... | 6 |
| History of Ventura College..... | 7 |
| Accreditation..... | 7 |
| College Vision, Mission, and Guiding Principles..... | 8 |
| Institutional/GE Student Learning Outcomes..... | 9 |
| Campus Profile..... | 10 |

ADMISSIONS & REGISTRATION

| | |
|---|----|
| Eligibility for Admission..... | 12 |
| General Admission Procedures..... | 12 |
| Financial Aid..... | 12 |
| Admission of Dual Enrollment..... | 12 |
| Residence Requirements..... | 13 |
| California Residents..... | 13 |
| Nonresidents..... | 13 |
| Reclassification of Residence Status..... | 14 |
| Military Personnel and Dependents..... | 14 |
| Military Veterans..... | 14 |
| Military Veterans Residence Status..... | 15 |
| International Students..... | 15 |
| Student ID Numbers..... | 16 |
| Ventura College Student Equity and Achievement Program..... | 16 |
| Registration Procedures..... | 16 |
| MyVCCCD Online Services..... | 17 |
| Updating Student Records..... | 18 |
| Transcript Requirements..... | 18 |
| Acceptance of Transfer Coursework..... | 18 |
| Credit for Military Service..... | 19 |
| Fees..... | 19 |
| Transcript Request & Fees..... | 20 |
| Refund Policy..... | 21 |
| Ventura College Student ID Card..... | 21 |
| Textbooks and Supplies..... | 21 |
| Student Parking..... | 21 |
| Educational Work Load..... | 22 |
| Unit Requirements for Benefits & Activities..... | 22 |
| Selective Service Registration..... | 22 |
| Courses Open to Enrollment..... | 22 |

ACADEMIC POLICIES

| | |
|---|----|
| Attendance..... | 24 |
| Grading System and Practices..... | 24 |
| Distance Education..... | 24 |
| Units of Credit..... | 24 |
| Letter Grading Scale..... | 25 |
| Evaluative Symbols..... | 25 |
| Non-Evaluative Symbols..... | 25 |
| Scholastic Standing and Achievement..... | 26 |
| Pass/No Pass Grading Option (formerly Credit/No Credit)..... | 26 |
| Remedial Coursework Limitations..... | 26 |
| Final Examinations..... | 27 |
| Grade Changes..... | 27 |
| Availability of Semester Grades..... | 27 |
| Auditing Classes..... | 27 |
| Withdrawal from Class..... | 28 |
| Distance Education Drop/Withdrawal..... | 28 |
| Military Withdrawal..... | 28 |
| Course Repetition: Limitation on Enrollments & Withdrawals..... | 29 |
| Academic Renewal Without Course Repetition..... | 29 |
| Probation, Dismissal, and Readmission..... | 29 |
| Cheating or Plagiarism..... | 29 |
| Dean's List..... | 30 |
| Graduation with Honors..... | 30 |
| Use of Listening or Recording Devices..... | 30 |
| Use of the Internet..... | 30 |

STUDENT AND INSTRUCTIONAL SUPPORT SERVICES

| | |
|---|----|
| Student Services Programs..... | 32 |
| Student Connect/Information Center..... | 39 |
| Instructional Support Services..... | 39 |
| Co-Curricular Activities..... | 41 |
| Student Activities and Government..... | 41 |
| Special Programs..... | 42 |

GRADUATION REQUIREMENTS

CREDIT PROGRAMS: Awards, Certificates, and Degrees

| | |
|---|----|
| Planning Your Education..... | 46 |
| Choose an Educational Goal..... | 47 |
| Curriculum: Courses, Degrees, Certificates, and Awards..... | 48 |
| Earn an Associate Degree for Transfer..... | 50 |
| Earn an Associate Degree..... | 51 |
| Associate Degrees in Specific Majors..... | 52 |
| Associate Degrees in General Studies Pattern I..... | 53 |
| Associate Degrees in General Studies Pattern II and III..... | 55 |
| Other Graduation Information..... | 57 |
| Earn a Certificate of Achievement..... | 60 |
| Earn a Proficiency Award/ Certif. of Completion/ Certif. of Competency..... | 61 |

GENERAL EDUCATION

| | |
|-------------------------------------|----|
| General Education Options..... | 63 |
| General Education Requirements..... | 65 |

TRANSFER INFORMATION

| | |
|---|----|
| Transfer to Complete Your Bachelor's Degree..... | 67 |
| Steps to Transfer..... | 68 |
| Associate Degrees for Transfer/ I Can Go To College..... | 69 |
| Course Identification Numbering System (C-ID)..... | 70 |
| Transfer to the California State University (CSU)..... | 73 |
| CSU Minimum Transfer Admission Requirements..... | 74 |
| Preparing to Transfer to a California State University Campus..... | 75 |
| California State University (CSU) GE-Breadth Pattern..... | 76 |
| California State University (CSU) GE-Breadth Certification Information..... | 77 |
| Transfer to the University of California (UC)..... | 78 |
| UC Transfer Information..... | 79 |
| University of California Transfer Course Agreement (UC TCA)..... | 83 |
| Intersegmental General Education Transfer Curriculum (IGETC) Pattern..... | 85 |
| IGETC Information..... | 86 |
| IGETC Considerations..... | 89 |
| Transfer to an Independent or Private and/or Out-of-State College..... | 90 |

CREDIT FOR PRIOR LEARNING

| | |
|---|-----|
| Credit for Prior Learning..... | 92 |
| Advanced Placement (AP) Credit for Ventura College, CSU GE and IGETC..... | 96 |
| International Baccalaureate (IB) Test Equivalency List for VC GE..... | 100 |
| College Level Examination Program (CLEP)..... | 101 |

COURSE INFORMATION

| | |
|---|-----|
| How to Read the Course Information..... | 103 |
| Course Information..... | 104 |

ANNOUNCEMENT OF COURSES

| | |
|--|---------|
| Credit Course and Program Descriptions..... | 107-289 |
| Noncredit Course and Program Descriptions..... | 290-301 |

GLOSSARY OF COLLEGE TERMS..... 303-307

APPENDICES..... 309-351

FACULTY, ADMINISTRATION & STAFF..... 352-359

INDEX..... 360

MAPS..... 364

COLLEGE INFORMATION

| | |
|---|----|
| VCCCD Vision, Values, and Mission..... | 6 |
| History of Ventura College | 7 |
| Accreditation..... | 7 |
| College Vision, Mission, and Guiding Principles | 8 |
| Institutional/GE Student Learning Outcomes..... | 9 |
| Campus Profile..... | 10 |



VCCCD VISION, VALUES, AND MISSION

District Mission Statement

Ventura County Community College District provides students, in its diverse community, with access to comprehensive quality educational opportunities that support student learning and student success.

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.

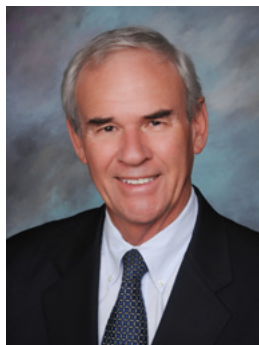
We seek and maintain long-term partnerships with the communities we serve.

District 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.



VCCCD BOARD OF TRUSTEES



Left to right: Joshua Chancer, Stan Mantooth, Dianne B. McKay, Bernardo M. Perez, Gabriela Torres

DISTRICT ADMINISTRATORS

Dr. Greg Gillespie, Chancellor

Dr. David El Fattal, Vice Chancellor, Business & Administrative Services

Ms. Laura Barroso, Vice Chancellor, Human Resources

Dr. Cynthia Herrera, Vice Chancellor, Institutional Effectiveness

COLLEGE PRESIDENTS

Dr. Kimberly Hoffmans, President, Ventura College

Dr. Julius Sokenu, President, Moorpark College

Mr. Luis Sanchez, President, Oxnard College

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 13,000. Ventura College provides classes for the Santa Clara River Valley residents at our East Campus 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 761 E. Daily Drive in Camarillo.

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, as well as training facilities for the Fire Academy and the Sheriff Academy. \$125 million was allocated to Ventura College capital improvements which included: the Library and Learning Resources Center (January 2005); the Student Services Center (April 2008); the VC Sportsplex (August 2008); the Health Sciences Center, Multidisciplinary Center East (MCE), and Multidisciplinary Center West (MCW) building (Spring 2011); the Performing Arts Complex (August 2012); Phase One of Maintenance and Operations facilities renovation (March 2015); and the Applied Science Center (September 2015). Final construction projects included the Studio Arts Building and Phase Two of the Maintenance and Operations facilities renovation.

In 2020, Ventura College celebrated its 95th Anniversary in the midst of a worldwide pandemic. Instruction and student services were moved completely online over a two-week period in March 2020 and continue to primarily be delivered in this modality. Employees of Ventura College quickly adjusted to this new way of offering education while maintaining our high-quality instruction and services.

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.

Established in 1983, the Ventura College Foundation is one of the most successful community college foundations in California, having raised more than \$40 million for Ventura College and its students. Through this support, the Ventura College Foundation assists the College in facilitating student success and grows the impact and legacy of Ventura College as a vital community asset.

The Foundation’s signature programs include scholarships and textbook support through the Lending Library and Reserve Collection. If you would like to be among the more than 5,300 students we support each school year, please contact the Foundation at (805) 289-6461 or visit VenturaCollegeFoundation.org for more information.

Alumni Engagement

At Ventura College, alumni are one of our greatest assets. As the college looks toward our 100th Anniversary in 2025, we aim to provide opportunities for networking, collegiate seminars, lectures, theatrical productions, concerts, art festivals, sporting events and scholarships. We 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 connect with us to receive information about our Centennial Celebration activities, as well as provide you with an opportunity to share your “Ventura College” story with us. Please visit VenturaCollegeFoundation.org/venturacollege100th/ for more information or call the Ventura College Foundation at (805) 289-6461.

Ventura College Student Profile

Student Body (Fall 2020):

Total Enrollment..... 12,014

Full/Part-Time Status:

| | | |
|-----------------|-------|---------|
| Full-Time | 3,489 | (29.0%) |
| Part-Time | 8,525 | (71.0%) |

Student Gender:

| | | |
|------------------|-------|---------|
| Female | 7,071 | (58.9%) |
| Male..... | 4,762 | (39.6%) |
| Unreported | 181 | (1.5%) |

Student Ethnicity:

| | | |
|------------------------------|-------|---------|
| African American/Black | 229 | (1.9%) |
| Asian | 570 | (4.7%) |
| Hispanic | 7,434 | (61.9%) |
| Native American..... | 34 | (0.3%) |
| Pacific Islander | 27 | (0.2%) |
| Two or More Races..... | 449 | (3.7%) |
| White | 2,949 | (24.5%) |
| Unreported | 322 | (2.7%) |

Student Age (Average Age 24.6 yrs.):

| | | |
|----------------|-------|---------|
| Under 20 | 4,527 | (37.7%) |
| 20-24..... | 3,853 | (32.1%) |
| 25-29..... | 1,562 | (13.0%) |
| 30-39..... | 1,277 | (10.6%) |
| 40-49..... | 457 | (3.8%) |
| 50+ | 338 | (2.8%) |

Degrees Awarded 2019-2020:

| | |
|---|-------|
| Associate Degrees(A.A./A.S.) | 1,720 |
| Transfer Degrees (A.A.-T/A.S.-T) | 816 |
| Certificates of Achievement (other than Transfer) | 638 |
| Transfer Certificates | 1,059 |

Most Current Transfer Data:

| | |
|--|-----|
| University of California (2019-2020) | 134 |
| California State University (2019-2020)..... | 928 |

Most Current Transfer Data 2019-2020:

| | |
|---|-----|
| In-State Private Colleges and | |
| Out-of-State Four-Year University | 209 |

2019-2020:

| | |
|-----------------------------------|------------------------|
| Total Financial Aid Awarded | \$28,140,090 (Ventura) |
|-----------------------------------|------------------------|



ADMISSIONS & REGISTRATION

| | | | |
|--|----|--|----|
| Eligibility for Admission | 12 | Acceptance of Transfer Coursework | 18 |
| General Admissions Procedures | 12 | Credit for Military Service | 19 |
| Financial Aid | 12 | Fees..... | 19 |
| Admission of Dual Enrollment..... | 12 | Fees/Obligations/Holds..... | 19 |
| Residence Requirements..... | 13 | Payment of Fees | 20 |
| California Residents | 13 | Health Fees | 20 |
| Nonresidents..... | 13 | Instructional Materials Fee | 20 |
| Reclassification of Residence Status | 14 | Student Center Fee | 20 |
| Military Personnel and Dependents | 14 | Transcript Request & Fees | 20 |
| Military Veterans | 14 | Refund Policy..... | 21 |
| Military Veterans Residence Status | 15 | Enrollment Fee Refund Policy | 20 |
| International Students..... | 15 | Other Refund Policy Fees | 21 |
| Student ID Numbers | 16 | Ventura College Student ID Card..... | 21 |
| Ventura College Student Equity and Achievement Program..... | 16 | Textbooks and Supplies..... | 21 |
| Registration Procedures | 16 | Student Parking..... | 21 |
| MyVCCCD Online Services | 17 | Educational Work Load..... | 22 |
| Updating Student Records..... | 18 | Unit Requirements for Benefits & Activities .. | 22 |
| Transcript Requirements | 18 | Selective Service Registration..... | 22 |
| | | Courses Open to Enrollment | 22 |

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, student 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 homeschooled 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.

Students who are attending an accredited public or private K-12 school may be eligible for admission under dual enrollment provisions noted under the Admission of Minors/Dual Enrollment section in this catalog. Students who are attending a non-accredited K-12 school or home school may petition for admission under dual enrollment provisions noted elsewhere in this catalog. Dual enrollment provisions apply to minors, and to students 18 years of age and older if they are still attending a K-12 educational institution as defined above.

Students entering any of the public community colleges of California are subject to the residency requirements as determined by the state of California. Students 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 Admissions and Records Office.

General Admissions Procedures

Prior to having access to priority registration, new students to the Ventura County Community College District:

- Must complete an application for admission on the Ventura College website;
- Submit transcripts from high school and/or any colleges/universities previously attended to expedite financial aid services and registration;
- Must complete orientation;
- Must be assessed through multiple measures for placement in Math and English courses;
- Must complete an education plan with a counselor.

See "Student Equity and Achievement Program" on page 16 for more information.

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

Must apply for admission at <https://studentaid.gov/h/apply-for-aid/fafsa>

Must reactivate the 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 any other college transcripts evaluated for the educational plan.
- All requirements must be completed for returning students to receive priority registration.

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 completing the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov. Students who qualify under AB 540 must complete and submit the California Dream Act Application at <https://dream.csac.ca.gov/>. Apply early as some funds may be limited. The Ventura College Financial Aid Office has special liaison staff serving AB 540/Dreamer students, current and former foster youth students, homeless students, veteran students, and students enrolled at the Ventura College East Campus in Santa Paula.

For further information and deadlines, please visit the financial aid office website or stop by the office located in the Bookstore and Campus Services (BCS) Building.

Admission of Minors/Dual Enrollment/Special Admission

Pursuant to California Education Code, Section 76001, minors are permitted to take college courses under very specific circumstances. The intent 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.

The term "Dual Enrollment Student" refers to concurrently enrolled K-12 students who have been recommended by their school principal or designee and have parental permission to attend a community college during any session or term. Parental permission may not be required for dual enrollment students who are 18 years or older.

Those admitted as part-time dual enrollment are limited to a maximum of 11 units per semester or term.

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

Part time dual enrollment students who are determined to be nonresidents may be admitted and classified as nonresidents but exempt from paying additional nonresident tuition per California Ed. Code, Section 76141. Please note the following conditions:

- The exemption only applies to dual enrollment students enrolled in 11 or fewer units per semester. The exemption does not apply to full-time dual enrollment students.

- This exemption does not apply to categories of students who would not qualify 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.
- Students with T or U visas are eligible for this exemption;
- Students receiving this exemption do not receive resident status for the purposes of tuition or financial aid. Rather, they are exempt from nonresident tuition under this law.

To qualify and register for Dual Enrollment, all students must apply for admission. After the initial application, Dual Enrollment students must present the following documents each semester they register at the college:

- Completed Recommendation for Dual Enrollment and Memorandum of Understanding forms signed by a parent/guardian and their school principal or counselor or designee. In addition, students 8th grade or below must have the written consent of the college instructor whose class they wish to attend. Students 8th grade or below are not permitted to enroll until the semester begins.
- A Memorandum of Understanding signed by a parent/ guardian and student;
- Homeschooled students must present the completed Private School Affidavit. For more information, visit www.cde.ca.gov/sp/ps.

All Dual Enrollment forms are available online on the Ventura College website. Detailed information on clearing prerequisites is available online and in this catalog.

Parents and students applying for Full-Time Special Admission status must contact the Admissions and Records Office. Petitions for Full-Time Special Admission will be considered only after the parent and student have exhausted all alternatives available through the secondary school district the student would be attending. The decision to admit a minor as a full-time special admission student may be subject to the availability of classes and approval from the Vice President of Academic Affairs. Full-time special 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 of 1974, 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.

Residence 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 residency 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 be capable of establishing residency and have legally resided in California for one year and one day prior to the beginning of the semester of planned attendance and must have taken actions that express intent to establish California residency.

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 nonresident classification for admission and tuition purposes. A list of acceptable proof documents is available on the Ventura College website and from the Admissions and Records Office.

Non-citizens may be eligible to establish California residency if allowed under the terms of their citizenship/immigration status, 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:

- Citizenship/Immigration Status;
- Documentation that verifies the student has resided in California for one year and one day preceding the first day of the semester, and 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 of planned attendance, 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 pay nonresident tuition fees in addition to mandatory enrollment and health fees. Conduct inconsistent with a claim for California residence includes but is not limited to:

- Being an actively registered voter in another state;
- Petitioning for divorce as a resident of another state;
- Attending an out-of-state educational institution as a resident of that state;
- Declaring nonresident status for California state income tax purposes;
- Maintaining a valid driver's license in another state.

Legal intent to establish residency in California requires the student take actions that carry an expression of intent to make California their primary and permanent state of residence. Intent can be demonstrated in many ways, including but not limited to filing California taxes as a resident, being a registered voter in California, 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 non-residents. These students may be exempted from payment of nonresident tuition pursuant to AB 540 provided they submit verifiable documentation to certify they meet all of the following criteria:

- Attended a combination of high school, adult school, and California Community College for the equivalent of three or more years; and

- Graduation from a California high school or attainment of the equivalent prior to the start of the term, (CHSPE, GED acceptable); or
- Completed an associate degree from a California Community College; or
- Completed minimum requirements at a California Community College for transfer to the California State University (CSU), or University of California (UC); and
- Register as an entering student at, or currently enrolled at an accredited institution of higher education in California; and
- Submission of the self-certifying affidavit required by the California Community Colleges' Chancellor's Office (refer to AP 5020 for details); and
- Submission of additional verifying documentation is required by the college (e.g. official high school or college/university transcripts) to determine if the student qualifies for the exemption;
- Nonimmigrant students, other than those with T or U visa status, are not eligible for this exemption. For example, those with F- (student) or B- (visitor) visas are not eligible for exemption;
- Additional provisions for exemption through AB 540 may be available through the Admissions and Records Office.

Part-time Dual Enrollment students (concurrently enrolled K-12 students) determined to be nonresidents may be admitted and classified as nonresidents but exempt from paying nonresident tuition per California Ed. Code, Section 76141. See the Admission of Minors/Dual Enrollment section of this catalog for more information.

Nonresident students who are U.S. citizens and who reside in another 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 declaring intent to establish residency in California as soon as possible;
- Documentation shall be provided by the student as required by the statute 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.

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:

- Resides 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

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 nonresident 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 the state of California is entitled to resident classification only for the purpose of determining the amount of tuition and fees.

A student who is a natural or adopted child, stepchild, or spouse who is a dependent 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 dependent shall lose resident classification for tuition purposes so long as the service member 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 for more than one year immediately prior to being discharged shall be exempt from paying nonresident tuition for up to one year if an affidavit with the community college is filed stating their intention 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.

Military Veterans Residence Status

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 who 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 from a period of active duty service of 90 days or more;
2. An individual eligible for transferred education benefits who lives in the state in which the institution of higher learning is located (regardless of their formal state of residence) and enrolls in the school;
3. An individual eligible for transferred Post-9/11 G.I. Bill® benefits while the transferor is on active duty who resides (lives) in California (regardless of their formal state of residence) as described in 38 USC 3679(c)(2)(B)(ii)(II).
4. An individual eligible for 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 live in the state in which the institution of higher learning is located (regardless of their formal state of residence);
5. A student who initially qualifies under the applicable requirements above will maintain “covered individual” status as long as continuous enrollment is maintained (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 confirming the approved education benefits for the veteran or eligible dependent 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”, shows the effective date of the veteran's discharge from active service and may also need to be submitted to assist with confirming the “covered individual” status.

The trademark symbol “®” should be placed at the upper right corner of the trademarked phrase in the most prominent place at first usage; such as the title of a brochure, form, or the very top of a Web page and the following trademark attribution notice must be prominently visible: “GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

International Students

International Student Admission

This college 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. See the International Students Program section in this catalog, or contact the International Student Office or Admission and Records Office for more information.

International Student Admission Requirements and Procedures (F-1 Visa students 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 Admissions and 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:

- Application Deadline:
Fall Semester: June 15
Spring Semester: November 15
- International Student Application form for Ventura College;
- Dated and signed personal letter (in English) describing educational background, special interests, and reasons for applying to Ventura College;
- Proof of TOEFL with a score of 45 iBT or other satisfactory evidence of English level. Please send the score directly to Ventura College from ETS. Currently we are accepting Duolingo (score of 75) as well. Please indicate Ventura College as your receiving institution.
- Official Translated Transcripts: Transcripts of all High Schools and Colleges previously attended must be translated to English and submitted;
- A \$50 non-refundable Application Processing fee. Check or money order payable in US dollars and made out to “Ventura College”;
- Most recent bank statement AND a letter from a bank official confirming your sponsor's financial standing or a statement from a government agency granting the support to show proof that you have sufficient financial support to pay tuition, fees, and living expenses for one year. We estimate this cost to be approximately \$23,000.
- Affidavit of Support Form - signed and dated by the sponsor.
- A personal letter of reference from a school instructor, administrator or an employer;
- A copy of passport information page.

For transfer students, please submit the following documents:

- Copy of current I20;
- Copy of Visa page
- Copy of I94

All items can be emailed to vcinternational@vcccd.edu as a PDF file except for the following:

- Official Transcript
- Language Proficiency Score Report

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

- Take appropriate assessment steps 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 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.

Full-Time Attendance Requirement: F-1 student visa holders attending college are required by U.S. immigration regulations to maintain full-time student status while studying in the United States. At Ventura College, full-time attendance means the student must enroll in and complete a minimum of 12 units of coursework each Fall and Spring semester. Students are not required to take courses during summer vacation or winter/spring breaks. Students taking less than 12 units for any reason must first speak to a counselor and get the final approval from the International Student Specialist in the International Student Office prior to dropping/withdrawing from classes.

Online/Distance Learning Course Limits: International students are allowed to use no more than three (3) units of fully online instruction towards the full-time attendance requirement each semester. International student taking only 12 units of coursework must complete at least nine (9) units of courses taught in the classroom to maintain their I-20 status.

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. Contact the International Students Office for information, vcinternational@vcccd.edu or (805) 289-6182.

Student ID Numbers

Student ID numbers (also called 900 numbers) are assigned as the student's primary identifier used by the College. The assigned ID number will appear on the student's MyVCCCD portal account once it has been logged into. It will also appear on printed mailers and notices from the College and on faculty attendance, drop, and grade rosters.

Social security numbers will still be collected for such purposes as statistical reporting, financial aid, and Hope Scholarship Tax Credit reporting. The last four digits of the student's social security number will appear on official transcripts.

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 Equity and Achievement Program

See Appendix XII for details.

The primary goal of Student Equity and Achievement (SEA) Program 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 student, who work together combining several activities and processes to develop a Student Educational Plan (SEP). The SEP is a schedule of recommended courses the student must take to achieve their educational goals. Within the Student Equity and Achievement Program process both college and student responsibilities are defined.

The following Student Equity and Achievement Program activities must be completed before registration:

1. An online and/or in-person orientation;
2. Assessment through multiple measures, including but not limited to: guidance for Math, English, and English as a Second Language, evaluation of other college coursework, high school courses and grades, 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 Appendix XII for full policy and procedures regarding Student Equity and Achievement Program services.

Registration Procedures

See Appendix XV for details on Enrollment Priorities.

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

Be sure to attend the first day of class. 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 all Student Success and Support programming: orientation, assessment and a student educational plan. See Appendix XII for details.

Continuing students receive enrollment priority based on the number of completed and in-progress degree-applicable units taken at any of the colleges in the Ventura County Community College District.

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.
- 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, are in good standing in the Ventura County Community College District, and have completed orientation, assessment and an educational plan will have registration priority over returning students who do not meet these criteria.

Dual Enrollment Students register after other groups per state mandate. Where the district has an MOU with specific high schools designating them as partners in a "middle college high school" agreement, the students from those high schools will be afforded priority over other dual enrollment students.

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

- New students in these groups have completed orientation assessment and an educational plan;
- Continuing students within the listed groups 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 earned more than 90 degree-applicable units or to being on Probation 2 or dismissal, may appeal for reinstatement of 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 Ventura County Community College District colleges, or 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 to the division office and approved before registration can occur. Consult the college website under Student Equity and Achievement (SEA) Program for more information about the challenge requirements and process.

Corequisites require the student to register in both of the linked classes during the same semester. Students must be registered for both classes 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 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:

- Waitlisting is not allowed for corequisite courses. Corequisites require a student to register in both of the linked classes during the same semester.
- Students may not exceed the maximum allowable number of units (19.5) including the waitlisted course. Requests for unit overload must be approved by a counselor and filed with the Admissions and Records Office.
- 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 waitlist.

MyVCCCD Online Services

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

MyVCCCD provides access to the following online services and features:

- Registration status, appointments, and calendars;
- Registration, add and drop classes;
- Financial Aid: Track and manage awards;
- Apply for the 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.
- Request official transcripts.
- View/Print class schedule.
- Print official enrollment verification.
- Search for classes using the registration "shopping cart" or the "searchable" schedule of classes (find drop deadlines, prerequisites, etc.).
- 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.
- Many of these services are also available through the MyVCCCD mobile app for iOS or Android.

Updating Student Records

Once an application for admission has been submitted, any necessary communication with the student is conducted through the contact information provided (phone or text) and through the VCCCD e-mail account the college creates for all students, or through the MyVCCCD Student Portal. It is important to keep the address, phone, and alternate e-mail address updated and corrections should be recorded in student academic records as soon as possible. Students may update this information at any time by logging into the MyVCCCD Student Portal and selecting the MyCollege tab. Requests for name changes cannot be completed online; they must be submitted in-person at the Admissions and Records Office on campus, and the student must present a picture ID (driver's license or California ID card), and at least one other piece of identification bearing the new name.

Transcript Requirements

All new, continuing and returning students are encouraged to submit official transcripts from all high schools, colleges and universities 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 sent 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 for degree and/or certificate applications even if the courses are not being used to satisfy any requirements. Special programs with specific requirements such as nursing, athletics, and financial aid may require a student to submit 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 States Commission on Higher Education;
- New England Commission of Higher Education;
- The New England Association of Schools and Colleges, Committee on Technical and Career Institutions;
- Higher Learning Commission;
- Northwest Commission on Colleges and Universities;
- Southern Association of Schools and Colleges, Commission on Colleges;
- Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges;
- WASC Senior College and University Commission.

Coursework presented on official transcripts from regionally accredited colleges and universities will normally be granted lower division credit by Ventura College. Exceptions may apply. Students seeking exceptions must schedule an appointment to see a college 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 regionally 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 INTERNATIONAL COLLEGES AND UNIVERSITIES:

Students transferring to the Ventura County Community Colleges from international 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. Visit <https://www.ierf.org> or contact the Ventura College Counseling Office for more information regarding credential evaluation criteria.

Completed coursework will be considered for lower division unit credit only. However, international coursework cannot be applied to CSU General Education Breadth or IGETC (except Area 6) certification unless the institution has U.S. regional accreditation. The individual CSU campus may opt to give students credit for international 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. The most common credit for military service is awarded based on the Joint Service Military.

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 units by the colleges of this district will be accepted by other institutions of higher education. Students must submit an official transcript of military course work to the Admissions and Records Office for evaluation.

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. PAYMENT OF ALL FEES IS THE RESPONSIBILITY OF THE STUDENT. ALL FEES MUST BE PAID IMMEDIATELY (OR COMMITTED TO BE PAID) TO ENSURE A STUDENT'S REGISTRATION. IF THE REGISTRATION PROCESS IS NOT COMPLETED, THE STUDENT MAY 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).....21.00 fall/spring
 \$17.00 summer

The health fee enables the College to provide students 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 of the catalog for more information. Waiver forms are available at the Health Center and Admissions and Records Office.

Nonresident Tuition: Non-California

Resident and International students.....\$277.00 per unit

International and Nonresident

Domestic Student Capital

Outlay Surcharge.....\$13.00 per unit

International Student Application

Processing Fee.....\$50.00

Materials Feessee 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. The Student Activities Fee is 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).....\$2.00 per term

The student representation fee, of \$2 per semester, provides support for students or representatives, including Student Senate of the California Community Colleges (SCCC), who share positions and viewpoints before city, county, and district governments, and before offices and agencies of the state and federal governments. This fee may be waived during registration.

Credit by Exam Fee\$46.00 per unit

Audit Fee (non-refundable):

Students enrolled in 10 or more credit unitsno 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)\$10.00 per semester
 or
 \$15 per year

Note: year ends last day of summer session.

Students who owe any past due fees may not register until those fees are paid and the hold on the student account has been removed.

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 California College Promise Grant (CCPG) or other financial aid. See additional California College Promise Grant information and contact the Financial Aid Office for more information.

NON-CALIFORNIA RESIDENTS: Residents of states other than California must pay nonresident tuition and the nonresident student surcharge, as well as the enrollment fee, health fee, student center fee, student representation fee, and applicable material fees. Students are classified as a nonresident if they have lived in California for less than one year and one day prior to the first day of the semester, or are unable to present sufficient documentation to prove they have established California residency. See page 13, California Residents for more 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 fee 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

Payment of fees is the responsibility of the student. All fees must be paid immediately (or committed to be paid) to ensure completion of registration. Fees are incurred at the student's action of registering for classes. It is the student's obligation to check their class schedule to be sure they are enrolled in or dropped from classes appropriately. The student is responsible for any fees incurred for classes that were not dropped by the posted refund deadline for the class.

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 College Promise (VC Promise) award; or
- have a Veterans Promise award; or
- be sponsored by a third-party agency (Veterans, etc.).

In compliance with the Veteran's Benefits and Transition Act of 2018, VA beneficiaries who provide a certificate of eligibility or valid VAF 28-1905 for the current term will not be dropped for non payment.

Health Fee

This fee enables the College to provide students 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 attending a community college under an approved apprenticeship training program (see Education Code §76355);
- high school students enrolled in a course under a CCAP agreement. (High school students who are also enrolled at the college in a course that is not under a CCAP agreement would not be eligible for the exemption);
- Dual Enrollment high school students enrolled in a non-CCAP courses held on at the high school campus. (High school students who are also enrolled at the college in a course that is not under a CCAP agreement would not be eligible for the exemption).

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 fees apply 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 Requests and Fees

Official transcripts are ordered online either through the my.vcccd.edu student portal or on the transcript information page on the Ventura College website. Students may order up to two electronic transcripts online free of charge. Costs for transcripts vary based upon the delivery method chosen. Consult the college website at for up-to-date information before you request transcripts.

Same day, over the counter, official transcript orders can be made in person at the Admissions & Records Office (with a valid photo ID) after payment is made to the campus Student Business Office for \$15 per transcript.

*Consult the college website at <https://venturacollege.edu> for current pricing of the additional delivery fee and for up to date information about requesting your transcripts.

Students must present valid photo ID to receive transcripts.

No cost unofficial transcripts can be printed at MyVCCCD.edu (<https://account.vcccd.edu>).

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

Veterans Benefits and Transition Act of 2018

VA beneficiaries who provide a certificate of eligibility or valid VAF 28-1905 for the current term will not be dropped for nonpayment.

Fees/Obligations/Holds

Students who owe outstanding fees may not register until the fees are paid.

There is a \$10 fee for each returned check, credit card, or debit card payment.

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(es) 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 Ventura County Community College District Office after the Refund Request Form 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 students who drop a class(es) or withdraw from the 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 (Non-Enrollment) Fee Refund Policy

Audit Fees: are not refundable.

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

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

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

Parking Fee: to qualify for a refund of parking fees, return the original parking permit to the Student Business Office by the deadline.

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

Ventura College Student ID Card

Purchasing a Ventura College Student ID card entitles students to check out library books, gain free admission to home conference athletic events, reduced rates to dramas, plays, various associated student-sponsored events, discounts from local merchants, and access to free public transportation.

- \$10 per semester; or
- \$15 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. However, some courses do offer zero cost textbook options. Required course items may be purchased in the College Bookstore. *Save Your Receipts! No Refunds After Late Registration!* Textbook information is available on the Ventura College website.

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 is 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 visiting the Campus Police office located at 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 portal: <https://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.....\$58 / \$27

California College Promise Grant Waiver students:

regular sem. / summer sem.....\$30 / \$25

Motorcycle:

regular sem. / summer sem.....\$40 / \$15

Single Day\$2

Ridesharing/Carpooling:*

regular sem. / summer sem.....\$40 / \$15

*To encourage ridesharing and carpooling, the parking permit fee shall not exceed thirty-six dollars (\$36) per Fall and Spring semesters and fifteen dollars (\$15) per Summer semester for a student who certifies two or more passengers regularly commute to the community college in the vehicle parked at the community college.

Purchasing Semester Permits: Semester permits are purchased on-line through the student 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 vinyl 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 permits are transferable; 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.

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 Associate Degree and/or transfer requirements.

Students seeking to enroll in more than 19.5 units but less than twenty-two (22) must have a counselor’s approval. Students seeking enrollment in 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 ®: Subsistence payments vary depending on the Chapter of benefits and the amount of units enrolled. Generally, payments are prorated for a non-full time student. Summer enrollment status is calculated differently and the payment amounts can be confirmed with VA by calling 1-888-442-4551.

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 Units:

Full-time..... 12 or more units

Three quarter time..... 9-11.75 units

Half-time 6-8.75 units

Less than half-time 0.25 to 5.75 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, are 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 and state student aid, you must be registered with the Selective Service. For more information, refer to: <https://www.sss.gov>.

Courses Open to Enrollment

Unless specifically exempted by statute, 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.



Ventura College - Admissions & Registration 2021-2022

ACADEMIC POLICIES

| | |
|--|----|
| Attendance..... | 24 |
| Grading System and Practices..... | 24 |
| Distance Education | 24 |
| Units of Credit..... | 24 |
| Letter Grading Scale..... | 25 |
| Evaluative Symbols | 25 |
| Non-Evaluative Symbols..... | 25 |
| Scholastic Standing and Achievement | 26 |
| Pass/No Pass Grading Option (formerly Credit/No Credit) | 26 |
| Remedial Coursework Limitations..... | 26 |
| Final Examinations | 27 |
| Grade Changes | 27 |
| Availability of Semester Grades | 27 |
| Auditing Classes | 27 |
| Withdrawal from Class | 28 |
| Distance Education Drop/Withdrawal | 28 |
| Military Withdrawal..... | 28 |
| Course Repetition: Limitation on Enrollments & Withdrawals | 29 |
| Academic Renewal Without Course Repetition | 29 |
| Probation, Dismissal, and Readmission | 29 |
| Cheating or Plagiarism | 29 |
| Dean's List..... | 30 |
| Graduation with Honors..... | 30 |
| Use of Listening or Recording Devices | 30 |
| Use of the Internet..... | 30 |



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 stop attending prior to the census date for each class. They may also drop registered students who stop attending after census but before the final drop deadline for each class. Students are ultimately responsible for dropping their classes and withdrawing from the college, and should initiate and/or confirm the drop themselves to avoid improper fee assessments.

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 for the 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.

Additionally, it is the student's responsibility to be aware of the attendance and absence policies of the instructor for each class in which they are enrolled at the beginning of the semester. When a student's absences exceed 1/9 of the total class, contact hours for the session (e.g. absence from the equivalent of two weeks of a regular semester-long class), the instructor may drop the 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 policies and provisions adopted by the Ventura County Community College District (VCCCD) Board of Trustees.

Distance Education

Ventura College provides access to education through the use of technology beyond the traditional patterns of campus-based education and programs. A variety of courses are offered fully online, partially online, or as face-to-face web-enhanced courses. Courses are taught by the same qualified instructors and follow the same curriculum and standards as classroom-based courses. 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 21st century learners, all students will likely have some level of interaction with technology as part of the educational experience at Ventura College.

Regular Substantive Contact Policy

"Regular substantive contact" describes the minimum frequency of quality instructor-student interaction in a distance education class.

"Substantive 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 student 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 partially online, the instructor must spend approximately as much time on these interactions as would be spent for a face-to-face course.

The modes that a DE instructor can use to create regular substantive 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. The district provided LMS and synchronous technologies includes: online chat (scheduled or unscheduled), telephone contact, video conferencing, virtual field trips, virtual meetings, or online presentation platforms such as ConferZoom; 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 student learning technologies available online at any given time. Any accessible medium (in compliance with Section 508 of the Americans with Disabilities Act and the CCCCO Distance Learning Access Guidelines) is acceptable for facilitating regular substantive contact.

Links to Regulations:

[California Community Colleges Chancellor's Office – Distance Education Guidelines](#)

[California Community Colleges Chancellor's Office – Distance Education Access Guidelines for Students with Disabilities](#)

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 the 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 hour, 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

Courses are graded pursuant to the grading system established by Title 5, Section 55023. The following evaluative symbols will be used to measure student work:

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); 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)

SP - Satisfactory Progress toward completion of the course (used for noncredit courses only and is not supplanted by any other symbol.)

CRE – Credit by Exam (units awarded not counted in GPA; grades awarded include: A, B, C, D, F, or P/NP; CRE was used as a grading symbol prior to Fall 2015)

Grade point averages are calculated by dividing the number of grade points earned by the number of units attempted.

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 Admissions & Records Office 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, verifying 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.

EW - Excused Withdrawal: The "EW" symbol may be used to denote withdrawal in accordance with Title 5 Section 55024. An EW symbol may be requested by the student at any time during the semester but not later than the date when the district/college policy allows a grade change. An EW is acceptable when a student withdraws from a course(s) due to reasons beyond their control. Acceptable reasons include but are not limited to, job transfer outside the geographical region, illness in the family where the student is the primary caregiver, death of an immediate family member, the student's chronic or acute illness, accident, natural disaster directly affecting the student, etc.

Students requesting excused withdrawal must present a petition for withdrawal and verifiable documentation that compelled or compels withdrawal from classes. Verifiable documentation can include, but is not limited to a note from a doctor stating the student is not currently able to complete the work due to illness, employment verification of a new job, a booking report, police report of an accident, or any other documentation that proves the student's completion of a course is impractical. The Chancellor's Office defines impractical as impossible due to reasons beyond the student's control.

"EW" 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. Financial aid of a student can be affected depending on individual circumstance. A student should consult with the financial aid staff regarding any impact.

Scholastic Standing and Achievement

Scholastic standing is based on a student's work measured quantitatively in semester units and qualitatively in letter grades. This relationship is expressed as a numerical grade point average (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 composed 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 Pass/No Pass grading option is not available for all courses. For specific information regarding the grading option(s) available for every course offered at Ventura College, please see the "Pass/No Pass Grading Options" document at www.venturacollege.edu/apply-and-enroll/college-catalog.

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 Associate Degree or Certificate of Achievement. Pass ("P") is used to denote "passed with credit" when no letter grade is given. Credit is assigned for work of such quality as to warrant a letter grade of "C" or better. Units earned on a Pass/No Pass basis shall not be used to calculate grade point averages. However, units attempted for which "NP" is recorded shall be considered in probation and dismissal procedures.

Students should be aware that other colleges and universities may restrict the acceptance of courses taken on a pass/no pass basis, especially for general education and major requirements; therefore, units of "Pass" should not be used to satisfy major requirements for Associate 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). 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 noncredit educational services provided by adult schools or other appropriate local providers with which the colleges have an established referral agreement. A student who successfully completes remedial coursework or who demonstrated skill levels which assure success in college-level courses may 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 Academic Affairs and 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, 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 Vice President of Academic Affairs and Student Learning.

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 Vice President of Academic Affairs and Student Learning. 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 "CR/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 <https://my.vcccd.edu>.

Auditing Classes

Auditing enables a student to attend a lecture 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 units in Summer) may, with instructor and Registrar or designee approval, be allowed to audit one lecture class per term without a fee. Students enrolled in less than ten units may, with instructor and Registrar or designee approval, 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 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 on the Ventura College website.

Withdrawal from Class

Withdrawal from a class or from the college is 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 deadline any student who has never attended class or who has stopped 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 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 course 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 outlined by the California Colleges Chancellor's Office. 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 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 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 are 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, 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.

Students who fail to meet the institution's academic progress standards for two consecutive primary terms (Fall/Spring) of not meeting academic and/or progress standards will lose their California College Promise Grant (formerly BOG Fee Waiver).

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 the Ventura College website.

Dean's List

Special recognition is accorded to 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.

STUDENT AND INSTRUCTIONAL SUPPORT SERVICES

STUDENT SERVICES PROGRAMS

| | |
|--|----|
| Admissions and Records..... | 32 |
| Assessment Office | 32 |
| Basic Needs Office..... | 32 |
| CalWORKs..... | 32 |
| Campus Police Services..... | 33 |
| Child Development Center (CDC)..... | 34 |
| Counseling Services..... | 34 |
| Educational Assistance Center (EAC)..... | 34 |
| Extended Opportunity Programs and Services (EOPS)..... | 35 |
| First Year Experience (FYE) Program..... | 35 |
| Financial Aid Programs..... | 36 |
| Scholarships/Ventura College Foundation | 36 |
| Housing Services | 36 |
| International Students Services..... | 36 |
| Military Veterans & Eligible Dependents | 36 |
| Pirates Cove..... | 37 |
| STEM Harbor | 37 |
| Student Activities/Student Government | 37 |
| Student Health Center..... | 37 |
| Personal Counseling..... | 38 |
| Student Outreach | 38 |
| Career Development Center | 38 |
| University Transfer Center | 38 |
| Transportation to Campus | 38 |
| Veterans Resource Center | 38 |
| Student Connect..... | 39 |
| Information Center..... | 39 |

INSTRUCTIONAL SUPPORT SERVICES

| | |
|--------------------------------------|----|
| Distance Education | 39 |
| Learning Center..... | 39 |
| Learning Resource Center (LRC) | 40 |
| Library | 40 |
| Reading/Writing Center..... | 40 |
| Math Center | 40 |
| Online Tutoring..... | 40 |
| Stan Weisel Tutoring Center | 40 |
| Testing Center..... | 41 |

CO-CURRICULAR ACTIVITIES

| | |
|----------------------|----|
| Athletics..... | 41 |
| Dance | 41 |
| Theatre | 41 |
| Music Ensembles..... | 41 |

STUDENT ACTIVITIES AND GOVERNMENT

| | |
|---|----|
| Student Activities Program | 41 |
| Associated Students..... | 42 |
| Student Activity Fee..... | 42 |
| Ventura College Identification Card | 42 |
| Student Clubs and Organizations | 42 |
| Diversity in Culture Festival..... | 42 |
| Advertising, Posting & Distribution of Information on Campus..... | 42 |

SPECIAL PROGRAMS

| | |
|--|----|
| Civic Center (Facility Rentals)..... | 42 |
| Dual Enrollment..... | 42 |
| El Camino High School..... | 43 |
| MESA | 43 |
| State of CA Department of Rehabilitation Assistance..... | 44 |
| Ventura College East Campus..... | 44 |



STUDENT & INSTRUCTIONAL SUPPORT SERVICES

STUDENT SERVICES PROGRAMS

Admissions and Records

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 and career goals. Admission functions include preadmission guidance, admission, residency determination and reclassification, registration and program adjustments. Records 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. The Admissions and Records Office is located in the Student Services Center. Call (805) 289-6457 or email vcadmissions@vcccd.edu for assistance.

Assessment Office

Campus Center Building: Assessment & Outreach (805) 289-6402
Vc-matriculation@vcccd.edu

Program Purpose: The Assessment Office at Ventura College helps students start on a successful pathway in college. It is important that students take the classes for which they are academically prepared. Placement is designed to help determine the appropriate levels of courses that students need to take in mathematics, English, or English as a Second Language (ESL).

Additionally, the Assessment Office provides Ability to Benefit (ATB) testing services to determine eligibility for financial aid for students with neither a high school diploma nor a GED certificate.

All students will be eligible to enroll in transfer-level math and English courses. The Assessment Office will assess most students on the basis of their U.S. high school GPA and transcripts. In some cases, the college will look at other information to match students with the right courses to help them meet their goals.

Students may fulfill the Assessment requirements in a subject area (Mathematics, English, or ESL) through one or more of the following:

- Completing an equivalent course at a post-secondary accredited institution in that subject area (the course will determine placement);
- Completing an Associate Degree or higher;
- Earning a qualifying AP score or IB exam score in the subject area (students should contact the Counseling Department for more information).

For meeting graduation competency requirements in English, reading and/or math, please contact the Counseling Office. Students with disabilities may be tested through the Educational Assistance Center (EAC).

Basic Needs Office

Bookstore and Campus Services Building – (805) 289-6583

Program Purpose: Ventura College is committed to providing an educational environment that fosters compassion and respect, welcomes diversity and supports students in various circumstances (including students experiencing housing and food insecurities).

To accomplish this, the college has created support programs and resources that assist our students in meeting their basic needs and promoting their academic success. The Basic Needs Office assists students with locating sufficient housing, CalFresh applications, food insecurities, and accessing public transportation. In accordance with AB1995, the Basic Needs Office also provides shower facilities and other campus resources for Ventura College homeless youth.

As part of the Basic Needs Office, there is also a VC Food Pantry available for students. The goal of the VC Food Pantry is for students to utilize the on campus food pantry to help reduce stress about food insecurities, in turn helping students to achieve academic success. We strive to build awareness about food insecurity and conquer negative stigmas about visiting a pantry. The VC Food Pantry is located in the Campus Student Center (CSC) building. For hours of operation, please visit the Basic Needs Office webpage. For more information about Basic Needs services, please call 805-289-6583, email vcbasicneeds@vcccd.edu, or stop by the Basic Needs Office located in the Bookstore & Campus Services (BCS) building.

California Work Opportunity and Responsibility to Kids (CalWORKs)

Program Purpose: CalWORKs is a collaborative welfare to work program with the Ventura County Human Services Agency. 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 are referred by the Human Services Agency. Students identify an educational goal and develop a comprehensive educational plan with the CalWORKs Academic Counselor. The counselor will additionally develop an Individual Training Plan (ITP) that assists students with meeting their welfare to work participation requirements.

Available services include:

- Academic counseling, including career planning, course selection, registration, and referral to other campus resources;
- Early registration;
- Assistance with matriculation;
- Individual Training Plans (ITP);
- Advocacy with VC Human Services Agency;
- Educational supplies;
- Computer stations;
- Work study/internship placement for eligible students.

For information and appointments, call (805) 289-6003. Students must provide a county referral to initiate participation. Ventura College CalWORKs office is located in the CSA Building, #129A.

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 |
| <p>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.</p> <p>*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.</p> | | |

Campus Police Services

The VCCCD Police Department strives to promote a safe campus environment conducive to academic achievement through the cooperation of students, faculty, and staff. With your help in reporting suspicious activities or crimes, we are confident we can achieve this goal. We encourage the prompt reporting of any incident that threatens the safety, health, or rights of our campus community. The information contained in this report is made available to you in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, referred to as the Clery Act. This Act requires that all Title IV institutions prepare, publish, and distribute an annual security report which contains, among other information, three years of the institution's crime statistics and current security policies. The report is available for download or viewing electronically on the Ventura County Community College District website and in hard-copy format at any of the three campus police stations on the Moorpark, Oxnard and Ventura campuses. The crime report covers the Moorpark, Oxnard and Ventura campuses, the public property immediately adjacent/accessible to those campuses, as well as extending a mile around the campuses, and non-campus locations owned and/or controlled by the District. We remain committed to providing the highest levels of service and safety. On behalf of the District, Colleges, and our officers, thank you for helping to make our campuses safe. If you have questions or concerns, please feel free to contact Chief Joel Justice's office at (805) 652-7752, Monday through Friday.

The Campus Police office is also the location for Lost & Found items.

To formally contest a parking citation, within 21 days of receiving the citation, the registered owner must go online to <https://www.CitationProcessingCenter.com> and submit an appeal. The Campus Police stations, as well as the Police Services Department (located in the Day Road Center at 71 Day Road), each have a kiosk where persons who received citations may use a dedicated computer to submit an appeal. 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) 678-5805.

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 Police Services Department in the Day Road Center, at 805-652-7751, or to Data Ticket via phone at (800) 989-2058.

For emergencies, contact Campus Police or dial 911 from College 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; financial assistance may be available for students who qualify. 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 (as it relates to academic progress). 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 East Campus in Santa Paula. Please call (805) 525-7136 for counseling hours at the Ventura College East Campus site.

To maximize your educational success, students are encouraged to meet with a counselor on a regular basis. The 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 schedule an appointment 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 personal growth 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; alternative 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 their educational goals.

EOPS was established in the California Community College System in 1969. EOPS is renowned as the most successful California community college program. It 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 academic transfer and or vocational educational program at Ventura College.

EOPS values student success in achieving their goals on time and strengthening their voices as they transform their lives through their educational experience. EOPS aims to identify and address equity gaps to ensure that each student has the opportunity to succeed.

ELIGIBILITY

Students must be eligible for a California College Promise Grant A or B; be a California resident, be enrolled full time (12 units); have completed less than 50 units of degree-applicable credit; and be determined to be educationally disadvantaged.

EOPS OFFERS A RANGE OF 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. There is a required special college orientation. Early registration is also offered which allows the EOPS student to register early, and secure needed courses before campus-wide 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 education plan is provided to all EOPS students through the EOPS counseling faculty. EOPS counselors meet regularly with EOPS students. Peer advisement is also available.
- **Special Services:** A culturally proficient staff is available and can provide Spanish language assistance. EOPS strives to provide an environment that nurtures, engages, and reflects a diverse "family" of participants. By offering comprehensive support services that are academically and socially enriching, EOPS staff seek to advocate for and empower students to realize their potential.
- **Transfer:** EOPS provides assistance and university transfer fee waivers to EOPS-eligible students with the transfer and transitional 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 Student Mutual Responsibility Contract. EOPS Grants, graduation caps and gowns, food pantry assistance, emergency loans, book vouchers, and bus passes/tokens may also be available.
- **Tutoring:** EOPS provides additional tutoring hours for EOPS students through the Tutoring Center.
- **Success Strategies:** Study skills, time management, and retention and success strategies are offered through the EOPS Success Academy and other EOPS workshops.

• Cooperative Agencies Resources for Education (CARE) Program:

CARE is a cooperative effort under the umbrella of EOPS involving the State Employment Development Department, State Department of Social Services, local county CalWORKS departments and the California Community Colleges Chancellor's Office. This program specifically targets CalWORKS students.

CARE Eligibility: EOPS eligible students that are CalWORKS recipients, at least 18 years old, and the single head of their household with child(ren).

• **Services:** Additional financial assistance in the form of a CARE grant, special workshops, and non-CalWORKS duplicative services such as gas vouchers, book vouchers, meal tickets, minimal car repair, and parking permits may be available.

EOPS is located in the EOPS building. The phone number is (805) 289-6302.

FIRST YEAR EXPERIENCE (FYE) PROGRAM

Program Goals: *First Year Experience (FYE) is a student success program designed for first-time students transitioning into college. FYE ensures that first-year students have the tools and support necessary to navigate through college and beyond. With the support of academic counselors, faculty, staff, and student peers, FYE students will engage in the college experience and connect to the Ventura College community. Through this program, students are empowered to take ownership of their education and life goals.*

Eligibility:

- All first-time college students with no prior college experience
- Students are required to enroll in ONE of the following courses:
 - o COUN V01 - College Success (3 units)
 - o COUN V02 - Career Exploration & Life Planning (3 units)
 - o COUN V03 - College Orientation (1 unit)
 - o EAC V01 - Strategies for Success in College & Life (3 units)
 - o ENGR V01 - Introduction to Engineering (1 unit)
- Students must apply to the program and attend Arrival Survival (Summer Orientation)
- Students must show math and English placement, Orientation and First Semester Course Planning completion
- Students must enroll in English and Math during their first year
- Students must complete FAFSA or CA Dream Act Application

Benefits:

- Educational counseling and planning
- Academic & student success workshops
- Career counseling
- Enrollment assistance
- Extended orientation
- Transfer guidance
- Priority registration for spring and summer/fall semesters (for students who complete program requirements)
- Social gatherings to help integrate students into the college community

For more information, please call the FYE Office at **805-289-6438**, or visit the FYE page on the Ventura College website.

Financial Aid Programs

Program Purpose: The Financial Aid Office assists students with completing and understanding the financial aid processes. We support student success in collaboration with other departments by providing financial literacy training, delivering financial aid in a timely manner, providing loan counseling, increasing awareness of financial aid, serving un-served and underserved student populations, as well as maintaining compliance with federal and state financial aid programs and regulations.

The Financial Aid Office administers a variety of federal and state financial aid programs to assist students with their educational costs at Ventura College. To be considered for these programs, a student should complete the Free Application for Federal Student Aid (<https://fafsa.gov>), the California Dream Act Application (<https://dream.csac.ca.gov/>), or California College Promise Grant application (found on the My VCCCD portal) for each academic year.

Note: There may be additional requirements 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. For detailed information about Ventura College's cost of attendance, please visit the Financial Aid page on the Ventura College website. 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 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.

For the best sources of current financial aid information at Ventura College, please visit the Financial Aid Office page on the Ventura College website or visit the Financial Aid Office located in the Bookstore and Campus Services Building (BCS).

Scholarships/Ventura College Foundation

Established in 1983, The Ventura College Foundation provides financial support to the students and the programs of Ventura College.

The Foundation's signature programs include scholarship and textbook support through the Lending Library and Reserve Collection. Through this support, the Ventura College Foundation transforms students' lives through education by providing innovative and vital resources and financial support. The Foundation collaborates with Ventura College to enhance human potential, civic engagement, careers, and academic success of students enabling their effective impact and legacy on the college, local workforce, and our community.

For more information, including how to apply for these life-changing programs, please contact the Foundation Office by email at vcfoundation@vcccd.edu, by phone at 805-289-6461, or online at <https://www.VenturaCollegeFoundation.org>.

Housing Services

The College does not provide on-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, the Basic Needs Office may be able to assist students in their housing search.

For more information stop by the Basic Needs Office located in the BCS Building, or visit the Basic Needs Office webpage.

International Students Services

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 with the admission of new international students, as well as currently enrolled international students under F-1 Visa (Student Visa) from countries all around the world including: Australia, Canada, Brazil, England, France, Italy, Japan, Norway, Sweden and many more. For any questions or further information, please contact the International Student Office at (805) 289-6182 or via email at vcinternational@vcccd.edu.

Military Veterans and Eligible Dependents, and Active Duty Students

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.

Veterans' Educational Benefits

The Colleges of the Ventura County Community College District offer courses approved for Veterans Affairs (V.A.) benefits under Chapters 30,31,32,33,35, and 1606 under Title 38 of the U.S. Code. Eligible dependents may qualify for the College Fee Waiver through CalVET and active duty students may qualify for military Tuition Assistance.

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 using V.A. benefits or receiving information can contact the [Veteran's Resource Center \(VRC\)](#) at (805) 289-6060 or the School Certifying Official (SCO) in Admissions and Records (A&R).

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

All veterans and eligible dependents using benefits are required to see a counselor before enrolling. Students are encouraged to speak to the Veteran's academic counselor and SCO before making changes to their academic program or class schedule.

- The Veteran's academic counselor is located in the Veteran's Resource Center (VRC). They can be reached at (805) 289-6060.
- The SCO is located in Admissions & Records (A&R). They can be reached at (805) 289-6457 or vcadmissions@vcccd.edu.

Steps to be Certified for Benefits:

The following steps must be completed in order to receive your benefits from V.A. These steps are also on our [webpage](#).

- Apply for admission at venturacollege.edu/apply
- Apply for your VA benefits online at gibill.va.gov
- Submit your COE or Statement of Benefits and DD214 to your SCO.
 - Submit these documents through [Secure Form Submission](#).
- Submit official transcripts from all other colleges and universities you have attended, including SMART/AARTS military transcripts, to your SCO.
- Visit venturacollege.edu/transcripts for instructions on sending official transcripts.

- **IMPORTANT: VETERANS WHO HAVE ATTENDED OTHER COLLEGES MUST SUBMIT OFFICIAL TRANSCRIPTS TO A&R TO RECEIVE COLLEGE CREDIT FOR PRIOR LEARNING. AN UNOFFICIAL TRANSCRIPT CAN BE USED FOR THE INITIAL COUNSELING APPOINTMENT**
- Meet with a Veteran's academic counselor and complete a comprehensive education plan.
- Submit request for certification of education benefits every semester to your SCO.
 - This form is available electronically on venturacollege.edu/forms.

Verification of Enrollment to Receive Post-9/11 Educational Assistance Benefits

Effective August 1, 2021, the Johnny Isakson and David P. Roe, M.D. Veterans Health Care and Benefits Improvement Act of 2020 (P.L. 116-315) Section 1010 creates a dual certification for the receipt of Post-9/11 GI Bill® benefits. The school will certify the student's enrollment after the add-drop date, and then each month thereafter, the student would be required to electronically verify with VA their continued enrollment in that school. If a student fails to certify for two consecutive months, VA will withhold monthly housing allowance payments until the student certifies.

Enrollment and Rate of Pay

Only courses meeting 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 they want to continue to receive benefits; it is not automatic for continuing students.

V.A. educational benefits are paid based on the number of certified units the student is enrolled in. Post-9/11 (CH. 33) students must take at least one in person course to be eligible for the maximum monthly housing payment. For more information visit our [webpage](#).

Main Term (Fall/Spring 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)

Nonstandard Enrollment Term (Summer Session)

- V.A. converts credit earned during nonstandard quarters or semesters to equivalent credit hours. V.A. makes the conversion, not schools.
- Ventura College highly recommends students 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 V.A.

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 V.A. regulations, classes that are successfully completed may not be certified again for V.A. purposes if they are repeated. However, if a student fails a class, or if a program requires a higher grade than the one achieved in a particular class for successful completion, that class may be repeated and certified to V.A. again.

UNSATISFACTORY PROGRESS: In addition to the academic probation and dismissal standards applicable to all students, the V.A. 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 V.A. and the veteran may not be certified for future educational benefits. Any veteran placed on unsatisfactory progress must consult academic counseling before educational benefits can be reinstated.

Additional Program Information

The California Department of Veteran Affairs (CalVET) can be reached directly at 1(800) 952-5626 or <https://www.calvet.ca.gov>.

The Department of Veterans Affairs can be reached at 1 (888) 442-4551 or benefits.va.gov/gi.bill.

Pirates Cove

Program Purpose: *Pirates Cove is designed to increase retention by providing direct support and follow up services to at-risk students. The target population are students on: academic probation, near dismissal, early alert and/or satisfactory academic progress warning, however, the Pirates Cove is also available to serve all Ventura College students.*

Faculty and support staff are available in Pirates Cove to offer the following services:

- Academic Success Workshops
(study skills, time management, stress)
- Weekly Study Plans
- Referral services to campus services and resources
- Important reminders of campus, state and federal deadlines

STEM Harbor

STEM Harbor is a study area for students registered in any STEM (Science, Technology, Engineering, Math) class. It is a quiet place for small group study sessions with discipline faculty available during their drop-in hours. STEM Harbor is in SCI-223. Faculty drop-in hours are variable and change with each semester. For the current schedule, students should ask their STEM professor or email Professor Algiers (kalgiers@vcccd.edu). Students in any STEM course are welcome. Stop by and dock at STEM Harbor!

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 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 an accident occurs on campus please fill out a student accident report within 24 hours. The student accident insurance covers any accidents that occur on campus or in Ventura College sponsored activities. *** Skateboarding accidents are not covered. 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.

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 non-academic concerns including anxiety, depression, stress, family or relationship issues. Appointments are available in the Student Health Center by calling (805) 289-6346.

Student Outreach

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

- Pre-admissions information and assistance to all prospective students;
- Access to and knowledge of campus resources;
- Promotion of academic, career and student services to all prospective students and the community;
- Coordination of on-campus and community outreach events;
- Representation of the college at off-campus sites;
- Integration of matriculation, public relations, student services, and career technical education to create a comprehensive student centered program;
- Serves as the primary contact to local K-12 districts, community groups, and industry;
- Active publicity, promotion of interest, increase knowledge of academic and vocational programs, and student support services at Ventura College.

The Outreach program is located in the Campus Center at Ventura College and the Student Outreach Specialist coordinates with school sites, industry partners, and community, and can be contacted at vcoutreach@vcccd.edu or (805) 289-6154.

Career Development Center

Program Purpose: *The Career Development Center is here to inspire and support your life-long career journey and goals. Our team helps apply your Ventura College experience to advance in the world of work.*

Take advantage of our services!

- Build a resume and cover letter
- Prepare and practice for interviews
- Build a professional network with LinkedIn
- Learn job search and networking techniques

One on one appointments are available for all of the above services

We also offer a variety of services such as workshops, networking events, an annual career fair, and an online job board with a list of local career opportunities. Stop by the Career Development Center in the Student Services Center (SSC) for more information, or contact us at (805) 289-6473, or VCCareer@vcccd.edu.

University Transfer Center

Program Purpose: *The University Transfer Center (UTC) provides students with the necessary information to successfully transfer to a university. Students may receive assistance transferring to University of California, California State University, and Independent or Out-of-State universities.*

The UTC provides services to students planning to transfer to a college or university in or out-of-state. The UTC schedules on-campus visits by representatives from various colleges and universities and sponsors an annual UNIVERSITY/COLLEGE FAIR 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 and career. The UTC provides reference materials, college catalogs, applications and other services necessary for planning and achieving a smooth transition between institutions.

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

The UTC 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 but works closely with Ventura County Transportation Commission (VCTC) to provide students with safe and affordable transportation for students throughout the county. The VCCCD has also worked with VCTC to provide free bus services for students with a current Student Identification Card. Please see "Ventura College Student ID Card" for more information on how to obtain a Student Identification Card. VISTA bus service, (800) 438-1112, also provides bus transportation to Ventura and the surrounding communities with daily service to the College. These are the most affordable and hassle-free way to travel to and from the campus. For most current bus schedules, please visit <https://www.goventura.org/>.

Veterans Resource Center

Program Purpose: *The Ventura College Veterans Resource Center (VRC) is a safe and welcoming environment for Veterans, Active Duty Military and eligible Military Dependents pursuing their educational dreams.*

Our staff are dedicated to providing services to our Veteran-Student community. We can answer your questions about VA benefits and point you in the right direction for a multitude of programs and services including behavioral health screenings, Veteran housing and job resources.

To assist with your academic and financial planning, we have dedicated academic and financial aid professionals in the VRC who understand Veteran programs and Veteran-Student needs. We provide several computer workstations for students to apply to college, register for VA benefits, finish homework, print, or scan. We offer a book lending library, conference room with large presentation screen, restrooms and refrigerator.

The VRC is a great place to begin your college career, update your educational plan, relax between classes and to gather with fellow Veteran students. Stop by the Veterans Resource Center in the Campus Student Center, facing Telegraph Road, or contact us at 805-289-6060, vcvets@vcccd.edu, or visit the Veterans Resource Center page on the Ventura College website: <https://venturacollege.edu>.

Student Connect

Program Purpose: *The Student Connect Center's friendly staff offers one-on-one assistance to prospective, new and continuing students, providing computer-related support services to ensure a successful transition to and navigation through Ventura College.*

The Student Connect Center specializes in assisting students with the following:

- Completing the online admissions application
- Understanding and completing the steps for enrollment, including orientation
- Finding class schedules and course offerings
- MyVCCCD student portal access, activation, setup, and troubleshooting, including one-time passcodes
- General navigation of portal tools and services, including registration and payment for classes through the MyVCCCD student portal
- Answering general questions about Ventura College and providing information about programs, majors and student services
- Walking tours of our beautiful campus

The Student Connect center staff is available by email, over the phone, in person, through video chat, and with our 24-hour website chatbot. The center provides students computer access to complete the online application, onboarding, registration, and the MyVCCCD portal. The dedicated staff welcome and provide ongoing support to students, ensuring they are connected to the resources and tools they need to be successful and achieve their educational goals at Ventura College.

Information Center

Program Purpose: The purpose of the Information Center is to serve as a general guidance point of contact for visitors and students in the Student Services building and to coordinate the student interaction with the counselors.

The Information Center serves all Ventura College students by scheduling appointments and coordinating walk in visits with our Counseling faculty. New, continuing, and returning students schedule appointments through the Information Center to discuss educational plans and other college related options. The Information Center also serves as a liaison to various offices across campus.

INSTRUCTIONAL SUPPORT SERVICES

Distance Education

Ventura College offers convenient access to quality higher education and learning opportunities via distance education. Distance Education means instruction in which the instructor and student are separated by distance and/or time and interact through the assistance of online communication technologies. Distance Education courses are ideal for independent, self-directed, and motivated students who have access to functional computers and high-speed internet. Students selecting Distance Education courses should have good study and time management skills. In addition, Ventura College provides multiple

online support systems and tools to assist our distance education students such as online tutoring, access to the library, databases for research, writing assistance, online counseling, online test proctoring, and other services.

There are several types of online course formats: Online, Hybrid (partially-online), and HyFlex. Online means that a course expects your full attention online and may include synchronous Zoom sessions. Online courses are conducted entirely online through the learning management system, Canvas. All instructional activities—such as lectures, assignments, communication, and assessments (exams, projects, quizzes, etc.)—will take place online. There are no in-person requirements. Partially online courses (Hybrid and HyFlex) are conducted both online through the learning management system, Canvas, Zoom, and at Ventura College. Hybrid (partially online) means that there is a variation of time commitment between the online component and the in-class component. HyFlex is a type of hybrid format that allows for streaming while teaching a live class at the same time. There are not many HyFlex courses at Ventura College. Activities for partially online may include scheduled classroom instruction, zoom and/or proctored (supervised) exams. The online class schedule will indicate the scheduled classroom times and locations. Course format is denoted in the CRN Notes in the Schedule of Classes on the Ventura College website.

When searching the class catalog all courses have indicated a meeting time and location. Courses that indicate "Ventura Internet Classes" means that the content is completely offered online with various due dates. Courses that indicate Ventura Zoom Web Live Meeting means that during that time you are meeting via Zoom to have class. If it states both then you are signing up for both. Please read the schedule carefully as it does indicate a commitment of time.

Distance Education Orientations

We encourage all students new to online learning to explore the readiness tutorials on the Are you online ready? page of the Distance Education Website. We encourage all students (including new students) to sign up and take our VC Distance Education Student Orientation which familiarizes students with the Learning Management System (LMS), procedures at Ventura College, and online study tools. The LMS houses fully online, partially online, and web-enhanced classes and can be accessed through the VC Student Portal. Links to these services can be found on the distance education section of the Ventura College website. Please see Appendix XXII for more details regarding Distance Education.

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, and computer science. Computers are available with software for Internet access, word processing, textbook related materials, and specialized programs such as Kurzweil 3000, Dragon Natural Speaking, Inspiration, Read and Write Gold, Quickbooks, and Adobe Creative Cloud. "BEACH" is an acronym for Best Educational Access to Computers and Help.

The "BEACH" Learning Center computer lab is located on the first floor of the Library and Learning Resources building. For more information, call (805) 289-6320. A Learning Center is also located at the Ventura College East Campus in Santa Paula 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. Also located on the first floor is the English, Math, and Learning Resources Division Office.

On the second floor is the Library, which is a great place to study. The third floor is home to the Social/Behavioral Sciences and Humanities Division Office, and offices for faculty members in Communication Studies, English, and Social/Behavioral Sciences and Humanities.

Library

The Evelyn and Howard Boroughs Library supports the mission of the college by providing collections and services to meet the educational, research, and professional needs of Ventura College students, faculty, and staff.

The Library, located on the second floor of the Learning Resource Center (LRC), has eight group study rooms, quiet study areas, and a large ocean-view reading room. Technology available within the Library includes computers, printers, photocopiers, and wireless internet access. The Library's print collection consists of more than 100,000 books, 1,800 textbooks, and 131 print periodicals. The Library's digital collection includes more than 40 full-text electronic article, book, and streaming media databases.

The Library is home to several specialized collections that support equity and diversity. The Ventura College Foundation Textbook Reserve Collection and the Textbook Lending Library provide students with access to textbooks at no cost. The Ventura College Foundation has generously provided financial support for both collections. The Textbook Reserve Collection consists of current copies of textbooks that are available for one-day check-out. The Textbook Lending Library contains a limited collection of textbooks that students may check out for an entire semester. The Textbook Lending Library materials are primarily used textbooks and may include prior editions.

The Library provides equity in access to its diverse collections, services, and resources to Ventura College students, faculty, and staff, regardless of their location or educational modality. Library services and resources are available remotely on the Library's website at www.venturacollege.edu/library. Library service hours are listed on the homepage. Librarians are available to assist in-person, and remotely by phone, email, library chat, and online library appointments. Library research guides, video tutorials, and other learning support services are available online.

The Library actively supports the development of students' information competency skills with a focus on lifelong learning. The Library supports ISLO 4 through their reference and instruction programs, where librarians emphasize the development of research skills including recognizing an information need, locating and evaluating information, and the ethical use of information. Reference services are provided in-person at the reference desk and online through Library Chat and online library appointments. Library instruction is conducted both in-person and online, and includes orientations, tours, and workshops, online tutorials, videos, and learning objects, and a one-unit library course (LIB V01). Librarians collaborate with instructional faculty to create high-quality educational experiences that infuse information literacy across the curricula.

A branch of the Library is located at the Ventura College East Campus in Santa Paula. All library services, including library instruction, are available at the branch, and students attending classes at East Campus may utilize all remote library services and resources.

For assistance with Circulation and Reserves, contact (805) 289-6482. To reach a librarian, contact (805) 289-6382.

The Library Guidelines are available on the Ventura College Library website at <https://venturacollege.edu/library>.

Reading/Writing Center

The Reading & Writing Center (RWC) is located in the LRC's Stan Weisel Tutoring Center. 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. 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. For more information, please call (805) 289-6026.

Math Center

The Math Center is located in the LRC's Stan Weisel Tutoring Center. Tutors are available for all levels of math. For more information, call (805) 289-6026.

Online Tutoring

Ventura College students also have access to Net Tutor, 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 page on the Ventura College website.

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, as well as 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.

IDS N100 faculty and peer tutors are available throughout the day to assist students with assignments. IDS N100 is a free noncredit 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 Tutoring Center has peer assisted learning services (PALS) where peer tutors (PALS) are assigned to a group of students identified by instructors for the purposes of improving success and retention rates in courses. The PALS leader may provide study skill strategies for the students enrolled in the course.

The Tutoring Center is located on the first floor Learning Resource Center (LRC). For more information, please call (805) 289-6026 or visit the Ventura College website for semester hours of operation. Tutoring is also available at the Ventura College East Campus in Santa Paula. Please call (805) 289-6590 for directions and more information. All Ventura College students may use services at both sites.

Testing Center

With instructor approval, current students may schedule make-up tests in the Testing Center, which is located in ELC 1. For more information, including hours of operation, please visit the Testing Center page on the Ventura College website: <https://venturacollege.edu>.

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, and music. 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 actively enrolled and attending 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 field, and water polo. The Women's Athletic Program includes competition in basketball, beach volleyball, cross-country, soccer, softball, swimming, tennis, track and field, volleyball and water polo.

Information about Pirate Athletics can be found on the department's website, www.VCwepplayhard.com.

Dance

Under the direction of the dance department staff, the dance curriculum is built around appreciation courses, as well as modern and traditional activity courses.

Theatre

Theatre Arts faculty and staff at Ventura College aim to provide opportunities for students to gain practical experience in all aspects of performance and production. Co-curricular activities in Theatre Arts include plays and other dramatic events produced throughout the academic year. Students seeking performance opportunities are required to audition. Students interested in production assignments (crew, costume, lights, set, sound, stage management, etc.) are encouraged to request an interview with the faculty director or producer of the desired project.

Music Ensembles

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 Student Activities Office provides opportunities for students to develop their leadership skills and network through a wide variety of activities and experiences. The program encourages student life on campus by overseeing the Associated Students, student clubs, and organizations and hosting and sponsoring campus events. Program areas include but are not limited to student activities and programs, leadership, Associated Students of Ventura College (ASVC), posting approval, vendor approval, use of facilities and services by student clubs and organizations, student photo identification, and student commencement.

These extracurricular activities allow students to learn leadership, civic responsibility, and appreciation of diversity and inclusion while providing them with skills and experiences to enhance their education and professional opportunities. All students can get involved in campus life by participating in student organizations, student government, being a student representative on college committees, or attending campus activities. Students who get involved in campus life will discover their talents and potential through practical applications of critical thinking, civic responsibility, and leadership. Find out how to get involved by contacting the Student Activities Office (inside the Student Campus Center, across from the Bookstore), calling (805) 289-6487, or visiting us at <https://www.venturacollege.edu/departments/student-services/student-activities>.

Associated Students

Each spring semester, the student body elects its officially recognized student government, the Associated Students of Ventura College (ASVC) Board of Directors. This Board consists of twelve student officers representing Ventura College students on campus, district, and statewide participatory committees. ASVC provides students at Ventura College with a voice to share their ideas and concerns and leadership opportunities and encouragement for students to get involved on campus through student organizations, campus events, and extracurricular activities. ASVC inspires students towards critical thinking, civic responsibility, advocacy, and leadership. The ASVC Board of Directors funds campus events that student organizations and the College sponsor to develop student life on campus beyond the classroom. The ASVC Office is located inside the Student Activities Office.

Student Government meetings are held biweekly on Tuesdays from 3:30 p.m. to 5:00 p.m. in the Student Center Multi-Purpose Room. Students are welcome to attend meetings and 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 policymaking. Visit the Student Activities Office, CSA Building, or call (805) 289-6487 for more information.

Student Activity Fee (optional)

An optional Student Activity 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. Students who pay the fee may be eligible for exclusive events, activities, and programs hosted by ASVC and the Student Activities 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 Clubs and Organizations

A variety of special interest clubs and student organizations are active on Ventura College's campus. These organizations provide opportunities for students to meet, organize and work together to achieve specific goals. These organizations make up the Inter-Club Council, which is designed to encourage students to get involved in campus life beyond the classroom. These student clubs organizations host a variety of campus activities throughout the year and provide personal and professional enrichment opportunities. For more information about student organizations or how to start a student organization at Ventura College, stop by Student Activities Office, or visit the V.C. Clubs & Organizations webpage at the Ventura College website.

Some of the existing student clubs and organizations include the Agriculture Ambassadors, Alpha Delta Nu Nursing Honor Society, Anime & Esports, Anthropology Club, Architecture Club, Automotive Club, Black Student Union (B.S.U.), Circle K International, Computer Science Club, Engineering Society, E.O.P.S. Club, Environmental Outdoor Student Organization, Holistic Health Club, I.D.E.A.S. club,

Intervarsity, L.G.T.B.Q. Alliance, V.C. de M.E.Ch.A., Music Club, PartnerShip (Business Club), Pirate's Pre-Nursing, Political Science Club, Psychology Club, Society of Hispanic Professional Engineers, Student Nurse Association, Water Science Association, Zumba Dance Club, among many others.

DIVERSITY IN CULTURE FESTIVAL

The Diversity in Culture festival is an annual event highlighting diversity through unique educational experiences. The event includes lectures, presentations, workshops, performances, student organizations, food, and a cultural marketplace. The two-day event is open to the campus and community and provides opportunities for personal growth and fulfillment while enhancing cultural competencies. All are welcome to attend.

Advertising, Posting and Distribution of Information on Campus

The Student Activities Office must approve all non-campus sponsored event flyers, posters, and advertisements posted on Ventura College Campus. Campus program and activity flyers do not need to be approved by the Student Activities Office. The Student Activities Office will post Campus flyers, posters, and advertisements for college departments every Friday morning. A maximum of 15 flyers, posters, and advertisements from the same organization or advertising the same event will be approved for posting. Approved advertisements MAY only be posted on general-use bulletin boards and kiosks. Flyers will be removed the day after the event. Flyers may be posted for up to 10 working days without an end date and will be taken down by the Student Activities Office. Only blue painter's tape, tacks, or staples can be used. No information may be placed on exterior walls, vehicles, sidewalks, poles and campus maps, directories, and sliding glass doors. Unapproved items may be removed by staff. Ventura College reserves the right to approve or not approve all posted material on the college campus. Please refer to Ed Code 76120 or Business and Professional Code 5402 for more information.

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 and in accordance with the provisions of the Education Code §82537-82548. 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.

Dual Enrollment

Ventura College has partnered with local K-12 school districts to offer dual enrollment opportunities in which college classes are offered at local high schools, enabling students to receive both high school and college credits. The goal is to develop pathways from high school to community college for Career Technical Education (CTE), preparation for transfer, improving high school graduation rates, and helping high school students achieve college and career readiness. High School students interested in registering for dual enrollment classes should contact the Counseling Office at their local high school. For additional information about the Ventura College Dual Enrollment Program, please call (805) 289-6507 or email VCDualEnrollment@vcccd.edu.



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 Advanced Placement and 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 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 Hector Guerrero, Principal, at (805) 289-7955.

MESA

The MESA Community College Program supports students to successfully transfer to four-year universities in science, engineering and math (STEM) majors. This support is especially crucial to first-generation, low-income, historically-underserved community college students. The MESA Community College Program is a partnership between Ventura College 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 federal and/or state financial aid (California Promise Grant, PELL Grant, Cal Grant, etc.).
6. First-generation college student.

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.
- **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, conferences, 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) 289-6538 or visit the MESA office in SCI-224 for information.

State of California Department of Rehabilitation Assistance

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

WHAT ASSISTANCE IS PROVIDED? The DOR 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 DOR services is determined by the DOR office and is based on the existence of a 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 101 Hodencamp Rd., Suite 212, 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 East Campus

957 Faulkner Road, Suite 106, Santa Paula

Phone: (805) 525-7136

Fax: (805) 933-1972

From main campus, dial extension 6100

Office Hours:

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

Library and Learning Resource Center Hours:

Monday–Thursday: 8:00 a.m. to 8:30 p.m.

<https://www.venturacollege.edu/eastcampus>

For nearly 40 years, the Ventura College East Campus in Santa Paula (VCEC) has offered access to higher education to the communities of Fillmore, Piru, and Santa Paula. At VCEC, courses are open to all students seeking to achieve their educational goals. VCEC offers students the opportunity to complete their entire Associate Degree in Arts and Humanities, Social and Behavioral Sciences, and Veterinary Technology. The campus also offers Certificates of Achievement in Medical Assistance, Administrative Assistance, and Veterinary Assistance. Students may also choose from a variety of educational programs, including rotation of general education transfer courses, career and technical training, and basic skills and English as a Second Language (ESL).

VCEC offers student services to all Ventura College students and prospective students. Bilingual (English/Spanish) staff, including a full-time Academic Counselor and Student Services Assistant are on site to assist students with educational planning, admissions, and registration. Additional services include financial aid assistance, MyVCCCD student portal support, payments, Career Center advising, and Student Health Center resources.

The VCEC Library and Learning Resource Center is open to all Ventura College students and is a place for students to do research, write and print class papers, check out books, textbooks via inter-library loan, access online classes, and work with software programs for their specific classes. Math tutoring and Wi-Fi are available.

The VCEC extension campus is a model on how institutions of higher learning can combine innovative programs, student support, and instruction technologies to provide outstanding learning opportunities and community services. The East Campus also serves as the center of operations for Ventura College Off-Campus Programs, including Dual Enrollment.





GRADUATION REQUIREMENTS

| | |
|---|----|
| CREDIT PROGRAMS: Awards, Certificates, and Degrees | |
| Planning Your Education..... | 46 |
| Choose an Educational Goal..... | 47 |
| Curriculum: Courses, Degrees, Certificates, and Awards..... | 48 |
| Earn an Associate Degree for Transfer..... | 50 |
| Earn an Associate Degree..... | 51 |
| Associate Degrees in Specific Majors..... | 52 |
| Associate Degrees in General Studies Pattern I..... | 53 |
| Associate Degrees in General Studies Pattern II and III..... | 55 |
| Other Graduation Information..... | 57 |
| Earn a Certificate of Achievement..... | 60 |
| Earn a Proficiency Award, Certificate of Completion, or Certificate of Competency.... | 61 |

CREDIT PROGRAMS: Awards, Certificates, and Degrees

Planning Your Education

Dean of Student Services - Counseling

Marnie Melendez, Ed.D. (Interim)

Counseling Faculty/Counseling Office - 805-289-6448

Gema Espinoza Sanchez, Ed.D. (Department Chair)

Sheehan Casey (Athletics Counselor)

Vanessa Chacon (Veterans Counselor)

Emily Bartel

Scott Brewer

Brandon D'Amico

Marcelino DeCierdo

Angelica Gonzales

Alex Henderson

Bea Herrera

Maria Flores

Guadalupe Moriel-Guillen

Yia Vang

Dan Walsh

Corey Wendt

Lauren Wintermeyer Ramirez, Ed.D.

Beatriz Zizumbo

Career Development Center - 805-289-6473

University Transfer Center - 805-289-6411

Marian Carrasco-Nungaray, Ed.D. (Coordinator)

Adrianna Cunningham (Office Assistant)

EAC Office - 805-289-6300

Patricia Wendt (Coordinator)

Maria Reyes-Sanchez

Mario Rivera

EOPS Office - 805-289-6302

Paula Munoz (Coordinator)

Kenya Galdamez Ramirez

Luis Ayala Garcia

Daniel Gonzalez Albor

Counseling Office Support Staff

Veronica Allen, Student Services Assistant II

Tricia Bergman, Administrative Assistant

Vacant, Student Services Assistant II

Rosie Stutts, Counselor Assistant

First Year Experience Office - 805-289-6438

Erica Ruiz (First Year Experience Liaison)

Marisol Hernandez (Counselor Assistant)

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. Counselors at Ventura College are available to help you identify your goals and to create an educational plan that will help you achieve those goals. The Counselors 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.
- 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, Proficiency Award, Certificate of Completion, or Certificate of Competency.

Proof of Your Success

Ventura College offers four distinct types of credit 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 Degrees 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 units of required general education (either the CSU-GE Breadth, CSU-GE Breadth for STEM, IGETC, or IGETC for STEM pattern) a specific set of lower division major preparation coursework. Students with an ADT are guaranteed admission into the CSU in a program deemed similar to that degree and will have the opportunity to complete their Bachelor's Degree upon completion of the additional 60 additional units of upper division coursework. Students completing the IGETC or IGETC for STEM patterns must complete IGETC Area 1C (Oral Communication) to be guaranteed admission to the CSU.
- **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 VC counselor to assist you in determining which pattern you should follow.
- **Certificates of Achievement** 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.
- **Certificates of Competency** demonstrate achievement in a set of competencies that prepares students to progress in a career path or to enroll in credit courses.
- **Certificates of Completion** lead to improved employability or job opportunities.

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 VC 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 pages 48-49.

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 University of California (UC), California State University (CSU), independent, or out-of-state institutions.



Associate Degree for Transfer to the CSU

Ventura College offers 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 a CSU campus. Ventura College currently offers 28 ADTs. Please meet with a counselor to see if one of these ADTs is appropriate for you and meets your transfer educational goal. See page 50 for more information and a complete list of requirements for earning an Associate Degree for Transfer.



Associate Degree

In any 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 degree-applicable units, including courses in general education and courses in a chosen major. Ventura College also offers a General Studies degree that allows students to choose an area of emphasis from a group of disciplines rather than a specific major. Ventura College currently offers 45 AS and AA degree programs. See page 52 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 provide more in-depth study 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. Ventura College currently offers 43 Certificate of Achievement programs. See page 60 for a complete list of requirements for earning a Certificate of Achievement.



Certificate of Completion

Certificates of Completion are given to students who have satisfactorily completed a sequence of noncredit courses designed to improve employability or job opportunities. See page 60 for a complete list of requirements for earning a Certificate of Completion.

Certificate of Competency

A Certificate of Competency is awarded to students who have demonstrated achievement in a set of competencies that prepares them to progress in a career path or to take non-degree applicable or degree-applicable credit courses. See page 60 for a complete list of requirements for earning a Certificate of Competency.

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 enhance their skills. These awards are not recorded on student transcripts. See page 61 for a complete list of requirements for earning a Proficiency Award.



CURRICULUM: COURSES, DEGREES, CERTIFICATES, AND AWARDS

COURSES = C

CERTIFICATE OF ACHIEVEMENT = COA

Awarded to students who have successfully completed specified degree-applicable units in a curriculum area.

PROFICIENCY AWARD = PA

Awarded to students who have successfully completed a degree-applicable course or series of courses in specified curriculum.

ASSOCIATE DEGREE = AA/AS

Awarded to students who have successfully completed a minimum of 60 degree-applicable semester units in general education courses with at least 18 units in one curriculum area.

ASSOCIATE DEGREE FOR TRANSFER = ADT

Awarded to students who have successfully completed a minimum of 60 CSU transferable semester units; in general education (CSU-GE Breadth or IGEC pattern), specified major, and/or elective courses.

NONCREDIT CERTIFICATE = NC

Awarded to students who complete a sequence of noncredit courses leading to employability or acquisition of study skills.

| CURRICULUM | C | ADT | AA/AS | COA | PA | NC |
|---|---|-----|-------|-----|----|----|
| 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 | | | | | |
| AGRICULTURE | X | | | | | |
| • AGRICULTURE BUSINESS | | X | | | | |
| • AGRICULTURE FIELD SUPERVISOR | | | | | | X |
| • AGRICULTURE PLANT SCIENCE | | X | | X | | |
| • FOOD SAFETY | | | X | X | | X |
| • VETERINARY ASSISTANT | | | | X | | |
| • VETERINARY TECHNOLOGY | | | X | | | |
| AMERICAN ETHNIC STUDIES | X | | | | | |
| ANATOMY | X | | | | | |
| ANATOMY/PHYSIOLOGY | X | | | | | |
| ANTHROPOLOGY | X | X | | | X | |
| ARCHITECTURE | X | | | | | |
| • ARCHITECTURAL SCIENCE | | | X | X | | |
| • ARCHITECTURAL DESIGN | | | X | X | | |
| • ARCHITECTURAL TECHNOLOGY | | | | X | | |
| ART | X | | | | | |
| • ART HISTORY | | X | | | | |
| • CERAMICS | | | X | X | | |
| • FINE ART | | | X | X | | |
| • STUDIO ARTS | | X | | | | |
| ASSISTIVE COMPUTER TECHNOLOGY | X | | | | | |
| ASTRONOMY | X | | | | | |
| AUTOMOTIVE + | X | | | | | |
| • AUTOMOTIVE TECHNOLOGY | | | X | X | | |
| AUTOMOTIVE CAREER EDUCATION | X | | X | | | |
| • AUTOMOTIVE MAINTENANCE TECHNICIAN | X | | | | | |
| • AUTOMOTIVE PERFORMANCE TECHNICIAN | X | | | | | |
| • AUTOMOTIVE REPAIR TECHNICIAN | X | | | | | |
| • AUTOMOTIVE SERVICE TECHNICIAN | X | | | | | |
| BILINGUAL/CROSS-CULTURAL STUDIES | | | X | X | | |
| BIOLOGY | X | X | | | | |
| • BIOLOGICAL SCIENCES | | | X | X | | |
| • PRE-ALLIED HEALTH | | | | X | | |
| BUSINESS | X | | | | | |
| • ACCOUNTING | | | X | X | | |
| • ADMINISTRATIVE ASSISTANT | | | X | X | X | |

| CURRICULUM | C | ADT | AA/AS | COA | PA | NC |
|--|---|-----|-------|-----|----|----|
| • ADMINISTRATIVE OFFICE ASSISTANT | | | X | X | | |
| • BOOKKEEPING | | | X | X | | |
| • BUSINESS ADMINISTRATION | | X | | | | |
| • BUSINESS MANAGEMENT | | | X | X | | |
| • BUSINESS OFFICE SKILLS | | | | | X | |
| • MEDICAL ASSISTANT - ADMINISTRATIVE | | | X | X | | |
| • MEDICAL ASSISTANT - MULTI-SKILLED | | | X | X | | |
| • MEDICAL INSURANCE BILLING | | | | | X | |
| • SOCIAL MEDIA MARKETING | | | X | X | | |
| • SUPERVISION | | | X | X | | |
| CHEMISTRY | X | | | | | |
| CHICANO STUDIES | X | | | | | |
| • SOCIAL JUSTICE STUDIES: CHICANA/O STUDIES EMPHASIS | | X | | | | |
| CHILD DEVELOPMENT | X | | X | X | | |
| • ASSOCIATE TEACHER | | | | X | | |
| • EARLY CHILDHOOD EDUCATION | | X | | | | |
| COGNITIVELY DIVERSE LEARNERS | X | | | | | |
| COMMUNICATION STUDIES | X | X | | | | |
| COMPUTER SCIENCE | X | | | | | |
| 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 | | | | | |
| DIESEL MECHANICS | X | | X | | | |
| • DIESEL ENGINE REPAIR | | | | X | | |
| • MEDIUM AND HEAVY DUTY VEHICLE REPAIR | | | | X | | |
| DRAFTING | X | | | | | |
| • DRAFTING TECHNOLOGY | | | | X | | |
| • INDUSTRIAL DESIGN/MANUFACTURING | | | X | X | | |
| ECONOMICS | X | X | | | | |
| EDUCATION | X | | | | | |
| • ELEMENTARY TEACHER EDUCATION | | X | | | | |
| EDUCATIONAL ASSISTANCE CENTER | X | | | | | |
| EMERGENCY MEDICAL SERVICES | X | | | | | |
| ENGINEERING | X | | X | X | | |
| • PHYSICAL SCIENCE: ENGINEERING TECHNOLOGY | | | X | X | | |
| ENGLISH | X | X | | | | |
| ENGLISH AS A SECOND LANGUAGE | X | | | | | |

+PREPARATION FOR LICENSE/PERMIT ++NONCREDIT COURSES LEADING TO A CERTIFICATE OF COMPLETION

CURRICULUM: COURSES, DEGREES, CERTIFICATES, AND AWARDS

COURSES = C

CERTIFICATE OF ACHIEVEMENT = COA

Awarded to students who have successfully completed specified degree-applicable units in a curriculum area.

PROFICIENCY AWARD = PA

Awarded to students who have successfully completed a degree-applicable course or series of courses in specified curriculum.

ASSOCIATE DEGREE = AA/AS

Awarded to students who have successfully completed a minimum of 60 degree-applicable semester units in general education courses with at least 18 units in one curriculum area.

ASSOCIATE DEGREE FOR TRANSFER = ADT

Awarded to students who have successfully completed a minimum of 60 CSU transferable semester units; in general education (CSU-GE Breadth or IGETC pattern), specified major, and/or elective courses.

NONCREDIT CERTIFICATE = NC

Awarded to students who complete a sequence of noncredit courses leading to employability or acquisition of study skills.

| CURRICULUM | C | ADT | AA/AS | COA | PA | NC |
|--|---|-----|-------|-----|----|----|
| ENGLISH FOR MULTILINGUAL STUDENTS | X | | | | | |
| ENVIRONMENTAL SCIENCE/RESOURCE MANAGEMENT | X | | | | | |
| • ENVIRONMENTAL STUDIES | | | | | X | |
| FILM | X | | | | | |
| FRENCH | X | | | | | |
| GENERAL STUDIES: ARTS & HUMANITIES (PATTERN I) (SEE ALSO HOLISTIC STUDIES) | | | X | | | |
| GENERAL STUDIES: ARTS & HUMANITIES (PATTERNS II/III) | | | X | | | |
| GENERAL STUDIES: HOLISTIC STUDIES (PATTERN I) | | | X | | | |
| GENERAL STUDIES: LIBERAL STUDIES (PATTERNS II/III) | | | X | | | |
| GENERAL STUDIES: NATURAL SCIENCES (PATTERN I) | | | X | | | |
| GENERAL STUDIES: NATURAL SCIENCES OR MATHEMATICS (PATTERNS II/III) | | | X | | | |
| GENERAL STUDIES: SOCIAL & BEHAVIORAL SCIENCES (PATTERN I) | | | X | | | |
| GENERAL STUDIES: SOCIAL & BEHAVIORAL SCIENCES (PATTERNS II/III) | | | X | | | |
| GEOGRAPHIC INFORMATION SYSTEMS | X | | | | | |
| • BASIC COMPETENCY | | | | | | |
| GEOGRAPHY | X | X | | | | |
| GEOLOGY | X | X | | | | |
| GERMAN | X | | | | | |
| GLOBAL AND INTERNATIONAL STUDIES | | | X | | | |
| HEALTH EDUCATION | X | | | | | |
| • PUBLIC HEALTH SCIENCE | | X | | | | |
| HEALTH SCIENCES | X | | | | | |
| HISTORY | X | X | | | | |
| HOLISTIC STUDIES (SEE ALSO GENERAL STUDIES: HOLISTIC STUDIES) | | | | | | |
| HUMAN SERVICES | X | | X | X | | |
| IGETC | X | | | X | | |
| INTERCOLLEGIATE ATHLETICS | X | | | | | |
| INTERDISCIPLINARY STUDIES | X | | | | | |
| INTERNSHIP | X | | | | | |
| ITALIAN | X | | | | | |
| JAPANESE | X | | | | | |
| KINESIOLOGY | X | X | | | | |
| LEARNING SKILLS | X | | | | | |
| LIBRARY INSTRUCTION | X | | | | | |

| CURRICULUM | C | ADT | AA/AS | COA | PA | NC |
|---|---|-----|-------|-----|----|----|
| MANUFACTURING TECHNOLOGY | X | | | | | |
| • ADVANCED MANUFACTURING | | | X | | | |
| • BIOMEDICAL DEVICE MANUFACTURING (JOINT PROGRAM WITH MOORPARK COLLEGE) | | | | X | | |
| • CNC MACHINE OPERATOR | | | | | | |
| • MANUFACTURING APPLICATIONS | | | | | | |
| MATHEMATICS | X | X | | | | |
| MICROBIOLOGY | X | | | | | |
| MUSIC | X | X | X | X | | |
| NURSING SCIENCE | X | | | | | |
| • NURSING | | | X | | | |
| NUTRITION AND DIETETICS | | X | | | | |
| PARAMEDIC | X | | | | | |
| • EMERGENCY MEDICAL SERVICES: PARAMEDIC STUDIES | | | X | X | | |
| PHILOSOPHY | X | X | | | | |
| PHOTOGRAPHY | X | | X | X | | |
| PHYSICAL SCIENCE | X | | | | | |
| PHYSICS | X | | | | | |
| PHYSIOLOGY | X | | | | | |
| POLICE SCIENCE+ + | X | | | | | X |
| • BASIC LAW ENFORCEMENT ACADEMY | | | X | X | | X |
| POLITICAL SCIENCE | X | X | | | | |
| PSYCHOLOGY | X | X | | | | |
| SIGN LANGUAGE | X | | | | | |
| SOCIAL WORK/HUMAN SERVICES | X | | | | | |
| • HUMAN SERVICES: SOCIAL SERVICES AFFILIATE | | | | | X | |
| • HUMAN SERVICES: SOCIAL WELFARE SPECIALIST | | | | | X | |
| SOCIOLOGY | X | X | | | | |
| SPANISH | X | X | | | | |
| STUDY SKILLS | X | | | | | |
| TECHNOLOGY & WORKPLACE COMPETENCIES | | | | | | X |
| THEATRE ARTS | X | X | | | | |
| • ACTING | | | | | | |
| • COSTUME | | | | | | |
| • DIRECTING | | | | | | |
| • MAKE-UP | | | | | | |
| • TECHNICAL THEATRE PRODUCTION | | | | | | |
| WATER SCIENCE | X | | | | | |
| • WATER SCIENCE, WASTEWATER | | | X | X | | |
| • WATER SCIENCE, WATER | | | X | X | | |
| WELDING | X | | | | | |
| • WELDING TECHNOLOGY | | | X | X | | |
| WORK EXPERIENCE | X | | | | | |

+PREPARATION FOR LICENSE/PERMIT ++ NONCREDIT COURSES LEADING TO A CERTIFICATE OF COMPLETION

Education Pathways

EARN AN ASSOCIATE DEGREE FOR TRANSFER

An Associate Degree for Transfer (ADT) is an Associate in Arts for Transfer (AA-T) or an Associate in Science for Transfer (AS-T) degree that is designed specifically for transfer to the California State University (CSU) System. The Associate Degree for Transfer is the result of Senate Bill 1440, a transfer bill that requires the California Community Colleges (CCC) to offer associate degrees for transfer in many of the most popular majors, and for the CSU to provide priority admission to CCC students who have earned an ADT. These degrees can be completed with a minimum of 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 ADT in a major that has been deemed similar at a CSU will be guaranteed admission to a CSU in that major with junior standing, and the opportunity to complete a baccalaureate degree with 60 additional semester (or 90 quarter) units. The AA-T and AS-T degrees are recognized by both the CCC and the CSU systems as a measure of preparation and readiness for transfer to upper-division course work at the CSU. Students should be aware that an ADT will guarantee an admission to a CSU school but not necessarily the school the students have chosen.

PURSUANT TO THE STUDENT TRANSFER ACHIEVEMENT REFORM ACT (SB 1440), 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.
2. Complete a minimum of 60 semester units or 90 quarter units that are eligible for transfer to the CSU, including both of the following:
 - (A) Completion of the California State University General Education-Breadth (CSU GE-Breadth) pattern (see page 76 for more information); OR the Intersegmental General Education Transfer Curriculum (IGETC-CSU) pattern (see page 85 for more information). Students transferring to CSU using IGETC must complete Area 1C (Oral Communication) to be guaranteed admission to the CSU.
 - (B) Completion of a minimum of 18 semester or 27 quarter units in a major or area of emphasis, as determined by the community college district and prescribed by the State Chancellor's Office approved AA-T or AS-T with no less than a "C" or better of a "P" (formerly "CR") in each course, (Title 5, section 55063). Please see detail in the **Course and Program Descriptions** section of the catalog. Even though a "Pass/No Pass" grade is allowed, it is recommended that students complete their major courses with a letter grade (A, B, or C).
3. Obtain a minimum cumulative CSU transferable grade point average of 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 www.assist.org website and/or with a VC counselor for more information.
4. Complete a minimum of 12 units in residence at the college granting the degree.
5. Apply for your ADT. The ADT is not automatically awarded when you complete the requirements. Meet with a VC counselor to file an application for the ADT in the Counseling Office during the same semester in which you plan to finish the graduation requirements.

| | | |
|--------------------------------|-----------------------------------|----------------------------|
| Administration of Justice AS-T | Elementary Teacher Education AA-T | Philosophy AA-T |
| Agriculture Business AS-T | English AA-T | Political Science AA-T |
| Agriculture Plant Science AS-T | Geography AA-T | Psychology AA-T |
| Anthropology AA-T | Geology AS-T | Public Health Science AS-T |
| Art History AA-T | History AA-T | Social Justice Studies: |
| Biology AS-T | Kinesiology AA-T | Chicana/o Studies AA-T |
| Business Administration AS-T | Mathematics AS-T | Sociology AA-T |
| Communication Studies AA-T | Music AA-T | Spanish AA-T |
| Early Childhood Education AS-T | Nutrition and Dietetics AS-T | Studio Arts AA-T |
| Economics AA-T | | Theatre Arts AA-T |

Program requirements are subject to change. Additional majors are being developed. Please see a VC counselor for more information. For the latest information on Associate Degrees for Transfer (ADT), go to <https://ADegreeWithAGuarantee.com>.

Reference: AP 4100 GRADUATION REQUIREMENTS FOR DEGREES AND CERTIFICATES - Last revised June 2020.

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 (GE) requirements, major, emphasis requirements, and/or electives, if necessary. Associate degrees may be earned in academic disciplines and/or career technical areas.

1. **Major/Area of Emphasis and GE:** Choose from these two options and complete required **General Education and Major or Area of Emphasis** (18 units minimum):
 - Associate in Arts (AA) or Associate in Science (AS) in a specific major. See page 52.
 - Associate in Arts (AA) in General Studies, Patterns I, II, or III. See pages 53-56.
2. **Units:** Satisfactorily complete at least 60-semester units of degree-applicable college credit coursework (as defined in section 55002 (a)). (General Studies Patterns II and III require all 60 units to be CSU transferable units).
3. **Grades:** Earn a grade of "C" or better, or a "P," 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 with a P/NP (pass-no pass), and therefore, it is strongly recommended that students take all major coursework for a letter grade.
4. **GPA:** Achieve a cumulative grade point average of no less than 2.0 in degree-applicable college credit coursework.
5. **Competency:** Demonstrate competency in reading, written expression, and mathematics as defined in Title 5 section 55063 for the appropriate catalog year.
 - 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. **Residence:** Complete a minimum of 12 semester units in residence at the college granting the degree. Exceptions to the residence requirement can be made by the Board when an injustice or undue hardship would be placed on the student.

References: AP 4100 GRADUATION REQUIREMENTS FOR DEGREES AND CERTIFICATES - last revised May 2020,

AP 4025 PHILOSOPHY AND CRITERIA FOR ASSOCIATE DEGREE AND GENERAL EDUCATION - last revised May 2017.

Associate Degree in Specific Majors

Associate in Arts (AA) or Associate in Science (AS) Degree in Specific Major Requirements

1. Complete Ventura College's General Education Requirements (areas A-E) on page 65.

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/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/Analytical Thinking - one (1) course

E. Health and Physical Education/Kinesiology

Health Education – one (1) course

Physical Education, Kinesiology, Intercollegiate Athletics, or Dance - one (1) activity 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 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 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.

| | | |
|--|-------------------------------------|--|
| Accounting | Construction Technology: | Music |
| Administrative Office Assistant | Construction Management | Nursing |
| Advanced Manufacturing | Criminal Justice | Photography |
| Architectural Design | Diesel Mechanics | Physical Science: Engineering Technology |
| Architectural Science | Drafting Technology: | Social Media Marketing |
| Automotive Career Education | Industrial Design and Manufacturing | Supervision |
| Automotive Technology | Emergency Medical Services: | Veterinary Technology |
| Basic Law Enforcement Academy | Paramedic Studies | Water Science: |
| Bilingual/Cross-Cultural Studies | Engineering | Water |
| Biological Sciences | Fine Arts | Wastewater |
| Bookkeeping | Food Safety | Welding Technology |
| Business Management | Global and International Studies | |
| Ceramics | Human Services | |
| Child Development | Medical Assistant: Administrative | |
| Construction Technology: Building Inspection | Medical Assistant: Multi-Skilled | |

3. Complete a total of 60 semester units of degree-applicable college coursework (including General Education, major and electives, if needed).
4. Demonstrate competency in reading, written expression, and mathematics as defined in Title 5 Section 55063 for the appropriate catalog year.
5. Achieve a cumulative grade point average of no less than 2.0 in degree-applicable college credit coursework.
6. Complete a minimum of 12 semester units in residence at the college granting the degree. Exceptions to the residency requirement can be made by the Board when an injustice or undue hardship would result. (See Residency on page 51).
7. Apply for the Associate Degree in the Counseling Office by the published deadline dates. All of your official transcripts and test scores (such as AP, IB, or CLEP) must be on file with the Admissions and Records office. See graduation requirements on page 57.

Associate Degree in General Studies Pattern I

Associate in Arts Degree in General Studies Pattern I

This pattern provides an opportunity to earn an Associate in Arts (AA) 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 65)
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 semester units of degree-applicable college credit coursework in the chosen area of emphasis** with a grade of "C" or better or "P" if the course is taken on a "pass-no-pass" basis (Title 5, § 55063). Even though a "P" is allowed, it is recommended that students complete all 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 "pass-no-pass" and therefore it is strongly recommended that students take all area of emphasis coursework for a letter grade*). **Complete a minimum of 6 of the 18 units within a single discipline.** Courses in the area of emphasis may also be used to fulfill general education requirements but the units may count only once.
4. Complete a minimum of 60 semester units of degree-applicable college credit coursework.
5. Complete the college's other graduation requirements in competency (mathematics 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 for Pattern I

Natural Sciences Emphasis

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

AG V04, V06, V21, V22, V30, V42, V43, V61, V66; **ANAT** V01; **ANPH** V01; **ANTH** V01, V01L, V35, V35L, V36; **AST** V01, V01L; **BIOL** V01, V01L, V03, V04, V10, V12, V14, V18, V23, V29, V29L; **CHEM** V01A, V01AL, V01B, V01BL, V12A, V12AL, V12B, V12BL, V20, V20L, V21, V21L, V30, V30L; **CJ** V35, V35L, V36; **ESRM** V01, V02, V10, V14; **GEOG** V01, V01L, V05, V22; **GEOL** V02, V02L, V03, V03L, V07, V09, V11, V21; **GIS** V22; **MICR** V01; **NS** V07; **PHSC** V01; **PHSO** V01 **PHYS** V01, V02A-V02AL, V02B-V02BL, V03A-V03AL, V03B-V03BL, V04-V04L, V05-V05L, V06-V06L; **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; **AG** V12; **ANTH** V02, V03, V04, V05, V06, V07, V35, V35L, V36; **BUS** V30; **CD** V02, V03, V05, V10, V27, V61; **CHST** V01, V02, V24; **CJ** V01, V02, V03, V04, V05, V08, V14, V18, V19, V25, V27, V28, V30, V35, V35L, V36, V37, V49; **COMM** V12, V15, V16; **COUN** V02; **ECON** V01A, V01B; **ESRM** V03; **FILM** V11; **GEOG** V02, V06, V08, V16; **HIST** V13, V16, V30, V32, V43, V44, V45, V46, V48, V50, V51, V53, V54, V55, V56, V57, V58, V59, V70, V73, V76, V78, V79, V82, V83, V86, V87; **POLS** V01, V02, V03, V04, V05, V09, V10, V11, V12, V14, V17, V18, V89C; **PSY** V01, V02, V05, V07, V15, V25, V29, V30, V31; **SOC** V01, V02, V03, V04, V05, V07, V13, V24, V31; **SWHS** V01

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, V61, V63, V65, V66, V67; **ART** V01, V02A, V02B, V02C, V02D, V03, V04, V05, V06, V07, V08, V09A, V09B, V11A, V11B, V12A, V12B, V13A, V13B, V15A, V16A, V19, V27, V29A, V46A, V50A, V51A, V58A, V68, V71, V72; **COMM** V01, V03, V05, V10, V12, V15, V16; **DANC** V01, V02, V03, V04, V10A, V13A, V14, V15A, V23, V27, V29A, V30A, V50A; **ENGL** V01B, V01C, V10, V11A, V12, V15, V16, V18, V21A, V21B, V22A, V22B, V23, V26, V29A, V29B, V30, V31, V33, V34, V35, V36; **FILM** V01, V04, V05, V10; **FREN** V01, V02; **GERM** V01, V02; **HIST** V43, V45, V50, V51, V55, V58, V70, V76, V79, V82; **IDS** V08; **ITAL** V01, V02; **JAPN** V01, V02; **MUS** V01, V03, V06, V07, V08, V09A, V09B, V39; **PHIL** V01, V02, V03A, V03B, V04, V06A, V06B, V09, V10, V12, V14, V15; **PHOT** V01, V02, V07; **SL** V10A, V10B, V10C; **SPAN** V01, V02, V03, V03S, V04, V04S; **THA** V01, V02A, V05A, V05B, V06A, V06B, V08, V11A, V13A, V20, V22A, V22B, V28, V29A, V29B, V30A, V31A, V31B; **WEL** V27

Holistic Health Studies Emphasis

The courses that fulfill the Holistic Health 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. The program curriculum is as follows:

1. **Required Core Courses:** **HED** V71 and **HED** V73

2. **Required Additional Courses: Select one (1) course from each of areas 2a through 2f:**

2a. **Spiritual Courses (select one):** **HED** V70; **PHIL** V09

2b. **Culture, Philosophy and Religion Courses (select one):** **ANTH** V07; **PHIL** V03A, V03B; **SOC** V02

2c. **Health and Human Development Courses (select one):** **HED** V01, V02, V03, V76; **PSY** V02

2d. **Mind, Body, and Spirit Courses (select one):** **KIN** V50A, V50B, V70A, V70B, V72, *V73, V74A, V74B, V76A, V76B

2e. **Aerobic and Resistance Training Courses (select one):** **KIN** V10, V12, V14, V16, V18, V19, V20, V21, V22, V23, V26, V28, *V34

2f. **Science and the Environment Courses (select one):** **BIOL** V01, V10, V12; **ESRM** V01; **GEOG** V01, V02, V06

**Courses inactivated. See counselor for more information.*

Associate Degree in General Studies Patterns II and III

AA in 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 or a VC counselor 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), and
- 3 additional units from any of the above areas

AA in 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-Breadth (page 76) or IGETC (page 85) to fulfill their lower division general education.

Note: (1) Students who complete CSU GE-Breadth or IGETC need to apply for GE certification in the Counseling Office and may be able to apply for a Certificate of Achievement.

(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 or more than one emphasis requirement.

2. Complete local graduation requirements to include:

- **Health Education** (one course): **CD** V24; **COUN** V01; **EAC** V01; **EMS** V10+V10L; **HED** V01, V02, V03, V04, V20, V24, V70, V71, V73, V76, V87; **HS** V10; **KIN** V80, V81; **NS** V40**, V41**; **PM** V01** (**Enrollment Limitation: Applicable to students who are admitted into the Associate Degree in Nursing and Associate Degree in Paramedic Programs only)
- **Physical Education/Kinesiology** (one course/no unit minimum): **DANC** V03-V50D; **EAC** V21, V26; **ICA** V02-V69; **KIN** V02-V76B; **THA** V14.
- **Ethnic/Gender Studies:** (A minimum of 3 units): **AES** V01, V02A, V02B, V03, V10, V11, V20, V21A, V21B, V22, V23, V24, V40A, V40B, V41, V42A, V42B, V47, V61, V63, V65, V66, V67; **ANTH** V02, V04, V06; **ART** V02C, V03, V07, V08, V09A, V09B; **CD** V05; **CHST** V01, V02, V03, V24; **CJ** V03; **COMM** V12; **ENGL** V33, V34, V35, V36; **GEOG** V02; **HIST** V13, V32, V43, V44, V45, V47, V48, V50, V51, V53, V54, V55, V57, V58, V73, V78, V79, V83; **MUS** V03, V07; **POLS** V11, V14; **PSY** V30, V32; **SOC** V03, V04, V24.

3. Choose an area of emphasis from one of the categories listed on the following pages:

- Complete a minimum of **18 units in the chosen area of emphasis** with a grade of "C" or better or "P" if the course is taken on a "pass-no pass" basis (Title 5, § 55063). *Even though a grade of "P" is allowed, it is recommended that students complete all their 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 "pass-no pass" and therefore it is strongly recommended that students take all 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 Student Services and/or Academic Affairs Office. 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/or their catalog/website.

4. Complete a minimum of 60 transferable units.

5. Complete competency requirements in Math and English (see page 51 for options in meeting competencies).

NOTE: Courses used to fulfill the CSU GE-Breadth or IGETC requirements in Mathematical 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 Patterns 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 related disciplines.

AG V06, V30, V42, V43; **ANAT** V01; **ANPH** V01; **ANTH** V01, V01L, V35, V35L, V36; **AST** V01, V01L; **BIOL** V01, V01L, V03, V04, V10, V12, V14, V18, V23, V29, V29L, *V30, *V31, *V32, *V42; **BIOT** *V18, *V30, *V31, *V32, *V42; **CHEM** V01A, V01AL, V01B, V01BL, V12A, V12AL, V12B, V12BL, V20, V20L, V21, V21L, V30, V30L; **CJ** V35, V35L; **ESRM** V01, V02, V10, V11, V14, V21, V22; **GEOL** V02, V02L, V03, V03L, V07, V09, V11, V21; **GEOG** V01, V01L, V05, V06, V08, V16, V22, V26; **GIS** V22, V26; **MATH** V04, V05, V19, V20, V21A, V21B, V21C, V22, V23, V38, V40, V44, V46, V52; **MICR** V01; **NS** V07; **PHSC** V01; **PHSO** V01; **PHYS** V01, V02A-V02AL, V02B-V02BL, V03A-V03AL, V03B-V03BL, V04-V04L, V05-V05L, V06-V06L; **PSY** V03, V04 (**Courses inactivated. See counselor for more information.*)

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 majors in, but not limited to, Anthropology, Economics, Ethnic Studies, Geography, History, Political Science, Psychology, and Sociology.

AES V01, V02A, V02B, V11, V20, V21A, V21B, V22, V23, V24, V40A, V40B, V41, V42A, V42B, V61, V63; **AG** V12, **ANTH** V02, V03, V04, V05, V06, V07, V35, V35L, V36; **BUS** V01A, V01B, V17, V30, V31, V32, V33, V38, V40, V43, V45, V46, V47, V49, V50, V53; **CD** V02, V03, V04, V04L, V05, V10, V11, V14, V19, V24, V27, V28, V38, V61, V62, V63; **CHST** V01, V02, V24; **CJ** V01, V02, V03, V04, V05, V08, V14, V18, V19, V25, V27, V28, V30, V35, V35L, V36, V37, V49; **COMM** V01, V02, V03, V15, V16, **COUN** V02; **ECON** V01A, V01B; **ESRM** V03; **FILM** V11; **GEOG** V02, V06, V08, V16; **HED** V20, V22, V24; **HIST** V13, V16, V30, V32, V43, V44, V45, V46, V48, V50, V51, V53, V54, V55, V56, V57, V58, V59, V70, V73, V76, V78, V79, V82, V83, V86, V87; **POLS** V01, V02, V03, V04, V05, V09, V10, V11, V12, V14, V17, V18, V89C; **PSY** V01, V02, V03, V04, V05, V07, V15, V25, V29, V30, V31, V32; **SOC** V01, V02, V03, V04, V05, V07, V13, V24, V31; **SWHS** V01

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; **ARCH** V15, V21, V22, V25, V31, V32; **ART** V01, V02A, V02B, V02C, V02D, V03, V04, V05, V06, V07, V08, V09A, V09B, V11A, V12A, V13A, V15A, V16A, V19, V20A, V25A, V27, V29A, V46A, V50A, V51A, V53A, V58A, V60, V68, V70A, V71, V72, V73A, V74A, V81; **COMM** V05, V12; **DANC** V01, V02, V03, V04, V10A, V13A, V14, V15A, V23, V27, V29A, V30A, V50A; **ENGL** V01B, V01C, V10, V12, V14, V15, V16, V18, V21A, V21B, V22A, V22B, V23, V26, V29A, V29B, V30, V31, V33, V34, V35, V36; **FILM** V01, V02, V03A, V04, V05, V07, V10; **FREN** V01, V02; **GERM** V01, V02; **ITAL** V01, V02; **JAPN** V01, V02; **MUS** V01, V02A-V02AL, V02B-V02BL, V02C-V02CL, V02D-V02DL, V03, V06, V07, V08, V09A, V09B, V24A, V24B, V24C, V24D, V39; **PHIL** V01, V02, V03A, V03B, V04, V05, V06A, V06B, V09, V10, V12, V14, V15; **PHOT** V01, V02, V04A, V06A, V07, V08, V09A, V70A, V73A; **SL** V10A, V10B, V10C; **SPAN** V01, V02, V03, V03S, V04, V04S; **THA** V01, V02A, V03A, V05A, V06A, V07A, V08, V11A, V12, V13A, V14, V15A, V17A, V17B, V20, V22A, V28, V29A, V30A, V31A; **WEL** V27

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. Students pursuing this area of emphasis should follow the CSU GE-Breadth pattern, not IGETC, to satisfy the general education requirements.

AES V10, V67; **ART** V01, V02A, V02C, V03; **AST** V01, V01L; **BIOL** V01, V01L; **CD** V02, V03, V04, V04L, V05, V10, V11, V14, V19, V20, V22, V23, V24, V27, V28, V29, V62, V63, V65, V66, V66L; **COMM** V01; **DANC** V01; **EDU** V08, V09, V10; **ENGL** V01A, V01B, V01C, V18, V21A, V21B, V22A, V22B, V23, V26, V33, V34; **FREN** V01, V02; **GEOG** V02, V05, V06, V08; **GEOL** V02, V02L, V03, V03L, V09, V11, V21; **GERM** V01, V02; **HIST** V44, V46, V48, V54, V56, V57, V59, V76, V86; **ITAL** V01, V02; **JAPN** V01, V02; **MATH** V38; **MUS** V08; **PHIL** V04, V05, V10; **PHSC** V01; **POLS** V01; **PSY** V05; **SL** V10A, V10B, V10C; **SPAN** V01, V02, V03, V03S, V04, V04S; **SOC** V01; **THA** V01.

OTHER GRADUATION INFORMATION

Graduation Requirements

As authorized by the California Code of Regulations, Title 5 (Education) section 55063 (credit coursework) and Title 5 section 55150 (noncredit coursework), the Ventura County Community College District (VCCCD) Governing Board confers the Associate in Arts degree, the Associate in Science degree, Associate in Arts for Transfer degree (AA-T), the Associate in Science for Transfer degree (AS-T), Certificates of Achievement, Proficiency Awards (Title 5, section 55070), Certificates of Completion, and Certificates of Competency (Title 5 section 55072) to students who

- provide required transcripts from any institutions attended, and
- satisfy the respective major and/or area of emphasis requirements listed in the college catalog, and
- for Associate degrees, satisfy the General Education (GE) requirements set forth by Title 5 of the California code of Regulations to include the VCCCD GE, CSU GE Breadth, CSU GE Breadth for STEM, IGETC, IGETC for STEM, and GE pattern for intended transfer institution, and
- file with the appropriate college office an application for one or more of the awards listed in the first paragraph of this section

Only those courses which have been designated as appropriate to the associate degree in accordance with Title 5, Section 55063 and that meet the standards and criteria described in Title 5, Section 55002, Title 5 section 55002.5, and Title 5 section 55064 and have been properly approved pursuant to this section, shall be applied to any degree or credit certificate awarded by the district. Degree-applicable credit courses completed at regionally accredited institutions other than a California community college are expected to meet or exceed the same standards of section 55002(a). District policies and procedures regarding general education and program requirements must be published in the college catalog (Title 5 section 55060) and courses and programs, with the exception of Proficiency Awards, must be chaptered or approved by the California Community College Chancellor's Office (CCCCO).

Graduation Requirements for the Associate Degree are listed on page 51 of this catalog. Graduation requirements for the Associate Degree for Transfer are listed on page 52. Requirements for Certificates of Achievement and Proficiency Awards are listed on page 60 and 61. Requirements for noncredit certificates are listed on page 61.

Academic Year

The fall semester is the first term of an academic year. A summer term, whether one or more sessions, constitutes the last term of an academic year.

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.

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, CRE, P, NP, SP, I, IP, RD, W, EW, 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 who may be affected by more restrictive guidelines include students receiving financial aid, veterans, and international and undocumented.

Multiple Majors

Multiple majors are acceptable and occur when a student works simultaneously toward the completion of more than one major field of study. Completion of the major field of study does not change if a student has declared multiple majors. An Associate in Arts (AA), Associate in Science (AS), Associate in Arts for Transfer (AA-T) OR Associate in Science for Transfer (AS-T) degree with a multiple major can be earned by completion of all appropriate general education requirements plus the courses required for the majors as outlined in the College catalog under Course and Program Descriptions. The student must petition to graduate with each major. The student will be awarded one diploma for each major completed.

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 college catalog due to circumstances of class schedule 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 Course Substitution/Petition for Variance for Major and/or General Education Requirements 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 Office/Center.

Reciprocity for Local General Education Requirements

The College shall apply courses taken at other regionally accredited colleges or universities toward general education (GE) 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. (ASCCC Resolution 09.02 spring 2010)

Double Counting for a Credit Course

While a course might satisfy more than one general education requirement, it may not be counted more than once for these purposes within sections A through D of the district general education pattern(s). A course may not satisfy more than one requirement within a major and/or area of emphasis. However, a course may be used to satisfy

both a general education requirement and a major or area of emphasis requirement. A course may also be used to satisfy requirements in two (2) or more different majors, whether for an Associate degree, Associate degree for Transfer, Certificate of Achievement, or Proficiency Award. The units, however, may never be counted more than once toward the units required for the specific degree, certificate, or proficiency award.

Double Counting for a Noncredit Course

If a noncredit course is prescribed in more than one Certificate of Completion program, it may also be double counted to satisfy requirements in two (2) or more different Certificate of Competency or Certificate of Completion programs.

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 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's 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.

Reciprocity for CSU GE-Breadth or Intersegmental General Education Transfer Curriculum (IGETC) Requirements

Students who are required to complete CSU GE-Breadth or IGETC for their particular degree, such as General Studies Patterns II/ III, or Associate Degrees for Transfer, shall have their courses evaluated for reciprocity according to the rules set forth by either Executive Order (EO) 1065, EO 1100 Revised, or in the most recent version of the IGETC Standards.

Course Substitution within approved Associate Degrees for Transfer (AA-T/AS-T)

While the C-ID system establishes course-to-course reciprocity, where C-ID descriptors are not in place or where the substitution does not involve deeming two courses comparable, substitution decisions must be informed by the judgment of counseling or discipline faculty. When an AA-T or AS-T degree is being conferred, any substitutions made must result in the awarding of a degree that is consistent with the parameters defined by the Transfer Model Curriculum (TMC). The colleges are encouraged to apply courses successfully completed as part of a TMC-aligned degree at one college for requirements within their own degrees to the greatest extent deemed possible and reasonable, but substitutions should only be made in instances where the TMC allows flexibility, as the local AA-T or AS-T degree awarded must remain consistent with parameters of the TMC for the specific discipline. (ASCCC Resolution 15.01 Spring 2011 and ASCCC Statements on Reciprocity, Course Substitution and Credit by Exam - in light of AA-T and AS-T degrees September 2013, and ADT Substitution Guidelines with Scenarios, 2019.)

Graduation Application Procedure

- Students must file a petition for a degree, a Certificate, and/or a Proficiency Award through the appropriate college office granting the degree and/or certificate.
- District Colleges offer three graduation dates: fall semester, spring semester, and summer term.
- Graduation ceremonies are conducted at the end of the spring semester.
- Graduation petition deadline dates are locally announced at each District College.

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

Any District College will award additional associate degrees, associate degrees for transfer, certificates of achievement, proficiency awards, certificates of completion, and certificates of competency to students under certain criteria which follow below.

Students seeking an associate degree(s) and who have a previous degree from a regionally accredited institution will only be required to complete (1) residency, (2) competency, (3) general education minimum Title 5 requirements, (4) major, and (5) scholarship requirements. There will be no additional local GE or health/PE requirements (see below).

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 Commission on Higher Education.
- New England Commission of Higher Education.
- The New England Association of Schools and Colleges, Committee on Technical and Career Institutions
- Higher Learning Commission
- Northwest Commission on Colleges and Universities
- Southern Association of Colleges and Schools, Commission on Colleges
- Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges
- WASC Senior College and University Commission

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

- **Residency requirements:** Students must complete a minimum of 12 semester units at the community college granting the degree.
- **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 better or “P” beginning fall 2009.
 - Courses for Certificates of Achievement must have a grade of “C” or better or “P” beginning fall 2012.
 - Courses for Proficiency Awards must have a grade of “C” or better or “P” beginning fall 2012.

An 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 counseling faculty and/or discipline faculty.

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

Exception to Requirements for Students in Nursing Programs

Nursing students who are admitted into the Nursing Program at a District College and who have already earned a baccalaureate or higher degree from a domestic regionally accredited institution of higher education are not required to take additional general education or local graduation requirements to earn an associate degree in Nursing per section 66055.8 of the Education Code.

Guidelines for Noncredit Certificate of Completion or Certificate of Competency

Any District College will award additional certificates of completion or certificates of competency to students under certain criteria which follow below. Students who have completed prior noncredit courses from other regionally accredited institutions will only be required to complete the remaining noncredit coursework and the attendance hours as prescribed within the program. A counseling faculty or a discipline faculty will use their best judgment to determine the comparability of the previously completed coursework.

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

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

Exceptions to Graduation Requirements

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

Transfer Limitations

Students should be aware that the conferring of additional degrees by any college within the VCCCD does not always guarantee admission or the accomplishment of general education or major requirements at transfer institutions.

Reference: AP 4100 - Graduation Requirements for Degrees, Certificates, and Proficiency Awards, last reviewed and approved by the Board in May 2021.



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. To earn a Certificate of Achievement, a student must:

1. Complete all COA applicable major coursework, a minimum of 16 units (or between 8 and 15.5 units in a low-unit certificate), prescribed in a State Chancellor's Office approved certificate of achievement with a grade of "C" or better or a "P" (formerly "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.

2. Achieve a cumulative grade point average of no less than 2.0 in all COA-applicable college coursework.

3. 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.

Students considering applying for financial aid for a certificate program should review the information in Appendix IX.

At the time of catalog production, a student may earn the following Certificates of Achievement degrees at Ventura College:

| | | |
|-----------------------------------|---|---|
| Accounting | Ceramics | Human Services |
| Administrative Office Assistant | Child Development | IGETC |
| Architectural Design | Construction Technology: Building Inspection | Medical Assistant: Administrative |
| Architectural Science | Construction Technology: Construction Management | Medical Assistant: Multi-Skilled |
| Architectural Technology | Criminal Justice | Medium and Heavy Duty Vehicle Repair |
| Associate Teacher | CSU GE-Breadth | Music |
| Automotive Maintenance Technician | Diesel Engine Repair | Photography |
| Automotive Performance Technician | Drafting Technology | Physical Science: Engineering Technology |
| Automotive Repair Technician | Drafting Technology: Industrial Design and Manufacturing | Plant Science |
| Automotive Service Technician | Emergency Medical Services: Paramedic Studies | Pre-Allied Health |
| Automotive Technology | Engineering | Social Media Marketing |
| Basic Law Enforcement Academy | Fine Art | Supervision |
| Bilingual/Cross-Cultural Studies | Food Safety | Veterinary Assistant |
| Biological Sciences | | Water Science: Water |
| Biomedical Device Manufacturing | | Water Science: Wastewater |
| Bookkeeping | | Welding Technology |
| Business Management | | |



EARN A PROFICIENCY AWARD

Proficiency Awards: These are programs with fewer than 16 semester units and are approved by the Board of Trustees. Content and assessment standards for PA shall ensure that these programs are consistent with the District Colleges' mission, meet a demonstrated need that leads to employability, are feasible, and adhere to guidelines on academic achievement. To earn a Proficiency Award, a student must:

- Complete all applicable coursework in a Ventura County Community College District (VCCCD) Board approved Proficiency Award with a grade of "C" or better or "P" (formerly "CR") in each course.
- Apply for your proficiency award or noncredit certificate through the appropriate college office granting the award or certificate.

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

At the time of catalog production, a student may earn the following Proficiency Awards at Ventura College:

| | |
|--|--|
| Acting | Geographic Information Systems (GIS): Basic Competency |
| Anthropology | Holistic Studies: Holistic Health |
| Business Office Skills | Human Services: Social Services Affiliate |
| CNC Machine Operator | Human Services: Social Welfare Specialist |
| Construction Technology: Electrician Trainee | Make-Up |
| Costume | Manufacturing Applications |
| Directing | Medical Insurance Billing |
| Environmental Studies | Technical Theatre Production |

EARN A CERTIFICATE OF COMPLETION

Certificates of Completion: Colleges may offer a sequence of noncredit courses that culminate in a Certificate of Completion that leads to improved employability or job opportunity. A noncredit Certificate of Completion means a document confirming that a student has completed a noncredit educational program of noncredit courses that prepares students to progress in a career path or to take degree-applicable credit course. To earn a Certificate of Completion, a student must:

- Complete all applicable noncredit major coursework, as prescribed in the District College catalog with a passing grade with "C" or better or a "P".
- Complete a minimum number of required hours, as prescribed at the District College granting the Certificate of Completion.
- Apply for your noncredit certificate through the appropriate college office granting the award.

At the time of catalog production, a student may earn the following noncredit Certificates of Completion at Ventura College:

Agriculture Field Supervisor
Basic Law Enforcement Academy
Food Safety
Innovative Cognitive Achievement Network - Journey Overcoming Barriers (ICAN-JOB)
Technology and Workplace Competencies

EARN A CERTIFICATE OF COMPETENCY

For a **Certificate of Competency**, a student must:

- Complete all applicable noncredit major coursework, as prescribed in the District College catalog with a passing grade with "C" or better or a "P".
- Complete a minimum number of required hours, as prescribed at the District College granting the Certificate of Competency or Certificate of Completion.
- Apply for your noncredit certificate through the appropriate college office granting the certificate.

At the time of catalog production, Ventura College does not offer a Certificate of Competency in a particular discipline.

GENERAL EDUCATION

| | |
|--|----|
| General Education Options..... | 63 |
| Ventura College General Education Requirements | 65 |



GENERAL EDUCATION OPTIONS

General Education (GE) is one of the required components of all Associate (and Baccalaureate) Degrees. At Ventura College, there are five GE options available. The educational goal that a student is pursuing will dictate the GE options available to best serve a major completion or transfer pathway.

1. Ventura College General Education (page 65)

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

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

- A.A. Degrees in General Studies Pattern I
- A.A. and A.S. Degrees in specific majors

2. California State University GE-Breadth (CSU GE-Breadth (page 76)

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. Please refer to your intended campus and major at assist.org and/or consult with a VC counselor for guidance.

Majors for which this CSU GE-Breadth plan is an option include:

- All transfer (AA-T or AS-T) degrees
- A.A Degrees in General Studies Pattern III

3. Intersegmental General Education Transfer Curriculum (IGETC) (page 85)

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 page 85 and refer to your intended campus and major on assist.org and/or consult with a VC counselor for guidance.

Majors for which IGETC is an option include:

- All transfer (AA-T or AS-T) degrees
- A.A. Degrees in General Studies Pattern III

4. IGETC for Science, Technology, Engineering, and Math (STEM)

A transfer student intending to major in science, technology, engineering, or mathematics may complete up to three (3) GE courses after transfer. UC will accept IGETC for STEM if the UC school, college, or major program to which the student transfers accepts partial IGETC certification. The courses to be completed after transfer may consist of at most one (1) in each of the following areas: Arts and Humanities, Social and Behavioral Sciences, and Language Other than English. See admission.universityofcalifornia.edu/admission-requirements/transfer-requirements/glossary.html#igetcstem for more information.

Major for which IGETC for STEM is an option include:

- Biology (AS-T)

5. 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 pattern is not appropriate or advisable may choose to follow the GE pattern of their intended institution instead. 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:

- A.A. Degrees in 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 and their own 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 Degrees 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 completing an Associate Degree in a specific major (AA/AS) listed on page 52 (for example: Automotive Career Education 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 degree-applicable 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:** **AG** V04, V06, V22, V30, V42, V43, V61, V66; **ANPH** V01; **ANTH** V01, V01L, V35, V35L; **BIOL** V01, V01L, V03, V04, V10, V12, V14, V18, V23, V29, V29L; **CJ** V35, V35L; **ESRM** V01, V10, V14; **MICR** V01; **PHSO** V01; **PSY** V03.
- 2. PHYSICAL SCIENCE:** **AG** V04, **AST** V01, V01L; **CHEM** V01A, V01AL, V01B, V01BL, V12A, V12AL, V12B, V12BL, V20, V20L, V21, V21L, V30, V30L; **ESRM** V02; **GEOG** V01, V01L, V05; **GEOL** V02, V02L, V03, V03L, V07, V09, V11, V21; **PHSC** V01; **PHYS** V01, V02A, V02AL, V02B, V02BL, V03A, V03AL, V03B, V03BL, V04, V04L, V05, V05L, V06, V06L.

B. SOCIAL AND BEHAVIORAL SCIENCES: A minimum of 6 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, V47, V63; **HIST** V16, V32, V43, V45, V46, V47, V50, V51, V53, V54, V55, V56, V58; **POLS** V01, V03.
- 2. SOCIAL/BEHAVIORAL SCIENCES:** **AES** V01, V02A, V02B, V03, V11, V20, V21A, V21B, V22, V23, V24, V40A, V40B, V41, V42A, V42B, V47, V61, V63; **AG** V01, V12; **ANTH** V02, V03, V04, V05, V06, V07, V35, V35L, V36; **BUS** V30, V43; **CD** V02, V03, V05, V27, V61, V62; **CHST** V01, V02, V03, V24; **CJ** V01, V02, V03, V19, V28, V30, V35, V35L, V36, V49; **COMM** V02, V12; V15, V16; **COUN** V02; **ECON** V01A, V01B; **ESRM** V03; **GEOG** V02, V06, V08; **HED** V20, V22; **HIST** V13, V16, V30, V32, V43, V44, V45, V46, V47, V48, V50, V51, V53, V54, V55, V56, V57, V58, V59, V70, V73, V76, V78, V79, V82, V83, V86, V87; **PHIL** V10; **POLS** V01, V02, V03, V04, V05, V09, V10, V11, V12, V14, V17, V18; **PSY** V01, V02, V05, V07, V15, V25, V29, V30, V31, V32; **SOC** V01, V02, V03, V04, V05, V07, V13, V24, V31; **SWHS** V01.

C. HUMANITIES: A minimum of 6 semester units with ONE course from section 1 Fine/Performing Arts and ONE course from section 2 Humanities:

- 1. FINE/PERFORMING ARTS:** **AES** V10, V65, V66; **ART** V01, V02A, V02B, V02D, V03, V04, V05, V06, V07, V08, V09A, V09B, V11A, V12A, V13A, V19, V50A, V51A, V58A; **DANC** V01, V02; **ENGL** V29A, V29B; **FILM** V01, V11; **MUS** V01, V03, V06, V07, V08, V09A, V09B; **PHOT** V01, V02, V07; **THA** V01, V02A, V05A, V05B, V06A, V06B, V17A, V17B, V20, V22A, V22B, V28, V29A, V29B, V30A, V31A, V31B.
- 2. HUMANITIES:** **AES** V01, V02A, V02B, V03, V20, V22, V23, V40A, V40B, V41, V42A, V42B, V47, V63; **AG** V01; **ANTH** V04; **CHST** V01, V02, V03; **COMM** V05; **ENGL** V01B, V10, V11A, V14, V15, V16, V18, V21A, V21B, V22A, V22B, V23, V26, V30, V31, V33, V34, V35, V36; **FILM** V10; **FREN** V01, V02; **GERM** V01, V02; **HIST** V13, V30, V43, V45, V47, V50, V51, V55, V58, V70, V73, V76, V79, V82, V83, V86, V87; **IDS** V08; **ITAL** V01, V02; **JAPN** V01, V02; **MUS** V03, V06, V07, V08, V09A, V09B; **PHIL** V01, V02, V03A, V03B, V04, V06A, V06B, V09, V10, V12, V14, V15; **SL** V10A, V10B, V10C; **SPAN** V01, V02, V03, V03S, V04, V04S; **THA** V17A, V17B, 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 satisfies English Competency).
- 2. COMMUNICATION/ANALYTICAL THINKING:** **AG** V11; **BUS** V17; **COMM** V01, V03, V10, V15; **CS** V11, V13, V15, V17, V30, V40, V42; **DRFT** V03; **ENGL** V01B, V01C, V05; **MATH** V03, V04, V05, 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 TWO courses with ONE course from section 1 Health Education and ONE course from section 2 Physical Education/Kinesiology:

- 1. HEALTH EDUCATION:** **CD** V24; **COUN** V01; **EAC** V01; **EMS** V10+V10L; **HED** V01, V02, V03, V04, V20, V24, V70, V71, V73, V76, V87; **HS** V10; **KIN** V80, V81; **NS** V40**, V41**; **PM** V01**. (**Enrollment Limitation: Applicable to students who are admitted into the Associate Degree in Nursing and Associate Degree in Paramedic programs only)
- 2. PHYSICAL EDUCATION/KINESIOLOGY:** **DANC** V03-V50D; **EAC** V21, V26; **ICA** V02-V69; **KIN** V02-V76B; **THA** V14.

F. ETHNIC/GENDER STUDIES: A minimum of 3 semester units. For General Studies Majors ONLY (Patterns I, II, and III); NOT required for other degrees.

AES V01-V66; **ANTH** V02, V04, V06; **ART** V03, V07, V08, V09A, V09B; **CD** V05; **CHST** V01, V02, V03, V24; **CJ** V03; **COMM** V12; **ENGL** V33, V34, V35, V36; **GEOG** V02; **HIST** V13, V32, V43, V44, V45, V47, V48, V50, V51, V53, V54, V55, V57, V58, V73, V78, V79, V83; **MUS** V03, V07; **POLS** V11, V14; **PSY** V30, V32; **SOC** V03, V04, V24.

TRANSFER INFORMATION

| | |
|--|----|
| Transfer to Complete Your Bachelor's Degree | 67 |
| Steps to Transfer..... | 68 |
| Associate Degrees for Transfer/I Can Go To College | 69 |
| Course Identification Numbering System (C-ID) | 70 |
| Transfer to the California State University (CSU) | 73 |
| CSU Minimum Transfer Admission Requirements | 74 |
| Preparing to Transfer to a California State University Campus | 75 |
| California State University (CSU) GE-Breadth Pattern..... | 76 |
| California State University (CSU) GE-Breadth Certification Information | 77 |
| Transfer to the University of California (UC) | 78 |
| UC Transfer Information | 79 |
| University of California Transfer Course Agreement (UC TCA) | 83 |
| Intersegmental General Education Transfer Curriculum (IGETC) Pattern..... | 85 |
| IGETC Information | 86 |
| IGETC Considerations..... | 89 |
| Transfer to an Independent or Private and/or Out-of-State College | 90 |

Transfer to Complete Your Bachelor's Degree

WHAT IS A BACHELOR'S DEGREE?

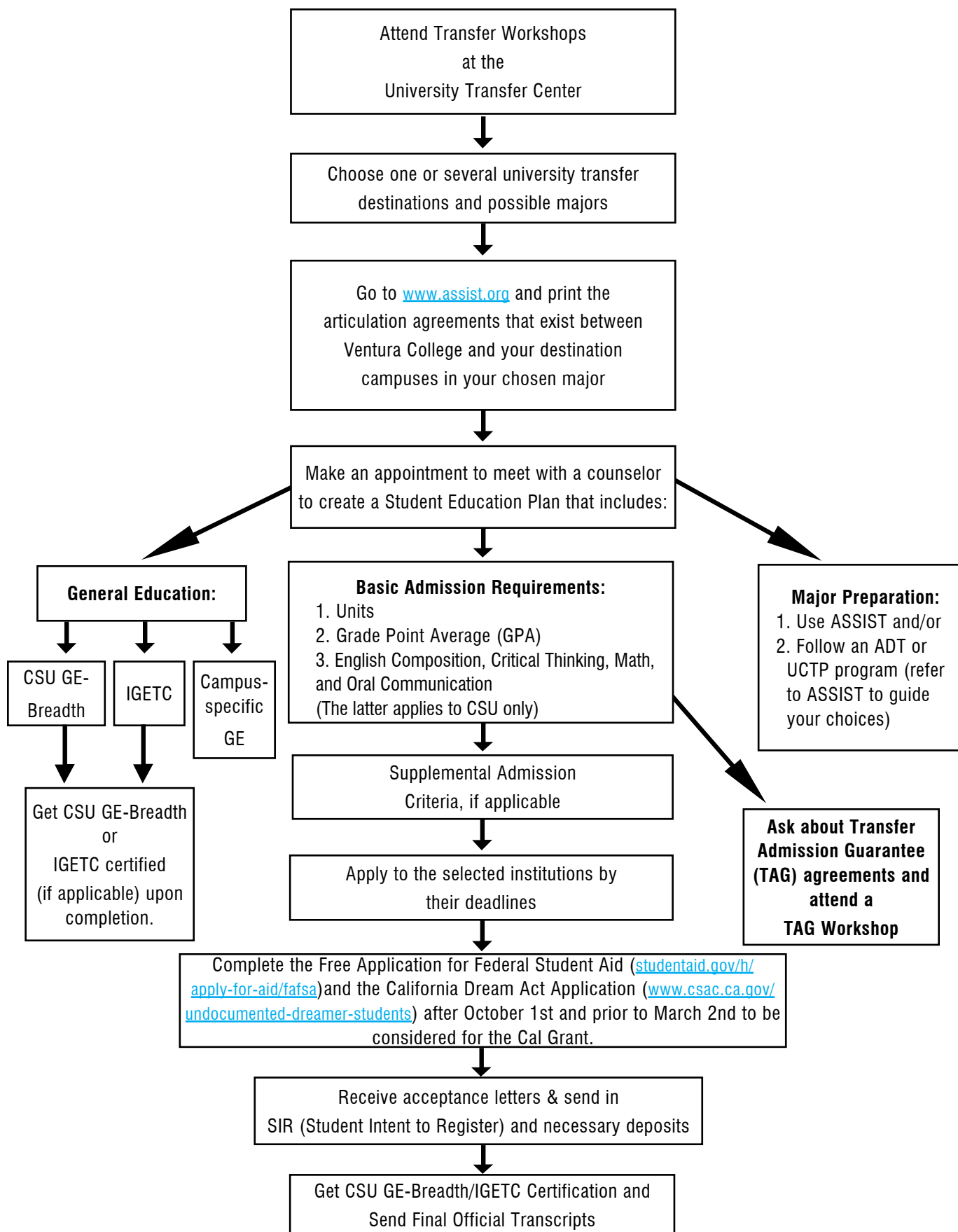
A Bachelor's degree, sometimes called a baccalaureate degree, generally requires 4-5 years of study at a university. A Bachelor's degree requires completion of both lower and upper division courses.

Community colleges generally 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 students transfer, they will complete mainly upper division coursework in their major at the university.

The Bachelor of Arts (B.A.) and Bachelor of Science (B.S.) are the common baccalaureate degrees. B.A. degrees are most often awarded in the arts, humanities, and social sciences. B.S. degrees are 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 varies from college to college.

- 1) **Explore your major** options at websites such as www.assist.org, www.collegeboard.org, www.mymajors.com, and look at related career prospects at sites like www.bls.gov/ooh
- 2) **Explore Transfer Opportunities:**
 - * California State University (CSU): 23 campuses see www2.calstate.edu/apply and page 73 in this catalog
 - * University of California (UC): 9 undergraduate campuses see www.universityofcalifornia.edu and page 78 in this catalog.
 - * Independent/Private Colleges and Universities: see www.californiacolleges.edu, and college websites.
 - * Out-of-State Colleges and Universities: see www.collegeboard.org, www.Petersons.com, and college websites.
- 3) **Schedule an appointment** with a VC counselor in the Counseling Office at (805) 289-6448 to develop a Student Education Plan (SEP).
- 4) **Talk to a university representative** either in the University Transfer Center at (805) 289-6411, at the university campus, by phone, or email to refine your student education plan and/or get updated 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 University Transfer Center at (805) 289-6411.
- 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 campuses.
- 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 or their websites.
- 8) **Apply for the Free Application for Federal Student Aid (FAFSA)** at studentaid.gov/h/apply-for-aid/fafsa or the California Dream Act Application (CADAA) at www.csac.ca.gov/undocumented-dreamer-students after October 1st and prior to March 2nd to be considered for the Cal Grant. Additionally, begin searching for outside scholarship opportunities online (examples: www.hsf.net, vccf.org, or www.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 thereafter). Choose a 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, IGETC for STEM, CSU GE-Breadth, or CSU GE-Breadth for STEM certified. Apply for your Certificate of Achievement in IGETC or CSU GE-Breadth.
- 11) **Don't Forget to Send Final Official Transcripts** to the university after you have completed all coursework. The importance of sending final transcripts cannot be stressed enough. You may have your admission revoked if you do not provide your complete official transcripts by the university deadline.

STEPS TO TRANSFER





I CAN GO TO COLLEGE

Associate Degrees for Transfer (AS-T and AA-T) are degrees that are designed specifically for transfer to the California State University system. The degrees are the results of Senate Bills 1440 and 440 (codified in Education Code 66745-66749) known as the Student Transfer Achievement Reform Act (STAR Act), a transfer bill that requires the California Community Colleges to offer Associate Degrees for Transfer (ADT) in many of the most popular majors, and for the CSU campuses to provide priority admission to California Community College (CCC) students who have earned ADTs. These degrees can be completed in 60 CSU transferable semester units (or 90 quarter units) and include coursework in general education, major preparation, and/or electives.

Students who have completed an ADT in a major that has been deemed similar at a CSU will be guaranteed admission to a CSU in that major at junior standing, and will have the opportunity to earn a baccalaureate degree by completing the required 60 semester (or 90 quarter) units. The ADTs 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. Students should be aware that an ADT will guarantee an admission to a CSU school but not necessarily the school the student has chosen.

For a list ADTs a student may earn at Ventura College at the time of catalog production, please refer to page 50. To find out which CSU campuses accept each degree, go to www.ICanGoToCollege.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.

Reference: AP 4100 - Last reviewed and approved by the Board of Trustees in June 2020.



Course Identification Numbering System

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. 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. Students should always check with a counselor to determine how C-ID designated courses fit into their student education 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 | C-ID DESIGNATION | VC COURSE |
|-------------------------|--|-------------------------|--|
| ACCT 110 | BUS V01A | BUS 115 | BUS V45 |
| ACCT 120 | BUS V01B | BUS 120 | BUS V53 |
| AG-AB 108 | AG V13 | BUS 125 | BUS V33 |
| AG-AS 104 | AG V61 | BUS 140 | BUS V17 |
| AG-EH 108L | AG V42 | CDEV 100 | CD V02 |
| AG-EH 112L | AG V43 | CDEV 110 | CD V61 |
| AG-EH 116L | AG V30 | CHEM 101 | CHEM V20 and CHEM V20L |
| AG-PS 106L | AG V06 | CHEM 102 | CHEM V21 and CHEM V21L |
| AG-PS 128L | AG V04 | CHEM 110 | CHEM V01A and CHEM V01AL |
| AJ 110 | CJ V01 | CHEM 120S | CHEM V01A and CHEM V01AL and CHEM V01B and CHEM V01BL |
| AJ 120 | CJ V02 | CHEM 140 | PHSC V01 |
| AJ 122 | CJ V05 | CHEM 150 | CHEM V12A and CHEM V12AL |
| AJ 124 | CJ V04 | CHEM 160S | CHEM V12A and CHEM V12AL and CHEM V12B and CHEM V12BL |
| AJ 140 | CJ V08 | CMUS 100X | MUS V39 |
| AJ 150 | CJ V35 and CJ V35L same as ANTH V35 and ANTH V35L | COMM 110 | COMM V01 |
| AJ 160 | CJ V03 | COMM 120 | COMM V10 |
| AJ 200 | CJ V25 | COMM 130 | COMM V15 |
| AJ 220 | CJ V14 | COMM 140 | COMM V03 |
| ANTH 110 | ANTH V01 | COMM 150 | COMM V12 |
| ANTH 115L | ANTH V01L | COMM 170 | COMM V05 |
| ANTH 120 | ANTH V02 | COMP 152 | CS V17 same as MATH V52 |
| ANTH 130 | ANTH V05 | ECE 120 | CD V62 |
| ANTH 150 | ANTH V03 | ECE 130 | CD V63 |
| ARTH 100 | ART V01 | ECE 200 | CD V04 and CD V04L |
| ARTH 110 | ART V02A | ECE 210 | CD V66 and CD V66L |
| ARTH 120 | ART V02B | ECE 220 | CD V24 |
| ARTH 130 | ART V08 same as AES V65 | ECE 230 | CD V05 |
| ARTH 140 | AES V10 same as ART V03 | ECON 201 | ECON V01B |
| ARTH 140 | ART V03 same as AES V10 | ECON 202 | ECON V01A |
| ARTH 150 | ART V06 | EDUC 200 | EDU V03 |
| ARTS 100 | ART V11A | ENGL 100 | ENGL V01A |
| ARTS 101 | ART V19 | ENGL 105 | ENGL V01C |
| ARTS 110 | ART V12A | ENGL 110 | ENGL V01B |
| ARTS 200 | ART V13A | ENGL 120 | ENGL V01B |
| ARTS 205 | ART V12B | ENGL 130 | ENGL V22A |
| ARTS 210 | ART V15A, or ART V16A, or ART V46A | ENGL 135 | ENGL V22B |
| ARTS 270 | ART V11B | ENGL 140 | ENGL V30 |
| BIOL 110B | ANAT V01 | ENGL 145 | ENGL V31 |
| BIOL 120B | PHSO V01 | ENGL 160 | ENGL V21A |
| BIOL 140 | BIOL V03 | ENGL 165 | ENGL V21B |
| BIOL 190 | BIOL V04 | ENGL 180 | ENGL V18 |
| BUS 110 | BUS V30 | ENGL 200 | ENGL V10 |

Note: Courses are periodically approved or removed. Students should consult www.c-id.net or www.assist.org for the most current information.

Course Identification Numbering System

| C-ID DESIGNATION | VC COURSE |
|-------------------------|---------------------------------|
| ENGR 110..... | ENGR V01 |
| ENGR 130..... | ENGR V12 |
| ENGR 140..... | ENGR V18 |
| ENGR 140B..... | ENGR V18 and ENGR V18L |
| ENGR 140L..... | ENGR V18L |
| ENGR 150..... | ENGR V02 |
| ENGR 220..... | ENGR V14 |
| ENGR 260L..... | ENGR V16L |
| GEOG 110..... | GEOG V01 |
| GEOG 111..... | GEOG V01L |
| GEOG 115..... | GEOG V01 and GEOG V01L |
| GEOG 120..... | GEOG V02 |
| GEOG 125..... | GEOG V08 |
| GEOG 130..... | GEOG V05 |
| GEOG 140..... | GEOG V06 |
| GEOG 150..... | GEOG V22 <i>same as</i> GIS V22 |
| GEOG 155..... | GEOG V26 <i>same as</i> GIS V26 |
| GEOG 160..... | GEOG V16 |
| GEOL 100..... | GEOL V02 |
| GEOL 100L..... | GEOL V02L |
| GEOL 101..... | GEOL V02 and GEOL V02L |
| GEOL 110..... | GEOL V03 |
| GEOL 110L..... | GEOL V03L |
| GEOL 121..... | GEOL V09 |
| GLST 101..... | POLS V14 |
| HIST 130..... | HIST V46 |
| HIST 140..... | HIST V56 |
| HIST 150..... | HIST V76 |
| HIST 160..... | HIST V86 |
| HIST 170..... | HIST V70 |
| HIST 180..... | HIST V82 |
| HIT 103X..... | BUS V27A |
| HIT 107X..... | NS V07 |
| ITIS 120..... | BUS V17 |
| JOUR 100..... | COMM V16 |
| KIN 100..... | KIN V81 |
| KIN 101..... | KIN V80 |
| MATH 110..... | MATH V44 |
| MATH 120..... | MATH V38 |
| MATH 140..... | MATH V46 |
| MATH 150..... | MATH V04 |
| MATH 151..... | MATH V04 |
| MATH 155..... | MATH V20 |
| MATH 160..... | MATH V52 <i>same as</i> CS V17 |
| MATH 210..... | MATH V21A |
| MATH 220..... | MATH V21B |
| MATH 230..... | MATH V21C |
| MATH 240..... | MATH V23 |
| MATH 250..... | MATH V22 |
| MATH 900S..... | MATH V21A and MATH V21B |
| MATH 910S..... | MATH V22 and MATH V23 |
| MATH 955..... | MATH V20 and MATH V05 |
| MUS 100..... | MUS V08 |
| MUS 105..... | MUS V09A |

| C-ID DESIGNATION | VC COURSE |
|-------------------------|--|
| MUS 106..... | MUS V09B |
| 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 |
| MUS 150..... | MUS V02D |
| MUS 155..... | MUS V02DL |
| MUS 160..... | MUS V31A or MUS V31Bor MUS V31C or MUS V31Dor MUS V31E or MUS V31F orMUS V31G or MUS V31H |
| MUS 170..... | MUS V24A |
| MUS 180..... | MUS V10 or MUS V11 or MUS V12or MUS V14A or MUS V14B orMUS V14C or MUS V15 orMUS V17 or MUS V34 |
| MUS 185..... | MUS V21A or MUS V21Bor MUS V21C or MUS V22Aor MUS V22B or MUS V22C |
| NUTR 110..... | HED V87 |
| NUTR 120..... | HED V32 |
| PHIL 100..... | PHIL V01 |
| PHIL 110..... | PHIL V04 |
| PHIL 120..... | PHIL V02 |
| PHIL 130..... | PHIL V06A |
| PHIL 140..... | PHIL V06B |
| PHS 100..... | HED V01 |
| PHS 101..... | HED V20 |
| PHS 102..... | HED V22 |
| PHS 103..... | HED V24 |
| PHYS 100S..... | PHYS V02A and PHYS V02AL andPHYS V02B and PHYS V02BL |
| PHYS 105..... | PHYS V02A and PHYS V02AL orPHYS V03A and PHYS V03AL |
| PHYS 110..... | PHYS V02B and PHYS V02BLor PHYS V03B and PHYS V03BL |
| PHYS 140..... | PHSC V01 |
| PHYS 200S..... | PHYS V04 and PHYS V04Land PHYS V05 and PHYS V05Land PHYS V06 and PHYS V06L |
| PHYS 205..... | PHYS V04 and PHYS V04L |
| PHYS 210..... | PHYS V05 and PHYS V05L |
| PHYS 215..... | PHYS V06 and PHYS V06L |
| POLS 110..... | POLS V01 |
| POLS 120..... | POLS V04 |
| POLS 130..... | POLS V02 |
| POLS 140..... | POLS V05 |
| POLS 150..... | POLS V03 |
| PSY 110..... | PSY V01 |
| PSY 115..... | PSY V02 |
| PSY 120..... | PSY V15 |

list continued on next page

Note: Courses are periodically approved or removed. Students should consult www.c-id.net or www.assist.org for the most current information.

Course Identification Numbering System

| <u>C-ID DESIGNATION</u> | <u>VC COURSE</u> |
|-------------------------|---------------------------------|
| PSY 130 | PSY V25 |
| PSY 150 | PSY V03 |
| PSY 170 | PSY V31 |
| PSY 180 | PSY V05 or CD V03 |
| PSY 200 | PSY V07 |
| SJS 120..... | CHST V03 <i>same as</i> AES V03 |
| SOCI 110 | SOC V01 |
| SOCI 115 | SOC V02 |
| SOCI 120 | SOC V07 |
| SOCI 125 | PSY V04 |
| SOCI 140 | SOC V04 |
| SOCI 150 | SOC V03 <i>same as</i> AES V11 |
| SOCI 160 | SOC V13 |
| SPAN 100..... | SPAN V01 |
| SPAN 110..... | SPAN V02 |
| SPAN 200..... | SPAN V03 |

| <u>C-ID DESIGNATION</u> | <u>VC COURSE</u> |
|-------------------------|---|
| SPAN 210..... | SPAN V04 |
| SPAN 220..... | SPAN V03S |
| SPAN 230..... | SPAN V04S |
| THTR 111..... | THA V01 |
| THTR 114..... | THA V08 |
| THTR 151..... | THA V02A |
| THTR 152..... | THA V02B |
| THTR 171..... | THA V05A |
| THTR 173..... | THA V07A |
| THTR 174..... | THA V22A |
| THTR 175..... | THA V06A |
| THTR 191..... | THA V13A or THA V13B or THA V13C or THA V13D |
| THTR 192..... | THA V11A or THA V11B or THA V11C or THA V11D |

Last updated May 2021

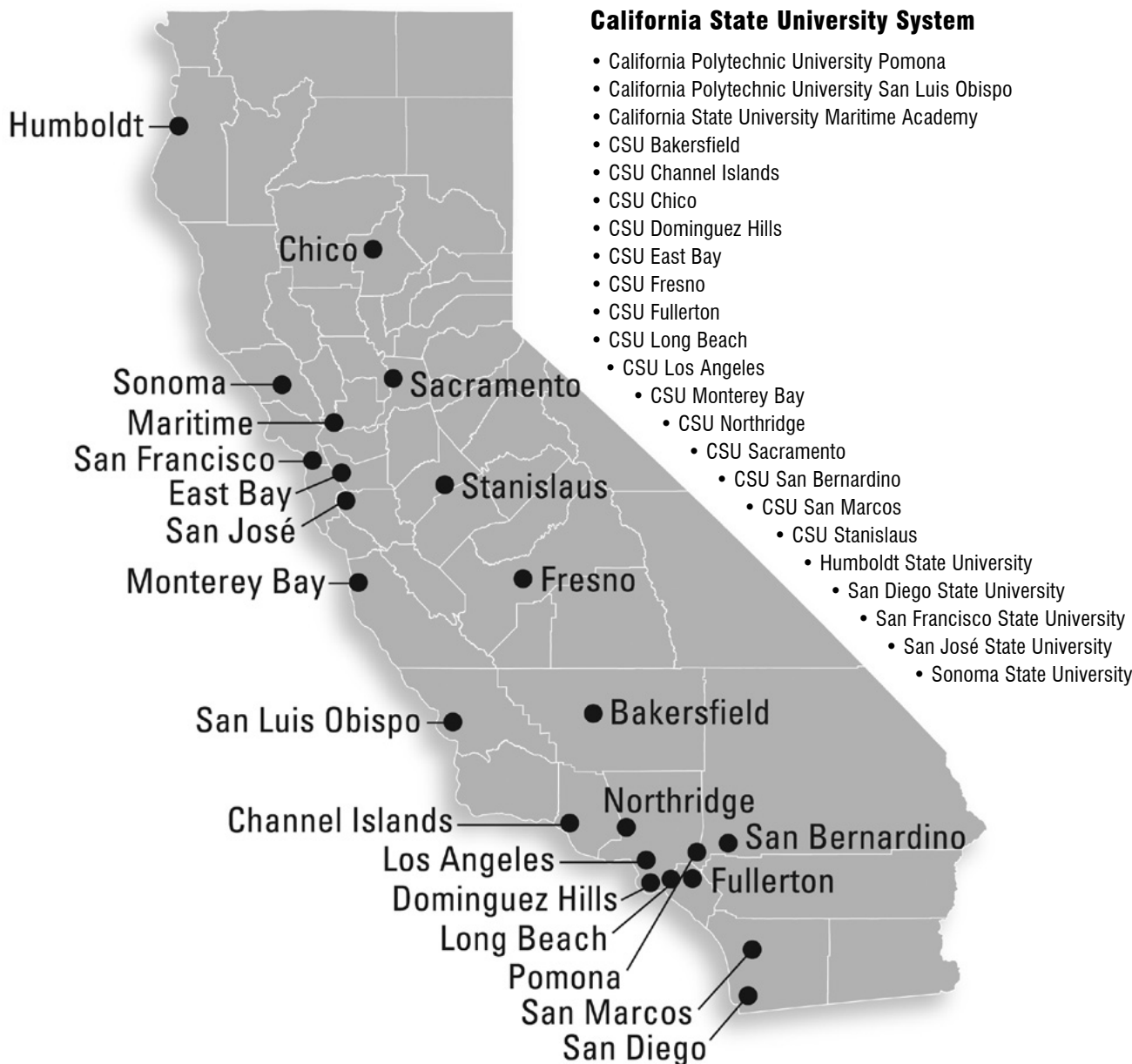
Note: Courses are periodically approved or removed. Students should consult www.c-id.net or www.assist.org for the most current information.



Transfer to a California State University Campus

The California State University (CSU) is now the largest university system in the country with the most diverse college student population. With its 23 campuses across the state, the CSU offers more than 4,200 bachelor's and master's degree programs in over 500 subject areas, as well as teaching credential programs. 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 60,000 transfer students enrolled at CSU campuses in fall 2020; more than 1,900 of these students transferred from one of the three VCCCD colleges. Nearly 95 percent of those were transfer students who began their educational program at a California community college (CCC). In recent years, 25% to 31% of fall-admission students entering the CSU directly from high school had graduated four years after first enrolling at a CSU campus, whereas 38% to 43% of fall CCC transfers had graduated within two years of transferring to the CSU.



References: www2.calstate.edu/data-center/institutional-research-analyses
www2.calstate.edu/attend/degrees-certificates-credentials/Pages/search-degrees-results.aspx
tableau.calstate.edu

California State University (CSU) Minimum Transfer Admission Requirements

All 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 CSU (except CSU Maritime Academy) can satisfy the minimum admission criteria by meeting the following requirements:

1. TRANSFERRING WITH AN ASSOCIATE DEGREE FOR TRANSFER (ADT)

California Community College (CCC) students who are awarded an associate degree for transfer (AA-T/AS-T) and meet the CSU minimum admission requirements are guaranteed admission with junior standing and are given priority admission consideration when applying to a program that has been deemed similar to the degree earned at the student's community college. 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) 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" grade 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. 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 www.assist.org website and/or with a counselor for more information.
- Complete **Residency** requirements. For students in the Ventura County Community College District (VCCCD), a minimum of 12 units must be completed in residence at the college granting the degree.

An up-to-date list of associate degrees for transfer offered by CCC, and CSU campuses where majors are aligned with those associate degrees for transfer, can be found at www.icangotocollege.com.

Note: SB 1440 does not guarantee a student admission for a specified major or campus, but requires the California State University system to grant a student priority admission consideration to the local CSU campus and to a program or major that is similar to the transfer ADT 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 TRANSFER REQUIREMENTS:

To qualify for admission as an **upper division transfer**, applicants must have completed a minimum of 60 semester (or 90 quarter) transferable units and have met the following requirements:

- The applicant must complete at least 30 semester (or 45 quarter) units of general education courses. Students may visit www.assist.org for a full listing of courses at each CCC campus that meet CSU general education requirements, or see page 76 of this catalog for applicable Ventura College courses.
- The applicant must complete transferable courses (CSU GE-Breadth area A) with grades of "C-" or better in written communication, oral communication, and critical thinking.
- The applicant must complete one transferable course (CSU GE-Breadth area B4) with a grade of "C-" or better in mathematics or quantitative reasoning.
- The applicant must have achieved a cumulative grade point average of 2.0 or better in all transferable college units attempted.
- The applicant is expected to be in good standing at the last college or university attended (i.e., eligible to re-enroll at that college or university).

The CSU gives priority admission consideration to CCC students who meet the CSU upper-division transfer admission requirements. However, the highest admission priority is given to CCC students who have earned an Associate Degree for Transfer (ADT).

3. LOWER DIVISION TRANSFER REQUIREMENTS:

An applicant who completes fewer than 60 semester (90 quarter) units is considered a **lower division transfer student**.

Please be aware that due to enrollment pressures, most CSU campuses do not admit lower-division transfers so that more upper-division transfers can be accommodated. 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 Cal State Apply website at www2.calstate.edu/apply. In addition to the online application, Cal State Apply has preadmission, financial aid, and admission information as well as campus-specific supplemental information.

Preparing to Transfer to the California State University System

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 (72 quarter units) of general education for graduation, of which 39 semester units can be transferred from and certified by a California Community College. It is strongly recommended that students complete the 39 units of CSU GE-Breadth courses as part of their minimum 60 semester units requirement for transfer as an upper division student. Certification waives additional lower division general education requirements that each CSU campus otherwise 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. 76)
- B. Complete IGETC (pg. 85)

Students planning to transfer to CSU using IGETC must complete Area 1C (Oral Communications) to meet CSU admission requirements.

2. AMERICAN INSTITUTIONS REQUIREMENT: The CSU requires each student to be knowledgeable about the Constitution of the United States, American history, and state and local government. The "U.S. History, Constitution, and American Ideals Requirement" is generally known as the American Institutions requirement. While not a part of GE, it is a graduation requirement at all CSU campuses.

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. SUPPLEMENTAL 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. There are subtle, yet important, differences between major and campus impaction. Major impaction means that the number of applications for fully eligible students to a designated major on a CSU campus during the initial filing period far exceeds the number of spaces available in that major. However, students can still be admitted to the campus in an alternate major, or they may eventually be admitted to the oversubscribed major if they meet the supplemental admission criteria. 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. Applicants to majors or campuses that are impacted should apply to additional CSU campuses to maximize opportunity for admission. A number of CSU campuses are impacted in some majors but the following CSU campuses are impacted in all undergraduate programs, pre-programs, and undeclared/undecided programs: Cal Poly San Luis Obispo, Fresno State, CSU Fullerton, Cal State Los Angeles, CSU Long Beach, San Diego State University, and

San José State. The website www.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 www2.calstate.edu/attend/degrees-certificates-credentials/Pages/impacted-degrees.aspx

5. TRANSFERABILITY OF COURSES: Only courses considered as appropriate for baccalaureate credit are transferable. In this catalog, these courses are indicated in their course descriptions by the notation "Transfer credit: CSU." A maximum of 70 semester (105 quarter) baccalaureate units earned at community colleges may be transferred to the CSU. Community college coursework completed above the 70 units may be used to meet general education, or major preparation requirements, even if the units will not count toward the baccalaureate degree. Credit for external exams such as Advanced Placement (AP), International Baccalaureate (IB), and College Level Examination Program (CLEP) will not count in the 70 unit limit. Transfer credit is also granted to students who successfully complete equivalent courses at other regionally accredited four-year colleges or universities.

6. TRANSFER GRADE POINT AVERAGE: Calculations of transfer grade point averages include all transferable units attempted at all colleges attended and are part of transfer admission requirements.

7. APPLYING TO THE CSU: Students are strongly encouraged to apply electronically via www2.calstate.edu/apply.

- File a CSU admission application online through Cal State Apply / CSU as early as possible. The application period for fall admission is October 1st through November 30th. Some campuses may have different deadlines based on the number of students applying for admission to that campus.
- If you have college/university coursework in progress, have the final transcripts sent to the CSU campus admission office as soon as the most recent grades have been posted.

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 has been verified. Students should request that official transcripts be sent directly to the CSU campus from **all colleges or universities previously attended** even if no coursework was completed. Transcripts must be received in sealed envelopes from each institution attended. In some cases, transcripts may be sent electronically to CSU campuses. Students should keep personal copies of all transcripts and test scores for admission application and academic advising sessions. High school transcripts and SAT/ACT test scores are not required for upper-division transfer students.

Reference: The CSU Admissions Handbook 2020-2021: www2.calstate.edu/attend/student-services/Documents/Admissions-Handbook-2020-21.pdf

NOTE: These admission requirements are subject to change. Students should consult a counselor and/or the www2.calstate.edu/apply website for the most up-to-date transfer requirements.

CSU GE-Breadth Certification Courses 2021–2022

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) is 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, V01C; **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: **AG** V04; **AST** V01; **CHEM** V01A, V01B, V12A, V12B, V20, V21, V30; **ESRM** V02; **GEOG** V01, V05; **GEOL** V02, V03, V07, V09, V11, V21; **PHSC** V01; **PHYS** V01, V02A, V02B, V03A, V03B, V04, V05, V06.

B2: Life Science: **AG** V06, V30, V61, V66; **ANPH** V01; **ANTH** V01; **BIOL** V01, V03, V04, V10, V12, V14, V18, V23, V29; **ESRM** V01, V10, V14; **MICR** V01; **PHSO** V01; **PSY** V03.

B3: Laboratory Activity: **AG** V04, V06, V30, V66; **ANPH** V01; **ANTH** V01L; **AST** V01L; **BIOL** V01L, V03, V04, V14, V23, V29L; **CHEM** V01AL, V01BL, V12AL, V12BL, V20L, V21L, V30L; **GEOG** V01L; **GEOL** V02L, V03L, V09; **MICR** V01; **PHSC** V01; **PHSO** V01; **PHYS** V01, V02AL, V02BL, V03AL, V03BL, V04L, V05L, V06L.

B4: Mathematics/Quantitative Reasoning: **CS** V17; **MATH** V04, V05, V20, V21A, V21B, V21C, V22, V23, V38, V40, V44, V46, V52; **PSY** V04.

Area C: Arts and Humanities: Complete 9 semester units (12 qtr. units) with at least one course from each group (C1, C2).

C1: Arts (Art, Cinema, Dance, Music, Theater): **AES** V10, V65, V66; **ART** V01, V02A, V02B, V02D, V03, V04, V05, V06, V07, V08, V09A, V09B; **DANC** V01, V02; **ENGL** V29A, V29B; **FILM** V01, V11; **MUS** V01, V03, V06, V07, V08, V09A, V09B; **PHOT** V07; **THA** V01, V17A, V17B, V20, V28, V29A, V29B, V30A.

C2: Humanities (Literature, Philosophy, Languages other than English): **AES** V01, V02A, V02B, V03, V20, V40A, V40B, V41, V42A, V42B, V63; **ANTH** V04; **CHST** V01, V03; **COMM** V05; **ENGL** V01B, V10, V11A, V14, V15, V16, V18, V21A, V21B, V22A, V22B, V23, V26, V30, V31, V33, V34, V35, V36; **FILM** V10; **FREN** V01, V02; **GERM** V01, V02; **HIST** V13, V43, V45, V50, V51, V55, V70, V73, V76, V79, V82, V83, V86, V87; **IDS** V08; **ITAL** V01, V02; **JAPN** V01, V02; **PHIL** V01, V02, V03A, V03B, V06A, V06B, V09, V10, V12, V14, V15; **SL** V10A, V10B, V10C; **SPAN** V01, V02, V03, V03S, V04, V04S; **THA** V17A, V17B.

Area D: Social and Behavioral Sciences: New students starting at VC (or any CCC or CSU) beginning Fall 2021 or later: Complete 6 semester (8 qtr.) units. If both courses are from a single discipline, then, after transfer, students will need to complete an upper division GE course in a different discipline. Students who started attending VC (or any CCC or CSU) before Fall 2021 and have maintained continuous enrollment: Complete 9 semester (12 qtr.) units. Courses must be taken from more than one discipline.

AES V01, V02A, V02B, V03, V11, V20, V21A, V21B, V22, V23, V24, V40A, V40B, V41, V42A, V42B, V47, V63; **AG** V01, V12; **ANTH** V02, V03, V04, V05, V06, V07; **BIOL** V18; **CD** V02, V03, V05, V27, V61, V62; **CHST** V01, V02, V03, V24; **CJ** V01, V02, V03, V28, V30, V49; **COMM** V02, V12, V15, V16; **ECON** V01A, V01B; **ESRM** V03; **GEOG** V02, V06, V08; **HED** V20, V22; **HIST** V13, V16, V30, V32, V43, V44, V45, V46, V47, V48, V50, V51, V53, V54, V55, V56, V57, V58, V59, V70, V73, V76, V78, V79, V82, V83, V86, V87; **PHIL** V10; **POLS** V01, V02, V03, V04, V05, V09, V10, V11, V12, V14, V17, V18; **PSY** V01, V02, V05, V07, V15, V25, V29, V30, V31, V32; **SOC** V01, V02, V03, V04, V05, V07, V13, V24, V31.

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

AES V11; **ANTH** V02; **ART** V01; **BIOL** V10, V12, V18; **CD** V02, V03, V05, V62; **COMM** V03; **COUN** V01, V02; **DANC** V04, V10A, V10B, V10C, V10D, V13A, V13B, V13C, V13D, V14, V15A, V15B, V15C, V15D, V23, V27, V29A, V29B, V29C, V29D, V30A, V30B, V30C, V30D, V50A, V50B, V50C, V50D; **FAC** V01, V21, V26; **ESRM** V01; **HED** V01, V02, V03, V04, V20, V24, V70, V73, V76, V87; **ICA** V02, V03, V04, V05, V06, V07, V08, V13, V14, V15, V16, V17, V18, V19, V20, V22, V23, V24, V25, V30A, V30B, V31A, V31B, V36, V69; **KIN** V02, V03, V04, V06, V10, V12, V13, V14, V16, V18, V19, V20, V21, V22, V23, V24, V26, V28, V33, V40A, V40B, V44A, V44B, V46A, V46B, V48A, V48B, V50A, V50B, V52, V70A, V70B, V72, V74A, V74B, V76A, V76B, V81; **PSY** V01, V02, V05, V25, V32; **SOC** V03, V05; **THA** V14.

Area F: Ethnic Studies: New students starting at VC (or any CCC or CSU) beginning Fall 2021 or later: Complete 3 semester (4 qtr.) units. Students who started attending VC (or any CCC or CSU) before Fall 2021 and have maintained continuous enrollment: Do not complete Area F. Exception: students who will graduate from a CSU in 2024–2025 or after will need an Ethnic Studies course, which may be taken prior to transfer.

AES V03, V20, V23; **CHST** V01, V02, V03.

U.S. History, Constitution, and American Ideals: Complete ONE course from Group 1 courses and ONE course from Group 2 courses.

* Courses may be double counted in Area D, Social and Behavioral Sciences.

Group 1: U.S. History: **AES** V02A, V02B, V22, V40A, V40B, V47, V63; **HIST** V32, V43, V45, V46, V47, V50, V51, V53, V54, V55, V56.

Group 2: U.S. Government: **POLS** V01 or V03, or **AP exam**. (AP exams do not satisfy US-3.)

NOTE: Certification is not automatic. Students must request certification after completion of the CSU GE-Breadth pattern. Students completing CSU GE-Breadth Certification may also apply for a Certificate of Achievement in CSU GE-Breadth. See your counselor. Courses on the CSU GE-Breadth list are subject to change. Always check www.assist.org to verify the latest approvals before taking a course to meet CSU GE-Breadth requirements.

CSU GE-Breadth Certification Information

It is highly 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 pattern. Counselors can help students select courses that fulfill lower-division major requirements as well as general education. 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-Breadth 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 or Transfer Center to request a 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. 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 regionally accredited institutions as well as external examinations (AP/IB/CLEP).

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 and/or official test scores for external exams.

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) of record; and
2. The course is determined to be equivalent to a course in Ventura College's CSU General Education Breadth pattern through the pass-along process in accordance with California State University Executive Orders (EO), the Academic Senate for 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-F) 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"). Note: While a "C-" can be used for CSU GE-Breadth Certification, students earning an Associate degree cannot use this grade to meet written competency (ENGL V01A) or mathematics competency requirements. A grade of "C-" also cannot be used for a Certificate of Achievement in CSU GE-Breadth, which requires all courses to be completed with a grade of "C" or better, or "P."

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 www.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 CSU 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 for Prior Learning section of this catalog.

*References: CSU Executive Order 1036 (PolicyStat ID: 7800250).
CSU Coded Memo ASA-2019-03 (no PolicyStat ID).
CSU Executive Order 1100 (PolicyStat ID: 8919100).
CSU Coded Memo ASA-2016-18 (PolicyStat ID: 6726075).*

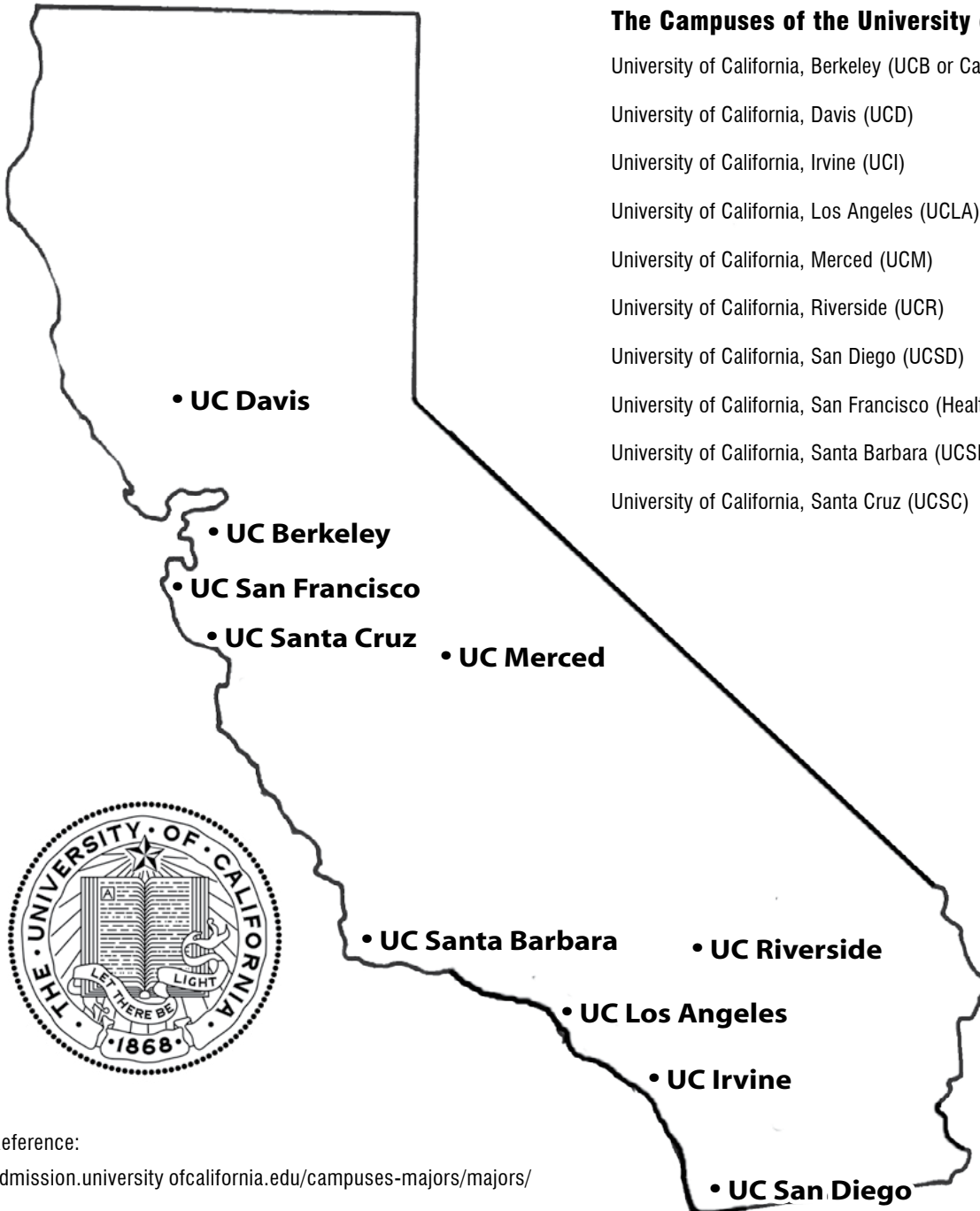
Transfer to the University of California

The University of California

The University of California (UC) is one of the finest research universities in the world. It offers more than 900 degree programs and 160 academic disciplines, with more academic departments ranked in the top 10 nationally than any other public or private university. UC has ten campuses; nine campuses offer undergraduate programs and are UC Berkeley, UC Davis, UC Irvine, UC Los Angeles, UC Merced, UC Riverside, UC San Diego, UC Santa Barbara, and UC Santa Cruz. All nine undergraduate campuses have uniform minimum entrance requirements and certain other features in common. However, each campus is distinctive and not all majors are offered on all campuses. Students should investigate the various undergraduate colleges, schools, and majors available at each campus to determine which campuses will best satisfy their educational needs. Students are further encouraged to discuss with their counselor at Ventura College or with a UC Admissions representative on the particular advantages each campus has to offer. For more information, see www.universityofcalifornia.edu (or visit the General Counseling Office in the Student Services Center at Ventura College).

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)



Reference:

admission.universityofcalifornia.edu/campuses-majors/majors/

Transfer to the University of California

About 30 percent of University of California (UC) undergraduates who first enrolled in fall 2020 were California community college (CCC) transfer students, and about 2/3 of transfer students who apply to UC are admitted. Students from a CCC 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 considered for admission to the UC. **Meeting the minimum requirements does not guarantee admission to the UC nor does it guarantee admission to a particular campus or major of the student's choice.** Many campuses and majors receive more applications than they have spaces available. To be more competitive, students should work toward meeting the specific major preparation courses and general education requirements for the campuses and majors they're interested in.

I. Admission Requirements as a Junior-Level Transfer

The UC gives highest priority to CCC students transferring as juniors. A transfer student, according to the University, is a student who has enrolled in a regular session (fall, winter, or spring) at a college or university after high school. A student who meets this definition cannot disregard his/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.

To be considered for admission as a junior-level transfer applicant, a student must fulfill the following criteria:

1. Complete a minimum of 60 semester (90 quarter) units of UC transferable college credit. No more than 14 semester (21 quarter) units of the 60 semester (90 quarter) units may be taken pass/no-pass, or credit/no credit basis, unless the student is transferring from a college or university that awards only Pass credit. **Note:** Students should visit www.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 campuses and majors require a higher GPA for admission selection. **Note:** A grade of "D" (including +/-) in a transferable course will count toward the number of transferable units completed. However, a grade of "C" or better is required when completing the seven-course pattern. In most cases, a grade of "D" does not satisfy major or general education requirements.
3. Be in good academic standing (2.0 GPA or better) at the last institution of attendance and at any previous UC campus where the student was enrolled in a regular term (i.e., fall, winter, or spring).
4. Complete either:
 - a. Intersegmental General Education Transfer Curriculum (IGETC)

OR

 - b. The following seven-course pattern by the end of the spring term preceding the fall enrollment at a UC and earning a grade of "C" or better in each course or a Pass ("P") grade if pass is equivalent to a "C" (2.00).

- 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 mathematics and English as early as possible (some highly recommend or require completion by the end of the first fall term, one year prior to enrolling at a UC).

5. Complete the required/recommended courses needed for your intended major with the minimum grades.

How to Transfer as a Junior-Level Applicant

To transfer to the UC as a CCC junior-level transfer student, a student must take the following steps:

1. Meet Admission Requirements - a student must complete the statewide eligibility requirements for transferring to the UC; see Admission Requirements as a Junior-Level Transfer listed above.

2. Major Preparation Requirements - major preparation requirements specify the courses a student must take during the first two years of college to prepare for advanced study in the selected major. Major preparation is one of the central factors some UCs use to determine admissions 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. Completing these courses before transfer makes a student a more competitive applicant and will help ensure on-time graduation after transfer.

Performance counts - transfer applicants are evaluated, in part, on the basis of their performance in major preparation coursework. So it's important — very important — that the 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 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.

Students who have decided on a major but are undecided on the specific UC campus can refer to the UC Transfer Pathways (pathwaysguide.universityofcalifornia.edu/) for the list of most common lower-division pre-major preparation courses required for some of the most popular majors at the UC.

Schedule an appointment with a VC counselor to discuss and explore the many options of major and career available.

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

Transfer students have three 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 the UC and the California State University (CSU). The IGETC pattern is helpful for students who know they want to transfer but have not yet decided upon a system, institution, 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 (see page 85)
- IGETC for STEM is a separate IGETC track available for students planning to major in science, technology, engineering, or mathematics (STEM). As of May 2021, UC will accept IGETC for STEM for the associate degrees for transfer (ADT) in Biology, Chemistry, or Environmental Science. Although IGETC for STEM is an option, students should prioritize completing major-preparation courses for the specific campuses and programs they are considering. OR
- Campus-specific general education requirements of the college or campus they plan to attend. (see www.assist.org)

Transfer Pathways - A Roadmap to UC's Most Sought-After Majors

In an effort to simplify the transfer process and help students better prepare for admission, the University of California (UC) have developed the UC Transfer Pathways. The intent of the Transfer Pathways is to provide an academic road map to some of the most popular majors for California community college students by unifying major preparation requirements in selected majors for those students who apply to multiple UC campuses or who do not yet know which campus they plan to attend. These Pathways, created by UC faculty and academic leaders, outline a single set of courses that will prepare transfer students for a particular major at any of the university's nine undergraduate campuses, and position a greater number of students to graduate from UC within two years after they transfer.

The Transfer Pathways cover some of UC's most popular majors and include **Anthropology, Biochemistry, Biology, Business Administration, Cell Biology, Chemistry, Communication, Computer Science, Economics, Electrical Engineering, English, History, Mathematics, Mechanical Engineering, Molecular Biology, Philosophy, Physics, Political Science, Psychology, and Sociology.**

Although following a pathway doesn't guarantee admission to UC, a student who completed these pre-major courses and general education courses with a satisfactory GPA would be well-prepared for junior-level transfer to UC in that major and be well-positioned to graduate on time.

For more information on the Transfer Pathways curriculum, visit <http://pathwaysguide.universityofcalifornia.edu/college-pathway>.

NOTE: The Transfer Pathways guide students who want to make themselves competitive across the UC system; some campuses and majors listed may want fewer courses for admission, but none will expect more. Students are strongly encouraged to apply to multiple campuses to improve their chances of admission.

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 www.assist.org 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.

II. Transfer from Four-Year or Out-of-State Two-Year Institutions

Every year, California community college transfer students make up over 90% of the transfer class, leaving about 10 percent of other transfers from four-year or out-of-state two-year institutions. For admission requirements of these, please visit: admission.universityofcalifornia.edu/admission-requirements/transfer-requirements/preparing-to-transfer/other-types-of-transfers.html

III. Other Types of Transfer

Some campuses admit a limited number of lower-division transfer (completed less than 60 UC transferable semester units), second baccalaureate degree, or limited status applicants if the applicants have met the specific requirements. Refer to the open/closed majors status report on the UC website to learn if a UC will accept applications from lower-division transfer, second bachelor's degree, or limited status applicants.

Transfer Selection by Campus

Many colleges, schools, or majors within the UC are highly selective and may have additional program requirements. These could include, but are 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 admission.universityofcalifornia.edu/campuses-majors/.

Transfer Admission Guarantee (TAG)

Six UC campuses offer guaranteed admission to California community college (CCC) students who meet specific requirements. By participating in a Transfer Admission Guarantee (TAG) program, students may, at some campuses, receive early review of their academic records, early admission notification, and specific guidance about major preparation and general education coursework. For more information on TAG, visit a counselor and/or the following website admission.universityofcalifornia.edu/admission-requirements/transfer-requirements/transfer-admission-guarantee-tag.html

TAG is available for the following UC: Davis, Irvine, Merced, Riverside, Santa Barbara, and Santa Cruz.

Who can file a TAG?

Only students transferring directly from a California community college (CCC) are considered for a TAG, including international students (those with a visa). Again, a CCC 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.

Who's NOT Eligible for a TAG?

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 same campus. Students concurrently enrolled in high school are not eligible for TAG.

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

Limitations on Transfer Credit

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

- 1. Lower Division Units:** Units beyond the maximum (70 semester or 105 quarter units) for which credit is awarded will be granted subject credit, and may be used to satisfy subject requirements.
 - a. 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 admission.
 - b. 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 transfer credit allowed and might put applicants at risk of being denied admission due to excessive units. **NOTE:** if all courses are completed at one or more 2-year (community) colleges, a student would never be in danger of having too many (excessive) units.
- 2. University of California Courses:**
 - a. Courses from enrollment at another UC main campus (not UC Extension) during a regular academic (fall, winter, spring) or summer term are all transferable.
 - b. Courses from enrollment at any UC Extension are transferable if the course is numbered X1-X199; Extension courses numbered 1-199 that are preceded by a campus designation (e.g., XB or XLA) are equivalent to the same course offered to undergraduates on that campus.
- 3. Duplicative Credit:** UC will not grant credit for college courses in which the content duplicates material of a previously completed course or examinations for which credit has already been granted; with the exception of the repeat of deficient ("C-"/"D"/"F") course grades.
- 4. Grades of "D":** a grade of "D" (including plus/minus) in a transferable course will count toward the number of transferable units completed. However, the student 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.
- 5. Pass Grades:** Pass (P) or Credit (CR) grades are acceptable in transferable courses as long as they are equivalent to a grade of "C" or better (not "C-"); however, students are strongly advised that they must take courses required for their major for a letter grade. The UC system allows a maximum of 14 semester (21 quarter) units graded "pass-no pass".
- 6. UC does not grant unit credit for:** work or volunteer experience, vocational or technical training, or personal enrichment courses; remedial academic or pre-baccalaureate courses, especially in English and mathematics; or College-Level Examination Program (CLEP) or DANTES Subject Standardized Tests (DSST) exams. Courses completed at unaccredited/non-regionally accredited institutions may be reviewed on a case-by-case basis. Contact the individual UC campus for more information.
- 7. Independent Study and 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. Students must submit course syllabus and petition for credit. Faculty recommendations from the sending CCC campus may be required. This applies to courses in Independent Studies, Experiential Learning, Field Studies, Individual Projects, Internship, Special Studies, Special Topics, and Tutorials. Credit is not guaranteed. UC does not grant credit for variable topics courses in the Journalism, Photography, Health, Business Administration, Architecture, Administration of Justice (Criminology) or Library Departments because of credit restrictions in these areas.
- 8. International Academic Records:** UC does not grant credit for junior/community college programs that are technical or vocational, or that do not lead to further academic study at a University in the international country.
- 9. Elementary/Intermediate Language Courses:** no credit is granted to students who were instructed in that language during secondary school.
- 10. 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.
- 11. Physical Education Courses:** A maximum of 4 semester (6 quarter) units of physical education activity courses will count towards degree or transfer unit requirements. A maximum of 8 semester units (12 quarter units) of physical education theory courses will count towards degree or transfer unit requirements.
- 12. English as a Second Language Courses (ESL/ELD):** A maximum of 8 semester (12 quarter) units will earn transfer credit.
- 13. Physics Courses:** Students may earn transfer credit for only one sequence in Physics.

Repeated Courses

A student is allowed to repeat each course in which a “C-”, “D+”, “D”, “D-”, “F” or “NP” grade was originally earned, as many times as necessary, until the first time he or she earns a letter grade of “C” or better. The following rules apply:

- The replacement (repeat) course must have curriculum similar to the original course (the same content but not necessarily the same title) and must be offered at the same level as the original course.
- The new grade earned will replace the deficient grade in the GPA calculation. UC does not average the grades.
- All coursework (original and repeats) must be reported on the admission application.
- A non-honors course can be used as a repeat of an honors-level course.
- An honors-level course may be used as a repeat of a non-honors course.
- Repeat of “C” (2.0) grades is not allowed, regardless of the repeat policy at the sending institution.
- Repeat of courses out of sequence is not allowed.
 - Sequential subjects for UC are chemistry, English as a second language, languages other than English, and mathematics. These are also the subjects for which the UC allows validation.
- Students may not repeat a lower-level course if a grade of “D-”, or higher has already been earned in a higher-level course. UC will not award credit of grade points for such courses.
- UC courses must be repeated at UC, but not necessarily at the original campus.
- Non-UC courses may be repeated at any US regionally accredited college (or international university by the Ministry of Education).
- 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 (“C-”/“D”/“F”) course grades.

Course Sequences

When requirements are stated as a full-year sequence, students are encouraged to complete the entire course sequence 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 at a UC campus.

U.S. Military Service Courses

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. Credit for military courses is determined after matriculation at UC.

Reference:

- admission.universityofcalifornia.edu/counselors/files/quick-reference.pdf
- www.ucop.edu/transfer-articulation/transferable-course-agreements/tca-policy/regulations-by-subject-area.html
- admission.universityofcalifornia.edu/counselors/files/Transfer_Credit_Practice.pdf



University of California Transfer Course Agreement (UC TCA) 2021-2022

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 85. All students planning to apply to the UC should also consult a counselor in the Counseling Office or the University Transfer Center. Courses on the UC TCA are subject to change. Always check with a VC Counselor for the latest information.

Honors Course Credit Information: Duplicate credit will not be awarded for both the honors and the regular versions of a course. Credit will be awarded only to the first course completed with a grade of "C" or better. *Last update May 2021.*

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| Agriculture: AG V04, V06, V10, V12, V14, V22, V42, V43, V66 | Dance: DANC V01, V02, V03, V04, V10A, V10B, V10C, V10D, V13A, V13B, V13C, V13D, V15A, V15B, V15C, V15D, V23, V27, V29A, V29B, V29C, V29D, V30A, V30B, V30C, V30D, V50A, V50B, V50C, V50D |
| American Ethnic Studies: AES V01, V02A*, V02B*, V03, V10, V11, V20, V21A, V21B, V22*, V23, V24, V40A*, V40B*, V41, V42A, V42B, V47*, V63*, V65, V66 (<i>*Any or All AES and HIST combined: maximum credit, 12 units</i>) | Drafting: DRFT V05A, V05B, V42, V51 |
| Anatomy: ANAT V01* (<i>*ANAT V01, ANPH V01 or PHSO V01 combined: max credit, two courses</i>) | Economics: ECON V01A, V01B |
| Anatomy/Physiology: ANPH V01* (<i>*ANAT V01, ANPH V01 and/or PHSO V01 combined: max credit, two courses</i>) | Education: EDU V03, V08, V09, V10 |
| Anthropology: ANTH V01, V01L, V02, V03, V04, V05, V06, V07, V35, V35L, V36 | Educational Assistance Center: EAC V01, V21*, V26* (<i>*Any or All PE Activity combined: max credit, 4 units</i>) |
| Architecture: ARCH V10*, V21, V22, V23+, V24+, V25, V33+, V40*, V41* (<i>*Any or all courses combined: max credit, 3 units. +Any or all courses combined: max credit, 4 units</i>) | Engineering: ENGR V01, V02, V12, V14, V16, V16L, V18, V18L |
| Art: ART V01, V02A, V02B, V02D, V03, V04, V05, V06, V07, V08, V09A, V09B, V11A, V11B, V12A, V12B, V13A, V13B, V13C, V13D, V15A, V15B, V15C, V16A, V16B, V19, V20A, V20B, V20C, V25A, V25B, V26A, V26B, V27, V29A, V29B, V46A, V46B, V47A, V47B, V50A, V50B, V50C, V50D, V51A, V51B, V52A, V52B, V53A, V53B, V58A, V58B, V58C, V60, V68, V71+, V72+, V73A, V74A, V74B, V81 (<i>+V71 and V72 must be completed in order to receive transfer credit</i>) | English: ENGL V01A, V01B, V01C, V10, V11A, V11B, V14, V15, V16, V18, V21A, V21B, V22A, V22B, V23, V26, V29A+, V29B+, V30, V31, V33, V34, V35, V36 (<i>+max credit, one course</i>) |
| Astronomy: AST V01, V01L | Environmental Science and Resource Management: ESRM V01, V02, V03, V10, V14 |
| Biology: BIOL V01*, V01L*, V03, V04, V10, V12*, V14, V18, V23, V29, V29L (<i>*No credit for V01, V01L, or V12 if taken after V03</i>) | Film: FILM V01, V02, V03A, V04, V05, V07, V10, V11 |
| Business: BUS V01A, V01B, V17, V30, V33*, V40, V43, V53* (<i>*V33 and V53, combined: max credit, one course</i>) | French: FREN V01, V02 (<i>V01 corresponds to two years of high school study</i>) |
| Chemistry: CHEM V01A, V01AL, V01B, V01BL, V12A*, V12AL*, V12B, V12BL, V20+, V20L+, V21*, V21L*, V30, V30L (<i>*CHEM V12A, CHEM V12AL, and CHEM V21, CHEM V21L combined: max. credit, 1 course (with lab)</i>) (+ No credit for CHEM V20, CHEM V20L if taken after CHEM V01A, CHEM V01AL) | Geographic Information Systems: GIS V22, V26 |
| Chicano Studies: CHST V01, V02, V03, V24 | Geography: GEOG V01, V01L, V02, V05, V06, V08, V22, V26 |
| Child Development: CD V02*, V03*, V05, V10, V27, V61 (<i>*V02 and V03 combined: max credit, one course</i>) | Geology: GEOG V02, V02L, V03, V03L, V07, V09, V11, V21 |
| Communication Studies: COMM V01, V02, V03, V05, V10, V12, V15, V16 | German: GERM V01, V02 (<i>V01 corresponds to two years of high school study</i>) |
| Computer Science: CS V11, V13, V15, V17, V19, V30, V40, V42 | Health Education: HED V01*, V02, V04*, V20, V22, V24, V70, V76, V87 (<i>*HED combined: maximum credit: one course</i>) |
| Counseling: COUN V01*, V02*, V03*, V04*, V10A*, V10B* (<i>*V01, V02, V03, V04, V10A, V10B combined: max credit, 3 semester units</i>) | History: HIST V13, V16, V30, V32*, V43*, V44, V45*, V46*, V47*, V48, V50*, V51*, V53*, V54, V55*, V56*, V57, V58*, V59, V70, V73, V76, V78, V79, V82, V83, V86, V87 (<i>*Any or All AES and HIST combined: maximum credit, 12 units</i>) |
| Criminal Justice: CJ V01, V02*, V03, V14, V19, V25, V28*, V35, V35L, V36, V49 (<i>V02*, V28* combined; max credit, one course</i>) | Human Services: SWHS V01 |
| | Intercollegiate Athletics: ICA V02*, V03*, V04*, V05*, V06*, V07*, V08*, V13*, V14*, V15*, V16*, V17*, V18*, V19*, V20*, V22*, V23*, V24*, V25*, V30A*, V30B*, V31A*, V31B*, V36+, V69* (<i>*Any or All PE Activity combined: max credit, 4 units</i>) (+Any or All PE Theory combined: max credit, 8 units) |
| | Interdisciplinary Studies: IDS V08 |
| | Italian: ITAL V01, V02 (<i>V01 corresponds to two years of high school study</i>) |
| | Japanese: JAPN V01, V02 (<i>V01 corresponds to two years of high school study</i>) |

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| Kinesiology: KIN V02*, V03*, V04*, V06*, V10*, V12*, V13*, V14*, V16*, V18*, V19*, V20*, V21*, V22*, V23*, V24*, V26*, V28*, V33*, V40A*, V40B*, V44A*, V44B*, V46A*, V46B*, V48A*, V48B*, V50A*, V50B*, V52*, V70A*, V70B*, V72*, V74A*, V74B*, V76A*, V76B*, V81+, V84+ (Any or All PE Activity Combined: max credit, 4 units) (+Any or All PE Theory 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: max credit, 5 semester/7.5 quarter units.) (+V21A and V46 combined: max credit, one course) (^ V44 and PSY V04 combined: max credit, one course) |
| Microbiology: MICR V01 |
| Music: MUS V01+, V02A, V02AL, V02B, V02BL, V02C, V02CL, V02D, V02DL, V02H, V03, V06, V07, V08, V09A, V09B, V10, V11, V12, V13, V14A, V14B, V14C, V15, V17, V21A, V21B, V21C, V22A, V22B, V22C, V24A, V24B, V24C, V24D, V31A, V31B, V31C, V31D, V31E, V31F, V31G, V31H, V34, V36, V37, V39, V45, V46, V47 (+No credit for V01 if taken after V02A) |
| Nursing Science: NS V07 |
| Philosophy: PHIL V01, V02, V03A, V03B, V04, V05, V06A, V06B, V09, V10, V12, V14, V15 |
| Photography: PHOT V01*, V02*, V04A, V04B, V06A, V06B, V07, V73A (*V01 and V02, combined: max credit, one course) |

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| 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, V03AL, V03B, V03BL and V04, V04L, V05, V05L, V06, V06L combined: max credit, one series. Deduct credit for duplication of topics) |
| Physiology: PHSO V01* (*ANAT V01, ANPH V01 or PHSO V01 combined: max credit, two courses) |
| Political Science: POLS V01, V02, V03, V04, V05, V09, V10, V11, V12, V14, V17, V18 |
| Psychology: PSY V01, V02, V03, V04 ^, V05, V07, V15, V25, V29, V30, V31, V32 (^ V04 and MATH V44 combined: max credit, one course) |
| Sign Language: SL V10A, V10B, V10C (V10A 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+ (*V03 and V03S combined; max credit, one course) (+V04 and V04S combined; max credit, one course) (V01 corresponds to two years of high school study) |
| Theatre Arts: THA V01, V02A, V02B, V02C, V02D, V03A, V03B, V05A, V05B, V06A, V06B, V07A, V08, V11A, V11B, V11C, V11D, V13A, V13B, V13C, V13D, V15A, V15B, V17A, V17B, V20, V21, V22A, V22B, V28, V29A, V29B, V31A, V31B |
| Welding: WEL V27 |



INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) CERTIFICATION PLAN 2021-2022

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

Area 1: ENGLISH COMMUNICATION: Each course must be three (3) semester units, or 4-5 quarter units.

CSU: complete one (1) course from each group A, B, and 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 – no AP exam credit):

ENGL V01B*, V01C; **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 or 4-5 quarter 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 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, or 12-15 quarter units.

A: Arts: **AES** V10, V65, V66; **ART** V01, V02A, V02B, V02D, V03, V04, V05, V06, V07, V08, V09A, V09B; **DANC** V01, V02; **ENGL** V29A+, V29B+; **FILM** V01, V11; **MUS** V03, V06, V07, V08, V09A, V09B; **PHOT** V07; **THA** V01, V17A, V17B, V20, V28, V29A, V29B.

B: Humanities: **AES** V01*, V02A*+, V02B*+, V03*\$, V20* \$, V40A*+, V40B*+, V41*, V42A*, V42B*, V63*+; **ANTH** V04*+; **CHST** V01*\$, V03*\$; **ENGL** V01B*, V15, V16, V18, V21A, V21B, V22A, V22B, V23, V26, V30, V31, V33, V34, V35, V36; **FILM** V10; **FREN** V02*+; **GERM** V02*+; **HIST** V13*, V43*+, V45*+, V50*+, V51*+, V55*+, V70*, V73*, V76*, V79*, V82*, V83*, V86*+; **IDS** V08; **ITAL** V02*+; **JAPN** V02*+; **PHIL** V01, V02, V03A, V03B, V06A, V06B, V09, V10*, V12, V14, V15; **SL** V10B*, V10C*; **SPAN** V02*+, V03*+, V03S*+, V04*+, V04S*+.

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

AES V01*, V02A*+, V02B*+, V03*\$, V11, V20*\$, V21A, V21B, V22+, V23\$, V24, V40A*+, V40B*+, V41*, V42A*, V42B*, V47+, V63*+; **AG** V12; **ANTH** V02, V03, V04*, V05, V06, V07; **CD** V02+, V03+, V05, V27, V61; **CHST** V01*\$, V02\$, V03*\$, V24; **CJ** V01, V02+, V28+; **COMM** V02, V12, V15*, V16; **ECON** V01A, V01B; **ESRM** V03; **GEOG** V02, V06, V08; **HED** V20, V22; **HIST** V13*, V16, V30, V32+, V43*+, V44, V45*+, V46+, V47+, V48, V50*+, V51*+, V53+, V54, V55*+, V56+, V57, V58+, V59, V70*, V73*, V76*, V78, V79*, V82*, V83*, V86*+; **PHIL** V10*; **POLS** V01, V02, V03, V04, V05, V09, V10, V11, V12, V14, V17, V18; **PSY** V01, V02, V05, V07, V15, V25, V29, V30, V31, V32; **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, or 9-12 quarter units in Area 5. Each course must be at least three (3) semester units, or 4-5 quarter units, except separate lab courses.

A: Physical Science: **AG** V04; **AST** V01; **CHEM** V01A, V01B, V12A+, V12B, V20+, V21+, V30; **ESRM** V02; **GEOG** V01, V05; **GEOL** V02, V03, V07, V09, V11, V21; **PHSC** V01+; **PHYS** V01+, V02A+, V02B+, V03A+, V03B+, V04+, V05+, V06+.

B: Biological Science: **AG** V06; **ANPH** V01+; **ANTH** V01; **BIOL** V01+, V03, V04, V10, V12+, V14, V18, V23, V29; **ESRM** V01, V10, V14; **MICR** V01; **PHSO** V01+; **PSY** V03.

C: Laboratory Science: **AG** V04, V06; **ANPH** V01+; **ANTH** V01L; **AST** V01L; **BIOL** V01L+, V03, V04, V14, V23, V29L; **CHEM** V01AL, V01BL, V12AL+, V12BL, V20L+, V21L+, V30L; **GEOG** V01L; **GEOL** V02L, V03L, V09; **MICR** V01; **PHSC** V01+; **PHSO** V01+; **PHYS** V01+, V02AL+, V02BL+, V03AL+, V03BL+, V04L+, V05L+, V06L+. (Must also complete the corresponding lecture course from Area 5A or 5B.)

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*; **GERM** V01, V02*; **ITAL** V01, V02*; **JAPN** V01, V02*; **SL** V10A, V10B*, V10C*; **SPAN** V01, V02*, V03*+, V03S*+, V04*+, V04S*+.

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

Not part of IGETC; may be completed prior to transfer. Complete 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*+, V47+, V63*+; **HIST** V32+, V43*+, V45*+, V46+, V47+, V50*+, V51*+, V53+, V54, V55*+, V56+, V58+.

Group 2: **POLS** V01, V03; or **AP exam**. (AP exams do not satisfy US-3.)

*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.

§ This course also satisfies the new CSU Ethnic Studies graduation requirement (CSU GE-Breadth Area F). Students planning to complete the IGETC for CSU pattern may be required to complete such a course in addition to IGETC, depending on their year of graduation from CSU. Such students should see a VC counselor to determine whether the Ethnic Studies requirement applies to them, and to plan the best way to satisfy it if it does.

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 University Transfer Center. Students completing IGETC Certification may also apply for a Certificate of Achievement in IGETC.

GENERAL EDUCATION AND IGETC INFORMATION

2021-2022

What is IGETC?

The **Intersegmental General Education Transfer Curriculum (IGETC)** is a series of courses that prospective transfer students attending California community colleges (CCC) may complete to satisfy the lower-division breadth/general education requirements at both the University of California (UC) and the California State University (CSU). Many independent/private and out-of-state colleges and universities will also accept the IGETC.

Students Who are Eligible to Use the IGETC

The IGETC was developed by the Academic Senates of the CCC, UC, and CSU for use by CCC transfer students. A student may be IGETC certified if they have completed coursework at a CCC(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 "readmits" by the UC. Such students cannot use the IGETC. The CSU does not have a system-wide policy 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 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 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 prerequisites for the major required by the individual UC campus while meeting minimum admission requirements.

Is Completion of the IGETC an Admission Requirement?

Completion of the IGETC is not an admission requirement or admission guarantee for transfer to CSU or UC, nor is it the only way to fulfill the lower-division general education requirements for CSU or UC prior to transfer. However, completing the lower-division general education/breadth requirements, whether through IGETC or the campus-specific requirements, may be considered by the campus in selecting among qualified applicants. In fact, some programs may accept only students who complete IGETC.

Consult with a VC counselor, www.assist.org and/or campus admissions websites to determine whether IGETC is a good option and what courses could meet IGETC requirements.

IGETC for STEM

IGETC for STEM is a separate IGETC track available for students planning to major in science, technology, engineering, or mathematics. As of May 2020, UC will accept IGETC for STEM only if:

- The student is earning an associate degrees for transfer (ADT) in Biology, Chemistry, or Environmental Science at a community college that offers IGETC for STEM as an option for those degrees AND
- The UC major program or college the student is applying to accepts partial IGETC certification.

Although IGETC for STEM is an option, students should prioritize completing major-preparation courses for the specific campuses and programs they are considering.

Information Pertinent to both IGETC and IGETC for STEM

Minimum Grade Requirements (GPA)

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. A "C-" grade valued at less than 2.0 grade points on a 4.0 scale cannot be used for IGETC certification. Exception: For the UC Language Other Than English (LOTE) requirement, Area 6A, the UC does not count "minus" or "plus" grades for high school coursework, only the whole grade is used. In other words, a "C-" grade is counted as a "C".

Credit/No Credit - Pass/No Pass

Courses in which a student receives a "Credit/Pass" grade may be certified for IGETC if the community college's policy states that a "Credit/Pass" designation is equivalent to a "C" grade (2.0 grade points on a 4.0 scale) or better. It is important to keep in mind that some CSU and UC campuses may have limitations on the number of "Credit/No Credit" ("Pass/No Pass") courses that may be used to meet degree requirements. The UC system allows a maximum of 14 semester (21 quarter) units graded "Pass/No Pass" (Credit/No Credit) basis of the 60 UC transferable semester units required for admission.

There is no system-wide policy for CSU campuses. Therefore, each campus has established its own policy on limitations of courses transferred with grades of "Credit/Pass". The information is updated annually and is available at the CSU Student Academic Support website: www2.calstate.edu/attend/student-services/casper.

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 course 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 a "C" grade (2.0 on a 4.0 scale) or higher. The course sequence must meet the rigor of IGETC standards.

Use of AP and IB exams

IGETC course credit may be earned for scores of 3, 4 or 5 on Advanced Placement (AP) exams and 5, 6 or 7 on International Baccalaureate (IB) Higher Level exams that the community college faculty recognizes as equivalent to its IGETC-approved courses. An acceptable score on an AP English exam may be used to meet the English composition requirement, but not the critical thinking/English composition requirement. For more information, refer to the latest version of the IGETC Standards, Policies and Procedures, available at icas-ca.org/igetc/standards-policies-and-procedures-manual/.

Certification of IGETC

Completion of the IGETC will permit a student to transfer from a California Community College (CCC) 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 following IGETC complete this pattern 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. A list of those UC colleges and majors is found on the following website:

admission.universityofcalifornia.edu/admission-requirements/transfer-requirements/general-education-igetc/igetc/campus-guidance.html. It is the student's responsibility to request IGETC Certification in the Counseling Office.

NOTE: Students transferring to a CSU with a completed IGETC will still need to complete nine semester units of upper division general education and may be held to other campus specific graduation requirements outside of general education and major coursework. It is strongly recommended that these students also complete a course selected from CSU GE-Breadth Area F (Ethnic Studies) before they transfer if they have not already completed such a course to satisfy IGETC.

Certification of IGETC for STEM

A transfer student intending to major in science, engineering, or mathematics may complete up to three courses after transfer. UC will accept IGETC for STEM if the UC school, college, or major program to which the student transfers accepts partial IGETC certification.

To achieve IGETC for STEM certification, students should complete the following courses before transfer:

- All courses in Area 1 (except 1C for UC-bound students), Area 2, and Area 5 of the traditional IGETC; and
- One course in Area 3A; one course in Area 3B; and two courses in Area 4 from two different disciplines.

Complete the following courses *after* transfer:

- One remaining lower-division general education course in Area 3*;
- One remaining lower-division general education course in Area 4*; and
- One course in Area 6 for UC-bound students who have not satisfied it through proficiency*.

*These deferred lower division courses must be replaced with calculus and/or science courses required by the major before transfer. See admission.universityofcalifornia.edu/admission-requirements/transfer-requirements/glossary.html#igetcstem for more information.

Partial IGETC Certification

Students who do not complete IGETC before transferring will be required to satisfy the specific lower-division general education/breadth requirements of the UC school they plan to attend. However, California community colleges (CCC) may grant partial certification of IGETC to students who are missing *no more than two courses*. Students submitting partial IGETC certification should work with the transfer institution to determine how the missing courses/requirements can be completed.

Consult with a VC counselor and/or the transfer university website to see whether a specific UC campus accepts partial certification for the intended major.

The following UC campuses have indicated their acceptance and/or conditions of partial certification:

Berkeley - does not accept partial IGETC certification

Davis - all colleges accept partial IGETC certification

Irvine - all schools accept partial IGETC certification

Los Angeles - all schools, except School of Engineering and Applied Science, School of Nursing, and School of Theatre, Film and Television

Merced - all schools; however, the School of Social Sciences, Humanities and Arts requires completion of the additional GE courses after enrollment at UCM

Riverside - all colleges accept partial IGETC certification

San Diego - all colleges accept partial IGETC certification

Santa Barbara - all colleges accept partial IGETC certification

Santa Cruz - all schools accept partial IGETC certification

NOTE: Partial IGETC certification that acknowledges a deficiency in IGETC Areas 1 and/or 2 may indicate a student does not meet minimum transfer admission requirements.

Who Certifies the IGETC or IGETC for STEM?

Students who have completed coursework at more than one CCC should have their coursework certified by the last CCC 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 CCC 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.

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 Area 3B and/or Area 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 CCC 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 www.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 of the IGETC Standards for Subject Areas and Course Guidelines).

Particular care should be taken when evaluating non-CCC courses to fulfill IGETC Area 1B, Critical Thinking and Composition. Few non-CCC colleges offer a second-semester course that includes both Critical Thinking and English Composition. Guidelines to determine if a course is IGETC appropriate can be found in Section 10.0 of the IGETC Standards.

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 the latest version of the IGETC Standards 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.

International Coursework

International coursework may be applied to IGETC if the international institution has United States regional accreditation. All other international coursework cannot be applied to IGETC, with the exception of Area 6, Language Other Than English (LOTE). These can be from a non-United States institution.

Students with a substantial amount of international coursework at a non-United States regionally accredited institution should be encouraged to follow the CSU or UC campus specific general education pattern.

References:

IGETC Standards, Policies & Procedures for Intersegmental General Education Transfer Curriculum—current version (icas-ca.org/igetc/standards-policies-and-procedures-manual/)

Quick Reference Guide to UC Admissions—current version (admission.universityofcalifornia.edu/counselors/files/quick-reference.pdf)

Counselors: General Education & IGETC (admission.universityofcalifornia.edu/counselors/transfer/advising/igetc/)

IGETC: Campus Guidance (admission.universityofcalifornia.edu/admission-requirements/transfer-requirements/general-education-igetc/igetc/campus-guidance.html)

Transfer Requirements: Glossary (<https://admission.universityofcalifornia.edu/admission-requirements/transfer-requirements/glossary.html>)

Online/Distance Education/Telecourses:

• CCC Courses

CCC may use online/distance education/ telecourses for IGETC provided that the courses have been approved by the CSU and UC during the IGETC review process.

• 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 the IGETC Standards for guidelines).

Credit by External Exams

College Board 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. College Level Examination Program (CLEP) cannot be used on IGETC.

There is no limit on the number of external exams that can be applied to IGETC and may be used regardless of when the exam was taken. However, students who have earned credit from an external exam (AP/IB) should not take a comparable college course because transfer credit will not be granted for both.

Advanced Placement

The UC grants unit credit for College Board Advanced Placement (AP) examinations on which a student scores a 3, 4, or 5. Elective units awarded may be applied to UC graduation requirement for specific subjects and/or for general education/breadth requirements, as determined by each campus. To see how AP credits are used for IGETC certification see the AP Chart on pages 96-98.

International Baccalaureate

The UC awards unit credit for International baccalaureate (IB) examinations. A score of 5 or higher on Higher Level exams 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. To see how IB credits are used for IGETC certification see the IB Chart on page 100.

College Level Examination Program

The UC does not award unit credit for the College Level Examination Program (CLEP).

IGETC Considerations 2021-2022

A student who has completed substantial coursework from institutions outside the United States should consult a counselor to determine whether completion of IGETC or the lower-division breadth/general education requirements at the campus where attendance is planned is needed. In addition, some transfer students in some colleges or majors must follow a more prescribed lower-division curriculum than IGETC allows. Please check with a counselor or the college website, the college and/or visit the www.assist.org website to obtain the most up-to-date information.

UC Berkeley

College of Chemistry: Completion of the IGETC is not required. However, when completed by the end of the spring term before transferring to UC Berkeley, IGETC is accepted in satisfaction of the English Reading and Composition Requirement and the Foreign Language Requirement. However, IGETC does not necessarily satisfy the entire breadth requirement.

College of Engineering: IGETC offered at California community colleges is not accepted as completion of breadth.

College of Environmental Design: Completion of IGETC from a California community college will meet general education requirements.

College of Letters and Science: Either IGETC or the college's requirements (reading and composition, quantitative reasoning and language other than English) are acceptable. Completion of IGETC will satisfy the college's entire breadth requirements.

College of Natural Resources: IGETC does not fully satisfy lower-division requirements for CNR majors. For some majors, IGETC does satisfy certain breadth requirements. You may find that you have to take fewer courses overall if you just focus on fulfilling a specific major's lower-division requirements.

Haas School of Business: IGETC is not accepted.

UC Davis

All undergraduate colleges accept IGETC. However, for Bachelor of Science degrees and selective majors, IGETC is not recommended; students should focus instead on completing major preparation and taking UC Davis general education pattern courses as time permits.

UC Irvine

All schools accept IGETC.

UC Los Angeles

All Schools accept IGETC. However, completion of IGETC is not required/encouraged for students applying to the School of Engineering; engineering students are instead encouraged to focus on lower-division major preparation prior to transfer. For the School of Nursing and the School of Theater, Film and Television, IGETC is required.

UC Merced

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

School of Natural Sciences: IGETC is not recommended but is accepted; 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 much lower-division major preparation as possible prior to transfer.

UC Riverside

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

College of Natural and Agricultural Sciences: IGETC is acceptable; some additional coursework may be required after enrollment.

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

School of Business Administration: IGETC is required.

UC San Diego

John Muir, Earl Warren, Eleanor Roosevelt, Thurgood Marshall and Sixth Colleges: IGETC clears all lower-division GE requirements; some upper-division courses required after enrollment.

Revelle College: IGETC does not clear all lower-division GE requirements. Students with IGETC are required to complete 3 courses in mathematics and 5 courses in natural science before transfer or while enrolled at UC San Diego.

UC Santa Barbara

College of Creative Studies and College of Letters and Science: IGETC is acceptable.

College of Engineering: Students are encouraged to focus on major preparation rather than GE but may use IGETC to substitute for most GE requirements.

Please note: Students planning to transfer to UCSB into a major in biological or physical sciences, economics, engineering, computer science, mathematics, statistics or psychology must be careful to complete lower-division major preparation courses to ensure competitiveness and make normal, timely progress through the major.

UC Santa Cruz

For majors in engineering and the physical and biological sciences: IGETC is not recommended. Students should ensure completion of lower-division courses for their intended major, as indicated in the UCSC catalog and on <https://www.assist.org>.

Reference: <http://admission.universityofcalifornia.edu/transfer/general-education-igetc/igetc/igetc-campus-guidance/index.html>

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 78 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.

2. S.F. Bay Area — 22

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
 International Technological University - San Jose
 John F. Kennedy University - Pleasant Hill
 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
 Stanford University - Stanford
 Touro University California - Vallejo
 University of San Francisco - San Francisco
 Zaytuna College - Berkeley

5. Los Angeles/Kern — 33

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
 Charles R. Drew University of Medicine & Science - L.A.
 Chicago School of Prof. Psychology - L.A.
 Claremont Graduate University - Claremont
 Claremont McKenna College - Claremont
 Columbia College Hollywood - Tarzana
 Harvey Mudd College - Claremont
 Hope International University - Fullerton
 Keck Graduate University - Claremont
 Life Pacific University - San Dimas
 Los Angeles Pacific University - San Dimas
 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 of Art and Design - Los Angeles
 Pacific Oaks College - Pasadena
 Pepperdine University - Malibu
 Providence Christian College - Pasadena
 Pitzer College - Claremont
 Pomona College - Claremont
 Scripps College - Claremont
 Southern California Univ. of Health Sciences - Whittier
 Touro University Worldwide - Los Alamitos
 University of La Verne - La Verne
 Univ. of Southern California - Los Angeles
 University of the West - Rosemead
 Western Univ. of Health Sciences - Pomona
 Whittier College - Whittier
 Woodbury University - Burbank

1. Northern California — 2

Simpson University - Redding
 William Jessup University - Rocklin

3. Central Valley — 3

Fresno Pacific University - Fresno
 Humphreys College - Stockton
 University of the Pacific - Stockton

4. Central Coast — 4

California Lutheran University - Thousand Oaks
 Fielding Graduate University - Santa Barbara
 Thomas Aquinas College - Santa Paula
 Westmont College - Santa Barbara

7. Riverside/San Bernardino — 4

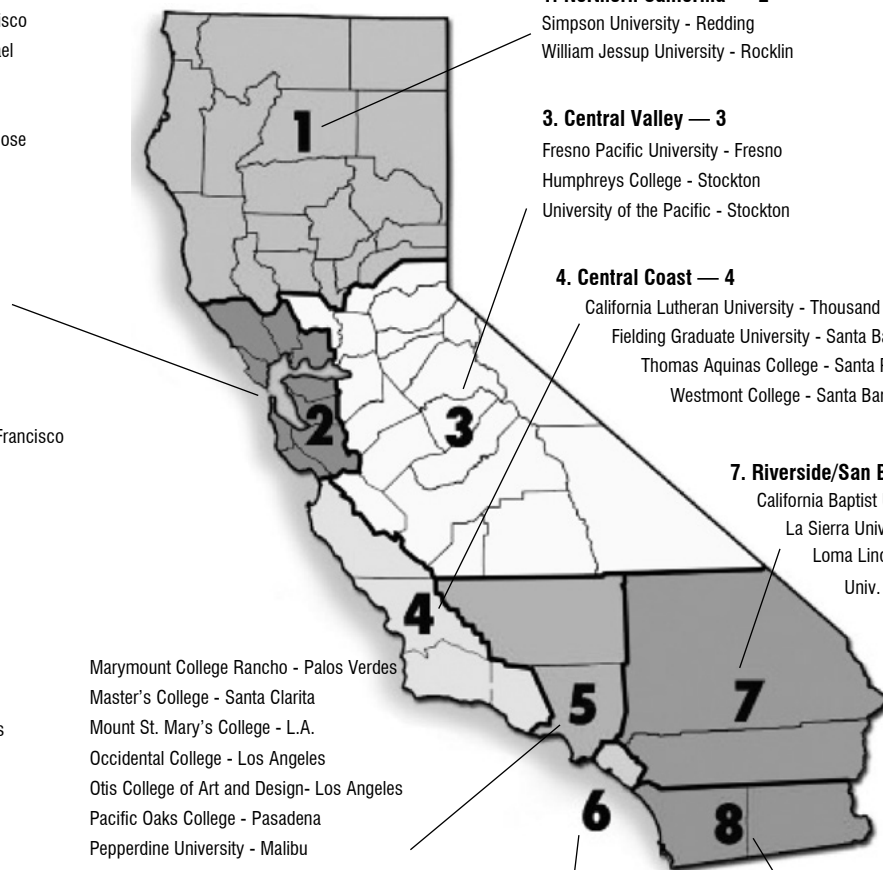
California Baptist University - Riverside
 La Sierra University - Riverside
 Loma Linda Univ. - Loma Linda
 Univ. of Redlands - Redlands

8. San Diego/Imperial — 6

John Paul the Great Catholic Univ. - Escondido
 National University - La Jolla
 Point Loma Nazarene University - San Diego
 San Diego Christian College - El Cajon
 University of Saint Katherine - San Marcos
 University of San Diego - San Diego

6. Orange — 6

Brandman University - Irvine
 Chapman University - Orange
 Concordia University Irvine - Irvine
 Laguna College of Art & Design - Laguna Beach
 Soka University - Aliso Viejo
 Vanguard University - Costa Mesa



CREDIT FOR PRIOR LEARNING

| | |
|--|-----|
| Credit for Prior Learning | 92 |
| Advanced Placement (AP) Credit for Ventura College, CSU GE and IGETC | 96 |
| International Baccalaureate (IB) Test Equivalency List for VC GE | 100 |
| College Level Examination Program (CLEP) | 101 |



CREDIT FOR PRIOR LEARNING

AP 4235 Credit by Examination –adopted July 2009. Last revised May 2021

Granting unit credit for prior learning 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 through the credit for External Examinations process (AP/IB/CLEP), Internal Departmental Examinations process (locally administered exams), High School to College Articulation process, or Evaluation of Joint Services Transcripts (JST), Student-Created Portfolios, or Industry-Recognized Documentation, Credentials or Licensure.

Courses Eligible for Credit by Examination:

- All courses shall be open to Credit for Prior Learning unless specifically exempted by the District College. Academic divisions of the District Colleges determine the courses for which Credit for Prior Learning may be granted.

The Office of the Vice President of Academic Affairs at each District College maintains a current list of courses excluded from Credit for Prior Learning and makes it readily available to students.

Documenting Credit Earned by Examination:

- For credit earned through the Credit for Prior Learning provisions, the student's academic record shall be clearly annotated to reflect that credit was earned by examination, through articulation, or by another type of assessment of prior learning.

Credit for Prior Learning may be obtained by one or a combination of two if the following assessment methods:

I. External Examinations (this method cannot be combined with another assessment method for granting CPL for any single course):

- a) 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 credit for each exam as specified in the catalog of the District College
- b) International Baccalaureate (IB): Students who complete the IB diploma with a score of 30 or above, will receive 20 units of credit. Students who complete the IB Higher Level examinations with scores of 4, 5, 6, or 7 will receive credit for each exam as specified in the catalog of the District College. 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.
- c) College Level Examination Program (CLEP): Students who earn scores of 50 or higher on a CLEP exam will receive credit for each exam as specified in the catalog of the District College.

Cut Scores

- The number of units awarded for each type of examination is subject to change based on the establishment of cut scores and/or other evaluative measures developed by District College faculty in collaboration with Academic Senates and/or a CSU Chancellor's Office policy pursuant to AB 1985, and/or Intersegmental General Education Transfer Curriculum (IGETC) Standards, Policies, and Procedures, latest version.

Credit for External Examinations (AP, IB and CLEP):

- 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 Counseling faculty at each District College will determine how the credit is used to satisfy general education and major requirements for the associate degree.
- Credit granted for these examinations may also be counted toward the satisfaction of IGETC or CSU GE-Breadth 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.

II. Internal Departmental Examinations (Locally administered exams):

- a) Students will receive credit by satisfactory completion of an examination administered by the District College in lieu of completion of a course listed in the college catalog, provided that Internal Departmental Examination is permitted for the course. See the Courses Excluded from Internal Departmental Examination list maintained by each District College. Credit will be awarded with a letter grade and/or "P"/"NP" (if the latter is ordinarily available for the course). If a letter grade is awarded, it will be incorporated in the computation of the student's grade point average.
- b) A student may be granted credit if he or she satisfactorily passes an examination approved and conducted by the District College discipline faculty. Such credit may be granted only to a student who is registered at the District College and not on either academic probation or progress probation, and only for a course listed in the District College's catalog.
- c) The nature and content of the exam shall be determined solely by the District College discipline faculty in accordance with Title 5 Section 55002.
- d) Units for which credit is given pursuant to this provision shall not be counted in determining the 12 semester hours of credit in residency requirement for an associate degree.
- e) A District College shall charge a student a fee for administering an examination pursuant to this provision which is equal to the enrollment fee for the course.

Internal Departmental Examinations:

1. Determination of Eligibility

- The examination is to be administered prior to the last day of the final examination period.
- The course to which the units will apply must be listed in the current college catalog.
- The student must be currently registered and in good standing and not on academic probation, progress probation, or dismissal at any District College.
- The student has not earned college credit in more advanced subject-matter, and has not received a grade ("A," "B," "C," "D," "F," "W," "CR," "P," "CRE," "NC" or "NP" or equivalent), in the course for which he or she is seeking Credit by Examination at a District College or at any other educational institution.

2. Procedure to Receive Credit for Internal Departmental Examination:

- A Credit for Prior Learning Assessment Petition must be completed by the student and a college counselor and forwarded to the appropriate academic division for administration of the examination no later than Friday of the sixth week of the full-length semester.
- The petitions must be first be approved by the administering instructor, then by the division dean.
- Upon approval by the division dean the petition must be returned to the administering instructor no later than Friday of the tenth week of the full-length semester.
- The administering instructor will administer the Internal Departmental Examination, document the results on the petition form, and sign and return the form to the division dean.
- The division dean will sign and return the signed and completed form to the Admissions and Record Office for processing by the deadline for the submission of grades for that semester.

3. Units and Grades Recorded for Internal Departmental Examination:

- Transcript entries shall distinguish units of credit obtained by internal Departmental Examination from units of credit obtained as a result of regular course enrollment.
- A student seeking credit by Internal Departmental Examination will receive the appropriate grade ("A," "B," "C," "D," "F," or "P"/"NP") and that grade (other than "P"/"NP") will be incorporated into the student's cumulative GPA, and the student will be charged the current enrollment fee per unit regardless of the grade received.

III. High School to College Articulation (this method cannot be combined with another assessment method for granting CPL for any single course):

High school students may be granted college credit pursuant to established articulation agreements between the high school and a District College. The Board of Trustees shall permit articulated courses to be applied to certificate or associate degree requirements in accordance with this provision. The per-unit fee for high school credit by examination will not be charged. Articulated high school courses may be accepted in lieu of comparable District College courses to partially satisfy:

- a) Certificate requirements, including the total number of units required for the certificate; or
- b) The major or area of emphasis requirements in a degree program. Students who complete articulated comparable courses must pass an exam to earn college credit for general education and/or major requirements for the associate degree.

Credit by Examination for a High School Articulated Course:

1. Determination of Eligibility

- The course to which the units will apply must be listed in the current college catalog.
- The student must be currently registered at a high school with which a District College has an articulation agreement and in good standing as defined by their cumulative GPA at a minimum of 2.0 at the time the Credit by Examination is granted.
- The student has not earned college credit in more advanced subject matter, and has not received a grade ("A," "B," "C," "D," "F," "W," "CR," "CRE," "NC," "NP," or equivalent), in the course for which he or she is seeking Credit by Examination at a District College or at any other educational institution.

2. Receiving Credit by Examination

- The student will apply online to one of the colleges in the VCCCD and create an account in a District tracking system.
- The student passes the college's course via a comprehensive exam or evaluation determined solely by a District College faculty in the discipline.

3. Units and Grades Recorded

- A student who successfully passes the examination will be given a letter grade ("A," "B," or "C") and "Credit by Examination" will be transcribed for the term in which it was earned.
- A student who is 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 the student's transcript.

IV. Credit for Military Service/Training:

Students interested in Credit for Prior Learning using Joint Service Transcripts shall receive credit as recommended by the American Council on Education (ACE) Directory and approved by the appropriate discipline faculty of a District College under the following circumstances:

- The student shall complete the Credit for Prior Learning assessment petition.
- Official transcripts must be on file in the Admissions and Records Office. These may include Joint Services Transcript (JST), Sailor/Marine American Council on Education Registry Transcript (SMART), Army and American Council on Education Registry Transcript Service (AARTS), Community College of the Air Force (CCAF), Coast Guard Institute (CGI), DANTES/USAFI, Defense Language Institute Foreign Language Center (DLIFLC) Transcripts, Defense Manpower Data Center (DMDC), DLPT Examinee Results, DA Form 330 Language Proficiency Questionnaire, or verified copies of DD214 or DD295 military records.
- Credit course equivalency shall be determined by the faculty of the appropriate discipline.

V. Industry-Recognized Credentials for Licensure Documentation:

Students interested in Credit for Prior Learning using industry recognized credential(s) or licensure shall receive credit as determined solely by the faculty of the appropriate discipline:

- The student shall complete the Credit for Prior Learning assessment petition.
- Admissions and Records shall grant credit for industry recognized credential(s) or licensure that have already been evaluated and approved by the appropriate department chair or faculty designee.
- If an industry recognized credential(s) or licensure has not yet been evaluated and approved by the appropriate faculty:
 - o The student meets with the department chair or faculty designee to receive further instructions for industry recognized credential(s) or licensure assessment.
 - o The student submits all industry recognized credential documents or license copies to the department chair or faculty designee for assessment of prior learning.

o If the department chair or faculty designee determine the industry certification or licensure adequately measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the recorded grade, attach the industry recognized credential(s) or license copies, and forward the completed petition and supporting documents to the Admissions and Records Office to be kept on file and recorded on the student's transcript.

VI. Student-Created Portfolio Assessment:

Students interested in Credit for Prior Learning using a student-created portfolio shall receive credit as recommended by the appropriate department chair or faculty designee under the following circumstances:

- A department approved portfolio assessment rubric for the course is on file.
- The student shall complete the Credit for Prior Learning assessment petition.
- The student meets with the department chair or faculty designee to receive further instructions for student-created portfolio assessment.
- The student submits all portfolio documents to the department chair or faculty designee for assessment of prior learning.
- If the department chair or faculty designee determine the student-created portfolio adequately measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the appropriate grade and forward it to the Admissions and Records Office to be kept on file and recorded on the student's transcript.

Limits of Credit for Prior Learning (All Methods, except External Examinations (AP/IB/CLEP) and High School Articulation):

- Students may apply for Credit for Prior Learning for a given course only once.
- Students should be aware that other colleges and universities may not accept credit for prior learning for transfer purposes, including but not limited to meeting pre-major, major and/or other requirements.
- Students should be advised that the use of units granted through the credit for prior learning policy towards establishing 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.)
- Credits earned through the Credit for Prior Learning process are not applicable to meeting of such unit load requirements as Selective Service deferment, Veterans, or Social Security benefits.
- Credit by Examination (Internal Departmental Examination) may be granted in only one course in a sequence of courses within a single discipline, as determined by prerequisites.
- If a student is currently enrolled in a course or has completed the course, he/she will not be eligible to earn credit through Credit for Prior Learning for any prerequisite to that course.
- A student who attempted a course one or more times and did not successfully complete the course is not eligible to apply for CPL for that course or for a comparable course at another district college.



- Credits acquired by credit for prior learning are not counted in determining the 12 semester units of credit in residency required for an associate degree.
- A maximum of 50% of the units required for an associate degree (except the Associate Degree for Transfer and UC Transfer Pathways degree, which have no limit) or Certificate of Achievement may be applied through Credit for Prior Learning. Additional units may be granted upon review and approval by the VPAA or his/her designee. This limitation does not apply to units of credit earned through external examinations (AP/IB/CLEP or High School Articulation).
- Colleges shall consider the credit recommendations of the American Council on Education (ACE) pursuant to Education Code section 66025.71.
- Grading shall be according to the regular grading system approved by the governing board pursuant to section 55023, except that students shall be offered a “pass-no pass” option if that option is ordinarily available for the course.
- Students shall be given the opportunity to accept, decline, or appeal the grade assigned by the faculty, and in cases of Credit by Examination, pursuant to AP 4230 Grading and Academic Record Symbols and AP 4231 Grade Changes.

Documentation of Allowable Credit Awards

Each District College shall maintain records of the courses for which units of credit may be granted through Credit for Prior Learning. These records shall be maintained either in the Office of Academic Affairs or in the Student Services Office.

Advisement

- A student, upon completion of their educational plan, shall be referred to the college’s appropriate authority for assessment of prior learning if the student is a veteran or an active-duty member of the armed forces, holds industry-recognized credentials or licensure, or requests credit for a course based on their prior learning.

References:

[Board Policy 4235 Credit for Prior Learning](#)

[Board Policy 4050 Articulation](#)

[Administrative Procedure 4050 Articulation with Baccalaureate Institutions](#)

[Administrative Procedure 4051 Articulation Between VCCCD and High School Institutions](#)



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

Approved by the Curriculum Committee May 1, 2018

| Advanced Placement 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 Semester Units Earned Toward CSU-GE Certification | 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 | 3 | C1 (prior to F09) C1 or C2* (F09 or after) | 3 | 6 | 3A or 3B* | 4/3 | 8/5.3 | |
| Studio Art: (prior to F10) (Exam is no longer offered) | | | | | n/a | 0 | 3 | | | | |
| Studio Art: Drawing | ART V12A or ART V13A | n/a | 0 | 3 | n/a | 0 | 3 | n/a | n/a | 8/5.3 | |
| Studio Art: 2D | ART V11A | n/a | 0 | 3 | n/a | 0 | 3 | n/a | n/a | 8/5.3 | |
| Studio Art: 3D | ART V19 | n/a | 0 | 3 | n/a | 0 | 3 | n/a | n/a | 4/2.6 (see IGETC Rules #7 below) | |
| Studio Art Exam Limitation | | | | | | | | 8 qtr./5.3 sem. units max for all 3 Studio Art exams | | | |
| Biology | BIOL V01 and BIOL V01L | A1 | 4 | 4 | B2+B3 | 4 | 6 | 5B and 5C | 5/4 | 8/5.3 | |
| Calculus AB | MATH V20 or MATH V21A | D2 | 3 | 5 | B4 | 3 | 3 | 2A | 4/3 | 4/2.6 | |
| Calculus BC | MATH V21A or MATH V21B | D2 | 3 | 5 | B4 | 3 | 6 | 2A | 4/3 | 8/5.3 | |
| Calculus BC/AB Subscore (Not available during 2020) | MATH V21A | D2 | 3 | 5 | B4 | 3 | 3 | 2A | 4/3 | 8/5.3 | |
| Calculus Exam Limitation | | | | | Max Credit: only one exam in Calculus or CS may be used for transfer/applied to baccalaureate degree | | | 8 qtr./5.3 sem. units max for both exams | | | |
| Chemistry | CHEM V20 and CHEM V20L or CHEM V01A and CHEM V01AL | A2 | 4 | 5 | | 6 (prior to F09) 4 (F09 and after) | 6 | 5A and 5C | 5/4 | 8/5.3 | |
| Chinese Language and Culture | n/a | C2 | 3 | 6 | C2 | 3 | 6 | 3B and 6A | 4/3 | 8/5.3 | |
| Comparative Government and Politics | POLS V02 | B2 | 3 | 3 | D | 3 | 3 | 4 | 4/3 | 4/2.6 | |
| Computer Science A | n/a | n/a | 0 | 3 | n/a | 0 | 3 | n/a | n/a | 2/1.3 | |
| Computer Science AB (Exam is no longer offered) | n/a | n/a | 0 | 3 | n/a | 0 | 6 | n/a | n/a | 4/2.6 | |
| Computer Science Principles | n/a | D2 | 0 | 6 | n/a (prior to F19) B4 (F19 or after) | 0 (prior to F19) 3 (F19 or after) | 6 | n/a | n/a | 8/5.3 | |
| Computer Science Exam Limitation | Max credit: one exam | | | | Max Credit: only one exam in Calculus or CS may be used for transfer/applied to the baccalaureate degree. | | | 1) CS A: 2 qtr/1.3 sem (students entering UC prior to F18); 2) CS A: 8 qtr/5.3 sem (students entering UC F18 and after) 3) Max Credit: 4 qtr/2.6 sem units for both CS A and CS AB exams | | | |
| English Language and Composition or English Language | ENGL V01A | D1 | 3 | 6 | A2 | 3 | 6 | 1A | 4/3 | 8/5.3 | |

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

Approved by the Curriculum Committee May 1, 2018

| | | | | | | | | | | |
|--|-----------------------------|-----------|---|---|--|---|-------------------|--|-----|----------------------------------|
| English Literature and Composition or English Literature | ENGL V01A and ENGL V01B | D1 and C2 | 6 | 8 | A2 + C2 | 6 | 6 | 1A or 3B* | 4/3 | 8/5.3 |
| English Exam Limitation | Max: 6 units for both exams | | | | | | | 8 qtr./5.3 sem. units max for both exams | | |
| Environmental Science | ESRM V02 and ESRM V11 | A2 | 4 | 6 | (B1 + B3) or (B2 + B3) (prior to F'09) (B1 + B3) (F'09 or after) | 4 | 4 | 5A and 5C | 4/3 | 4/2.6 |
| European History | HIST V70 or HIST V82 | B2 or C2 | 3 | 3 | D (prior to S'09); C2 or D* (S'09 or after) | 3 | 6 | 3B or 4* | 4/3 | 8/5.3 |
| French Language (Exam is no longer offered) | FREN V01 or FREN V02 | C2 | 3 | 6 | C2 | 6 (prior to F'09) 3 (F'09 to before F'11) | 6 | n/a | n/a | n/a |
| French Language and Culture | FREN V01 or FREN V02 | C2 | 3 | 6 | C2 | 3 | 6 | 3B and 6A | 4/3 | 8/5.3 |
| French Literature (Exam is no longer offered) | FREN V01 and FREN V02 | C2 | 3 | 6 | n/a | n/a | n/a | 3B and 6A | 4/3 | 8/5.3 |
| French Language Exam Limitation | | | | | | | | 8 qtr./5.3 sem. units max for all French exams | | |
| German Language (Exam is no longer offered) | GERM V01 and GERM V02 | C2 | 3 | 6 | C2 | 6 (prior to F'09) 3 (F'09 to before F'11) | 6 | n/a | n/a | n/a |
| German Language and Culture | GERM V01 or GERM V02 | C2 | 3 | 6 | C2 | 3 | 6 | 3B and 6A | 4/3 | 8/5.3 |
| German Language Exam Limitation | | | | | | | | 8 qtr./5.3 sem. units max for all German exams | | |
| Human Geography | GEOG V02 | C2 | 3 | 3 | D | 3 | 3 | 4 | 4/3 | 4/2.6 |
| Italian Language and Culture | ITAL V01 or ITAL V02 | C2 | 3 | 6 | C2 | 3 | 6 | 3B and 6A | 4/3 | 8/5.3 |
| Japanese Language and Culture | JAPN V01 or JAPN V02 | C2 | 3 | 6 | C2 | 3 | 6 | 3B and 6A | 4/3 | 8/5.3 |
| Latin Literature (Exam is no longer offered) | n/a | C2 | 3 | 6 | C2 | 3 (prior to F'09) | 6 (prior to F'09) | n/a | n/a | n/a |
| Latin | n/a | C2 | 3 | 6 | C2 | 3 | 6 | 3B and 6A | 4/3 | 4/2.6 |
| Latin: Vergil (Exam is no longer offered) | n/a | C2 | 3 | 3 | C2 | 3 (prior to F'12) | 3 (prior to F'12) | n/a | n/a | n/a |
| Latin Exam Limitations | | | | | | | | 4 qtr./3 sem. units max for all Latin exams | | |
| Macroeconomics | ECON V01A | B2 | 3 | 3 | D | 3 | 3 | 4 | 4/3 | 4/2.6 |
| Microeconomics | ECON V01B | B2 | 3 | 3 | D | 3 | 3 | 4 | 4/3 | 4/2.6 |
| Music Theory | MUS V01 | C1 | 3 | 3 | C1 | 3 (prior to F'09) | 6 | n/a | n/a | 8/5.3 (See IGETC Rules #6 below) |
| Physics 1 | PHYS V02A and PHYS V02AL | A2 | 4 | 5 | B1 + B3 | 4 | 4 | 5A and 5C | 5/4 | 8/5.3 |
| Physics 2 | PHYS V02A and PHYS V02AL | A2 | 4 | 5 | B1 + B3 | 4 | 4 | 5A and 5C | 5/4 | 8/5.3 |
| Physics B (Replaced by Physics 1 and 2 in 2015) | PHYS V02A and PHYS V02AL | B2 | 4 | 5 | B1 + B3 | 6 (prior to F'09) 4 (F'09 to before F'15) | 6 | 5A and 5C | 5/4 | 8/5.3 |

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

Approved by the Curriculum Committee May 1, 2018

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|--|------------------------|----------|---|---|--|--|---|---|---|-------|-----|
| Physics C: Electricity and Magnetism | PHYS V05 and PHYS V05L | A2 | 4 | 5 | B1 + B3 | 4 | 4 | 5A and 5C | 4/3 | 4/2.6 | |
| Physics C: Mechanics | PHYS V04 and PHYS V04L | A2 | 4 | 5 | B1 + B3 | 4 | 4 | 5A and 5C | 4/3 | 4/2.6 | |
| Physics Exam Limitations | | | | | | Max credit: 4 semester units toward GE certification and 6 semester units for transfer/applied to the baccalaureate degree | | 8 qtr./5.3 sem. units max for all Physics exams | | | |
| Psychology | PSY V01 | B2 | 3 | 3 | D | 3 | 3 | 4 | 4/3 | 4/2.6 | |
| Seminar | n/a | n/a | 0 | 0 | n/a | 0 | 3 | n/a | n/a | n/a | |
| Spanish Language (Exam is no longer offered) | SPAN V01 and SPAN V02 | C2 | 3 | 6 | C2 | 6 (prior to S'14); 3 (S'14 or after) | 6 | n/a | n/a | n/a | |
| Spanish Language and Culture | SPAN V01 or SPAN V02 | C2 | 3 | 6 | C2 | 3 | 6 | 3B and 6A | 4/3 | 8/5.3 | |
| Spanish Literature (Exam is no longer offered) | SPAN V03 and SPAN V04 | C2 | 3 | 6 | C2 | 6 (prior to S'13); 3 (S'13 or after) | 6 | n/a | n/a | n/a | |
| Spanish Literature and Culture | SPAN V03 or SPAN V04 | C2 | 3 | 6 | C2 | 3 | 6 | 3B and 6A | 4/3 | 8/5.3 | |
| Spanish Language Exam Limitation | | | | | | | | | 8 qtr./5.3 sem. units max for all Spanish exams | | |
| Statistics | MATH V44 or PSY V04 | D2 | 3 | 4 | B4 | 3 | 3 | 2A | 4/3 | 4/2.6 | |
| U.S. Government and Politics | POLS V01 | B1 | 3 | 3 | D (prior to F'09); D+US-2 (F'09 or after) | 3 | 3 | 4 and US-2 | 4/3 | 4/2.6 | |
| U.S. History | HIST V46 or HIST V56 | B1 or C2 | 3 | 3 | D (prior to F'09); (C2 or D*) + US-1 (F'09 or after) | 3 | 6 | (3B or 4*) and US-1 | 4/3 | 8/5.3 | |
| World History | HIST V76 or HIST V86 | B2 or C2 | 3 | 3 | D (prior to F'09); C2 or D* (F'09 or after) | 3 | 3 | 3B or 4 | 4/3 | 8/5.3 | |
| World History: Modern | | | | | | C2 or D* | 3 | 3 | n/a | n/a | n/a |

***AP exam may be used in either area (but not both) regardless of where the certifying CCC's discipline is located.**



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

Rules for use of AP scores on IGETC

1. A score of 3, 4, or 5 is required to grant credit for IGETC certification and local GE. Either 3 semester or 4 quarter units will be granted for IGETC 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 10.6.2 of the IGETC Standards for more information).
3. Students who have earned credit from an AP exam should not take a comparable college course. Transfer credit cannot be granted for both the course and the AP exam.
4. There is no equivalent AP exam for the IGETC Area 1B or CSU GE Breadth Area A3 (Critical Thinking/Composition) requirement.
5. Students earning scores of 3, 4, or 5 in the physical and biological science AP examinations earn credit toward IGETC Area 5 and meet the laboratory activity requirement.
 - a. A passing score on AP exams in Biology, Chemistry, Physics 1, Physics 2, or Physics B allow CCC campuses to apply 4 semester or 5 quarter units toward IGETC certification.
 - b. A passing score on AP exams in Environmental Science, Physics C: Mechanics, or Physics C: Electricity and Magnetism allow CCC campuses to apply 3 semester or 4 quarter units toward 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. See Section 10.5 of the IGETC Standards for more information.
6. UC grants credit for the full Music Theory exam only. Students who earn only a subscore will not receive exam credit. No credit for this exam is awarded toward IGETC.
7. For students who take the Calculus BC exam, UC grants 4 quarter units to students who earn a subscore of 3 or higher on the Calculus AB portion, even if they do not receive a score of 3 or higher on the BC exam. The maximum credit awarded for all calculus exams is 8 quarter units.

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 admission.universityofcalifornia.edu/admission-requirements/ap-exam-credits/ap-credits/ and the latest version of the IGETC Standards, Policies, and Procedures.

Rules for use of AP scores on CSU GE-Breadth

The CSU has a system-wide policy for these and other AP exams for awarding transfer credit for admission. The CSU policy for AP examinations can be found at:

<https://www2.calstate.edu/apply/transfer/Pages/External-Exam-Credit.aspx> and CSU PolicyStat ID 7800250.

1. If a student passes more than one AP exam in calculus or computer science, only one examination may be applied to the baccalaureate.
2. Students who pass AP Environmental Science earn 4 units of credit. Tests prior to Fall 2009 may apply to either B1+B3 or B2+B3 of CSU GE-Breadth. Tests after Fall of 2009 may only apply to B1+B3.
3. If a student passes more than one AP exam in physics, only six units of credit may be applied to the baccalaureate, and only four units of credit may be applied to a certification in CSU GE-Breadth.



International Baccalaureate (IB) Examination Equivalency List for VC, CSU GE-Breadth, and IGETC

Approved by the Curriculum Committee May 1, 2018

| International Baccalaureate (IB) Exam | IB Scores | VC GE Area | VC GE Units Earned | Total VC Units Earned Including GE | American Institutions and/or CSU GE Breadth Area (*) | CSU GE Areas | Removal Date for GE Breadth (**) | IGETC GE Areas | Semester Credit Toward IGETC Certification (qtr/sem) |
|---|-----------|---|--------------------|------------------------------------|--|--------------|----------------------------------|----------------|--|
| Biology HL | 5,6,7 | Area A1 Biological Sciences | 3 | 6 | 3 | B2 | | 5B (w/o lab) | 4/3 |
| Chemistry HL | 5,6,7 | Area A2 Physical Sciences | 3 | 6 | 3 | B1 | | 5A (w/o lab) | 4/3 |
| Economics HL | 5,6,7 | Area B2 Social and Behavioral Sciences | 3 | 6 | 3 | D | | 4 | 4/3 |
| Geography HL | 5,6,7 | Area B2 Social and Behavioral Sciences | 3 | 6 | 3 | D | | 4 | 4/3 |
| History (any region) HL | 5,6,7 | Area C2 Humanities or B2 Social and Behavioral Sciences | 3 | 6 | 3 | C2 or D | | 3B or 4 | 4/3 |
| Language A Literature HL | ++4,5,6,7 | Area C2 Humanities | 3 | 6 | 3 | C2 | | 3B & 6A | 4/3 |
| Language A Language and Literature HL | ++4,5,6,7 | Area C2 Humanities | 3 | 6 | 3 | C2 | | 3B | 4/3 |
| Language A1 (+) (any language) HL | ++4,5,6,7 | Area C2 Humanities | 3 | 6 | 3 | C2 | F13 | n/a | n/a |
| Language A2 (+) (any language) HL | ++4,5,6,7 | Area C2 Humanities | 3 | 6 | 3 | C2 | F13 | n/a | n/a |
| Language B (+) (any language) HL | ++4,5,6,7 | Area C2 Humanities | 3 | 6 | 0 | n/a | | 6A | 4/3 |
| Language A: Literature (any language except English) HL | ++4,5,6,7 | Area C2 Humanities | 3 | 6 | n/a | n/a | n/a | 3B & 6A | 4/3 |
| Language A: Language and Literature (any language) | ++4,5,6,7 | Area C2 Humanities | 3 | 6 | n/a | n/a | n/a | 3B & 6A | 4/3 |
| Mathematics HL | ++4,5,6,7 | Area D2 Communication and Analytical Thinking | 3 | 6 | 3 | B4 | | 2A | 4/3 |
| Physics HL | 5,6,7 | Area A2 Natural Sciences | 3 | 6 | 3 | B1 | | 5A | 4/3 |
| Psychology HL | 5,6,7 | Area B2 Social and Behavioral Sciences | 3 | 6 | 3 | D | | 4 | 4/3 |
| Theatre HL | ++4,5,6,7 | Area C1 Fine/Performance Arts | 3 | 6 | 3 | C1 | | 3A | 4/3 |

(*)Areas of GE Breadth (A1 through F) are defined in the most recent version of EO 1100 (PolicyStatID 8919100). Areas of American Institutions (US 1 through US 3) are set forth in Sections IA & IB of EO 1061, and at assist. org. (**) Students seeking certification in GE Breadth prior to transfer must have passed the test before this date. (+) The IB curriculum offers language at various levels for native and non-native speakers. Language B courses are offered at the intermediate level for non-natives. Language A1 and A2 are advanced courses in literature.
(++) Minimum passing score is 4 for CSU GE Breadth in HL Language, Mathematics and Theatre. Minimum passing score is 5 for all exams for IGETC.

Note: The units for IB exams are not counted toward the maximum number of credits required for declaration of a major or the maximum number of units a student may accumulate prior to graduation. Students who enter the UC with IB credit do not have to declare a major earlier than other students, nor are they required to graduate earlier.

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

- Students and counselors should refer to individual campus catalogs/bulletin for more information on how subject credit may be granted for admission purposes.
- 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.
- An acceptable IB score equates to either 3 semester or 4 quarter units for certification purposes, except where noted otherwise.
- Students will not receive credit for Standard Level exams.
- Students who have earned credit for an IB exam should not take a comparable college course because credit will NOT be granted for both.
- The IB curriculum offers language at various levels for native and nonnative speakers. Language B courses are offered at the intermediate level for non-natives. Language A1 and A2 are advanced courses in literature for native and non-native speakers, respectively.

IB Policies Specific to Ventura College

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

Reference: IGETC Standards, Policies, and Procedures, latest version (section 7.2); CSU EO 1036 Section 1.2.4; and CSU Coded Memo ASA-2019-03.

College Level Examination Program (CLEP) Examination Equivalency List for VC and CSU GE-Breadth

Approved by the Curriculum Committee May 1, 2018

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 | VC AA/AS GE Area | Minimum Semester Credit VC GE Earned | Total Semester Units for VC Associate Degree | Semester Credits Toward CSU GE Breadth Certification | American Institutions and/or CSU GE Breadth Area (*) | Removal Date for GE Breadth |
|---------------------------------------|---------------|--|--------------------------------------|--|--|--|-----------------------------|
| American Government | 50 | American History/Institutions B1 or Social and Behavioral Science B2 | 3 | 3 | 3 | D | |
| American Literature | 50 | Humanities C2 | 3 | 3 | 3 | C2 | |
| Analyzing & Interpreting Literature | 50 | Humanities C2 | 3 | 3 | 3 | C2 | |
| Biology | 50 | Natural Sciences A1 | 3 | 3 | 3 | B2 | |
| Calculus | 50 | Language and Rationality D2 | 3 | 3 | 3 | B4 | |
| Chemistry | 50 | Natural Sciences A2 | 3 | 3 | 3 | B1 | |
| College Algebra | 50 | Language and Rationality D2 | 3 | 3 | 3 | B4 | |
| College Algebra - Trigonometry | 50 | Language and Rationality D2 | 3 | 3 | 3 | B4 | |
| College Composition | 50 | N/A | N/A | N/A | N/A | 0 | N/A |
| College Composition - Modular | 50 | N/A | N/A | N/A | N/A | 0 | N/A |
| College Mathematics | 50 | Language and Rationality D2 | 3 | 3 | 0 | N/A | |
| English Composition (no essay) | 50 | N/A | N/A | N/A | 0 | N/A | |
| English Composition (w/essay) | 50 | N/A | N/A | N/A | 0 | N/A | |
| English Literature | 50 | Humanities C2 | 3 | 3 | 3 | C2 | F11 |
| Financial Accounting | 50 | N/A | N/A | N/A | 0 | N/A | |
| French* Level I | 50 | N/A | N/A | N/A | 0 | N/A | |
| French* Level II | 59 | Humanities C2 | 3 | 6 | 3 | C2 | F15 |
| French* Level II | 59 | Humanities C2 | 3 | 6 | 3 | C2 | |
| Freshman College Composition | 50 | N/A | N/A | N/A | 0 | N/A | |
| German* Level I | 50 | N/A | N/A | N/A | 0 | N/A | |
| German* Level II | 60 | Humanities C2 | 3 | 6 | 3 | C2 | F15 |
| German* Level II | 60 | Humanities C2 | 3 | 6 | 3 | C2 | |
| History, United States I | 50 | American History/Institutions B1 or Social and Behavioral Science B2 | 3 | 3 | 3 | D+US-1 | |
| History, United States II | 50 | American History/Institutions B1 or Social and Behavioral Science B2 | 3 | 3 | 3 | D+US-1 | |
| Human Growth & Development | 50 | Social and Behavioral Science B2 | 3 | 3 | 3 | E | |
| Humanities | 50 | Humanities C2 Area | 3 | 3 | 3 | C2 | |
| Info. Systems & Computer Applications | 50 | N/A | N/A | N/A | 0 | N/A | |
| Intro. To Educational Psychology | 50 | N/A | N/A | N/A | 0 | N/A | |
| Introductory Business Law | 50 | N/A | N/A | N/A | 0 | N/A | |
| Introductory Psychology | 50 | Social and Behavioral Science B2 | 3 | 3 | 3 | D | |
| Introductory Sociology | 50 | Social and Behavioral Science B2 | 3 | 3 | 3 | D | |
| Natural Sciences | 50 | Natural Sciences A1 or A2 | 3 | 3 | 3 | B1 or B2 | |
| Pre-Calculus | 50 | Language and Rationality D2 | 3 | 5 | 3 | B4 | |
| Principles of Accounting | 50 | N/A | N/A | N/A | 0 | N/A | |
| Principles of Macroeconomics | 50 | Social and Behavioral Science B2 | 3 | 3 | 3 | D | |
| Principles of Management | 50 | N/A | N/A | N/A | 0 | N/A | |
| Principles of Marketing | 50 | N/A | N/A | N/A | 0 | N/A | |
| Principles of Microeconomics | 50 | Social and Behavioral Science B2 | 3 | 3 | 3 | D | |
| Social Sciences and History | 50 | N/A | N/A | N/A | 0 | N/A | |
| Spanish* Level I | 50 | N/A | N/A | N/A | 0 | N/A | |
| Spanish* Level II | 63 | Humanities C2 | 3 | 6 | 3 | C2 | F15 |
| Spanish* Level II | 63 | Humanities C2 | 3 | 6 | 3 | C2 | |
| Trigonometry | 50 | Language and Rationality D2 | 3 | 3 | 3 | B4 | F16 |
| Western Civilization I | 50 | Social and Behavioral Science B2 or Humanities C2 | 3 | 3 | 3 | C2 or D | |
| Western Civilization II | 50 | Social and Behavioral Science B2 or Humanities C2 | 3 | 3 | 3 | D | |

*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: Each campus in the California State University system determines how it will apply external examinations toward credit in the major. For students not already certified in GE and/or American Institutions, the campus also determines how to apply credit from such exams toward local degree requirements.*

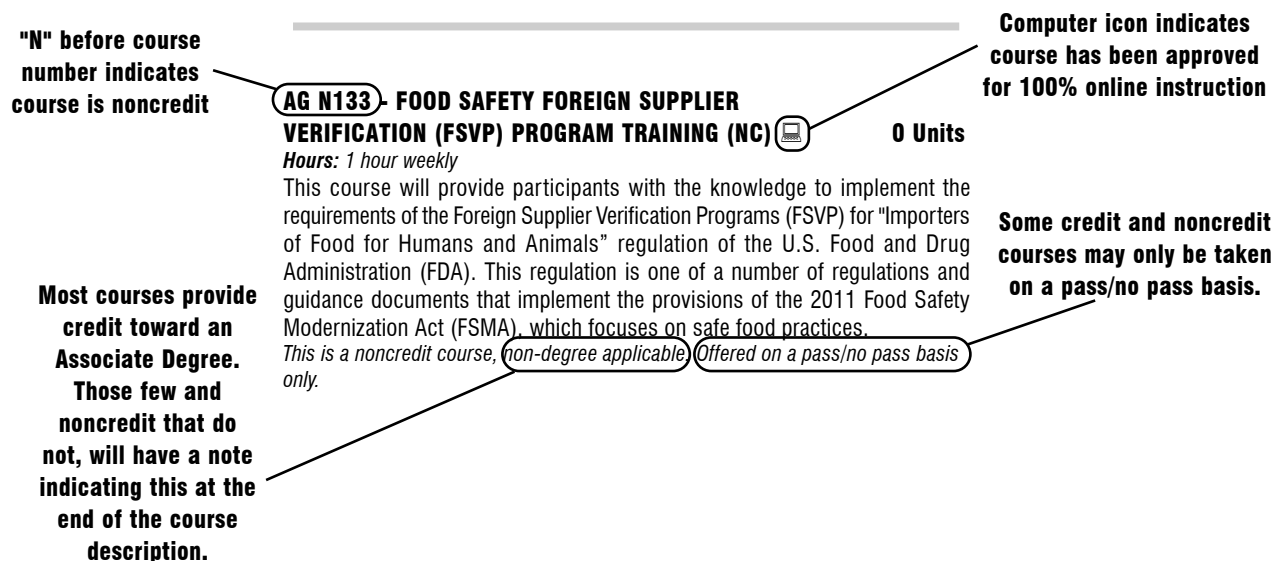
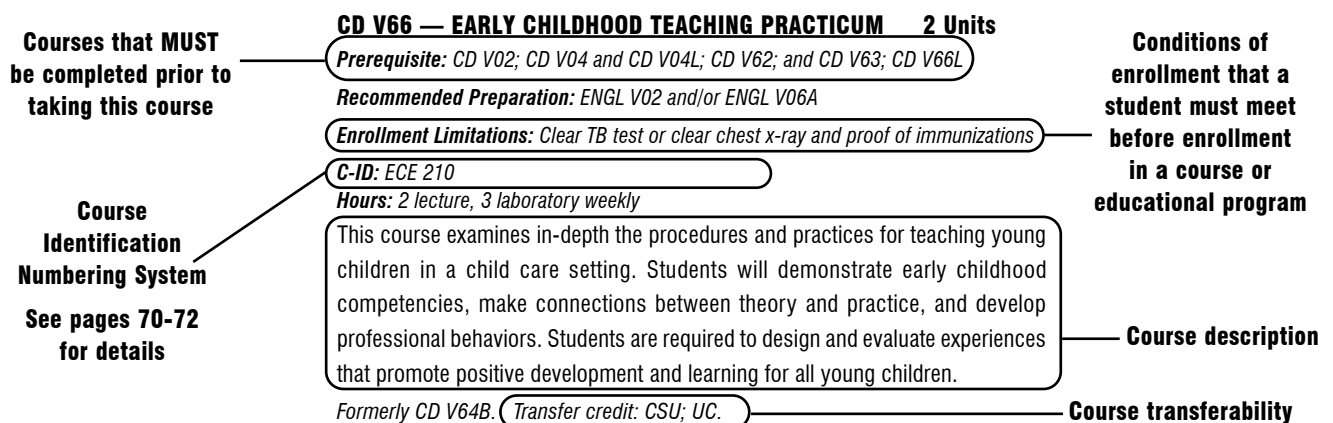
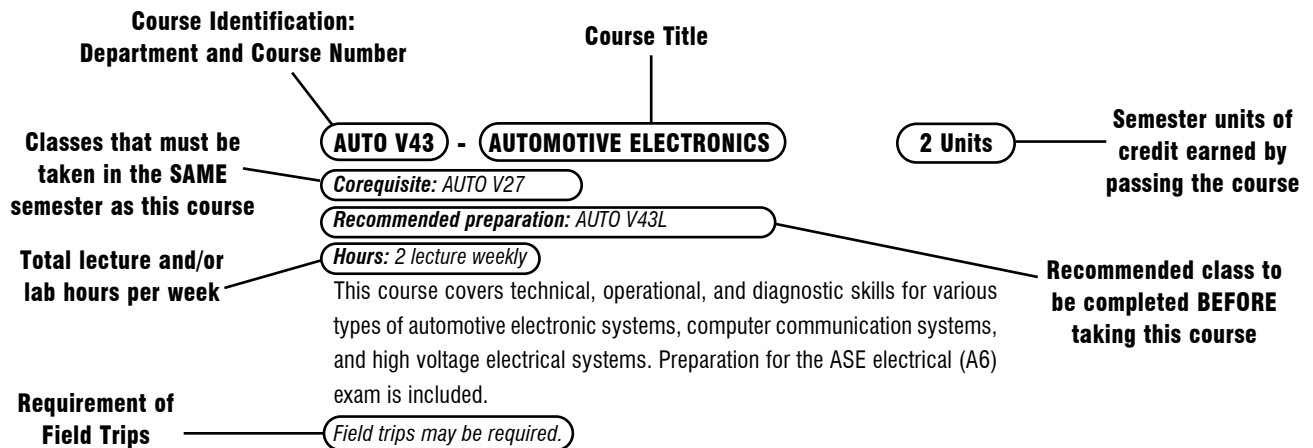
References: CSU ED 1036 (Policystat ID 7800250), CSU Coded Memorandum ASA-2019-03, and VCCCD AP 4235 Credit for Prior Learning.



COURSE INFORMATION

| | | | |
|--|-----|--|-----|
| How to Read the Course Description | 103 | Limitations on Course Enrollment | 105 |
| Course Information..... | 104 | Course Identification Numbering System (C-ID) | 105 |
| Offering of Courses as Described in the Catalog | 104 | Courses Designated as Repeatable..... | 105 |
| Offering of Courses as Listed in the Schedule of Classes ... | 104 | Co-designated, Cross-listed, or Same as Courses..... | 106 |
| Course Discipline Abbreviations..... | 104 | Courses Offered on a Pass/No Pass Basis Only | 106 |
| Course Identification..... | 105 | Courses Not Applicable For Degree Credit..... | 106 |
| Semester Unit Credit | 105 | Transfer Course Identification | 106 |
| Prerequisites, Corequisites, Advisories | | Unit Transferability | 106 |
| on Recommended Preparation..... | 105 | Field Trips | 106 |

How to Read the Course Description



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

ACE - Automotive Career Education

ACT - Assistive Computer Technology

AG - Agriculture

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

AST - Astronomy

AUTO - Automotive

BIOL - Biology

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

DM - Diesel Mechanics

DRFT - Drafting

EAC - Educational Assistance Center

ECON - Economics

EDU - Education

EMS - Emergency Medical Services

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

FILM - Film

FREN - French

GIS - Geographic Information Systems

GEOG - Geography

GEOL - Geology

GERM - German

HED - Health Education

HS - Health Sciences

HIST - History

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

SWHS - Social Work and Human Services

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) 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., LS V03A - V03B); 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, § 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 V04L- *Limitation: 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 V05-C-ID: *ECE 230*)

For further information, please refer to C-ID information on pages 70-72 and <https://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.



<https://my.vcccd.edu/>

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.

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.



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

Credit Course and Program Information 107-289

Noncredit Course and Program Information 290-301

Note: 🖥️ indicates a course has been approved for 100% online instruction



COURSE AND PROGRAM INFORMATION

ACCOUNTING

See Business

AGRICULTURE

Agriculture is the single largest industry in the world and employs approximately 20% of people in the United States. Agriculture is no longer solely comprised of farming. This industry includes vast opportunities in not only the production, but also the processing, distribution, and marketing of various food stuffs; from animal science to agronomy to landscaping to the floor of the Board of Trade in Chicago. The Ventura College Agriculture Program is designed to maximize the potential of individuals to fulfill their personal and career goals by providing courses that prepare students for entrepreneurship or employment within the many fields of agriculture or agriculture business. Our program provides course work and direct, hands-on learning experiences emphasizing current, environmentally and economically sound, and sustainable principles and practices that develop the skills, knowledge, and abilities vital for agricultural industries as well as for a healthy, productive society.

Associate in Science Degree

AGRICULTURE BUSINESS FOR TRANSFER

The Associate in Science in Agriculture Business for Transfer is designed to prepare students to develop the core business skills necessary to meet the needs and challenges of agricultural businesses. Students integrate concepts from business, science, and computer technology and apply them to agricultural business operations. A student graduating with an Associate of Science in Agriculture Business for Transfer may transfer to a California State University to complete a Bachelor's Degree in Agriculture Business, Agriculture Studies, Agribusiness, or Agribusiness and Food Industry Management.

Students who complete one of these degrees will be prepared for careers in agricultural sales, marketing, finance, accounting, production, and management, as well as general agriculture.

To earn an Agriculture Business AS-T degree, students must complete:

1. 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, or "P," 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 residence at the college granting the degree.

REQUIRED CORE COURSES (13-15 units):

| | | UNITS |
|------------|---------------------------------|-------|
| ESRM V11 | Soil and Water Science | 3 |
| OR | | |
| CHEM V20 | Elementary Chemistry | 4 |
| AND | | |
| CHEM V20L | Elementary Chemistry Laboratory | 1 |
| OR | | |
| CHEM V01A | General Chemistry I | 3 |
| AND | | |
| CHEM V01AL | General Chemistry I Laboratory | 2 |
| AG V12 | Agriculture Economics | 3 |
| MATH V44 | Elementary Statistics | 4 |
| ECON V01A | Principles of Macroeconomics | 3 |

LIST A:

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

| | | |
|--------|--|---|
| AG V10 | Introduction to Agriculture Business | 3 |
| AG V13 | Agricultural Computer Applications | 3 |
| AG V06 | Introduction to Plant Science (with Laboratory) | 3 |
| AG V14 | Agricultural Accounting | 3 |
| AG V11 | Agricultural Sales and Communication | 3 |

| | |
|--|---------|
| Major Units | 22-24 |
| CSU General Education or IGETC-CSU Pattern | 37-39 |
| Electives (CSU transferable units to reach 60) | 11-14 |
| Double-Counted Units | (12-15) |

DEGREE TOTAL **60**

Recommended Course: In addition to the required List A above, it is recommended students also complete BUS V33. Although this supplemental course may be of value to the student, please note that they do NOT satisfy the requirements for this degree.

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 Chemistry, Economics, Environmental Science and Resource Management, and Mathematics

PROGRAM STUDENT LEARNING OUTCOMES

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

- Identify, evaluate, and apply business and economic principles, including ethical behavior and social responsibility, to agricultural business operations.
- Apply basic accounting principles to aid in financial decision-making in agricultural businesses.
- Demonstrate interpersonal and organizational communication skills and the application of sales techniques.
- Demonstrate competency in using computer applications to complete agricultural business projects.

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Associate in Science Degree

AGRICULTURE PLANT SCIENCE FOR TRANSFER

The Associate in Science in Agriculture Plant Science for Transfer Degree (AS-T in Agriculture Plant Science) is intended for students who plan to transfer and complete a bachelor's degree in Agriculture, Agricultural and Environmental Plant Science, Agricultural Science, Plant Science, Agriculture Education or Agriculture Studies at a CSU campus.

A student who completes one of these degrees will be prepared for careers in agronomy, crop production, plant breeding, pest control advising, harvest management, soil science, agricultural biology, as well as general agriculture. Students completing this degree, AS-T in Agriculture Plant Science, are guaranteed admission to the CSU system, but not necessarily to a particular campus or major of choice. Students should consult with a counselor for more information on university admission and transfer requirements as this AS-T in Agriculture Plant Science degree may not be the best option for students intending to transfer to a particular CSU campus or to a college or university that is not part of the CSU system.

To earn an Associate in Science in Agriculture Plant Science for Transfer degree, students must meet the following requirements:

1. Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University GE-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 cumulative transferable grade point average of 2.0.
3. Obtainment of a "C" grade or better, or "P," in all courses required for the major. Even though 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. Completion of a minimum of 12 units in residence at Ventura College.

REQUIRED COURSES (18 units):

| | | |
|------------|---|---|
| AG V06 | Introduction to Plant Science (with Laboratory) | 3 |
| AG V12 | Agriculture Economics | 3 |
| OR | | |
| ECON V01B | Principles of Microeconomics | 3 |
| CHEM V01A | General Chemistry I | 3 |
| AND | | |
| CHEM V01AL | General Chemistry I Laboratory | 2 |
| OR | | |
| CHEM V20 | Elementary Chemistry | 4 |
| AND | | |
| CHEM V20L | Elementary Chemistry Laboratory | 1 |
| ESRM V11 | Introduction to Soil Science | 3 |
| MATH V44 | Elementary Statistics | 4 |

LIST A: Select one course (3-5 units):

| | | |
|------------|--|---|
| AG V30 | Plant Propagation and Production | 3 |
| AG V42 | Plant Identification and Culture: Spring Specimens | 3 |
| AG V43 | Plant Identification and Culture: Fall Specimens | 3 |
| CHEM V12A | General Organic Chemistry I | 3 |
| AND | | |
| CHEM V12AL | General Organic Chemistry I Laboratory | 2 |

| | |
|--|---------|
| Major Units | 21-23 |
| CSU GE Breadth or IGETC Pattern | 37-39 |
| Electives (CSU transferable units to reach 60) | 10-15 |
| Double-Counted Units | (12-13) |

TOTAL 60

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

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the **Agriculture Plant Science** program students will be able to:

- Explain and evaluate relevant concepts of plant physiology, anatomy, nutrition, reproduction, and pest control to solve plant production problems under field, greenhouse, or landscape conditions.
- Identify and utilize pertinent concepts of soil physical, chemical, and biological properties and their interactions with plants to solve plant production problems under field, greenhouse, or landscape conditions.
- Apply concepts of plant propagation, utilizing techniques such as grafting, budding, layering, and micro-propagation, to effectively reproduce plants from seeds, stems, leaves, roots, and/or cuttings to produce grafted plants.

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Associate in Science Degree

FOOD SAFETY

The Associate in Science Degree in Food Safety prepares students for careers within the agriculture industry with an emphasis on food safety. Through hands-on experiential learning and curriculum designed to engage students in various aspects of agriculture production and processing, students will be prepared to enter the growing food safety sector which ensures the safe growing, harvesting, handling, transportation, and processing of food products. Students will be trained in highly sought after skills critical to the agricultural and food manufacturing industries.

Professionals in this industry bring strengths from the integration of business, regulatory compliance, science, and technology. This A.S. degree combines core concepts of business with the additional skills and knowledge necessary to ensure state and federal food safety regulations are implemented and followed in all aspects of food production, from the field to the retailer. Risk analysis, decision-making, communication, and technology skills will allow students to be prepared for careers in food safety compliance, inspection, auditing, oversight and management of food safety programs on farms and

in processing facilities. Graduates are valuable employees in the agricultural industry and career opportunities are expected to continue to experience high demand and strong growth.

The program is designed to provide educational courses for students to develop a better understanding of food safety, its importance, and those who enforce it. In addition, the courses are designed to increase awareness of food safety hazards, learn how to control those hazards, create and implement preventive controls, standard operating procedures (SOPs), and understand personal hygiene, safe food handling, and the flow of food from the field to the consumer.

The program aims to deliver food safety education to those within the vast local food and agriculture industry so that they may remain in compliance with federal and state food safety regulations, which protects public health.

REQUIRED CORE (18 units):

| | | |
|----------|---|---|
| AG V31 | Food Safety - HACCP (Hazard Analysis and Critical Control Point) Training and Certification | 1 |
| AG V32 | Produce Safety Rule (PSR) Training | 1 |
| AG V33 | Food Safety Foreign Supplier Verification (FSVP) Program Training | 1 |
| AG V34 | Human Food PCQI (Preventative Controls Qualified Individual) Training | 2 |
| AG V35 | Animal Food PCQI (Preventative Controls Qualified Individual) Training | 2 |
| AG V36 | Introduction to Food Safety and Agricultural Practices for Food Safety | 3 |
| AG V37 | Food Safety Management Practices: Field and Facility | 3 |
| AG V38 | Agricultural Laws and Regulations for Food Safety | 3 |
| MICR V39 | Introduction to Food Microbiology | 2 |

REQUIRED ADDITIONAL CORE (13 units):

| | | |
|----------------|--|---|
| AG V06 | Introduction to Plant Science (with Laboratory) | 3 |
| AG V04 | Introduction to Soil Science | 3 |
| or CHEM V20 | Elementary Chemistry | 4 |
| AG V12 | Agriculture Economics | 3 |
| or AG V01 | Agriculture and Society: Agriculture as the Foundation for Modern Civilization | 3 |
| MATH V44 | Elementary Statistics | 4 |

TOTAL **31-32**

For other course descriptions, see Chemistry, Mathematics, and Microbiology

PROGRAM STUDENT LEARNING OUTCOMES

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

- Identify and describe the agricultural practices/processes affecting food safety from production to processing.
- Identify local, state and federal government agencies responsible for Food Safety regulation and compliance.
- Evaluate the conditions of a food borne illness hazard situation, propose a solution, and develop standard operating procedures (SOPs), good Manufacturing Practices (GMPs) to prevent a future occurrence.
- Differentiate between required certifications in food safety, such as HACCP (Hazard Analysis and Critical Control Point), PCQI (Preventive Controls Qualified Individual), and FSVP (Foreign Supplier Verification Program).

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Associate in Science Degree

VETERINARY TECHNOLOGY

The Associate in Science in Veterinary Technology prepares students for careers within the veterinary and animal healthcare industry as veterinary technicians and qualifies them to sit for both national and state board exams to become a Registered Veterinary Technician (RVT). Through the integration of hands-on experiential learning and curriculum designed to meet all American Veterinary Medical Association (AVMA) standards, students will be engaged in various aspects of veterinary medicine and technology. Graduates will be prepared to enter the expanding animal healthcare industry as part of a team of individuals dedicated to the care of domestic animals, small and large. The first year of courses within the Veterinary Technology degree program can be applied towards earning a Certificate of Achievement in Veterinary Assistant, allowing students to seek initial, entry level employment in the field of veterinary technology while completing the Associate degree requirements.

Registered Veterinary Technicians are integral to the animal health care teams that work under the supervision of veterinarians to perform various types of tasks including veterinary laboratory procedures, surgical and anesthesia assisting, digital imaging (including x-ray technology), dental procedures, medical nursing, emergency care, and veterinary office procedures. Potential career options include employment in private veterinary facilities, bio-medical research institutions, regulatory agencies, livestock operations, pharmaceutical companies, zoological parks, and the animal nutrition industry.

REQUISITES (9 units):

| | | Units |
|------------|----------------------------------|--------------|
| BIOL V01 | Principles of Biology | 3 |
| AND | | |
| BIOL V01L | Principles of Biology Laboratory | 1 |
| | | |
| CHEM V01A | General Chemistry | 3 |
| AND | | |
| CHEM V01AL | General Chemistry Laboratory | 2 |

REQUIRED COURSES:

| | | |
|--------|--|-----|
| AG V61 | Introduction to Animal Science | 3 |
| AG V62 | Orientation to Veterinary Science | 1 |
| AG V63 | Domestic Animal Care Experience and Handling | 1.5 |

continued on next page

| | | |
|---------------------|--|-----|
| AG V64 | Veterinary Office Procedures | 3 |
| AG V65 | Animal Health and Disease Control | 3 |
| AG V66 | Anatomy and Physiology of Animals | 4 |
| AG V67 | Basic Small Animal Nursing | 3 |
| AG V68 | Veterinary Diagnostic Imaging | 2 |
| AG V69 | Principles of Large Animal Nursing | 3 |
| AG V70 | Advanced Small Animal Nursing | 3 |
| AG V71 | Basic Veterinary Clinical Procedures | 1.5 |
| AG V72 | Advanced Veterinary Clinical Procedures | 3 |
| AG V73 | Veterinary Dentistry | 3 |
| AG V74 | Introduction to Laboratory Animal and Exotic Companion Animal Medicine | 3 |
| AG V75 | Veterinary Microbiology, Parasitology and Laboratory Procedures | 3 |
| AG V95C/ AG V96C | Veterinary Clinical Internship I/II | 4 |
| MATH V44 | Elementary Statistics | 4 |
| MICR V01 | General Microbiology | 4 |

TOTAL **61**

For other course descriptions, see Biology, Chemistry, Mathematics, and Microbiology.

PROGRAM STUDENT LEARNING OUTCOMES

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

- Describe and implement the steps necessary to maintain hospital records including medical, drug, surgery, laboratory, and radiology logs.
- Demonstrate effective and professional communication skills in the performance of veterinary office procedures.
- Demonstrate proper restraint techniques on various animal species commonly seen in veterinary medicine.
- Perform basic veterinary laboratory procedures used in veterinary medicine and clinical settings.
- Perform appropriate steps to acquire vital signs in various species seen in veterinary medicine, accurately record the results of a physical exam using appropriate medical terminology and assist the veterinarian in the performance of veterinary procedures and surgery.
- Demonstrate appropriate sanitation and sterility practices necessary in a veterinary hospital.
- Recognize essential components of preventative care plans for domestic species of animals.
- Apply the principles of pharmacology, radiology, and dentistry to the practice of veterinary medicine.
- Perform all of the skills on the AVMA (American Veterinary Medical Association) Task List.
- Apply the knowledge, skills and abilities gained to successfully pass state and/or national board exams for veterinary technology.

Certificate of Achievement

FOOD SAFETY

The Certificate of Achievement in Food Safety prepares students for careers within the agriculture industry with an emphasis on food safety. Through hands-on experiential learning and curriculum designed to engage students in various aspects of agriculture production and processing, students will be prepared to enter the growing food safety sector which ensures the safe growing, harvesting, handling, transportation, and processing of food products. Students will be trained in highly sought after skills critical to the agricultural and food manufacturing industries.

Professionals in this industry bring strengths from the integration of business, regulatory compliance, science, and technology. This certificate combines core concepts of business with the additional skills and knowledge necessary to ensure state and federal food safety regulations are implemented and followed in all aspects of food production, from the field to the retailer. Risk analysis, decision-making, communication, and technology skills will allow students to be prepared for careers in food safety compliance, inspection, auditing, oversight and management of food safety programs on farms and in processing facilities. Graduates are valuable employees in the agricultural industry and career opportunities are expected to continue to experience high demand and strong growth.

REQUIRED CORE (18 units):

| | | |
|----------|---|---|
| AG V31 | Food Safety - HACCP (Hazard Analysis and Critical Control Point) Training and Certification | 1 |
| AG V32 | Produce Safety Rule (PSR) Training | 1 |
| AG V33 | Food Safety Foreign Supplier Verification (FSVP) Program Training | 1 |
| AG V34 | Human Food PCQI (Preventative Controls Qualified Individual) Training | 2 |
| AG V35 | Animal Food PCQI (Preventative Controls Qualified Individual) Training | 2 |
| AG V36 | Introduction to Food Safety and Agricultural Practices for Food Safety | 3 |
| AG V37 | Food Safety Management Practices: Field and Facility | 3 |
| AG V38 | Agricultural Laws and Regulations for Food Safety | 3 |
| MICR V39 | Introduction to Food Microbiology | 2 |

TOTAL **18**

For other course descriptions, see Microbiology

PROGRAM STUDENT LEARNING OUTCOMES

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

- Identify and describe the agricultural practices/processes affecting food safety from production to processing.
- Identify local, state and federal government agencies responsible for Food Safety regulation and compliance.
- Evaluate the conditions of a food borne illness hazard situation, propose a solution, and develop standard operating procedures (SOPs), good Manufacturing Practices (GMPs) to prevent a future occurrence.
- Differentiate between required certifications in food safety, such as HACCP (Hazard Analysis and Critical Control Point), PCQI (Preventative Controls Qualified Individual), and FSVP (Foreign Supplier Verification).

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Certificate of Achievement

PLANT SCIENCE

The Certificate of Achievement in Plant Science is designed to prepare students to develop the core skills necessary to meet the needs and challenges of modern agricultural production. Students integrate concepts from plant science, soil science, and agronomy, and apply them to agricultural production operations. A student completing the Certificate of Achievement in Plant Science can apply the credits completed towards obtaining either an Associate in Science in Plant Science or an Associate in Science in Agriculture Business degree, which both transfer to California State Universities and count towards the completion of a Bachelor's Degree in Plant Science, Agriculture Studies, Agricultural and Environmental Plant Science, Agricultural Science, Agricultural Education, Agribusiness, or Agribusiness and Food Industry Management. Students who complete this certificate will be prepared for careers in agronomy, crop science, soil science, agricultural biology, entomology, plant biotechnology, pest control, postharvest physiology, and environmental conservation of water, farmlands, open space, and landscaped areas.

REQUIRED COURSES (9 units):

| | | |
|----------|--|---|
| AG V06 | Introduction to Plant Science (with Laboratory) | 3 |
| AG V30 | Plant Propagation and Production | 3 |
| ESRM V11 | Introduction to Soil Science | 3 |

REQUIRED ADDITIONAL COURSES:

Select a minimum of twelve units from the following courses:

| | | |
|----------|---|-----|
| AG V01 | Agriculture and Society: Agriculture as the Foundation for Modern Civilization | 3 |
| AG V10 | Introduction to Agriculture Business | 3 |
| AG V12 | Agriculture Economics | 3 |
| AG V13 | Agricultural Computer Applications | 3 |
| AG V42 | Plant Identification and Culture: Spring Specimens | 3 |
| AG V43 | Plant Identification and Culture: Fall Specimens | 3 |
| AG V96 | Agriculture Internship II | 1-4 |
| MATH V44 | Elementary Statistics | 4 |

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|--------------|--------------|
| TOTAL | 21-23 |
|--------------|--------------|

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

PROGRAM STUDENT LEARNING OUTCOMES

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

- Describe relevant aspects of plant physiology, anatomy, nutrition, reproduction, and pest control to solve plant production problems under field, greenhouse, or landscape conditions.
- Identify and utilize pertinent concepts of soil physical, chemical, and biological properties to solve plant production problems under field, greenhouse, or landscape conditions.
- Apply concepts of plant propagation to effectively reproduce plants from seeds, stems, leaves, roots, and/or cuttings.

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Certificate of Achievement

VETERINARY ASSISTANT

The Certificate of Achievement in Veterinary Assistant prepares students for careers within the veterinary and animal healthcare industry as veterinary assistants, animal health technicians and other allied animal health positions. Through hands-on experiential learning and curriculum designed to engage students in various aspects of veterinary assisting and technology, students will be prepared to enter the expanding animal healthcare industry as part of a team of individuals dedicated to the care of domestic animals, small and large. The Certificate in Veterinary Assistant can be applied to the first year of study towards completion of the Associates in Science degree in Veterinary Technology, allowing for graduates to sit for national and state board exams to become a Registered Veterinary Technician (RVT).

PREREQUISITES (9 units):

| | | |
|------------|----------------------------------|---|
| BIOL V01 | Principles of Biology | 3 |
| AND | | |
| BIOL V01L | Principles of Biology Laboratory | 1 |
| CHEM V01A | General Chemistry | 3 |
| AND | | |
| CHEM V01AL | General Chemistry Laboratory | 2 |

REQUIRED COURSES (19.5 units):

| | | |
|----------|---|-----|
| AG V61 | Introduction to Animal Science | 3 |
| AG V62 | Orientation to Veterinary Science | 1 |
| AG V63 | Domestic Animal Care Experience and Handling | 1.5 |
| AG V64 | Veterinary Office Procedures | 3 |
| AG V65 | Animal Health and Disease Control | 3 |
| AG V66 | Anatomy and Physiology of Animals | 4 |
| MATH V44 | Elementary Statistics | 4 |

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|--------------|-------------|
| TOTAL | 28.5 |
|--------------|-------------|

For other course descriptions, see Biology, Chemistry and Mathematics

PROGRAM STUDENT LEARNING OUTCOMES

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

- Describe steps necessary to maintain hospital records including medical, drug, surgery, laboratory, and radiology logs.
- Identify and demonstrate effective and professional communication skills in the performance of veterinary office procedures.
- Demonstrate proper restraint techniques on various animal species commonly seen in veterinary medicine.
- Explain and evaluate the proper techniques for performing veterinary laboratory procedures used in veterinary medicine and clinical settings.
- Perform appropriate steps to acquire vital signs in various species seen in veterinary medicine, and accurately record the results of a physical exam using appropriate medical terminology.
- Demonstrate appropriate sanitation and sterility practices necessary in a veterinary hospital.
- Recognize essential components of preventative care plans for domestic species of animals.

VETERINARY ASSISTANT AND VETERINARY TECHNOLOGY PROGRAM REQUIREMENTS

The Veterinary Technology Associate of Science Degree Program is two-tier pathway that begins with a Veterinary Assistant Certificate of Achievement. The program prepares students for careers within the veterinary and animal healthcare industry as veterinary technicians and qualifies them to sit for both national and state board exams to become Registered Veterinary Technicians. The first year of courses within the Veterinary Technology degree program can be applied towards earning a Certificate of Achievement (CoA) in Veterinary Assistant, allowing students to seek initial, entry-level employment in the field of veterinary technology while completing the Associate degree program.

Procedures for Applying

Applications will be accepted once a year for admission in the fall semester. Admission is subject to available openings. The application deadline is available through the veterinary technology counselor or the Career Education Division.

Students applying to the Veterinary Assistant program must submit an admissions application to Ventura College before applying to the certificate program. Admission to the certificate program is based on a random lottery process. To be considered for the certificate program, students must meet the qualifying requirements listed below. Meeting all the requirements does not guarantee acceptance into the Veterinary Assistant certificate program.

Qualifying Requirements:

1. One of the following must be completed before enrolling in the program:
 - a. High school graduation, or
 - b. General Education Development (GED)
2. One of the following must be completed before enrolling in the program:
 - a. An application to the college must be completed.
 - b. A completed Free Application for Federal Student Aid (FAFSA or California Dream Act application must be filed for the appropriate semester.
 - c. High school and college transcripts must be on file at Ventura College
3. All applicants must participate in an information session for prospective students and schedule an appointment with a counselor for specific admission information regarding the Veterinary Assistant and Veterinary Technology programs.

Admission Process:

Qualified applicants will be entered into a random lottery process. Each qualified applicant, when selected must decide either to enter the class, remove her/his name from the eligibility list, or defer admission to the next academic year. A student may only defer admission once. Those applicants who are not selected due to limited openings may retain their names on the waiting list. The waiting list will be cleared when the fall semester begins and students who do not enter the class must reapply for admission for the following year.

Selected students are required to have tetanus toxoid vaccination within the past eight years prior to participating in laboratory courses that involve contact with animals.

All students admitted to the program are expected to maintain the highest personal standards of conduct consistent with the professional standards as perceived by the veterinary technology 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 veterinary technology faculty and may result in a recommendation to the college for dismissal from the program.

All students must attend the orientation meeting scheduled prior to the start of the semester and must be present on the first day of the class. In order to continue into the Veterinary Technology degree program, all Veterinary Technology coursework must be completed with a grade of "C" or better.

COURSE DESCRIPTIONS

AG V01 - AGRICULTURE AND SOCIETY: AGRICULTURE AS THE FOUNDATION FOR MODERN CIVILIZATION 3 Units

Hours: 3 lecture laboratory weekly

This course offers an introduction to the history of agriculture, including its integration in social, economic and political institutions, its biological systems, challenges such as global hunger, and the implications of future innovations in the production of food and fiber to meet the needs of a growing population. Likewise the development of agriculture and modern production systems within the United States and California will be examined. Focus on increasing awareness of the prevalence and importance of agriculture, and its impacts on nearly all aspects of modern daily life.

Field trips may be required. Transfer credit: CSU.

AG V04 - INTRODUCTION TO SOIL SCIENCE 3 Units

C-ID: AG-PS 128L

Hours: 2 lecture, 3 laboratory weekly

This course is an introduction to soil 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, soil moisture, mapping, and soil ecology are explored throughout the course.

Field trips may be required. Formerly ESRM V11. Transfer credit: CSU; UC.

AG V06 - INTRODUCTION TO PLANT SCIENCE (WITH LABORATORY) 3 Units

C-ID: AG-PS 106L

Hours: 2 lecture, 3 laboratory weekly

This course is an introduction to plant science, including structure, growth processes, propagation, physiology, growth media, biological competitors, and post-harvest factors of food, fiber, and ornamental plants.

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

AG V10 - INTRODUCTION TO AGRICULTURE BUSINESS 3 Units

Hours: 3 lecture weekly

This course provides a basic understanding of the business and economics of the agricultural industry; an introduction to the economic aspects of agriculture and their implications to the agricultural producer, consumer and the food system; and management principles encountered in the day-to-day operations of an agricultural enterprise as they relate to the decision-making process.

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

AG V11 - AGRICULTURAL SALES AND COMMUNICATION 3 Units

Hours: 3 lecture weekly

This course covers the study of principles and practices of the selling process: selling strategies and approaches, why and how people buy, prospecting, territory management, and customer service. Self-management, communication, and interpersonal skills necessary in developing managerial abilities, leadership qualities, and facilitating teamwork within the agribusiness sector will be explored. Students will gain experience through role-play, formal sales presentations, and job shadowing. The course content is organized to give students an in-depth understanding of the factors and influences that affect the agribusiness industry on a day-to-day basis.

Transfer credit: CSU.

AG V12 - AGRICULTURE ECONOMICS 📖**3 Units***Hours: 3 lecture weekly*

This course covers the place of agriculture and farming in the economic system; basic economic concepts and problems of agriculture; pricing and marketing problems; and factors of production. State and federal farm programs affecting the farmer's economic position will also be included.

*Transfer credit: CSU; UC.***AG V13 - AGRICULTURAL COMPUTER APPLICATIONS** 📖 **3 Units***C-ID: AG-AB 108**Hours: 3 lecture weekly*

This course covers computer use in the workplace with emphasis on agribusiness situations. Computer applications including word-processing, spreadsheets, databases, and presentation managers will be covered. Also included will be accessing information through the Internet and World Wide Web, telecommunications, an introduction to web page design, and other software appropriate to agribusiness.

*Transfer credit: CSU.***AG V14 - AGRICULTURAL ACCOUNTING** 📖**3 Units***Hours: 2 lecture, 3 laboratory weekly*

This course covers the study of the principles of accounting systems and types of records, including their use, how to compute and use measures of earnings, and cost of production to improve agribusiness efficiency. Farm income tax, Social Security, and employee payroll records are included.

*Transfer credit: CSU; UC.***AG V21 - INTRODUCTION TO INTEGRATED PEST MANAGEMENT (IPM)** 📖**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 (Integrated Pest Management) certification/licensing principles are discussed, focusing 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 ESRM V21. Transfer credit: CSU.***AG V22 - INTRODUCTION TO PLANT PATHOLOGY:****INSECTS AND DISEASES OF PLANTS** 📖**3 Units***Hours: 2 lecture, 3 laboratory weekly*

This course is a comprehensive study of the nature and causes of disease in plants, with particular emphasis on agricultural commodities. The causes and effects of insect and microorganism attacks and disease in plants will be investigated, as well as the environmental, cultural, mechanical, and chemical mechanisms leading to plant disease. Students will learn how to diagnose and remedy plant disease, utilizing various mechanical, chemical, and biological controls, and manage growing conditions to minimize the impact of pathogenic agents.

*Field trips may be required. Formerly ESRM V22. Transfer credit: CSU; UC.***AG V30 - PLANT PROPAGATION AND PRODUCTION** 📖 **3 Units***C-ID: AG-EH 116L**Hours: 2 lecture, 3 laboratory weekly*

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

*Field trips may be required. Formerly AG 30. Transfer credit: CSU.***AG V31 - FOOD SAFETY - HACCP (HAZARD ANALYSIS AND CRITICAL CONTROL POINT) TRAINING AND****CERTIFICATION** 📖**1 Unit***Hours: 1 lecture weekly*

This course is a general HACCP (Hazard Analysis and Critical Control Point) training designed for individuals working in the food industry who want to earn a HACCP certification. This HACCP training course teaches participants how to implement and manage the Hazard Analysis and Critical Control Point (HACCP) system, which was designed by the Food and Drug Administration (FDA) as a food safety management system for controlling food hazards. Upon successful completion of the course, students will earn a certificate of completion from the International HACCP Alliance. This HACCP Certificate will be recognized domestically and internationally by food safety inspectors and auditors.

AG V32 - PRODUCE SAFETY RULE (PSR) TRAINING 📖**1 Unit***Hours: 1 lecture weekly*

This course is a training in produce safety designed for individuals working in the produce industry. The course is especially relevant for fruit and vegetable growers and others interested in learning about produce safety, the Food Safety Modernization Act (FSMA), Produce Safety Rule, Good Agricultural Practices (GAPs), and co-management of natural resources and food safety. The PSA Grower Training Course is one way to satisfy the FSMA Produce Safety Rule requirement outlined in the Code of Federal Regulations § 112.22(c) which requires that at least one responsible party on a farm has completed food safety training recognized as adequate by the Food and Drug Administration.

*Offered on a pass/no pass basis only.***AG V33 - FOOD SAFETY FOREIGN SUPPLIER VERIFICATION (FSVP) PROGRAM TRAINING** 📖**1 Unit***Hours: 1 lecture weekly*

This course will provide participants with the knowledge to implement the requirements of the Foreign Supplier Verification Programs (FSVP) for "Importers of Food for Humans and Animals" regulation of the U.S. Food and Drug Administration (FDA). This regulation is one of a number of regulations and guidance documents that implement the provisions of the 2011 Food Safety Modernization Act (FSMA), which focuses on safe food practices.

*Offered on a pass/no pass basis only.***AG V34 - HUMAN FOOD PCQI (PREVENTIVE CONTROLS QUALIFIED INDIVIDUAL) TRAINING** 📖**2 Units***Hours: 2 lecture weekly*

This course is intended for individuals working in the food industry seeking to meet the requirements for a human food Preventive Controls Qualified Individual certificate. The Current Good Manufacturing Practice, Hazard Analysis, and Risk-based Preventive Controls for Human Food regulation (referred to as the Preventive Controls for Human Food regulation) is intended to ensure safe manufacturing/processing, packing and holding of food products for human consumption in the United States. The regulation requires that certain activities must be completed by a Preventive Controls Qualified Individual who has successfully completed training in the development and application of risk-based preventive controls.

Offered on a pass/no pass basis only.

AG V35 - ANIMAL FOOD PCQI (PREVENTIVE CONTROLS QUALIFIED INDIVIDUAL) TRAINING  **2 Units**

Hours: 2 lecture weekly

This course is intended for individuals working in the food industry seeking to meet the requirements for an animal food Preventive Controls Qualified Individual (PCQI) certificate. The Current Good Manufacturing Practice and Hazard Analysis and Risk-based Preventive Controls for Food for Animals (referred to as the Preventive Controls for Animal Food regulation) is intended to ensure safe manufacturing/processing, packing, and holding of food products for animal consumption in the United States. The regulation requires that certain activities must be completed by a Preventive Controls Qualified Individual who has successfully completed training in the development and application of risk-based preventive controls.

Offered on a pass/no pass basis only.

AG V36 - INTRODUCTION TO FOOD SAFETY AND AGRICULTURAL PRACTICES FOR FOOD SAFETY  **3 Units**

Hours: 3 lecture weekly

This is an introductory course in food safety for those majoring in agriculture and/or working in food safety related careers or industries. The course covers conditions and practices that cause food borne illnesses, organisms responsible for food borne illnesses, elements of a food safety control system, and worker sanitation. The course focus is on establishing good agricultural practices (GAP) in food safety as they relate to the production of farm products, including specific guidelines for key agricultural commodities, state and federal regulations, and food safety monitoring. Students will learn to create standard operating procedures (SOP) associated with employee training and the safe production, transportation, and processing of food. Best practices in the retail and home kitchen environments will also be covered. *Field trips may be required.*

AG V37 - FOOD SAFETY MANAGEMENT PRACTICES: FIELD AND FACILITY  **3 Units**

Hours: 3 lecture weekly

This course covers the creation and documentation of key elements in a food safety program, including: evaluating current practices, creating and implementing key aspects of a food safety program, and recognizing and documenting pathogen behavior. This course also covers food safety issues and concerns in processing and manufacturing facilities, including: facility sanitation, recognizing potential hazards, analysis of problems in the cold chain, developing improved practices, HACCP (Hazard Analysis and Critical Control Point) principles, employee training, and the inspection process.

Field trips may be required.

AG V38 - AGRICULTURAL LAWS AND REGULATIONS FOR FOOD SAFETY  **3 Units**

Hours: 3 lecture weekly

This course is designed to give the student a better understanding of the issues involved in the regulation of foods and a general understanding of the full scope of food safety laws in the United States. The course covers the laws regulating the production, processing, manufacturing, distribution, and sale of food products in the United States. Topics include the regulation of labeling, food safety, genetic modification, FSMA (Food Safety Modernization Act), inspections, importation, enforcement, and many other issues of concern in the regulation of food in the United States.

Field trips may be required. Transfer credit: CSU.

AG V42 - PLANT IDENTIFICATION AND CULTURE: SPRING SPECIMENS  **3 Units**

C-ID: AG-EH 108L

Hours: 2 lecture, 3 laboratory weekly

This course covers the identification, growth habits, cultural requirements, and ornamental use of native landscape and non-native indoor plants adapted to the climates of southern California. Plants emphasized will come from the current California Association of Nurseries & Garden Centers and National Association of Landscape Professionals Certification Tests Plant Lists. Selections include plants best observed and studied during the spring and/or summer seasons in California. Laboratory required.

Field trips may be required. Formerly ESRM V23. Transfer credit: CSU; UC.

AG V43 - PLANT IDENTIFICATION AND CULTURE: FALL SPECIMENS  **3 Units**

C-ID: AG-EH 112L

Hours: 2 lecture, 3 laboratory weekly

This course covers the identification, growth habits, cultural requirements, and ornamental use of landscape and indoor plants adapted to climates of California. Plants emphasized will come from the current California Association of Nurseries & Garden Centers and National Association of Landscape Professionals Certification Tests Plant Lists. Selections include plants best observed and studied during the fall and/or winter seasons in California. Laboratory required.

Field trips may be required. Formerly AG V42A. Transfer credit: CSU; UC.

AG V61 - INTRODUCTION TO ANIMAL SCIENCE  **3 Units**

C-ID: AG-AS 104

Hours: 3 lecture weekly

This course will provide a scientific approach to the livestock industry, encompassing aspects of animal anatomy, physiology, nutrition, genetics, and epidemiology. Topics will include a survey of the livestock industry and the supply of animal products and their uses; there will be a special emphasis on the origin, characteristics, adaptation, and contributions of livestock animals to the modern agriculture industry.

Field trips may be required. Transfer credit: CSU.

AG V62 - ORIENTATION TO VETERINARY SCIENCE  **1 Unit**

Hours: 1 lecture weekly

This course directs students in the exploration of veterinary medicine as a career choice, including education, job tasks, and employment options. Other key topics include an orientation to college veterinary science programs and degree/certification requirements, as well as an introduction to veterinary medical terminology.

Field trips may be required. Transfer credit: CSU.

AG V63 - DOMESTIC ANIMAL CARE EXPERIENCE AND HANDLING  **1.5 Units**

Hours: 1 lecture, 1.5 laboratory weekly

This introductory course provides students with theoretical and practical experience in the basic husbandry of many animal species. Students learn and practice "essential" and "recommended" tasks as required by the American Veterinary Medical Association and the California Veterinary Medical Board Knowledge, Skills and Abilities Tasks List. These tasks include methods of housing or caging, nutrition and feeding, sanitation and hygiene in an animal setting, and handling and restraint of the various species.

Field trips will be required.

AG V64 - VETERINARY OFFICE PROCEDURES 3 Units*Hours: 3 lecture weekly*

This course will cover the development and facilitation of client care, veterinary medical records, client relations, medical terminology, filing of governmental reports, legal responsibilities of registered veterinary technicians, and financial guidelines. Topics will include: client and staff communication, veterinary medical ethics, veterinary logs and legalities, computer usage, medical math and financial management, and purchasing and inventory management in relationship to a veterinary establishment. Resume writing and job interviewing skills will also be covered. Appropriate veterinary terminology will be included.

*Field trips may be required. Transfer credit: CSU.***AG V65 - ANIMAL HEALTH AND DISEASE CONTROL 3 Units***Hours: 3 lecture weekly*

This course will cover the physiology of animals and how it relates to animal health. The focus will be on prevention and control of infectious diseases affecting domestic animals including basic disease concepts, transmission of infectious diseases, principles of sanitation, and fundamentals of immunology. Appropriate veterinary medical terminology will be included.

*Field trips may be required. Transfer credit: CSU.***AG V66 - ANATOMY AND PHYSIOLOGY OF ANIMALS 4 Units***Prerequisite: CHEM V20-V20L or CHEM V30-V30L or 1 year of high school chemistry with grade "C" or better**Recommended Preparation: BIOL V01-V01L and CHEM V01A-V01AL**Hours: 3 lecture, 3 laboratory weekly*

This course consists of comparative normal anatomy and physiology of selected domestic animal species. It analyzes the body structures and systems, comparing domestic animals commonly found in veterinary medicine. The physiology section of the course will emphasize functions of internal organs and body systems. The relevant application of structure and function to clinical medical situations is addressed. Appropriate veterinary medical terminology is included with each system.

*Field trips may be required. Transfer credit: CSU.***AG V67 - BASIC SMALL ANIMAL NURSING 3 Units***Hours: 2 lecture, 3 laboratory weekly*

This course is an introduction to concepts and common procedures used in the nursing care of small domestic animals. Components of routine physical exams and acquisition of various vital signs will be discussed. Wellness protocols for dogs and cats will also be addressed, with an emphasis on vaccine programs. The importance of the veterinary technician in providing care for patients with various conditions and common diseases will be covered in detail.

*Field trips may be required. Transfer credit: CSU.***AG V68 - VETERINARY DIAGNOSTIC IMAGING 2 Units***Hours: 1 lecture, 3 laboratory weekly*

This course is designed to meet the needs of the veterinary technician who will be working for veterinarians in various medical settings. The course covers safety procedures, rules, regulations, x-ray production, and specific techniques associated with the use of radiographic equipment, including positioning techniques for various animal species, as well as radiograph developing techniques. Students will learn how to properly prepare and operate radiographic and darkroom equipment, computer radiographic equipment, and ultrasound equipment to safely and effectively produce diagnostic radiographs and ultrasonic images. Alternate imaging modalities will be introduced and their use in veterinary medicine will be described.

*Field trips may be required. Transfer credit: CSU.***AG V69 - PRINCIPLES OF LARGE ANIMAL NURSING 3 Units***Hours: 2 lecture, 3 laboratory weekly*

This course is an introduction to the concepts and common procedures used in the nursing care of large domestic animals, such as horses, cattle and swine. Components of routine physical exams and acquisition of various vital signs will be discussed. Emphasis will be on the role of the veterinary technician in providing care for large domestic animal patients with various conditions and common diseases.

*Field trips will be required. Transfer credit: CSU.***AG V70 - ADVANCED SMALL ANIMAL NURSING 3 Units***Prerequisite: AG V67 with a grade of "C" or better**Hours: 2 lecture, 3 laboratory weekly*

This course covers advanced procedures used in the nursing care of small domestic animals. Emphasis is on advanced components of emergency care, critical care, and triage. Advanced nursing techniques, as well as pharmacology, lab samples, neonatal care, and hematology will be discussed.

*Field trips may be required. Transfer credit: CSU.***AG V71 - BASIC VETERINARY CLINICAL PROCEDURES 1.5 Units***Hours: 1 lecture, 1.5 laboratory weekly*

This course is an introduction to basic clinical procedures used in veterinary practice, such as: anesthesia administration, minor surgery, and dental procedures. Instrumentation and equipment will be discussed, as well as practices in sanitation and aseptic techniques. Emphasis will be placed on performance of physical examinations, administration of medications and fluids, operation of general anesthesia and monitoring equipment, and application of operating room skills necessary for surgical assisting.

*Field trips may be required. Transfer credit: CSU.***AG V72 - ADVANCED VETERINARY CLINICAL PROCEDURES 3 Units***Prerequisite: AG V71 with a grade of "C" or better**Hours: 2 lecture, 3 laboratory weekly*

This course covers advanced clinical procedures used in veterinary practice, with an emphasis on anesthesia and surgery. Elements of pharmacology and pain management will be discussed, as well as practices in surgical operations. Potential issues occurring during anesthesia, and other emergency situations, will also be addressed. Students will receive hands-on experience in the operation of general anesthesia and monitoring equipment while assisting in surgical procedures.

*Field trips may be required. Transfer credit: CSU.***AG V73 - VETERINARY DENTISTRY 3 Units***Hours: 2 lecture, 3 laboratory weekly*

This course will prepare students for all aspects of veterinary dental diagnostics and prophylaxis in domestic animals, such as canines and felines. Emphasis will be placed on tasks necessary for veterinary technicians to perform and assist with, such as dental charting, radiography, prophylaxis, and extractions. Students will also perform dental radiography and prophylaxis on anesthetized animals.

*Field trips may be required. Transfer credit: CSU.***AG V74 - INTRODUCTION TO LABORATORY ANIMAL AND EXOTIC COMPANION ANIMAL MEDICINE 3 Units***Hours: 3 lecture weekly*

This course covers the use of animals in biomedical research, with an emphasis on common laboratory species, animal welfare legislation, and the philosophy of laboratory animal management. The course includes topics such as handling, restraint, husbandry, care, and observation of laboratory species. Additionally, this course will discuss common exotic companion animal species such as reptiles, birds, and small mammals; the focus will be on husbandry, housing, nutrition, and common medical conditions.

Field trips may be required. Transfer credit: CSU.

AG V75 - VETERINARY MICROBIOLOGY, PARASITOLOGY, AND LABORATORY PROCEDURES **3 Units**

Hours: 2 lecture, 3 laboratory weekly

This course will cover the basic clinical laboratory skills needed by Registered Veterinary Technicians. The course provides students with an introduction to the clinical examination of blood, urine, feces, dermal, and other commonly analyzed samples found in the veterinary field. Topics include: the safe and proper collection of diverse samples, the safe and proper handling of samples, the various methods of sample analysis, and the significance of normal and abnormal results. Emphasis will be placed on the areas of parasitology, cytology, urinalysis, microbiology, and hematology. Additionally, the identification, life cycle, and clinical importance of various parasites are discussed. Students will also gain hands-on experience in restraining animals for specimen collection procedures and in performing laboratory analyses.

Field trips may be required. Transfer credit: CSU.

AG V95 - AGRICULTURE INTERNSHIP I **1-4 Units**

Prerequisite: Successful completion of at least two courses in the discipline

Corequisite: Enrollment in a minimum of 6 units to include internship

Hours: 60 hours per unit

This course offers students who are volunteers (unpaid) 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.

AG V95C - VETERINARY CLINICAL INTERNSHIP I **4 Units**

Prerequisite: Instructor approval

Enrollment Limitations: Drug and alcohol clearance, no acrylic or long nails in clinical settings, current negative TB test or chest x-ray, current Tetanus vaccination required

Hours: 60 hours per unit

This course is designed to provide Veterinary Technician majors, who are volunteers (unpaid), with actual on-the-job experience at an approved work station which is related to classroom instruction. Clinical experiences should be useful in preparation for state board exams in veterinary technology. A minimum of 240 non-paid clock hours is required. It is recommended that the hours per week are equally distributed throughout the semester. Instructor approval is required.

The course provides students with opportunities to develop marketable skills in preparation for employment in their major field of study. Course content includes understanding the application of education to the workforce; completion of required forms which document the student's progress and hours spent at the work site; and developing workplace skills and competencies. Learning objectives, appropriate to the student's skill level, are established by the student and the employer.

Field trips will be required. Offered on a pass/no pass basis only. Transfer credit: CSU.

AG V96 - AGRICULTURE INTERNSHIP II **1-4 Units**

Prerequisite: Successful completion of at least two courses in the discipline

Corequisite: Enrollment in a minimum of 6 units to include internship

Hours: 75 hours 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.

AG V96C - VETERINARY CLINICAL INTERNSHIP II **4 Units**

Prerequisite: Instructor approval

Enrollment Limitations: Drug and alcohol clearance, no acrylic or long nails in clinical settings, current negative TB test or chest x-ray, current Tetanus vaccination required

Hours: 75 hours per unit

This course is designed to provide Veterinary Technician majors, who are employed in the field, with actual on-the-job experience at an approved work station which is related to classroom instruction. Clinical experiences should be useful in preparation for state board exams in veterinary technology. A minimum of 300 paid clock hours is required. It is recommended that the hours per week are equally distributed throughout the semester. Instructor approval is required.

The course provides students with opportunities to develop marketable skills for advancement within their career. Course content includes understanding the application of education to the workforce; completion of required forms which document the student's progress and hours spent at the work site; and developing workplace skills and competencies. Appropriate level learning objectives are established by the student and the employer.

Field trips will be required. Offered on a pass/no pass basis only. Transfer credit: CSU.

AG N131 - FOOD SAFETY - HACCP (HAZARD ANALYSIS AND CRITICAL CONTROL POINT) TRAINING AND CERTIFICATION (NC)  **0 Units**

Hours: 1 hour weekly

This course is a general HACCP (Hazard Analysis and Critical Control Point) training designed for individuals working in the food industry who want to earn a HACCP certification. This HACCP training course teaches participants how to implement and manage the Hazard Analysis and Critical Control Point (HACCP) system, which was designed by the Food and Drug Administration (FDA) as a food safety management system for controlling food hazards. Upon successful completion of the course, students will earn a certificate of completion from the International HACCP Alliance. This HACCP Certificate will be recognized domestically and internationally by food safety inspectors and auditors.

This is a noncredit course, non-degree applicable. Offered on a pass/no pass basis only.

AG N132 - PRODUCE SAFETY RULE (PSR) TRAINING (NC)  **0 Units**

Hours: 1 hour weekly

This course is a training in produce safety designed for individuals working in the produce industry. The course is especially relevant for fruit and vegetable growers and others interested in learning about produce safety, the Food Safety Modernization Act (FSMA), Produce Safety Rule, Good Agricultural Practices (GAPs), and co-management of natural resources and food safety. The PSA Grower Training Course is one way to satisfy the FSMA Produce Safety Rule requirement outlined in the Code of Federal Regulations § 112.22(c) which requires that at least one responsible party on a farm has completed food safety training recognized as adequate by the Food and Drug Administration.


This is a noncredit course, non-degree applicable. Offered on a pass/no pass basis only.

AG N133 - FOOD SAFETY FOREIGN SUPPLIER VERIFICATION (FSVP) PROGRAM TRAINING (NC)  **0 Units**

Hours: 1 hour weekly

This course will provide participants with the knowledge to implement the requirements of the Foreign Supplier Verification Programs (FSVP) for "Importers of Food for Humans and Animals" regulation of the U.S. Food and Drug Administration (FDA). This regulation is one of a number of regulations and guidance documents that implement the provisions of the 2011 Food Safety Modernization Act (FSMA), which focuses on safe food practices.


This is a noncredit course, non-degree applicable. Offered on a pass/no pass basis only.

AG N134 - HUMAN FOOD PCQI (PREVENTIVE CONTROLS QUALIFIED INDIVIDUAL) TRAINING (NC)  **0 Units**

Hours: 2 hours weekly

This course is intended for individuals working in the food industry seeking to meet the requirements for a human food Preventive Controls Qualified Individual certificate. The Current Good Manufacturing Practice, Hazard Analysis, and Risk-based Preventive Controls for Human Food regulation (referred to as the Preventive Controls for Human Food regulation) is intended to ensure safe manufacturing/processing, packing and holding of food products for human consumption in the United States. The regulation requires that certain activities must be completed by a Preventive Controls Qualified Individual who has successfully completed training in the development and application of risk-based preventive controls.

This is a noncredit course, non-degree applicable. Offered on a pass/no pass basis only.

AG N135 - ANIMAL FOOD PCQI (PREVENTIVE CONTROLS QUALIFIED INDIVIDUAL) TRAINING (NC)  **0 Units**

Hours: 2 hours weekly

This course is intended for individuals working in the food industry seeking to meet the requirements for an animal food Preventive Controls Qualified Individual (PCQI) certificate. The Current Good Manufacturing Practice and Hazard Analysis and Risk-based Preventive Controls for Food for Animals (referred to as the Preventive Controls for Animal Food regulation) is intended to ensure safe manufacturing/processing, packing, and holding of food products for animal consumption in the United States. The regulation requires that certain activities must be completed by a Preventive Controls Qualified Individual who has successfully completed training in the development and application of risk-based preventive controls.

This is a noncredit course, non-degree applicable. Offered on a pass/no pass basis only.

AG N136 - INTRODUCTION TO FOOD SAFETY AND AGRICULTURAL PRACTICES FOR FOOD SAFETY (NC)  **0 Units**

Hours: 3 hours weekly

This is an introductory course in food safety for those majoring in agriculture and/or working in food safety related careers or industries. The course covers conditions and practices that cause food borne illnesses, organisms responsible for food borne illnesses, elements of a food safety control system, and worker sanitation. The course focus is on establishing good agricultural practices (GAP) in food safety as they relate to the production of farm products, including specific guidelines for key agricultural commodities, state and federal regulations, and food safety monitoring. Students will learn to create standard operating procedures (SOP) associated with employee training and the safe production, transportation, and processing of food. Best practices in the retail and home kitchen environments will also be covered. *Field trips may be required. This is a noncredit course, non-degree applicable.*

AG N137 - FOOD SAFETY MANAGEMENT PRACTICES: FIELD AND FACILITY (NC)  **0 Units**

Hours: 3 hours weekly

This course covers the creation and documentation of key elements in a food safety program, including: evaluating current practices, creating and implementing key aspects of a food safety program, and recognizing and documenting pathogen behavior. This course also covers food safety issues and concerns in processing and manufacturing facilities, including: facility sanitation, recognizing potential hazards, analysis of problems in the cold chain, developing improved practices, HACCP (Hazard Analysis and Critical Control Point) principles, employee training, and the inspection process. *Field trips may be required. This is a noncredit course, non-degree applicable.*

AG N138 - AGRICULTURAL LAWS AND REGULATIONS FOR FOOD SAFETY (NC)  **0 Units**

Hours: 3 hours weekly

This course is designed to give the student a better understanding of the issues involved in the regulation of foods and a general understanding of the full scope of food safety laws in the United States. The course covers the laws regulating the production, processing, manufacturing, distribution, and sale of food products in the United States. Topics include the regulation of labeling, food safety, genetic modification, FSMA (Food Safety Modernization Act), inspections, importation, enforcement, and many other issues of concern in the regulation of food in the United States.

Field trips may be required. This is a noncredit course, non-degree applicable.

AG N150 - HUMAN RESOURCE MANAGEMENT FOR AGRICULTURE FIELD SUPERVISORS  **0 Units**

Hours: 1.5 hours weekly

This course covers human resource management and laws regulating agricultural production and the use of labor in agriculture. Topics include basic human resource management, hiring, required labor documentation, applicable labor laws, wages, and the rights of agricultural laborers. Likewise, effective communication, conflict resolution, negotiation and leadership strategies will be discussed. The course is designed especially for agricultural field supervisors to provide a better understanding of effective management and leadership practices for successful oversight of labor within the production setting.

Field trips may be required. This is a noncredit course, non-degree applicable.

Offered on a pass/no pass basis only.

AG N151 - AGRICULTURAL LAWS AND REGULATIONS FOR AGRICULTURAL FIELD SUPERVISORS  **0 Units**

Hours: 1.5 hours weekly

This course covers the laws regulating agricultural production and the use of labor in agriculture. Topics include agricultural exemptions from labor laws, the Migrant and Seasonal Agricultural Worker Protection Act, and the rights of agricultural laborers. Likewise, specific regulations and laws governing agricultural production in California will be discussed. The course is designed especially for agricultural field supervisors to provide them with a better understanding of the issues involved in the regulation of agricultural production and labor within the production setting.

Field trips may be required. This is a noncredit course, non-degree applicable.

Offered on a pass/no pass basis only.

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 TO RECONSTRUCTION** 📖 **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 V45. Transfer credit: CSU; UC; credit limitations - see counselor.

**AES V02B - UNITED STATES HISTORY:
FOCUS ON NATIVE AMERICANS SINCE THE CIVIL WAR** 📖 **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 V55. Transfer credit: CSU; UC; credit limitations - see counselor.

AES V03 - CHICANA CONTEMPORARY ISSUES 📖 **3 Units**

C-ID: SJS 120

Hours: 3 lecture weekly

This course will introduce students to Chicana contemporary issues while examining historical events that have shaped the current social, political, cultural and economic experiences of women of Latin American origin in the United States, with particular emphasis on the experiences of Mexican-origin women. Particular attention to the topic of gender, sexuality, patriarchy, spirituality, indigeneity and intersectionality will frame this course. These topics will be explored through a critical engagement with interdisciplinary readings, poetry, Chicana popular culture, and film.

Same as CHST V03. Transfer credit: CSU.

**AES V10 - INTRODUCTION TO AFRICAN AND
PRE-COLUMBIAN ART** 📖 **3 Units**

C-ID: ARTH 140

Hours: 3 lecture weekly

This course is a survey of the sculpture, architecture, painting, and related visual arts of Africa, and the pre-Columbian Americas. 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 the art of Africa, and the pre-Columbian Americas.

Field trips may be required. Same as ART V03. Transfer credit: CSU; UC.

AES V11 - 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 AES 11. Same as SOC V03. 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 TO THE
FIRST REPUBLIC** 📖 **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 V48. Transfer credit: CSU; UC.

**AES V21B - THE HERITAGE OF MEXICO
SINCE LIBERATION** 📖 **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 V57. Transfer credit: CSU; UC.

**AES V22 - UNITED STATES HISTORY:
FOCUS ON CHICANOS SINCE 1850** 📖 **3 Units**

Hours: 3 lecture weekly

This course explores the history of the United States from the U.S. invasion of Mexico through the development of a Chicano Community, the Chicano Movement, and modern issues affecting the Chicana/o/x community. Emphasis will be placed on the participation and contributions made by the Chicana/o/x community to the development of American society. Focus will be placed on major historical forces, events, and trends in American history that have impacted and shaped the cultural, social, economic, political, and intellectual heritage of the Chicana/o/x community in the United States.

Field trips may be required. Formerly AES 22. Same as HIST V58. Transfer credit: CSU; UC; credit limitations - see counselor.

**AES V23 - CHICANA/O/X/ AND LATINA/O/X
STUDIES ISSUES** 📖 **3 Units**

Recommended Preparation: AES V20 or CHST V01

Hours: 3 lecture weekly

The primary focus is on the development of Chicana/o/x and Latina/o/x communities in the U.S.. This course investigates the effects of the Latina/o/x communities as well as the affects on the Chicana/o/x communities and most relevant contemporary issues. Special attention will be given to economic, social, political, cultural, and institutional issues that are important to the contemporary Chicana/o/x and Latina/o/x experience.

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 V40A - UNITED STATES HISTORY: FOCUS ON AFRICAN AMERICANS TO RECONSTRUCTION  **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 V43. Transfer credit: CSU; UC; credit limitations - see counselor.

AES V40B - UNITED STATES HISTORY: FOCUS ON AFRICAN AMERICANS SINCE RECONSTRUCTION  **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 V51. 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 V73. 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, Afrikaners in South Africa, and the meaning of freedom. The course ends with the problems of modernization in present day Africa.

Field trips may be required. Formerly AES 42B. Same as HIST V83. Transfer credit: CSU; UC.

AES V47 - UNITED STATES HISTORY: FOCUS ON CHICANOS TO 1850  **3 Units**

Hours: 3 lecture weekly

This course explores the history of the United States from the earliest settlements through the Colonial Era and Independence, to the U.S. invasion of Mexico. Emphasis will be placed on the participation and contributions made by the Chicana/o/x community to the development of American society. Focus will be placed on major historical forces, events, and trends in American History that have impacted and shaped the cultural, social, economic, political, and intellectual heritage of the Chicana/o/x community in the United States.

Field trips may be required. Same as HIST V47. 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 V50. Transfer credit: CSU; UC; credit limitations - see counselor.

AES V65 - INTRODUCTION TO ASIAN ART  **3 Units**

C-ID: ARTH 130

Hours: 3 lecture weekly

This course is a survey of the aesthetic developments such as sculpture, architecture, painting and crafts in Asian cultures. Emphasis will be placed on the arts of four major cultural areas - India, China, Japan, and the influence of Islamic culture - based on their historical, cultural and philosophical backgrounds. Works of art, crafts, and architecture from prehistoric to contemporary times are examined as a form of historical, cultural, and social expression.

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 post-modernist forms, with particular emphasis on a Latin American identity through works of art as a form of cultural, and social expression.

Field trips may be required. Same as ART V09B. Transfer credit: CSU; UC.

ANATOMY

ANAT V01 - GENERAL HUMAN ANATOMY 

4 Units

Recommended Preparation: BIOL V01-V01L or BIOL V03 or BIOL V12 or BUS V27A, and eligible for college-level English (ENGL V01A), and eligible for college-level math that meets the VCCCD math competency or higher.

C-ID: BIOL 110B

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

Recommended Preparation: CHEM V20-V20L or CHEM V30-V30L or 1 year of high school chemistry with grades of C or better.

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.

Catalog Note: This course is intended to meet the prerequisite for students entering the Paramedic Studies program or other professional programs that accept a one semester combined human anatomy and physiology course. Please see a counselor to ensure that this course will satisfy specific program requirements

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" grade or better, or "P," 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 | Introduction to Archaeology | 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 |

continued on next page

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 of

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 transferable 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****Proficiency Award****ANTHROPOLOGY**

(Awarded by the Anthropology Department)

REQUIRED COURSES: UnitsANTH V01 Biological Anthropology **3**ANTH V02 Cultural Anthropology **3**ANTH V03 Introduction to Archaeology **3****TOTAL 9****PROGRAM STUDENT LEARNING OUTCOMES**Upon successful completion of the **Anthropology** program students will be able to:

- Describe the interaction between biology and culture.
- Apply anthropological theories to evaluate biological, cultural and/or archaeological data.
- Interpret the anthropological models of human evolution.
- Analyze 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 ANTHROPOLOGY LABORATORY 1 Unit****Prerequisite:** ANTH V01 or concurrent enrollment**C-ID:** ANTH 115L**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 - INTRODUCTION TO ARCHAEOLOGY 3 Units****Recommended Preparation:** ANTH V01 or ANTH V02**C-ID:** ANTH 150**Hours:** 3 lecture weekly

This course is an introduction to archaeological archaeology, including discussion of scientific methods, the history of archaeology, field and laboratory methods used in the acquisition and analysis of archaeological data, techniques of age determination, and theories used to interpret the past. It explores strategies for explaining cultural behavior and cultural change, including important cultural sequences, and addresses the relevance of archaeological studies to contemporary social issues. Archaeological ethics and real-world issues concerning looting, collecting, preservation, cultural resource management, and the role of indigenous peoples are examined.

*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

C-ID: ANTH 130

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.

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

ANTH V06 - SEX, GENDER, AND CULTURE  **3 Units**

Recommended Preparation: ANTH V01 and ANTH V02

Hours: 3 lecture weekly

This course is an exploration of gender 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 Western gender roles are discussed from a cross-cultural perspective.

Formerly Anthro 6. Transfer credit: CSU; UC.

ANTH V07 - THE ANTHROPOLOGY OF 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 [ANTH V35 + ANTH V35L]

Hours: 3 lecture weekly

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

Field trips may be required. Same as CJ V35. Transfer credit: CSU; UC.

ANTH V35L - INTRODUCTION TO FORENSIC SCIENCE LABORATORY **1 Unit**

Corequisite: Concurrent enrollment in ANTH V35 or CJ V35

C-ID: AJ 150 [ANTH V35 + ANTH V35L]

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; UC.

ANTH V36 - FORENSIC ANTHROPOLOGY  **3 Units**

Recommended Preparation: ANTH V01L, or ANTH V35, or CJ V35

Hours: 3 lecture weekly

This course explores the application of standard, scientific, and anthropological techniques to identify human remains, and to assist in the detection of a crime. It introduces a basic overview of the fields of forensic anthropology and human osteology. It focuses on the techniques used to make estimates of age, sex, ancestry, and stature; recovery techniques; and the analytic techniques and procedures used in the medico-legal framework.

Field trips may be required. Same as CJ V36. Transfer credit: CSU; UC.

ANTH V88 - ANTHROPOLOGY WORKSHOPS **0.5-10 Units**

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs 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 **0.5-10 Units**

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs 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.

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.

ARCHITECTURE

The Architecture program provides a balance of architectural, technical design, and lower division courses to provide students with a diverse foundation of knowledge in the fields of architecture, landscape architecture, and urban planning which prepares students for careers in a wide range of design fields. The program is designed to prepare students to work as architectural technicians or designers in an architectural, engineering or development office. The curriculum visualizes architecture as a cultural, creative, technical practice, and discipline with direct social impact. The program provides preparation for baccalaureate degrees and/or the training for professional careers while providing a technical associate degree or certificate of achievement.

**Associate in Science Degree
Certificate of Achievement**

ARCHITECTURAL SCIENCE

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

| REQUIRED COURSES: | | Units |
|--------------------------|--------------------------------------|--------------|
| ARCH V10 | Introduction to Architectural Design | 2 |
| ARCH V21 | Architectural Graphics I | 3 |
| ARCH V22 | Architectural Graphics II | 3 |
| ARCH V23/ DRFT V05A | Introduction to AutoCAD | 2 |
| ARCH V25 | Digital Tools for Architecture | 3 |
| ARCH V31 | Revit Practice I | 3 |

continued on next page

| | | |
|----------|-------------------------|---|
| ARCH V32 | Revit Practice II | 3 |
| ARCH V40 | Architectural Design I | 3 |
| ARCH V41 | Architectural Design II | 3 |

TOTAL **25**

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: ARCH V11, V15, V24, V33, V60, V64, V95, V96; CT V20, V60, V64; DRFT V02B, V05B. Although these supplemental courses may be of value to the student, please note that they do **NOT** satisfy the requirements for this degree.

Additional specialized courses: In addition to the courses listed above, it is recommended that students who seek to obtain additional specialized insight into the field of study consider taking one of more of the following courses: ARCH V58, V59; CT V58, V59. Although these specialized 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 Drafting.

.....
**Associate in Science Degree
Certificate of Achievement**

ARCHITECTURAL DESIGN

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

| REQUIRED COURSES: | | UNITS |
|--------------------------|--------------------------------------|--------------|
| ARCH V10 | Introduction to Architectural Design | 2 |
| ARCH V21 | Architectural Graphics I | 3 |
| ARCH V22 | Architectural Graphics II | 3 |
| ARCH V40 | Architectural Design I | 3 |
| ARCH V41 | Architectural Design II | 3 |

LIST A:

Select one (1) of the following courses:

| | | |
|-----------|---------------------------------|---|
| MATH V05 | Plane Trigonometry | 3 |
| MATH V20 | Pre-calculus Mathematics | 5 |
| MATH V21A | Calculus with Analytic Geometry | 5 |
| MATH V46 | Applied Calculus | 4 |

LIST B:

Select one (1) of the following courses:

| | | |
|-----------|-----------------------------------|---|
| PHYS V01 | Elementary Physics | 5 |
| PHYS V02A | General Physics | 4 |
| PHYS V03A | General Physics I: Calculus Based | 4 |
| PHYS V04 | Mechanics | 4 |

TOTAL **21-24**

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: ARCH V11, V15, V23, V24, V25, V31, V32, V33, V60, V64, V95, V96; CT V20, V60, V64; DRFT V02B, V05A, V05B. 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 Mathematics and Physics.

.....
Certificate of Achievement

ARCHITECTURAL TECHNOLOGY

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

| REQUIRED CORE: | UNITS |
|------------------------|-------------------------------------|
| ARCH V23/ DRFT V05A | Introduction to AutoCAD 2 |
| ARCH V24/ DRFT V05B | Advanced Operations in AutoCAD 2 |
| ARCH V25 | Digital Tools for Architecture 3 |
| ARCH V31 | Revit Practice I 3 |
| ARCH V32 | Revit Practice II 3 |

TOTAL **13**

For other course descriptions, see Drafting.

PROGRAM STUDENT LEARNING OUTCOMES

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

- Students will recognize and critically analyze the elements and principles of architectural design and construction
- Students will develop critical understanding of the practice of architecture and its components.
- Students will have the ability to recognize and execute cognitive, cultural, physical, social and sustainable factors in planning construction and the execution of architectural designs.
- Students will display competency with graphic communication of ideas.

COURSE DESCRIPTIONS

ARCH V10 - INTRODUCTION TO ARCHITECTURAL DESIGN  **2 Units**

Hours: 2 lecture weekly

This course is the study of architectural design, including concepts of size, shape, material, context, number, variety, and relationship (pattern, hierarchy, contrast, and balance). Students will design and execute two-dimensional presentations composed of drawings, images and/or text that support intended communication and provide solutions to defined design problems. *Field trips may be required. Formerly Arch 10. Transfer credit: CSU; UC; credit limitations - see counselor.*

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.

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.

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; UC.

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; UC.

ARCH V23 - INTRODUCTION TO AUTOCAD  **2 Units**

Recommended Preparation: DRFT V03 or 1 year of drafting experience

Hours: 1 lecture, 3 laboratory weekly

This course is an introduction to the use of AutoCAD including commands, editing, printing and plotting with emphasis on two-dimensional, and introduction to three-dimensional drawings. Industry trends, practices, and employer expectations will be addressed.

Field trips may be required. Formerly Arch 23. Same as DRFT V05A. Transfer credit: CSU; UC; credit limitations - see counselor.

ARCH V24 - ADVANCED OPERATIONS OF AUTOCAD  **2 Units**

Prerequisite: ARCH V23 or DRFT V05A

Hours: 1 lecture, 3 laboratory weekly

This course emphasizes AutoCad instruction including three-dimensional drafting, customization of AutoCad, architectural computer assisted drafting (CAD), and an introduction to computer assisted machining (CAM).

Field trips may be required. Formerly Arch 24. Same as DRFT V05B. Transfer credit: CSU; UC; credit limitations - see counselor.

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; UC.

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; UC; credit limitations - see counselor.

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; credit limitations - see counselor.

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; credit limitations - see counselor.

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).

Catalog Note: If you need to repeat this course for licensing or certification requirements, go to <https://www.venturacollege.edu/departments/student-services/admissions-and-records/forms> or to the Admissions and Records office for the petition and/or for questions.

Same as CT V58. Transfer credit: CSU.

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.

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.

ARCH V64 - BUILDING CONSTRUCTION: MATERIALS AND METHODS  **3 Units**

Hours: 3 lecture weekly

This course is an introduction to residential and light commercial building construction, including materials, foundations, framing, roof and stair cutting, drywall, finish work and building codes. This course is intended to serve as an overview of the construction process.

Formerly Arch 64. Same as CT V64. Transfer credit: CSU.

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.

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. Transfer credit: CSU.

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.

Offered on a pass/no pass basis only. Transfer credit: CSU.

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.

Offered on a pass/no pass basis only. Transfer credit: CSU.

ART

See Also FILM

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

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.

continued on next page

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" grade or better, or "P," 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 |
| ART V09A | Art of the Ancient Americas | 3 |

LIST B:

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

| | | |
|------------------------|---|---|
| ART V11A | Color & Design: Two-Dimensional Design | 3 |
| ART V13A | Life Drawing I | 3 |
| ART V19 | Three-Dimensional Design | 3 |
| ART V25A | Beginning Sculpture I | 3 |
| ART V50A | Handbuilding Ceramics I | 3 |
| ART V51A | Beginning Ceramics I | 3 |
| ART V73A/ PHOT V73A | Digital Imaging | 3 |
| PHOT V01 | Beginning Photography | 3 |
| PHOT V02 | Beginning Photography with Digital Techniques | 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

| | | |
|----------|----------------------------------|---|
| ART V02D | Art of the Ancient Mediterranean | 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 V09B/ AES V66 | Introduction to Modern and Contemporary Latin American Art | 3 |

OR

Any CSU GE course from Areas C1, C2, or D in: Anthropology and Archaeology, American Ethnic Studies, Gender Studies, History, or IGETC Area 4 3-5

Please refer to CSU General Education-Breadth Certification (may be found in the Counseling Office or in the VC Catalog on page 75).

| | |
|---|-------|
| Major Units | 18-20 |
| CSU General Education or IGETC-CSU Pattern Electives (CSU transferable units to reach 60) | 37-39 |
| 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 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.

continued on next page

- Obtainment of a "C" grade or better, or "P," 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.
- Complete a minimum of 12 units in residency at the college granting the degree.

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 transferable 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.

Courses designated in gray with "+" have gone through a title, ID or unit change. See a counselor for more information.

**Course inactivated as of Fall 2019. See a counselor for more information.*

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 | 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 |

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

For other course descriptions, see American Ethnic Studies

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 V29A | Illustration I | 3 |
| +ART V71 | Computer Graphic and Design I | 3 |

.....
**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 Drawing and Composition I | 3 |
| ART V12B Drawing and Composition II | 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 | 2 |
| ART V09/ AES V66 Introduction to Modern and Contemporary Latin American Art | 3 |

CERAMICS AREA:

| | |
|------------------------------------|---|
| ART V50A Handbuilding Ceramics I | 3 |
| ART V50B Handbuilding Ceramics II | 3 |
| ART V50C Handbuilding Ceramics III | 3 |
| ART V50D Handbuilding Ceramics IV | 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 |

COMMERCIAL ART AREA:

| | |
|--------------------------|---|
| 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 |

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 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 |

SCULPTURE AREA:

| | |
|------------------------------------|---|
| 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**

Courses designated in gray with “+” have gone through a title, ID or unit change. See a counselor for more information.

**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:

- Demonstrate basic drawing skills, color manipulation, and design principles in areas of emphasis.
- Demonstrate three-dimensional techniques in creating objects in selected areas of emphasis.
- Demonstrate an understanding of the camera and of the basic techniques of analog and digital photography in selected areas of emphasis.
- Critically evaluate digital media and graphic communication design and production techniques and their use in selected areas of emphasis.
- Analyze works of art in terms of their historical contexts and social and cultural values.

COURSE DESCRIPTIONS

ART V01 - ART APPRECIATION 3 Units

C-ID: ARTH 100

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 - HISTORY OF WESTERN ART II 3 Units

C-ID: ARTH 120

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 V02D - ART OF THE ANCIENT MEDITERRANEAN 3 Units

Hours: 3 lecture weekly

This course surveys the major artistic and architectural developments of Ancient Greece, Rome, and the Near East. The comparative analysis of social, religious, political, and economic messages sent by the objects and monuments under consideration will elucidate patterns of interaction and adaptation through time and space. It will also allow examination of collaboration and/or competition at artistic as well as at social and political levels.

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

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

C-ID: ARTH 140

Hours: 3 lecture weekly

This course is a survey of the sculpture, architecture, painting, and related visual arts of Africa, and the pre-Columbian Americas. Emphasis will be placed on the cultures studied. Students will learn to identify, evaluate, and appraised the art of Africa, and the pre-Columbian Americas.

Field trips may be required. 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

C-ID: ARTH 150

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

C-ID: ARTH 130

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 four major cultural areas - India, China and Japan, and the influence of Islamic culture - based on their historical, cultural and philosophical backgrounds. Works of art, crafts, and architecture from prehistoric to contemporary times are examined as a form of historical, cultural, and social expression.

Field trips may be required. Formerly Art 8. Same as AES V65. Transfer credit: CSU; UC.

ART V09A - ART OF THE ANCIENT AMERICAS 3 Units

Hours: 3 lecture weekly

This course surveys the visual culture of Mesoamerica and South America from pre-history to the Spanish conquest. The comparative analysis of social, religious, political, and economic messages sent by these objects and monuments will elucidate patterns of interaction, continuity, disjunction, and adaptation through time and space.

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

ART V09B - 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 may be required. Formerly ART V09. Same as AES V66. Transfer credit: CSU; UC.

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

C-ID: ARTS 100

Hours: 1 lecture, 6 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: 1 lecture, 6 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**

C-ID: ARTS 110

Hours: 1 lecture, 6 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: 1 lecture, 6 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: 1 lecture, 6 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.

Catalog Note: 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: 1 lecture, 6 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.

Catalog Note: 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: 1 lecture, 6 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.

Catalog Note: 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.

Catalog Note: 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

C-ID: ARTS 210

Hours: 1 lecture, 6 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: 1 lecture, 6 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: 1 lecture, 6 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

C-ID: ARTS 210

Hours: 1 lecture, 6 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; or ART V46A

Hours: 1 lecture, 6 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: ARTS 101

Hours: 1 lecture, 6 laboratory weekly

This is a foundation course reviewing the theories and applications of three-dimensional form in the visual arts; using basic concepts, techniques and technical practice to create an awareness of contemporary aesthetic approaches in art. Specific focuses are on three-dimensional art, fundamentals design, public art, architecture, and the industrial-design process. Specific emphasis is given to the exploration of materials and the use of tools. This course helps students recognize the presence of specific design elements and principles in works of art as well as in the everyday physical world around them, throughout history and across cultures. Evaluation and critique of historical examples of three-dimensional design from various cultures, historical periods, and aesthetic sensibilities will be discussed during the lab and lecture hours.

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: 1 lecture, 6 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: 1 lecture, 6 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: 1 lecture, 6 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; UC.

ART V25A - BEGINNING SCULPTURE I  **3 Units**

Hours: 1 lecture, 6 laboratory weekly

Introduction of fundamental techniques associated with the examination of historical and contemporary sculpture development, with an emphasis on developing ideas and conceptual reasoning and safe usage of materials and process. A wide range of materials will be explored along with structure, fabrication, mold making, and special relationships, interactivity, and context. This is a studio course in the fundamentals of sculpture techniques. Special emphasis will be placed on modern materials, clay construction, mold making, and stone carving.

Field trips may be required. Formerly Art 25A. Transfer credit: CSU; UC.

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

Prerequisite: ART V25A

Hours: 1 lecture, 6 laboratory weekly

More advanced fabrication and construction techniques in fundamental sculpture while emphasizing idea development and conceptual art. Emphasis will be on clay modelling, stone carving, and plaster build-up techniques. Demonstration and class discussions help develop skills and conceptual ideas.

Field trips may be required. Formerly Art 25B. Transfer credit: CSU; UC.

ART V26A - INTERMEDIATE SCULPTURE I  **3 Units**

Prerequisite: ART V25B

Hours: 1 lecture, 6 laboratory weekly

This course emphasizes developing conceptual skills while also developing individual approaches in contemporary sculpture, process, and materials. Emphasis will be on clay modelling, stone carving, and plaster build-up techniques. Demonstration and class discussions help develop skills and conceptual ideas.

Field trips may be required. Formerly Art 26A. Transfer credit: CSU; UC.

ART V26B - INTERMEDIATE SCULPTURE II  **3 Units**

Prerequisite: ART V26A

Hours: 1 lecture, 6 laboratory weekly

This course emphasizes full integration and establishment of conceptual skills while expanding individual approaches in contemporary sculpture, process, and materials. Students are encouraged to experiment with various forms of art including installation art, interactive art, and public art.

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. Transfer credit: CSU; UC.


ART V29A - Illustration I  **3 Units**

Prerequisite: ART V11A or ART V12A

Hours: 1 lecture, 6 laboratory weekly

This course is an introduction to basic illustration materials and rendering techniques applicable to graphics, Web design, fashion, gaming, and animation. Students will experiment 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. Transfer credit: CSU; UC.

ART V29B - Illustration II  **3 Units**

Prerequisite: ART V29A

Hours: 1 lecture, 6 laboratory weekly

This course is an introduction to intermediate illustration materials and rendering techniques applicable to graphics, Web design, gaming, and animation. Students will experiment 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. Transfer credit: CSU; UC.

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

Prerequisite: ART V11A or ART V12A

C-ID: ARTS 210

Hours: 1 lecture, 6 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 or ART V16A

Hours: 1 lecture, 6 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: 1 lecture, 6 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: 1 lecture, 6 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 V50A - HANDBUILDING CERAMICS I  **3 Units**

Hours: 1 lecture, 6 laboratory weekly

This course is an introduction to the development of ceramic handbuilt forms with extensive clay constructive techniques, excluding the potter's wheel. The course includes experimentation with basic techniques, and decoration related to historical and contemporary ceramics aesthetic and culture survey. Evaluation and critique of historical examples of ceramics from various cultures, historical periods, and aesthetic sensibilities will be discussed during the lab and lecture hours.

Catalog Note: 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**

Prerequisite: ART V50A

Hours: 1 lecture, 6 laboratory weekly

This course provides investigative approaches to the enhancement of ceramic hand building through technical processes with emphasis on the awareness of contemporary aesthetic approaches in ceramic history. Emphasis will be on demonstration of surface decoration on clay structures through altering textures, inlays, color slips, oxides, sgraffito, and slip trailing. The nature of clay—plastic, leather-hard, bone-dry clay—will be explored. *Catalog Note:* 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 V50C - HANDBUILDING CERAMICS III  **3 Units**

Prerequisite: ART V50B

Hours: 1 lecture, 6 laboratory weekly

This course provides development of individual projects in handbuilt ceramics focusing on personal aesthetics through the understanding of professional procedure in ceramic art. Emphasis will be on the 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. *Catalog Note:* 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 V50D - HANDBUILDING CERAMICS IV  **3 Units**

Prerequisite: ART V50C

Hours: 1 lecture, 6 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 supports. 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. *Catalog Note:* 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 V51A - BEGINNING CERAMICS I  **3 Units**

Hours: 1 lecture, 6 laboratory weekly

This foundation course explores techniques and processes in ceramics through personal exploration within the context of the awareness of historical and contemporary surveys across cultures. Evaluation and critique of historical examples of ceramics from various cultures, historical periods, and aesthetic sensibilities will be discussed during the lab and lecture hours. Students will be introduced to the fundamentals of making, decorating and firing.

Field trips may be required. Formerly Art 51A. Transfer credit: CSU; UC.

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

Prerequisite: ART V51A

Hours: 1 lecture, 6 laboratory weekly

This course provides continued ceramics practice and explores contemporary issues in ceramics. Students will experiment with artistic expression and be exposed to a variety of aesthetics to help them develop and create individual concepts and understand contemporary ceramics issues.

Field trips may be required. Formerly Art 51B. Transfer credit: CSU; UC.

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

Prerequisite: ART V51B

Hours: 1 lecture, 6 laboratory weekly

The course develops personal artistic expression with a thorough understanding of professional procedures in ceramic art concepts. 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: 1 lecture, 6 laboratory weekly

This course is an investigation of glazes, kiln firing, and independent projects in clay. Students will develop a body of work utilizing professional procedures, aesthetics, critical thinking, and communication skills in conjunction with preparing students' career path in art.

Field trips may be required. Formerly Art 52B. Transfer credit: CSU; UC.

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

Prerequisite: ART V51A

Hours: 1 lecture, 6 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: 1 lecture, 6 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 V58A - FIGURE SCULPTURE I  **3 Units**

Recommended Preparation: ART V13A

Hours: 2 lecture, 4 laboratory weekly

This is a beginning studio class introducing the basic principles, materials, and techniques of sculpting the human figure from live models using clay and other materials. Emphasis will be placed on structure and proportion. Students will develop an awareness and context of historical and contemporary concerns in figure sculpture.

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

ART V58B - FIGURE SCULPTURE II  **3 Units**

Prerequisite: ART V58A

Hours: 2 lecture, 4 laboratory weekly

This beginning studio class builds on Figure Sculpture I and further develops the basic principles, materials, and techniques of sculpting the human figure. Students will complete finished sculptures in clay.

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

ART V58C - FIGURE SCULPTURE III  **3 Units**

Prerequisite: ART V58B

Hours: 1 lecture, 6 laboratory weekly

This course expands technical and conceptual skills in the sculpting of the human figure from live models; materials include clay, wire, and mixed media. Continues studies of structure, proportion, and balance. Emphasizes the expansion of scale and self-expressive approaches to sculpting the human form.

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

ART V60 - RESPONSIVE WEB DESIGN  **3 Units**

Recommended Preparation: ART V70A and ART V71 and ART V72

Hours: 1 lecture, 6 laboratory weekly

This course is an introduction to and investigation of Web design fundamentals and responsive Web design principles, including interface design, usability, color theory, Web graphics, file formats, and hosting. It uses still images, simple animation, type, video and sound, and basic interactivity in the design process. It introduces interactive authoring techniques and technologies, project workflow, and interactive navigation. It develops basic projects for delivery on various interaction media from the Web to mobile devices to stand-alone applications.

Transfer credit: CSU; UC.

ART V68 - INTRODUCTION TO DIGITAL ART  **3 Units**

Recommended Preparation: ART V11A and/or ART V12A; and computer fundamentals.

Hours: 1 lecture, 6 laboratory weekly

Introduction to fundamental concepts, practices, and theories of digital art production. This class integrates traditional design, color and compositional principles with contemporary digital tools. 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; UC.

ART V70A - ADOBE PHOTOSHOP I  **3 Units**

Recommended Preparation: ART V11A and/or ART V12A; and computer fundamentals.

Hours: 1 lecture, 6 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  **3 Units**

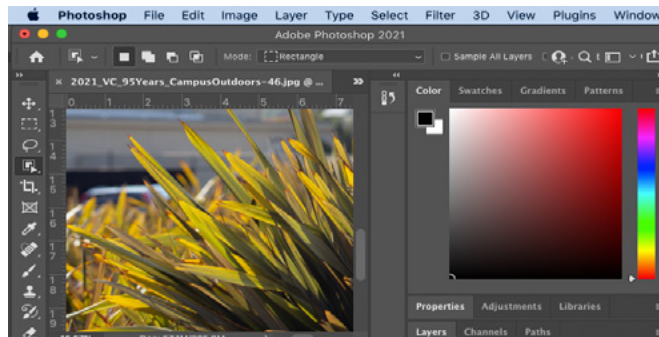
Prerequisite: ART V70A; or PHOT V70A

Recommended Preparation: ART V11A and/or ART V12A; and computer fundamentals.

Hours: 1 lecture, 6 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 - GRAPHIC DESIGN: TYPOGRAPHY  **3 Units**

Prerequisite: ART V11A; or ART V12A

Hours: 1 lecture, 6 laboratory weekly

An introduction to concepts of graphic design for print and electronic media with an emphasis on typography and layout. Students explore the evolution and classification of letterforms from ancient to contemporary, and investigate their structure, legibility and expression. 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 granted- see counselor.

ART V72 - INTRODUCTION TO GRAPHIC DESIGN  **3 Units**

Prerequisite: ART V11A or equivalent skills

Recommended Preparation: ART V68

Hours: 1 lecture, 6 laboratory weekly

An introduction to graphic design. Students will explore visual graphic design techniques and concepts involved in the creation, production and presentation of graphic communication. Topics will include graphic layout, composition, use of photography, typography and symbolism through projects such as brochures, posters, and branding projects. Students will employ 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 granted - see counselor.

ART V73A - DIGITAL IMAGING  **3 Units**

Prerequisite: ART V11A or ART V12A

Recommended Preparation: ART V70A or equivalent skills; and computer fundamentals

Hours: 1 lecture, 6 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: 1 lecture, 6 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: 1 lecture, 6 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 V81 - INTRODUCTION TO MOTION GRAPHICS  **3 Units**

Recommended Preparation: ART V71 and computer familiarity

Hours: 1 lecture, 6 laboratory weekly

This course introduces motion graphics fundamentals, including the use of typography, illustration, and other multimedia elements in time-based sequence. Emphasis on ideation, conceptualization, storytelling, storyboarding, key framing, editing, animation, image-making, typography, and finished motion pieces.

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

ART V88 - ART WORKSHOPS **0.5-10 Units**

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs 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 **0.5-10 Units**

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula.

Designed to meet specific needs 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.

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.

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: CSU.

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: CSU.



ASSISTIVE COMPUTER TECHNOLOGY

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

ACT V02 - ASSISTIVE COMPUTER TECHNOLOGY: KEYBOARDING SKILLS **1.5 Units**

Hours: 0.5 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. Students will review ergonomics, software that will accommodate students with disabilities (such as 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 mastery of assistive computer software.

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: 0.5 lecture, 3 laboratory weekly

This course is designed to teach students basic computer skills and assistive computer technology that will enable them to be successful in utilizing various industry standard platforms, such as Microsoft Office and Google Docs. Students will review software that accommodates students with disabilities, such as Kurzweil 3000, Dragon Naturally Speaking, and TextHelp. In addition, they will be introduced to other assistive computer technology tools and alternative applications. Students will practice skills in individualized weekly computer-oriented assignments that will focus on developing better awareness of assistive computer technology skills, tools, and software and their application in the home and work environment.

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: 0.5 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 V25 - ASSISTIVE COMPUTER TECHNOLOGY: WRITING SKILLS **1.5 Units**

Hours: 0.5 lecture, 3 laboratory weekly

This course is designed to teach students computer skills, techniques, and assistive computer technology that will enable them to successfully complete writing projects at home and in the workplace. Students will review English basics, including grammar, sentence structure, composition, and writing skills. Focus will be on introducing software that will accommodate students with 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 **0.5-10 Units**

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs 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.

ACT N102 - ASSISTIVE COMPUTER TECHNOLOGY: KEYBOARDING SKILLS (NONCREDIT) **0 Units**

Hours: 3.5 hours 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. Students will review ergonomics, software that will accommodate students with disabilities (such as 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 mastery of assistive computer software.

This is a noncredit course, non-degree applicable.

ACT N103 - ASSISTIVE COMPUTER TECHNOLOGY: ACCESS TO COMPUTERS (NONCREDIT) **0 Units**

Hours: 3.5 hours weekly

This course is designed to teach students basic computer skills and assistive computer technology that will enable them to be successful in utilizing various industry standard platforms, such as Microsoft Office and Google Docs. Students will review software that accommodates students with disabilities, such as Kurzweil 3000, Dragon Naturally Speaking, and TextHelp. In addition, they will be introduced to other assistive computer technology tools and alternative applications. Students will practice skills in individualized weekly computer oriented assignments that will focus on developing better awareness of assistive computer technology skills, tools, and software and their application in the home and work environment.

This is a noncredit course, non-degree applicable. Offered on a pass/no pass basis only.

ACT N125 - ASSISTIVE COMPUTER TECHNOLOGY: WRITING SKILLS (NONCREDIT) **0 Units**

Hours: 3.5 hours weekly

This course is designed to teach students computer skills, techniques, and assistive computer technology that will enable them to successfully complete writing projects at home and in the workplace. Students will review English basics, including grammar, sentence structure, composition, and writing skills. Focus will be on introducing software that will accommodate students with 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.

This is a noncredit course, non-degree applicable. Offered on a pass/no pass basis only.



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

See Also AUTOMOTIVE CAREER EDUCATION

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The Automotive Technology program at Ventura College is a Master Certified National Automotive Technicians Education Foundation (NATEF) program. The program primarily offers courses aligned with industry skills designed to prepare students with the skills needed for employment in the aftermarket, dealership, and smog industries. In addition to offering a comprehensive general automotive program, there are specialized programs: the Toyota T-TEN (Toyota's Technical Training and Education Network) program, and a California BAR (Bureau of Automotive Repair) Certified Smog Program.

The program offers courses that range from the basic to advanced levels, cover all automotive content areas as required by NATEF and designed by Automotive Service Excellence (ASE), and are designed to simulate real world faults that emphasize the hands-on skills required to inspect, service, diagnose, and repair current model year vehicles.

Toyota's T-TEN program is a partnership that includes Toyota Motor Sales USA Inc., community colleges, vocational schools, and Toyota and Lexus dealerships across the country. Together, students receive state-of-the-art automotive training in both a classroom and dealership setting. As a T-TEN student, you will learn and earn in a supportive environment while receiving instruction from factory-trained instructors and guidance from dealership mentors. Advanced certifications are earned by T-TEN graduates for completing Toyota-designed courses and for passing National Institute for Automotive Service Excellence certification tests.

Associate in Science Degree Certificate of Achievement

AUTOMOTIVE TECHNOLOGY

| REQUIRED COURSES: | | Units |
|--------------------------|---|--------------|
| AUTO V26 | Automotive Brakes Service and Repair | 2 |
| AUTO V26L | Automotive Brakes Service and Repair Laboratories | 1.5 |
| AUTO V27 | Automotive Electrical | 2 |
| AUTO V27L | Automotive Electrical Laboratory | 1.5 |
| AUTO V28 | Automotive Suspension Systems | 2 |
| AUTO V28L | Automotive Suspensions Laboratory | 1.5 |
| 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 | 1.5 |
| 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 | 1.5 |
| 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 | Vehicle Maintenance for the Technician | 2 |
| AUTO V12 | Introduction to Automotive Industry | 1 |

| | |
|--------------|----------------|
| TOTAL | 38.5-40 |
|--------------|----------------|

***Course inactivated as of Fall 2019. See counselor for more information.**

Recommended courses:

1. Students should take AUTO V27 and AUTO V27L in first semester preparation for the automotive degree/certification path.
2. Students needing to complete dealership internship requirements for the Toyota T-TEN certification should also take AUTO V96.
3. In addition to the required courses listed above, it is recommended that student who seek to obtain additional insight into the field of study consider taking the following course: AUTO V48

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 **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.
- Demonstrate comprehension of automotive systems theory and operation.

COURSE DESCRIPTIONS

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 V26L

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, traction control, 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 V26L - AUTOMOTIVE BRAKES SERVICE AND REPAIR LABORATORY

1.5 Units

Corequisite: AUTO V26

Hours: 4.5 laboratory weekly

This course will provide the lab education matching the lecture course AUTO V26 in the service and repair of automotive braking systems. Service and repair of drum and disc brake systems and hydraulic systems will be pursued. Anti-Lock brake, traction control, and supplemental restraint systems will be covered.

Field trips may be required. Formerly AUTO V26LA/AUTO V26LB.

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 corequisite 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 V28L

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 A4) test will be included.

Field trips may be required. Formerly Auto 28.

AUTO V28L - AUTOMOTIVE SUSPENSIONS LABORATORY

1.5 Units

Corequisite: AUTO V28

Hours: 4.5 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-4) test will be included.

Field trips may be required. Formerly AUTO V28LA/AUTO V28LB.

AUTO V30 - AUTOMATIC 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 - AUTOMATIC 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 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 **1.5 Units****Corequisite:** AUTO V33**Hours:** 4.5 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 **1.5 Units****Corequisite:** AUTO V38**Recommended Preparation:** AUTO V27**Hours:** 4.5 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 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 V88 - AUTOMOTIVE WORKSHOPS**0.5-10 Units****Prerequisite:** varies with topic**Hours:** lecture and/or laboratory as required by unit formula

Designed to meet specific needs 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 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.

AUTOMOTIVE CAREER EDUCATION

See also **AUTOMOTIVE**

Associate in Science Degree

AUTOMOTIVE CAREER EDUCATION

The Associate in Science in Automotive Career Education provides technical preparation in the skills required to maintain, inspect, service, repair, and diagnose vehicles and is suitable for students wishing to further their education and career opportunities. Students who pursue the degree option can benefit from the combination of hands-on, skills competency based education combined with general education and work experience. Further education can be pursued through transfer opportunities. Four-year degree programs can benefit automotive technicians and students who are pursuing related fields such as technical writing, engineering and manufacturing, business, and education.

REQUIRED COURSES:

| | Units |
|---|--------------|
| ACE V11 Automotive Vehicle Maintenance | 3 |
| ACE V12 Automotive Electrical Systems I | 4 |
| ACE V13 Automotive Engine Repair | 4 |
| ACE V21 Automotive Brake Systems | 4 |
| ACE V22 Automotive Steering and Suspension Systems | 4 |
| ACE V23 Automotive Electrical Systems II | 4 |
| ACE V31 Automotive Heating and Air Conditioning | 4 |
| ACE V32 Automotive Engine Management | 4 |
| ACE V33 Automotive Manual Transmissions and Transaxles | 4 |
| ACE V41 Automotive Automatic Transmissions and Transaxles | 4 |
| ACE V42 Automotive Engine Driveability | 4 |

TOTAL **43**

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the **Automotive Career Education** program students will be able to:

- Identify and describe automotive system theory and operation.
- Perform maintenance service procedures in a timely manner and to industry standards.
- Practice safety in the repair and service associated with automotive systems.
- Using a systematic approach, determine the proper method of testing to be performed on automotive systems.

Certificate of Achievement

AUTOMOTIVE MAINTENANCE TECHNICIAN

The Automotive Maintenance Technician Certificate of Achievement Program provides technical preparation for the skills necessary for an entry-level position as an automotive maintenance technician. Students will learn about the automotive industry, positions, pay structure, certification levels, service information and warranty procedures, shop and tool safety, multipoint inspections, maintenance services, tire repair and service procedures, engine service, and electrical system base level inspection and repair procedures. Assessments occur individually through written exams and skills competency assessments with an emphasis on maintenance procedures. Critical thinking skills, practical hands-on skills, safety, and employability (soft) skills are practiced throughout the curriculum. Students who successfully complete this program may continue their automotive education by taking additional courses that lead to higher level certificates and/or an AS degree.

REQUIRED COURSES:

| | Units |
|---|--------------|
| ACE V11 Automotive Vehicle Maintenance | 3 |
| ACE V12 Automotive Electrical Systems I | 4 |
| ACE V13 Automotive Engine Repair | 4 |

TOTAL **11**

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the **Automotive Maintenance Technician** program students will be able to:

- Identify and describe automotive career opportunities and prepare a resume and cover letter in search of an entry level position in the automotive industry.
- Perform maintenance service procedures in a timely manner and to industry standards.
- Perform basic electrical and engine system maintenance procedures in a timely manner and to industry standards.





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Certificate of Achievement

AUTOMOTIVE SERVICE TECHNICIAN

The Automotive Service Technician Certificate of Achievement Program provides technical preparation in the skills necessary for a position as an automotive service technician. Internship hours as an automotive technician are required to complete this program. Students will learn how to perform maintenance, electrical, brakes, and steering and suspension system service procedures. Assessments occur individually through written exams and skills competency assessments with an emphasis on service procedures. Critical thinking skills, practical hands-on skills, safety, and employability (soft) skills are practiced throughout the curriculum. Students who successfully complete this program may continue their automotive education by taking more courses that lead to higher level certificates and an AS degree.

| REQUIRED COURSES: | | Units |
|--------------------------|--|--------------|
| ACE V11 | Automotive Vehicle Maintenance | 3 |
| ACE V12 | Automotive Electrical Systems I | 4 |
| ACE V21 | Automotive Brake Systems | 4 |
| ACE V22 | Automotive Steering and Suspension Systems | 4 |
| AUTO V96 | Automotive Internship II | 3 |
| TOTAL | | 18 |

For other course descriptions, see Automotive

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the **Automotive Service Technician** program students will be able to:

- Perform maintenance service procedures in a timely manner and to industry standards.
- Perform battery, starting, and charging system inspection and service procedures in a timely manner and to industry standards.
- Perform disc and brake drum inspection and service procedures in a timely manner and to industry standards.
- Perform wheel alignment, tire, steering, and suspension inspection and service procedures in a timely manner and to industry standards.

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Certificate of Achievement

AUTOMOTIVE REPAIR TECHNICIAN

The Automotive Repair Technician Certificate of Achievement Program provides technical preparation for the skills necessary for an automotive repair technician. Internship hours as an automotive technician are required to complete this program. Students will learn how to perform inspection, service, and repair procedures to electrical systems, engines, manual transmissions, automatic transmissions, transfer cases and differentials. Assessments occur through written exams and skills competency assessments with an emphasis on repair procedures. Critical thinking skills, practical hands-on skills, safety, and employability (soft) skills are practiced throughout the curriculum. Students who successfully complete this program may continue their automotive education by pursuing additional certificates, an AS degree and transfer opportunities

| REQUIRED COURSES: | | Units |
|--------------------------|---|--------------|
| ACE V11 | Automotive Vehicle Maintenance | 3 |
| ACE V12 | Automotive Electrical Systems I | 4 |
| ACE V13 | Automotive Engine Repair | 4 |
| ACE V33 | Automotive Manual Transmissions and Transaxles | 4 |
| ACE V41 | Automotive Automatic Transmissions and Transaxles | 4 |
| AUTO V96 | Automotive Internship II | 3 |
| TOTAL | | 22 |

For other course descriptions, see Automotive

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the **Automotive Repair Technician** program students will be able to:

- Perform maintenance service procedures in a timely manner and to industry standards.
- Perform battery, starting, and charging system inspection and service procedures in a timely manner and to industry standards.
- Perform engine inspection, service, and repair procedures in a timely manner and to industry standards.

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Certificate of Achievement

AUTOMOTIVE PERFORMANCE TECHNICIAN

The Automotive Performance Technician Certificate of Achievement Program provides technical preparation for the skills necessary for a performance level technician. Internship hours as an automotive technician are required to complete this program. Students will learn how to perform inspection, service, repair, and diagnosis of engine mechanical systems, electrical and electronic systems, heating and air-conditioning systems, driver and passenger comfort systems, and drivetrain and powertrain control systems. Assessments occur through written exams and skills competency assessments with an emphasis on diagnostic procedures. Critical thinking skills, practical hands-on skills, safety, and employability (soft) skills are practiced throughout the curriculum. Students who successfully complete this program may continue their automotive education by pursuing an AS degree and transfer opportunities.

| REQUIRED COURSES: | | Units |
|--------------------------|---|--------------|
| ACE V12 | Automotive Electrical Systems I | 4 |
| ACE V13 | Automotive Engine Repair | 4 |
| ACE V23 | Automotive Electrical Systems II | 4 |
| ACE V31 | Automotive Heating and Air Conditioning | 4 |
| ACE V32 | Automotive Engine Management | 4 |
| ACE V41 | Automotive Automatic Transmissions and Transaxles | 4 |
| ACE V42 | Automotive Engine Driveability | 4 |
| AUTO V96 | Automotive Internship II | 6 |
| TOTAL | | 34 |

Program note: AUTO V96 must be taken in two or more semesters to complete the six-unit total requirement for this certificate.

For other course descriptions, see Automotive

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the **Automotive Performance Technician** program students will be able to:

- Perform maintenance service procedures in a timely manner and to industry standards.
- Perform electrical and electronic system diagnosis in a timely manner and to industry standards.
- Perform heating, air-conditioning, and driver/passenger comfort system diagnosis in a timely manner and to industry standards.
- Perform powertrain and drivetrain diagnosis in a timely manner and to industry standards.

COURSE DESCRIPTIONS

ACE V11 - AUTOMOTIVE VEHICLE MAINTENANCE 3 Units

Hours: 2 lecture, 4 laboratory weekly

This course is a prerequisite for all automotive coursework and prepares students for an entry level position as a maintenance technician. The course covers automotive industry structure, successful career building techniques, employee and employer responsibilities, shop safety procedures, tools and equipment, vehicle inspections, and basic maintenance, service, and repair procedures. Partial preparation for ASE (Automotive Service Excellence) G1 (Maintenance Technician Certification) is provided. The course also determines which automotive work experience path is best suited for each student and determines the most appropriately matched program cohort. *Field trips will be required.*

ACE V12 - AUTOMOTIVE ELECTRICAL SYSTEMS I 4 Units

Prerequisite: ACE V11 or concurrent enrollment

Hours: 2 lecture, 6 laboratory weekly

This course provides technical preparation in the skills required to service, inspect, and repair base automotive electrical systems. *Field trips may be required.*

ACE V13 - AUTOMOTIVE ENGINE REPAIR 4 Units

Prerequisite: ACE V11 or concurrent enrollment

Hours: 2 lecture, 6 laboratory weekly

This course provides technical preparation in the skills required to diagnose, adjust, maintain, and repair automotive engines. *Field trips may be required.*

ACE V21 - AUTOMOTIVE BRAKE SYSTEMS 4 Units

Prerequisite: ACE V11 or concurrent enrollment

Hours: 2 lecture, 6 laboratory weekly

This course provides technical preparation in the skills required to inspect, service, and repair automotive brake systems.

ACE V22 - AUTOMOTIVE STEERING AND SUSPENSION SYSTEMS 4 Units

Prerequisite: ACE V11 or concurrent enrollment

Hours: 2 lecture, 6 laboratory weekly

This course provides technical preparation in the skills required to inspect, service, and repair automotive steering and suspension systems.

ACE V23 - AUTOMOTIVE ELECTRICAL SYSTEMS II 4 Units

Prerequisite: ACE V12

Hours: 2 lecture, 6 laboratory weekly

This course provides technical preparation in the skills required to diagnose automotive electronic systems. *Field trips will be required.*

ACE V31 - AUTOMOTIVE HEATING AND AIR CONDITIONING 4 Units

Prerequisite: ACE V12

Hours: 2 lecture, 6 laboratory weekly

This course provides technical training and skills preparation required to service, diagnose, and repair automotive heating, ventilation, and air conditioning systems. *Field trips may be required.*

ACE V32 - AUTOMOTIVE ENGINE MANAGEMENT 4 Units

Prerequisite: ACE V12 AND ACE V13

Hours: 2 lecture, 6 laboratory weekly

This course provides technical preparation in the skills required to diagnose base engine control management systems. *Field trips may be required.*

ACE V33 - AUTOMOTIVE MANUAL TRANSMISSIONS AND TRANSAXLES**4 Units****Prerequisite:** ACE V11**Hours:** 2 lecture, 6 laboratory weekly

This course provides technical knowledge and skills preparation for the theory, service, diagnosis, and repair of FWD / RWD manual transmissions / transaxles and driveline systems.

Field trips may be required.

ACE V41 - AUTOMOTIVE AUTOMATIC TRANSMISSIONS AND TRANSAXLES**4 Units****Prerequisite:** ACE V12**Hours:** 2 lecture, 6 laboratory weekly

This course provides technical preparation in the skills required to inspect, service, and repair automatic transmissions and transaxles.

ACE V42 - AUTOMOTIVE ENGINE DRIVEABILITY**4 Units****Prerequisite:** ACE V32**Hours:** 2 lecture, 6 laboratory weekly

This course focuses on the diagnosis of engine management systems with an emphasis on OBD II, Misfire, Fuel Trims, Emission Systems, and interrelated systems.

ACE V70 - SMOG INSPECTION PROCEDURES**3.5 Units**

Recommended Preparation: 1-year of related automotive experience or formal automotive training

Hours: 2 lecture, 5 laboratory weekly

This course provides students with the basic knowledge and skills to perform California Smog Inspections. The course provides Smog Inspector Level 1 and Level 2, update, and citation training and meets standards set forth by the California Bureau of Automotive Repair (BAR).

ACE N171 - SMOG INSPECTION PROCEDURES LEVEL I**0 Units**

Recommended Preparation: 1-year of related automotive experience or formal automotive training

Hours: 4 hours weekly

This non-credit course provides the basic knowledge and skills to service, adjust, and repair engine performance and emissions systems as related to the Smog Check Inspection Program. The course meets the California Bureau of Automotive Repair Smog Check Inspector Level 1 certification requirements.

Field trips may be required. This is a noncredit course, non degree applicable. Offered on a pass/no pass basis only.

ACE N172 - SMOG INSPECTION PROCEDURES LEVEL II**0 Units****Recommended Preparation:** ACE N171**Hours:** 1.75 hours weekly

This non-credit course provides students with the procedural skills, knowledge, and abilities to perform Smog Check Inspections. The course meets the California Bureau of Automotive Repair Smog Check Inspector Level 2 certification requirements.

Field trips may be required. This is a noncredit course, non degree applicable. Offered on a pass/no pass basis only.

ACE N173 - SMOG INSPECTION PROCEDURES TECHNOLOGY UPDATE**0 Units**

Recommended Preparation: Possession of a California Smog Inspect and Repair license, or equivalent experience as an automotive service and repair technician

Hours: 1.5 hours weekly

This course provides students with current and emerging emissions control and smog inspection technology updates. On-Board Diagnostics II, emissions systems, and diagnostic test equipment are emphasized.

Field trips may be required. This is a noncredit course, non degree applicable. 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 V01 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.

Courses designated in gray with “+” have gone through a title, ID or unit change. See a counselor for more information.

***Course inactivated as of Fall 2019. See a counselor for more information.**

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 discussions, 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. Subsequent careers in biotechnology, dentistry, medicine, nursing, research, teaching, among others, all rely on a strong background in the Biological Sciences.

Associate in Science Degree

BIOLOGY FOR TRANSFER

The Associate in Science in Biology for Transfer degree is designed to prepare students for a seamless transfer into the California State University system to complete a baccalaureate degree in Biology or a similar major. Students completing the Associate in Science in Biology for Transfer degree are guaranteed admission to the CSU system, but not to a particular CSU campus or major. Students should consult with a counselor for the best transfer option to a CSU campus or major that will fulfill their educational needs.

To earn an Biology 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, or "P," 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.

| REQUIRED CORE (10 units): | | Units |
|---|---|---------------|
| BIOL V03 | Introduction to Organismal Biology and Ecology | 5 |
| BIOL V04 | Introduction to Cell and Molecular Biology | 5 |
| List A (25 units) | | |
| CHEM V01A | General Chemistry I | 3 |
| CHEM V01AL | General Chemistry I Laboratory | 2 |
| CHEM V01B | General Chemistry II | 3 |
| CHEM V01BL | General Chemistry II Laboratory | 2 |
| MATH V21A | Calculus with Analytic Geometry I | 5 |
| PHYS V02A | General Physics I: Algebra/Trigonometry-Based | 4 |
| PHYS V02AL | General Physics I: Algebra/Trigonometry-based Laboratory | 1 |
| PHYS V02B | General Physics II: Algebra/Trigonometry-based | 4 |
| PHYS V02BL | General Physics II: Algebra/Trigonometry-based Laboratory | 1 |
| Major Units | | 35 |
| General Education IGETC for STEM units | | 31 |
| Double-counted units | | (9-10) |
| Elective units | | 1-4 |
| TOTAL | | 60 |

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

PROGRAM STUDENT LEARNING OUTCOMES

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

- Collect, organize, analyze, and interpret data using the scientific method and will contrast ideas resulting from this method with non-scientific ideas.
- 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.



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**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 General Chemistry I | 3 |
| CHEM V01AL General Chemistry I Laboratory | 2 |
| CHEM V01B General Chemistry II | 3 |
| CHEM V01BL General Chemistry II Laboratory | 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 General Physics I: Algebra/Trigonometry-Based | 4 |
| PHYS V02AL General Physics I: Algebra/Trigonometry-based Laboratory | 1 |
| PHYS V02B General Physics II: Algebra/Trigonometry-based | 4 |
| PHYS V02BL General Physics II: Algebra/Trigonometry-based Laboratory | 1 |

GROUP B

| | |
|--|---|
| PHYS V03A General Physics I: Calculus-based | 4 |
| PHYS V03AL General Physics I: Calculus-based Laboratory | 1 |
| PHYS V03B General Physics II: Calculus-based | 4 |
| PHYS V03BL General Physics II: Calculus-based Laboratory | 1 |

TOTAL **35**

Recommended courses: In addition to the required courses listed, 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**

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**Certificate of Achievement
PRE-ALLIED HEALTH**

| REQUIRED COURSES: | | Units |
|--------------------------|----------------------------------|--------------|
| ANAT V01 | General Human Anatomy | 4 |
| PHSO V01 | Introduction to Human Physiology | 4 |
| MICR V01 | General Microbiology | 4 |

TOTAL **12**

**For course descriptions,
see Anatomy, Physiology, and Microbiology**

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the **Pre-Allied Health** program students will be able to:

- Students will describe the relationship between the individual gross anatomy components of the organ systems of the human body and relate the composition of these systems to their function.
- Students will demonstrate an understanding of the cardiac cycle as well as the electrical conduction system that regulates it, and will describe the relationship between the components of the electrocardiogram, the electrical activity of the heart, and the mechanical events of the cardiac cycle.
- Students will compare and contrast taxonomy, biological significance, genetics, and metabolism of microorganisms.

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 V20-V20L or equivalent, and MATH V03 or equivalent or placement as determined by the college's multiple measures assessment process.

Recommended Preparation: BIOL V01-V01L or BIOL10 or BIOL V12 or BIOL V14 or BIOL V23 or BIOL V29-V29L or 1 year of high school biology with a grade of "C" or better.

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, BIOL 20B. Transfer credit: CSU; UC.

BIOL V04 - INTRODUCTION TO CELL AND MOLECULAR BIOLOGY **5 Units**

Prerequisite: CHEM V01A and CHEM V01AL or equivalent, and MATH V03 or equivalent or placement as measured by the college's multiple measures assessment process

Recommended Preparation: BIOL V03

C-ID: BIOL 190

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; UC.

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. Transfer credit: CSU; UC.

BIOL V23 - INTRODUCTION TO PLANT BIOLOGY **4 Units**

Hours: 3 lecture, 3 laboratory weekly

This course is a study of plant structure and function, physiology, reproduction, environmental relationships, genetics, classification and evolution. Basic concepts of biology will be illustrated utilizing plants, focusing on those important to man such as economic crops.

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 V88 - BIOLOGY WORKSHOPS **0.5-10 Units**

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs 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 **0.5-10 Units**

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs 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.

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.

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: CSU.

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: CSU.

BUSINESS

The Business Department at Ventura College offers a wide range of programs, degrees, certificates, and proficiency awards in Accounting, Bookkeeping, Business Management, Business Administration for Transfer, Social Media Marketing, Administrative Assistant, Medical Assistant, and Business Office Skills. These programs lead to career opportunities in a variety of industries. Coursework in the business program prepares students for baccalaureate transfer, career entry, and growth into managerial positions. In addition, students can select from an array of courses that will provide an entrepreneurial foundation to help them start their own business. Many of the degrees and certificates build upon each other, so that students can complete multiple awards by taking a few additional courses, as well as enrich their professional portfolio.

Associate in Science Degree

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" grade or better, or "P," 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 transferable 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

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the **Business Administration** 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.
- Demonstrate an understanding of contemporary issues and theories in the areas of management and human resources systems.

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**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. 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.

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**Associate in Science Degree
Certificate of Achievement**

ADMINISTRATIVE OFFICE ASSISTANT

Successful completion of the Administrative Office Assistant Program will provide the skills necessary for an entry-level office and administrative support in a variety of job positions, including general office clerks, receptionists, information clerks, customer service representatives, and administrative assistants. Students will learn basic oral and written communications. They will learn computer application skills, including the basics of Microsoft Excel, Word, and Outlook. They will learn the fundamentals of computer systems. Students who successfully complete this program may continue their education by taking additional courses that lead to an Associate Degree in Business Management or Supervision.

| REQUIRED CORE (15 units): | | Units |
|----------------------------------|--|--------------|
| BUS V32 | Human Resource Management | 3 |
| BUS V61 | Microsoft Word | 3 |
| BUS V62 | Microsoft Excel | 3 |
| BUS V64 | Computer Fundamentals and Productivity Tools | 3 |
| BUS V94 | Business Office Skills | 4 |

REQUIRED ADDITIONAL COURSE (3 units):

| | | |
|---------|-------------------------|---|
| BUS V44 | Business English | 3 |
| or | | |
| BUS V45 | Business Communications | 3 |

TOTAL **18**

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the **Administrative Office Assistant** program students will be able to:

- Create and edit professional documents in a word processing program (Microsoft Word).
- Create and edit professional documents in a spreadsheet program (Microsoft Excel).
- Communicate effectively and professionally in business situations through writing, speaking, and electronic media.

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**Associate in Science Degree
Certificate of Achievement**

BOOKKEEPING

Successful completion of the Bookkeeping Program will provide the skills necessary for an entry-level job as a bookkeeper, accounting clerk or auditing clerk. Students will learn how to keep accurate accounting records for assets, liabilities, and equity, including revenues, expenses, accounts receivable, accounts payable, and payroll. They will be able to complete bank reconciliations, payroll tax reports, and simple federal and state income tax returns. A code of ethics will be stressed throughout the program. Students who successfully complete this program may continue their education by taking additional courses that lead to an Associate Degree in Bookkeeping or an Associate Degree in Accounting.

| REQUIRED COURSES: | | Units |
|--------------------------|---------------------------------|--------------|
| BUS V02 | Income Tax Fundamentals | 3 |
| BUS V03 | Introduction to Accounting | 3 |
| BUS V04 | Computerized Payroll Accounting | 3 |
| BUS V07A | Business Calculations | 3 |
| BUS V08 | Computerized Accounting | 3 |
| BUS V17 | Computer Applications | 3 |
| <hr/> | | |
| TOTAL | | 18 |

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the **Bookkeeping** 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

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**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 V17 | Computer Applications | 3 |
| BUS V30 | Introduction to Business | 3 |
| BUS V31 | Organization and Management | 3 |
| BUS V45 | Business Communications | 3 |

REQUIRED ADDITIONAL COURSES:

Select one (1) of the following courses:

| | | |
|---------|-------------------------------|---|
| BUS V32 | Human Resource Management | 3 |
| BUS V33 | Business Law | 3 |
| BUS V53 | Legal Environment of Business | 3 |

Select one (1) of the following courses:

| | | |
|--------------------|--|---|
| BUS V38/ CD V38 | Small Business Management | 3 |
| BUS V40 | Organizational Behavior | 3 |
| BUS V43 | Introduction to International Business | 3 |
| BUS V44 | 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 the following course: ECON V01A. Although this supplemental course may be of value to the student, please note that it does **NOT** satisfy the requirements for this degree.

For other course descriptions, see Child Development.

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.
- Students will be able to demonstrate an understanding of contemporary issues and theories in the areas of management and human resources systems.

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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

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

| 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 |
| <hr/> | |
| REQUIRED ADDITIONAL COURSES: | |
| Select one (1) of the following courses: | |
| BUS V44 Business English | 3 |
| BUS V45 Business Communications | 3 |
| <hr/> | |
| 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; PSY V01. Although these supplemental courses may be of value to the student, please note that they do **NOT** satisfy the requirements for this degree.

Associate in Science Degree
Certificate of Achievement

MEDICAL ASSISTANT - MULTI-SKILLED

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

| REQUIRED COURSES: | Units |
|---|--------------|
| BUS V26 Electronic Health Records | 3 |
| BUS V27A Beginning Medical Terminology | 3 |
| BUS V97 Multi-Skilled Medical Assistant | 16 |
| <hr/> | |
| 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.
- Identify legal and ethical principles that affect the role of a medical assistant.
- Apply appropriate procedures for complying with established risk management and safety practices.

Associate in Science Degree
Certificate of Achievement

SOCIAL MEDIA MARKETING

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

The Social Media Marketing Program develops skills and strategies required for incorporating social media marketing into the integrated marketing plans of businesses. This program will enable students to enhance their business skills, increase employability skills, and contribute to increasing success of the businesses for which they will work or the businesses they will create. Successful completion of the core courses required for this program will culminate in a Certificate of Achievement or contribute to requirements for the Associate of Science degree. The program has no prerequisites or enrollment limitations.

The Social Media Marketing Program prepares students for careers such as the following.

- Social Media Marketer
- Marketing and Media Communications Worker
- Advertising Sales Agent
- Sales Representative
- Public Relations Specialist
- Business Professional

| REQUIRED COURSES: | UNITS |
|--|--------------|
| BUS V30 Introduction to Business | 3 |
| BUS V46 Marketing | 3 |
| BUS V49 Introduction to Social Media Marketing | 3 |
| BUS V50 Public Relations | 3 |
| BUS V52 Digital Content Marketing | 3 |

| REQUIRED ADDITIONAL COURSE: | UNITS |
|---|--------------|
| Select one (1) of the following courses: | |
| BUS V38/ CD V38 Small Business Management | 3 |
| BUS V45 Business Communication | 3 |
| <hr/> | |
| TOTAL | 18 |

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the **Social Media Marketing** program students will be able to:

- Identify opportunities for use of social media in marketing.
- Design social media marketing strategies.
- Integrate use of social media into a business marketing plan.

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**Associate in Science Degree
Certificate of Achievement**

SUPERVISION

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

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.

| REQUIRED COURSES: | | Units |
|--------------------------|-----------------------------|--------------|
| BUS V17 | Computer Applications | 3 |
| BUS V31 | Organization and Management | 3 |
| BUS V32 | Human Resource Management | 3 |
| BUS V40 | Organizational Behavior | 3 |
| BUS V44 | Business English | 3 |
| BUS V45 | Business Communications | 3 |
| TOTAL | | 18 |

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.

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Proficiency Award

BUSINESS OFFICE SKILLS

(Awarded by the Department)

| REQUIRED COURSE: | | Units |
|-------------------------|------------------------|--------------|
| BUS V94 | Business Office Skills | 4 |
| TOTAL | | 4 |

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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.

COURSE DESCRIPTIONS

BUS V01A - FINANCIAL ACCOUNTING  **4 Units**

Prerequisite: BUS V03 or 1 year of high school bookkeeping with grade of C or better
C-ID: ACCT 110

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 V07A 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  **3 Units**

Recommended Preparation: MATH V01 or 1 to 2 years of high school Algebra with a grade C or better

Hours: 2 lecture, 3 laboratory weekly

This course is a skills-based course in calculations used in business. It includes basic math operations that are applied to business-related topics. Topics include sequential operations, trade discounts, loans, operating ratios, markup and markdown, payroll, taxes, simple and compound interest, and time value of money calculations. Business financial statements will be created and evaluated and used to make business decisions.

Formerly Bus 7A. 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; BUS 140

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 V25 - MEDICAL CODING  **3 Units**

Recommended Preparation: BUS V27A and BUS V29

Hours: 2 lecture, 3 laboratory weekly

This course offers instruction in medical insurance coding utilized in submitting various medical insurance claims. The specific coding developed is ICD CM, CPT, HCPCS and common coding 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**

C-ID: HIT 103X

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 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.

Catalog Note: Course only offered in summer term.

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. Transfer credit: CSU.

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. Transfer credit: CSU.

BUS V33 - BUSINESS LAW  **3 Units**

C-ID: BUS 125

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 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.

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. Transfer credit: CSU; UC.

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; UC.

BUS V44 - BUSINESS ENGLISH  **3 Units**

Hours: 3 lecture weekly

This course offers the practical application of college-level business English skills with comprehensive coverage of language structure, punctuation, spelling usage, word usage, proofreading, and editing.

Formerly Bus 44. Transfer credit: CSU.

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.

Field trips may be required. 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.

Field trips may be required. Transfer credit: CSU.

BUS V52 - DIGITAL CONTENT MARKETING  **3 Units**

Prerequisite: BUS V49

Hours: 3 lecture weekly

This is the capstone course in the Social Media Marketing program. In this course, students apply and demonstrate what they've learned, including community management and content marketing, through a real-world business scenario that brings together all the courses in the program.

Field trips may be required.

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 V61 - MICROSOFT WORD  **3 Units**

Recommended Preparation: Typing speed of at least 30wpm is recommended

Hours: 2.5 lecture, 1.5 laboratory weekly

This course introduces Microsoft Word. Students will learn to create, edit, and format various business documents such as letters, memos, forms, reports, newsletters, and templates. Integration of images, use of macros, tables, labels, mail merge, and creation of forms will also be covered.

The emphasis is on tasks typically required in an office or business environment. The skills taught in this course are fundamental to success in careers in business, accounting, marketing, management, and medical assisting.

BUS V62 - MICROSOFT EXCEL  **3 Units**

Recommended Preparation: Typing speed of at least 30wpm is recommended

Hours: 2.5 lecture, 1.5 laboratory weekly

This course provides a foundation of the knowledge and skills needed for creating and using spreadsheets in Microsoft Excel. Students will learn how to create, edit, and format spreadsheets. Topics will include formulas, functions, pivot tables, sorting, and filtering in worksheets. The course is designed to provide the fundamental skills needed for application in an office or business environment. The skills taught in this course are fundamental to success in careers in business, accounting, marketing, and management.

BUS V63 - MICROSOFT POWERPOINT  **3 Units**

Hours: 3 lecture weekly

In this course, students will learn how to use a powerful graphics presentation program to create effective presentations for business or for college courses using Microsoft PowerPoint. The course covers accepted standards for developing and formatting a presentation, use of design templates, and adding images, graphs and charts. Advanced topics include slide show enhancement using transitions, animation, sound, and hyperlinks.

BUS V64 - COMPUTER FUNDAMENTALS AND PRODUCTIVITY TOOLS  **2 Units**

Hours: 2 lecture weekly

This course introduces the basic skills needed to use a personal computer, including working with multiple windows, file management, Windows accessories, software applications, and computer safety. Use and features of productivity tools such as Outlook, Google Docs, and cloud services will also be covered.

BUS V88 - BUSINESS WORKSHOPS **0.5-20 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. Offered on a pass/no pass basis only. Transfer credit: CSU.

BUS V94 - OFFICE SKILLS FOR EMPLOYMENT  **4 Units**

Hours: 4 lecture weekly

Students will learn to identify attributes of an effective business office assistant/receptionist and develop customer service techniques, 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

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.

BUS V96 - BUSINESS INTERNSHIP II  **1-4 Units**

Prerequisite: Successful completion of at least 9 units towards a specific Business Department Certificate of Achievement or AA/AS degree

Enrollment Limitation: Approval of Department Chair

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.

Offered on a pass/no pass basis only. Transfer credit: CSU.

BUS V97 - MULTI-SKILLED MEDICAL ASSISTANT  **16 Units**

Recommended Preparation: BUS V27A, basic computer skills, and basic math skills

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, use of patient management software, 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. 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 develop a personal portfolio of their skills for use in the job search. The course also includes resume writing and preparation for interviews.

BUS N161 - MICROSOFT WORD  **0 Units**

Hours: 4 hours weekly

This course introduces Microsoft Word. Students will learn to create, edit, and format various business documents such as letters, memos, forms, reports, newsletters, and templates. Integration of images, use of macros, tables, labels, mail merge, and creation of forms will also be covered. The emphasis is on tasks typically required in an office or business environment. The skills taught in this course are fundamental to success in careers in business, accounting, marketing, management, and medical assisting.

This is a noncredit course, non-degree applicable.

BUS N162 - MICROSOFT EXCEL  **0 Units**

Hours: 4 hours weekly

This course provides a foundation of the knowledge and skills needed for creating and using spreadsheets in Microsoft Excel. Students will learn how to create, edit, and format spreadsheets. Topics will include formulas, functions, pivot tables, sorting, and filtering in worksheets. The course is designed to provide the fundamental skills needed for application in an office or business environment. The skills taught in this course are fundamental to success in careers in business, accounting, marketing, and management.

This is a noncredit course, non-degree applicable.

BUS N163 - MICROSOFT POWERPOINT  **0 Units**

Hours: 3 hours weekly

In this course, students will learn how to use a powerful graphics presentation program to create effective presentations for business or for college courses using Microsoft PowerPoint. The course covers accepted standards for developing and formatting a presentation, use of design templates, and adding images, graphs and charts. Advanced topics include slide show enhancement using transitions, animation, sound, and hyperlinks.

This is a noncredit course, non-degree applicable.

BUS N164 - COMPUTER FUNDAMENTALS AND PRODUCTIVITY TOOLS  **0 Units**

Hours: 2 hours weekly

This course introduces the basic skills needed to use a personal computer, including working with multiple windows, file management, Windows accessories, software applications, and computer safety. Use and features of productivity tools such as Outlook, Google Docs, and cloud services will also be covered.

This is a noncredit course, non-degree applicable.

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 partially online (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 and CHEM V20L with a grade of C or better; or passing score on an AP/IB/CLEP exam in Chemistry and completion of Intermediate Algebra (MATH V03 or *MATH V13B), or a higher-level mathematics course, with grade of "C" or better; or placement as measured by the college's multiple measures assessment process

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.

*prerequisite course inactivated - see counselor.

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.

Field trips may be required. 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 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 Gas Chromatography 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 V11B

Recommended Preparation: MATH V03

C-ID: CHEM 101 [CHEM V20 + CHEM V20L]

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.

*prerequisite course inactivated - see counselor.

CHEM V20L - ELEMENTARY CHEMISTRY LABORATORY  **1 Unit**

Prerequisite: CHEM V20 or concurrent enrollment

C-ID: CHEM 101 [CHEM V20 + CHEM V20L]

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

C-ID: CHEM 102 [CHEM V21 + CHEM V21L]

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.

Field trips may be required. 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

C-ID: CHEM 102 [CHEM V21 + CHEM V21L]

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.

*prerequisite courses inactivated - see counselor.

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 **0.5-10 Units**

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs 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.

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.

CHICANO STUDIES

The United States of America is a racial and cultural pluralistic country. The Chicano(a) Studies department strives to begin meeting the educational obligation to a multi-cultural community. The Chicano(a) Studies department examines the past and present experiences of Chicano(a) and others of Latin American descent. 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.

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Associate in Arts Degree for Transfer

SOCIAL JUSTICE STUDIES: CHICANA/O STUDIES EMPHASIS

The Associate in Arts in Social Justice Studies: Chicana/o Studies for Transfer Degree (Chicana/o 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 Social Justice Studies: Chicana/o Studies for Transfer degree may transfer to a four-year institution to complete a bachelor's degree in Social Justice Studies, Chicana/o Studies, Ethnic Studies, or similar programs.

To earn an Associate in Arts in Social Justice Studies: Chicana/o Studies for Transfer degree, students must meet the following requirements:

1. 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 GE Transfer Curriculum (IGETC) or the California State University GE-Breadth (CSUGE-B) Requirements.
 - b. A minimum of 18 semester 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 in all CSU transferable coursework. While a minimum GPA of 2.0 is required for admission, some transfer institutions and majors may require a higher GPA.

- Obtainment of a grade of "C" or better, or "P," in all courses required for the major. Even though a "P" grade is allowed (Title 5, Section 55063), it is recommended that students complete their major courses with a letter grade ("A," "B," or "C") due to unit limitations on "P/NP" courses.
- Completion of a minimum of 12 units in residence at Ventura College.

| | |
|--|--------|
| CSU General Education or IGETC-CSU Pattern | 37-39 |
| Electives (CSU transferable units to reach 60) | 10-23 |
| Double-Counted Units | (9-15) |

TOTAL **60**

For other course descriptions, see American Ethnic Studies, Art, English, History, Mathematics, Physics, Sociology, and Spanish

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the **Social Justice Studies: Chicana/o Studies** program students will be able to:

- Critical Thinking:** Students will create and design approaches to local and global issues affecting the Chicana/o Community by assessing and analyzing historical, artistic, social, and literary factors that have contributed to the origins of the Chicano/a community in the United States, thereby identifying problems, theses, arguments, evidence and conclusions.
- Communication:** Students will formulate and articulate ideas addressing the Chicana/o communities world view as expressed in history, literature and art, thereby addressing problems, formulating theses, making arguments, analyzing and weighing evidence, and deriving conclusions.
- Personal Actions and Civic Responsibilities:** Demonstrate and understand the political nature of Chicana/o Studies by creating student led actions, designed to spread awareness of the Chicana/o influence and impact on American society.
- Self-awareness and Interpersonal Skills:** Analyze one's own actions, see others' perspectives, and work effectively with others in groups.
- Global Awareness:** Analyze the development of the contemporary Chicano/a community in the United States by articulating similarities and contrasts among cultures, times, and environments, and demonstrate an understanding of cultural pluralism.

REQUIRED CORE (9 units):

| | Units |
|---|-------|
| AES V11/ SOC V03 Racial and Ethnic Group Relations | 3 |
| CHST V03 Chicana Contemporary Issues | 3 |
| Select one (1) of the following courses to complete the Required Core: | |
| CHST V01/ AES V20 Introduction to Chicano Studies | 3 |
| CHST V02/ AES V23 Chicana/o/x and Latina/o/x Studies Issues | 3 |

LIST A: Select three courses from at least two of the following five areas for a minimum of 9 units. Only one course from Area 4 may be used.

Area 1: History or Government

| | |
|---|---|
| HIST V47/ AES V47 U.S. History: Focus on Chicanos to 1850 | 3 |
| HIST V58/ AES V58 U.S. History: Focus on Chicanos since 1850 | 3 |
| HIST V48/ AES V21A Heritage of Mexico to the First Republic | 3 |
| HIST V57/ AES V21B Heritage of Mexico since Liberation | 3 |

Area 2: Arts and Humanities

| | |
|---|---|
| ENGL V34 Introduction to Chicano Literature | 3 |
| ART V09A Art of the Ancient America | 3 |
| ART V09B/ AES V66 Introduction to Modern and Contemporary Latin American Art | 3 |

Area 3: Social Science

| | |
|---|---|
| CHST V24/ SOC V24/ AES V24 Sociology of Chicano Community | 3 |
|---|---|

Area 4: Quantitative Reasoning and Research Methods (no more than one course from this area may be used):

| | |
|---|---|
| MATH V44 Elementary Statistics | 4 |
| PSY V04 Introduction to Statistics for the Social and Behavioral Sciences | 4 |

Area 5: Additional Major Preparation

| | |
|--|---|
| CHST V02/ AES V23 Chicana/o/x and Latina/o/x Studies Issues | 3 |
| SPAN V03 Intermediate Spanish I | 5 |
| SPAN V04 Intermediate Spanish II | 5 |
| SPAN V03S Spanish Heritage Language I | 5 |
| SPAN V04S Spanish Heritage Language II | 5 |

Major Units 18-23

CHST V02 - CHICANA/O/X AND LATINA/O/X STUDIES ISSUES 📖

3 Units

Recommended Preparation: AES V20 or CHST V01

Hours: 3 lecture weekly

The primary focus is on the development of Chicana/o/x and Latina/o/x communities in the U.S.. This course investigates the effects of the Latina/o/x communities as well as the affects on the Chicana/o/x communities and most relevant contemporary issues. Special attention will be given to economic, social, political, cultural, and institutional issues that are important to the contemporary Chicana/o/x and Latina/o/x experience.

Formerly ChStd 2. Same as AES V23. Transfer credit: CSU; UC.

CHST V03 - CHICANA CONTEMPORARY ISSUES 📖

3 Units

C-ID: SJS 120

Hours: 3 lecture weekly

This course will introduce students to Chicana contemporary issues while examining historical events that have shaped the current social, political, cultural and economic experiences of women of Latin American origin in the United States, with particular emphasis on the experiences of Mexican-origin women. Particular attention to the topic of gender, sexuality, patriarchy, spirituality, indigeneity and intersectionality will frame this course. These topics will be explored through a critical engagement with interdisciplinary readings, poetry, Chicana popular culture, and film.

Same as AES V03. Transfer credit: CSU.

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

0.5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs 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

0.5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs 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.

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.

CHILD DEVELOPMENT

Students who complete Child Development courses will be able to apply concepts of child growth and development from conception through adolescence within the family and cultural context. Students who complete the Child Development program will develop both the knowledge of the subject matter and professional skills that enable them to work in the Early Education and Family Development fields.

CHILD DEVELOPMENT CAREER PATHWAYS

The Child Development department offers coursework applicable to variety of careers in the field of education, training, and public service. Students can complete the minimum of classes as required by the California Department of Social Services, Title 22, for entry level employment in a child care setting as well as classes that lead to various levels of the California Early Childhood permit from the California Commission on Teach Credentialing. Students completing the Associate in Science Early Childhood Education for Transfer degree will be prepared to transfer to several California State Universities where they can complete a related bachelor's degree. For additional information on the early childhood career ladder and both Title 5 and Title 22 requirements, please contact the Child Development department. All students are encouraged to consult with an academic counselor and complete a Student Education Plan (SEP).

Child Development and Education Student Connections:

This is a support service available in the Teacher Resource and Education Center for Students (T-RECS in TR 12/13) to Child Development and Education students throughout the semester. Students can receive guidance and feedback on Child Development coursework from faculty, and peer tutors, explore and practice using educational materials, use Child Development and Education resources, network with other students and take advantage of professional development opportunities. See the Child Development department faculty for the schedule.

Note: Child development work experience can be gained through CD V66L-Practicum: Field Experience in Early Childhood Education; and CD V95 and CD V96. A current TB clearance test and proof of immunizations are required for students to participate in any course that requires direct contact with children in a licensed child care setting, and is a requirement for employment in such a setting.

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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" grade or better, or "P," 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 V04 | Observation and Assessment | 2.5 |
| CD V04L | Observation and Assessment Laboratory | 0.5 |
| 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 V66 | Early Childhood Teaching Practicum | 2 |
| CD V66L | Early Childhood Teaching Practicum Laboratory | 1 |

| | |
|--|-------|
| Major Units | 24 |
| CSU General Education or IGETC-CSU Pattern Electives (CSU transferable units to reach 60) | 37-39 |
| Double-Counted Units | (6-9) |

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 V02 | Child Growth and Development | 3 |
| CD V04 | Observation and Assessment | 2.5 |
| CD V04L | Observation and Assessment Laboratory | 0.5 |
| 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 V66 | Early Childhood Teaching Practicum | 2 |
| CD V66L | Early Childhood Teaching Practicum Laboratory | 1 |

REQUIRED ADDITIONAL COURSES:

Select two (2) to three (3) units from the following courses:

| | | |
|---------|--|---|
| CD V10 | Introduction to Children with Special Needs | 3 |
| CD V20 | Curriculum and Strategies for Children with Special Needs | 3 |
| CD V22 | Behavior Management in Early Childhood Education | 3 |
| *CD V23 | Creative Experiences, Materials, and Environments in Early Childhood Education | 3 |
| CD V27 | Infant and Toddler Development | 3 |
| CD V28 | Programs for Infant and Toddler Care | 3 |
| CD V29 | Adult Supervision in Early Childhood Education | 2 |
| CD V65 | Administration of Early Childhood Programs | 3 |

TOTAL **26-27**

**Course inactivated as of Fall 2019. See counselor for more information.*

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the **Early Childhood Education** and/or the **Child Development** program(s) students will be able to:

- Apply general knowledge of development in the physical, cognitive, and psychosocial domains from conception through early childhood, including knowledge about typical and atypical development.
- Discuss and/or apply skills needed in intentional teaching consistent with developmentally appropriate practices.
- Complete assignments satisfactorily that require principles of curriculum planning and environmental design that are consistent with current best practices and components of the California Early Learning system for Infants-Toddlers and Preschool.
- Apply professional and ethical standards of behavior in the college classroom or workplace with children, families, colleagues, and coworkers

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Certificate of Achievement

ASSOCIATE TEACHER

The Child Development Associate Teacher Certificate of Achievement is designed for students intending to work in the Child Development/ Early Childhood Education, or similar field. This certificate is for entry level employment working directly with children and families and specific additional requirements for positions within the field are determined by the employer. The Child Development Associate Teacher Certificate of Achievement demonstrates that a student has met the educational requirements to apply for a Child Development Permit at the Associate Teacher level through the California Commission on Teacher Credentialing. This certificate also demonstrates that a student has met minimum educational requirements set by Title 22 licensing regulations for the State of California. As a certificate for entry level employment, there are no prerequisites for the courses in this 12-unit certificate.

Students completing the Certificate of Achievement in Child Development: Associate Teacher will be able to explain physical, cognitive, and psychosocial domains of young children; and demonstrate basic knowledge of core components for early care and education programs.

REQUIRED COURSES:

| | | Units |
|--------|------------------------------|--------------|
| CD V02 | Child Growth and Development | 3 |
| CD V61 | Child, Family and Community | 3 |

LIST A: Select three (3) units from the following courses:

| | | |
|--------|---|---|
| CD V28 | Programs for Infant and Toddler Care | 3 |
| CD V62 | Principles and Practices in Early Childhood Education | 3 |
| CD V63 | Introduction to Curriculum in Early Childhood Education | 3 |

LIST B: Select three (3) units from the following courses:

| | | |
|--------|---|---|
| CD V11 | Language and Literacy in Early Childhood Education | 1 |
| CD V14 | Visual and Performing Arts in Early Childhood Education | 1 |
| CD V19 | Science, Technology, Engineering, and Math in Early Childhood Education | 1 |
| CD V22 | Behavior Management in Early Childhood Education | 3 |
| CD V24 | Child Nutrition, Health and Safety | 3 |

| | | |
|--------------|--|-----------|
| TOTAL | | 12 |
|--------------|--|-----------|

PROGRAM STUDENT LEARNING OUTCOMES

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

- Explain physical, cognitive, and psychosocial domains of young children.
- Demonstrate basic knowledge of core components for early care and education programs.

COURSE DESCRIPTIONS

CD V02 - CHILD GROWTH AND DEVELOPMENT  **3 Units**

Recommended Preparation: ENGL V01A

C-ID: CDEV 100

Hours: 3 lecture weekly

This course examines the major physical, cognitive, social and emotional developmental milestones for children from conception through adolescence. There is emphasis on interactions between maturational processes and environmental factors. Students will observe children, evaluate individual differences, and analyze characteristics of development at various stages according to developmental theories.

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

CD V03 - HUMAN DEVELOPMENT  **3 Units**

Recommended Preparation: ENGL V02 or higher

C-ID: PSY 180

Hours: 3 lecture weekly

This course provides an overview of human development from conception through death, including biological and environmental influences. Theories and research of physical, cognitive, and psychosocial development are examined and applied to studies of typically and atypically developing individuals at various points in their lifespan and within the context of a family.

Formerly HEC V24. Transfer credit: CSU; UC. credit limitations - see counselor.

CD V04 - OBSERVATION AND ASSESSMENT  **2.5 Units**

Corequisite: CD V04L

Recommended Preparation: CD V02; and ENGL V02 and/or ENGL V06A

Enrollment Limitations: Clear TB test or chest x-ray

C-ID: ECE 200 [CD V04 + CD V04L]

Hours: 2.5 lecture weekly

This course examines the appropriate use of assessment and observation tools and strategies to document young children's development and learning. It emphasizes the use of findings to inform and plan learning environments and experiences. Recording strategies, rating systems, anecdotal records, and multiple assessment tools, including the Desired Results Developmental Profile and Ages and Stages will be explored along with strategies for collaborations with families and professionals

Formerly CD V64A. Transfer credit: CSU.

CD V04L - OBSERVATION AND ASSESSMENT LABORATORY **0.5 Units**

Corequisite: CD V04

Recommended Preparation: CD V02; and ENGL V02; or ENGL V06A

Enrollment Limitations: Clear TB test or clear chest x-ray; and Proof of immunizations

C-ID: ECE 200 [CD V04 + CD V04L]

Hours: 1.5 laboratory weekly

This course provides the opportunity to apply observation techniques to early childhood practice. It requires the use of specific observation tools, including DRDP, to observe children's development and their interactions with adults, children, materials, and activities. Twenty-four (24) hours of observation must be completed at the Orfalea Child Development Center at Ventura College or at a designated child development center with a master teacher or qualified master teacher.

Formerly CD V64A. Transfer credit: CSU.

CD V05 - TEACHING IN A DIVERSE SOCIETY  **3 Units**

Recommended Preparation: ENGL V01A

C-ID: ECE 230

Hours: 3 lecture weekly

This course examines the impact of various societal influences on the development of children's social identity. It covers developmentally appropriate, inclusive, and anti-bias approaches. Self-examination and reflection on issues related to social identity, stereotypes, and bias will be emphasized.

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

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; UC.

CD V11 - LANGUAGE AND LITERACY IN EARLY CHILDHOOD EDUCATION  **1 Unit**

Hours: 1 lecture weekly

This course is an introduction to current teaching practices that promote the development of children's literacy skills and language acquisition. It emphasizes developmentally appropriate learning experiences, teacher interactions, environments, and curriculum materials, and literature for both native English speakers and English language learners.

Formerly CD 11. Transfer credit: CSU.

CD V14 - VISUAL AND PERFORMING ARTS IN EARLY CHILDHOOD EDUCATION  **1 Unit**

Hours: 1 lecture weekly

This course is an introduction to current and best teaching practices that promote children's development in visual and performing arts: visual art, music, dance, and drama. It emphasizes teaching strategies, environments, materials, and guiding principles for developing appropriate learning experiences for young children.

Field trips may be required. Formerly CD 14. Transfer credit: CSU.

CD V19 - SCIENCE, TECHNOLOGY, ENGINEERING, AND MATH IN EARLY CHILDHOOD EDUCATION  **1 Unit**

Hours: 1 lecture weekly

This course is an introduction to intentional teaching practices in designing and implementing curriculum for young children in science, technology, engineering, and math. Emphasis is on 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**

Recommended Preparation: CD V02

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.

Field trips may be required. Transfer credit: CSU.

CD V22 - BEHAVIOR MANAGEMENT IN EARLY CHILDHOOD EDUCATION  **3 Units**

Recommended Preparation: CD V02 or CD V03

Hours: 3 lecture weekly

This course introduces early childhood guidance and discipline through examination of theories, research, and practical application. It addresses difficult child behaviors which are encountered by teachers and parents, and examines techniques to cope with and solve these behavior difficulties. Emphasis is on communicating effectively with young children, guiding children of varying ages, promoting self-regulation, conflict resolution, and problem solving.

Transfer credit: CSU.

CD V24 - CHILD NUTRITION, HEALTH AND SAFETY  **3 Units**

Recommended Preparation: ENGL V02

C-ID: ECE 220

Hours: 3 lecture weekly

This course is an introduction to the laws, regulations, standards, policies and procedures, and best practices related to child health, safety, and nutrition. Includes prevention strategies, nutrition, and meal planning for various ages and planning educational experiences integrated into daily routines to teach positive health, safety, and nutrition habits. 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; UC.

CD V28 - CARE AND EDUCATION FOR INFANTS AND TODDLERS  **3 Units**

Recommended Preparation: CD V02

Hours: 3 lecture weekly

This course applies current theory and research to the care and education of infants and toddlers in group settings. The course examines essential policies, principles and practices that lead to quality care and developmentally appropriate curriculum for children from birth to 36 months. This course is required for infant/toddler caregivers in licensed childcare centers in California.

Field trips will be required. Formerly CD 28. Transfer credit: CSU.

CD V29 - ADULT SUPERVISION IN EARLY CHILDHOOD EDUCATION  **2 Units**

Prerequisite: CD V66 and CD V66L

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 roles and development of early childhood professionals as mentors and leaders.

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.

CD V61 - CHILD, FAMILY AND COMMUNITY  **3 Units**

Recommended Preparation: ENGL V02 or higher

C-ID: CDEV 110

Hours: 3 lecture weekly

The course examines the processes of socialization focusing on the interrelationship of family, school, and community. Examines the influence of multiple societal contexts. Explores the role of collaboration between family, community, and schools in supporting children's' development.

Formerly CD 61. Transfer credit: CSU; UC.

CD V62 - PRINCIPLES AND PRACTICES IN EARLY CHILDHOOD EDUCATION  **3 Units**

Recommended Preparation: ENGL V02

Enrollment Limitation: Proof of clear TB test

C-ID: ECE120

Hours: 3 lecture weekly

This course examines the historical context and theoretical perspectives of developmentally appropriate practice in early care and education. It examines the role of the early childhood educator, identifies best practices for environmental design, curriculum, and teaching strategies. Teacher child relationships, professional ethics, career pathways and professional standards are explored.

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

CD V63 - INTRODUCTION TO CURRICULUM IN EARLY CHILDHOOD EDUCATION  **3 Units**

Recommended Preparation: CD V62 and ENGL V02

C-ID: ECE 130

Hours: 3 lecture weekly

This course focuses on the developmentally appropriate curriculum and environments for young children. It explores teaching strategies and curriculum development based on theoretical frameworks, observation, and assessment. Emphasis is on the teacher's role in supporting development and learning across the curriculum, including all content areas.

Field trips may be required. Transfer credit: CSU.

CD V65 - ADMINISTRATION OF EARLY CHILDHOOD EDUCATION PROGRAMS  **3 Units**

Prerequisite: CD V02; and CD V62

Recommended Preparation: ENGL V02 or higher; and CD V24; and CD V61;

and CD V66 and CD V66L

Hours: 3 lecture weekly

This course introduces the principles and practices of administration of early childhood education programs. It examines administrative tools, philosophies, and techniques needed to organize, open, and operate an early care and education program. Topics covered include: program types, budget, management, regulations, laws, and development of policies and procedures.

Field trips may be required. Formerly CD 65. Transfer credit: CSU.

CD V66 - EARLY CHILDHOOD TEACHING PRACTICUM  **2 Units**

Prerequisite: CD V02; and CD V04 and CD V04L; and CD V62; and CD V63

Corequisite: CD V66L

Recommended Preparation: ENGL V02; and/or ENGL V06A

Enrollment Limitations: Clear TB test or clear chest x-ray

C-ID: ECE 210 [CD V66 + CD V66L]

Hours: 2 lecture weekly

This course examines in-depth the procedures and practices for teaching young children in a child care setting. Students will demonstrate early childhood competencies, make connections between theory and practice, and develop professional behaviors. Students are required to design and evaluate experiences that promote positive development and learning for all young children.

Formerly CD V64B. Transfer credit: CSU.

CD V66L - EARLY CHILDHOOD TEACHING PRACTICUM LABORATORY  **1 Unit**

Prerequisite: CD V02; and CD V04 and CD V04L; and CD V62; and CD V63

Corequisite: CD V66

Recommended Preparation: ENGL V02; or ENGL V06A

Enrollment Limitation: Clear TB test or clear chest x-ray; and Proof of immunizations

C-ID: ECE 210 [CD V66 + CD V66L]

Hours: 3 laboratory weekly

This course provides supervision in student teaching at the Orfalea Child Development Center at Ventura College or a designated child development center. Forty-eight hours (48) of student teaching required. Students will demonstrate teaching competencies, make connections between theory and practice, implement and evaluate appropriate early childhood experiences, and develop professional behaviors that promote positive development and learning for young children. Emphasis is on implementation of the California Early Learning system.

Formerly CD V64B. 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**

Prerequisite: completion of a minimum of 6 units in the discipline

Corequisite: enrolled in a minimum of 7 units to include internship

Hours: 60 per unit

This course offers students who are volunteers (unpaid) an opportunity to obtain work experience related to their field of study. Students are accepted as a result of consultation with a designated faculty member in the discipline and the acceptance of an approved work proposal.

Field trips will be required. Offered on a pass/no pass basis only. Transfer credit: CSU.

CD V96 - CHILD DEVELOPMENT INTERNSHIP II  **1-4 Units**

Prerequisite: completion of a minimum of 6 units in the discipline

Corequisite: enrolled in a minimum of 7 units to include internship 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.

COGNITIVELY DIVERSE LEARNERS

CDL V01 - PERSONAL, SOCIAL, AND VOCATIONAL SKILLS FOR THE COGNITIVELY DIVERSE LEARNER 📖 3 Units

Hours: 2.5 lecture, 1.5 laboratory weekly

This course provides training in personal, social, and job skills for students who have developmental disabilities, autism, 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. In addition, students will be introduced to the interpersonal skills necessary in a job setting.

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

CDL V03 - PERSONAL AND VOCATIONAL FINANCE FOR COGNITIVELY DIVERSE LEARNERS 📖 1.5-3 Units

Hours: 1.5-3 lecture weekly

This basic personal and vocational finance course is designed for the student with developmental disabilities, autism, and/or significant cognitive deficits who is preparing for independent living and vocational training. Topics related to consumer finance will include: basic mathematics, currency, budgeting, responsible spending and saving, shopping, banking; insurance, taxes and consumer loans. In addition, students will review the financial and personal skills necessary in the workplace, such as the ability to access workplace software and technology, customer service, and appropriate workplace behavior. Emphasis will be placed on the application of financial concepts and skills 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 0.5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs 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.

CDL N101 - PERSONAL, SOCIAL AND VOCATIONAL SKILLS FOR COGNITIVELY DIVERSE LEARNER (NONCREDIT) 📖 0 Units

Hours: 4 hours weekly

This course provides training in personal, social, and job skills for students who have developmental disabilities, autism, 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. In addition, students will be introduced to the interpersonal skills necessary in a job setting.

This is a noncredit course, non-degree applicable. Offered on a pass/no pass basis only.

CDL N103 - PERSONAL AND VOCATIONAL FINANCE FOR COGNITIVELY DIVERSE LEARNERS (Noncredit) 📖 0 Units

Hours: 1.5 - 3 hours weekly

This basic personal and vocational finance course is designed for the student with developmental disabilities, autism, and/or significant cognitive deficits who is preparing for independent living and vocational training. Topics related to consumer finance will include basic mathematics, currency, budgeting, responsible spending and saving, shopping, banking, insurance, taxes, and consumer loans. In addition, students will review the financial and personal skills necessary in the workplace, such as the ability to access workplace software and technology, customer service, and appropriate workplace behavior. Emphasis will be placed on the application of financial concepts and skills in real-world situations.

Field trips may be required. This is a noncredit course, non-degree applicable. Offered on a pass/no pass basis only.

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 (Communication Studies AA-T) is intended for students who plan to complete a bachelor's degree in Communication Studies or a similar major at a CSU campus. For a current list of what majors (and what options or areas of emphasis within that major) have been designated as "similar" to this degree at each CSU campus, please refer to <https://adegreewithaguarantee.com/en-us/find-your-path> and seek guidance from a Ventura College counselor. Students completing this degree are guaranteed admission to the CSU system, although not necessarily to a particular CSU campus or major.

Students transferring to a CSU campus that accepts the Communication Studies AA-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is a designated "high-unit" major at a particular campus). This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

To earn an Associate in Arts in Communication Studies for Transfer degree, students must meet the following requirements:

1. Complete 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 (CSUGE-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. Obtain a minimum grade point average (GPA) of 2.0 in all CSU transferable coursework. While a minimum GPA of 2.0 is required for admission, some transfer institutions and majors may require a higher GPA. Please consult with a counselor for more information.

continued on next page

- Obtain a "C" grade or better or "P" in all courses required in the major. Even though a "P" grade is allowed (Title 5 Section 55063), it is recommended that students complete their major courses for a letter grade ("A," "B," or "C") due to until limitations on "P/NP" courses.
- Complete a minimum of 12 units in residence at Ventura College.

| 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: Argumentation and Debate | 3 |
| COMM V15 | Interpersonal Communication | 3 |

LIST B:

Select two (6 units)

Any LIST A course not already used, or:

| | | |
|----------|--|---|
| COMM V05 | Oral Interpretation and Communication of Literature | 3 |
| COMM V12 | Intercultural Communication | 3 |
| COMM V16 | Mass Communication | 3 |

LIST C:

Select one (3 units)

Any LIST A or B course not already used, or:

| | | |
|-----------|---|---|
| ANTH V02 | Cultural Anthropology | 3 |
| ENGL V01B | Critical Thinking and Composition through Literature | 4 |
| PSY V01 | Introduction to Psychology | 3 |
| SOC V01 | Introduction to Sociology | 3 |

| | |
|--|--------|
| Major Units | 18-19 |
| CSU General Education or IGETC-CSU Pattern | 37-39 |
| Electives (CSU transferable units to reach 60) | 13-21 |
| Double-Counted Units | (9-18) |

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 V02 - INTRODUCTION TO COMMUNICATION

STUDIES

3 Units

Hours: 3 lecture weekly

This course will introduce students to the field of Communication Studies. Communication theories and foundational principles of communication will help students recognize and use this complex, dynamic, and often misunderstood process. Students will explore the various contexts of communication such as interpersonal, intercultural, gender and group communication.

Field trips may be required. 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 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 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 **0.5-10 Units****Prerequisite:** varies with topic**Hours:** lecture and/or laboratory as required by unit formula

Designed to meet specific needs 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 **0.5-10 Units****Prerequisite:** varies with topic**Hours:** lecture and/or laboratory as required by unit formula

Designed to meet specific needs 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.

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.

COMPUTER SCIENCE

Computer Science focuses on the design, modeling, analysis, and applications of computer-related systems. The Computer Science program at Ventura College prepares students for further study in computer technologies and training necessary to understand, design, implement and use the software and hardware of digital computers and digital systems.

COURSE DESCRIPTIONS

CS V11 - PROGRAMMING FUNDAMENTALS  **3 Units****Recommended Preparation:** MATH V03**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 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 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 MATH V19; or placement as measured by the college assessment process**Recommended Preparation:** CS V11 or equivalent**C-ID:** COMP 152 and MATH 160**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 V30 - BEGINNING C++

3 Units

Prerequisite: MATH V03 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 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

0.5-10 Units

Prerequisite: varies with topic
Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs 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

0.5-10 Units

Prerequisite: varies with topic
Hours: lecture and/or laboratory as required by unit formula
Designed to meet specific needs 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.

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.

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: CSU.

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: CSU.

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

REQUIRED ADDITIONAL COURSES:

Select six (6) of the following courses:

| | | |
|--|--|--------------|
| CT V12/ ARCH V12 | Advanced Blueprint Reading: Commercial/Industrial | 3 |
| CT V20/ARCH V11/ DRFT V02B | Blueprint Reading: Architectural/ Construction | 3 |
| CT V43 | Electrical Code Certification Preparation | 2 |
| CT V58/ ARCH V58 | International Residential Code | 3 |
| 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 six (6) 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

**Course inactivated as of Fall 2017. See counselor for more information.*

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**Associate in Science Degree
Certificate of Achievement**

**CONSTRUCTION TECHNOLOGY
Construction Management Option**

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

| REQUIRED COURSES: | Units | |
|-------------------------------|---|---|
| CT V20/ARCH V11/ DRFT V02B | Blueprint Reading: Architectural/ Construction | 3 |
| CT V64/ ARCH V64 | Building Construction: Materials and Methods | 3 |
| CT V77 | Construction Business Management | 3 |
| CT V79 | Construction Estimating | 3 |

REQUIRED ADDITIONAL COURSES:

Select six (6) of the following courses:

| | | |
|--|--|-----------|
| CT V12/ ARCH V12 | Advanced Blueprint Reading: Commercial/Industrial | 3 |
| CT V30 | Shop Woodworking | 3 |
| CT V50 | Construction Contractor License Preparation | 3 |
| CT V52 | Property Inspection | 3 |
| CT V58/ ARCH V58 | International Residential Code | 3 |
| CT V59/ ARCH V59 | International Building Code | 3 |
| CT V60/ ARCH V60 | Simplified Engineering for Building Construction | 3 |
| CT V75/ ARCH V75 | Introduction to Electrical, Plumbing and Mechanical Systems | 3 |
| CT V76 | Construction Job Site Management | 3 |
| May select three (3) units from the following courses as part of the six (6) 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.

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.

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 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 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).

Catalog Note: If you need to repeat this course for licensing or certification requirements, go to <https://www.venturacollege.edu/departments/student-services/admissions-and-records/forms> or to the Admissions and Records office for the petition and/or for questions.

Same as ARCH V58. Transfer credit: CSU.

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.

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.

CT V63 - CONCRETE AND MASONRY CONSTRUCTION **3 Units**

Hours: 3 lecture weekly

This course is an introduction to concrete and masonry construction and inspection. Subjects to be covered will include soil factors, foundation design, concrete technology, reinforcements, cement composition, admixtures, brick and block construction, and strength of materials. This course will stress construction methods, 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. This course is intended to serve as an overview of the construction process.

Formerly CT 64. Same as ARCH V64. Transfer credit: CSU.

CT V65 - STRUCTURAL STEEL AND WELDING CONSTRUCTION  **3 Units**

Hours: 3 lecture weekly

This course is a study of structural steel and welding use in building construction. Building types, grades of materials, assembly methods, blueprint reading and other subjects will be studied. The course is intended for inspectors, project supervisors and construction workers. The course will also help prepare students for related industry certifications.

Formerly CT 65. Same as WEL V65.

CT V66 - NATIONAL ELECTRICAL CODE  **3 Units**

Hours: 3 lecture weekly

This course is an introduction to the National Electrical Code. The Code layout and content will be the focus of study. Subjects covered will include vocabulary, service, circuits, conduits, conductors and system inspection.

Formerly CT 66.

CT V67 - BUILDING ACCESSIBILITY REGULATIONS  **2 Units**

Hours: 2 lecture weekly

This course is a study of California and federal regulations, such as the Americans with Disabilities Act (ADA) and California Title 24 Regulations, which cover building accessibility for disabled persons. Both public and private buildings will be studied as well as parking, exterior routes of travel, entrances, exits and other accommodations. This course is intended for building designers as well as contractors and inspectors. This course will also help prepare students for industry certification.

Formerly CT 67. Same as ARCH V67.

CT V70 - CALIFORNIA GREEN BUILDING AND ENERGY CODE **3 Units**

Hours: 3 lecture weekly

This course is an introduction to the California Green Building Code (CalGreen). Topics will include the California Building Energy Efficiency Standards, selection of building materials, architectural requirements, compliance inspections, and Leadership in Energy and Environmental Design (LEED's) criteria. Course content will reflect the most recent CALGreen regulations as published by the California Building Commission and the California Energy Commission.

CT V71 - UNIFORM PLUMBING CODE  **3 Units**

Hours: 3 lecture weekly

This course is an introduction to the Uniform Plumbing Code. The code layout and content will be the focus of study. Subjects to be covered include vocabulary, water supply systems, waste drainage, construction materials, and code inspection.

Formerly CT 71.

CT V72 - UNIFORM MECHANICAL CODE  **3 Units**

Hours: 3 lecture weekly

This course is an introduction to the Uniform Mechanical Code. The Code layout and content will be the focus of study. Subjects to be covered will include vocabulary, materials, methods used in heating, air conditioning and ventilation systems. Code problems and the inspection of mechanical systems will be emphasized.

Formerly CT 72.

CT V75 - INTRODUCTION TO ELECTRICAL, PLUMBING AND MECHANICAL SYSTEMS  **3 Units**

Hours: 3 lecture weekly

This course is an introduction to residential and light commercial electrical, plumbing, heating, air conditioning, and ventilation systems. Subjects to be studied will include vocabulary, equipment, materials, construction methods, system design, and basic inspection requirements.

Formerly CT 75. Same as ARCH V75. Transfer credit: CSU.

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 V88 - CONSTRUCTION TECHNOLOGY WORKSHOPS 0.5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs 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.

Offered on a pass/no pass basis only. Transfer credit: CSU.

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.

COUNSELING

Counseling courses provide students with information and skills 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 helps students evaluate the social, psychological and physiological factors that influence developing essential life management skills. The course encourages self-exploration of personal responsibility, self-motivation, health and well-being, self-awareness, interdependence, self-management, lifelong learning, as well as learning different resources on campus. Students will explore the history and philosophy of higher education in the U.S education systems and will learn to create a student education plan. Includes an introduction to financial, time and stress management, and communication skills. Requires research papers and problem-solving exercises.

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

COUN V02 - CAREER EXPLORATION AND LIFE PLANNING

3 Units

Hours: 3 lecture weekly

This course is designed to help students demonstrate an understanding and appreciation for the impact and significance of career choices on their 1)social, 2)psychological, and 3)physiological experiences through the life span. This course is also structured to help students identify their interests, skills, values and personality traits, conduct career research and exploration, and learn current job seeking skills. Students will analyze the relationship between themselves, their life choices and the ongoing process of career planning and self-development throughout the life span.

Transfer credit: CSU; UC.

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; UC.

COUN V04 - STRATEGIES FOR 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; UC.

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; UC.

COUN V10B - EOPS SUCCESS ACADEMY

0.5 Unit

Hours: 0.5 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; UC; credit limitations - see counselor.

COUN V88 - GUIDANCE WORKSHOPS

0.5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs 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

0.5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs 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.

CRIMINAL JUSTICE

See Also Police Science

Associate in Science Degree

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 |
|---------------------|----------------------------------|---|

AND

| | | |
|-----------------------|--|---|
| CJ V35L/ ANTH V35L | Introduction to Forensic Science Laboratory | 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 |
| ANTH V36/ CJ V36 | Forensic Anthropology | 3 |
| CJ V37 | Introduction to Digital Forensics | 3 |
| CJ V49 | Ethics for the Criminal Justice System Professional | 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 Electives (CSU transferable units to reach 60) | 37-39 |
| Double-Counted Units | (12-15) |

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, Mathematics, Psychology, and Sociology

PROGRAM STUDENT LEARNING OUTCOMES

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

- Articulate the American Criminal Justice System, role within 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.

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**Associate in Science Degree
Certificate of Achievement**

CRIMINAL JUSTICE

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.

*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 V30 | Victimology | 3 |

| | | |
|---------------------|----------------------------------|---|
| CJ V35/ ANTH V35 | Introduction to Forensic Science | 3 |
|---------------------|----------------------------------|---|

AND

| | | |
|-----------------------|--------------------------------------|---|
| CJ V35L/ ANTH V35L | Introduction to Forensic Science Lab | 1 |
|-----------------------|--------------------------------------|---|

continued on next page

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 **21-22**

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: 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.

**Course inactivated as of Fall 2019. See counselor for more information.*

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**

Prerequisite: CJ V01

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 may be required. Formerly CJ V02A. Transfer credit: CSU; UC.

CJ V03 - COMMUNITY RELATIONS AND DIVERSITY **3 Units**

C-ID: AJ 160

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***Recommended Preparation: CJ V02 and CJ V05**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 V14 - JUVENILE LAW AND PROCEDURES**3 Units****IN CALIFORNIA***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 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; UC.

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; UC.

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 [CJ V35+ CJ V35L]**Hours: 3 lecture weekly*

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

Field trips may be required. Same as ANTH V35. Transfer credit: CSU; UC.

CJ V35L - INTRODUCTION TO FORENSIC SCIENCE LABORATORY**1 Unit***Corequisite: Concurrent enrollment in CJ V35 or ANTH V35**C-ID: AJ 150 [CJ V35+ CJ V35L]**Hours: 3 laboratory weekly*

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

Field trips may be required. Same as ANTH V35L. Transfer credit: CSU; UC.

CJ V36 - FORENSIC ANTHROPOLOGY**3 Units***Recommended Preparation: ANTH V01L or ANTH V35 or CJ V35**Hours: 3 lecture weekly*

This course explores the application of standard, scientific, anthropological techniques to identify human remains and to assist in the detection of a crime. It introduces a basic overview of the fields of forensic anthropology and human osteology. Focus is on the techniques used to make estimates of age, sex, ancestry, and stature; recovery techniques; and the procedures used in the medico-legal framework.

Field trips may be required. Same as ANTH V36. Transfer credit: CSU; UC.

CJ V37 - INTRODUCTION TO DIGITAL FORENSICS  **3 Units**

Recommended Preparation: CJ V01, and CJ V35 and CJ V35L, or ANTH V35 and ANTH V35L

Hours: 3 lecture weekly

This course addresses how to conduct digital assessments by discussing what digital forensics are, what crucial tactical concepts are used, and what tools are needed to perform complete and accurate examinations. Details on digital forensics for computers, networks, cell phones, GPS, the cloud, and the Internet are also discussed, as well as how to lawfully collect evidence, document the scene, and recover deleted data.

Field trips may be required. Transfer credit: CSU.

CJ V49 - ETHICS FOR THE CRIMINAL JUSTICE SYSTEM PROFESSIONAL  **3 Units**

Recommended Preparation: CJ V01

Hours: 3 lecture weekly

This course addresses ethical issues in the three components of the Criminal Justice System; law enforcement, judicial and corrections. It explores ethical dilemmas, value definitions, and their application to decision making; by police, court, probation, parole, corrections, and private security personnel. Remediation strategies relating to unethical behavior by individuals and groups will also be addressed. It provides the student with ethical standards and guide lines as well as philosophical and theoretical issues relating to frequent ethical violations throughout the criminal justice system. It is designed to provide basic coverage of morality, ethics, and human behavior. Topics covered include the key elements of ethical guidelines, individual aspects of ethical codes, courtroom testimony and admissibility issues, and ethical standards for all written reports, procedural and substantive law issues. Additionally, the course considers how character and personal values influence the training, supervision, management, and leadership of successful criminal justice system organizations.

Transfer Credit: CSU; UC.

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 **0.5 Unit**

Prerequisite: CJ V85 or concurrent enrollment

Enrollment Limitation: 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 **0.5-10 Units**

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs 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 **0.5-10 Units**

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs 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

Enrollment Limitation: 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. May be taken for a maximum of 2 times. Transfer credit: CSU.

CJ V96 - CRIMINAL JUSTICE INTERNSHIP II **1-4 Units**

Corequisite: Enrolled in a minimum of 7 units to include internship

Enrollment Limitation: 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.

DANCE

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; UC.

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; UC.

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; UC.

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.

Catalog Note: Ventura College faculty has defined Modern as a family of courses which includes DANC V10A, DANC V10B, DANC V10C and DANC V10D. A student may take a maximum of four (4) courses from a family.

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**Enrollment 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.

Catalog Note: Ventura College faculty has defined Modern as a family of courses which includes DANC V10A, DANC V10B, DANC V10C and DANC V10D. A student may take a maximum of four (4) courses from a family.

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**Enrollment 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.

Catalog Note: Ventura College faculty has defined Modern as a family of courses which includes DANC V10A, DANC V10B, DANC V10C and DANC V10D. A student may take a maximum of four (4) courses from a family.

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**Enrollment 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.

Catalog Note: Ventura College faculty has defined Modern as a family of courses which includes DANC V10A, DANC V10B, DANC V10C and DANC V10D. A student may take a maximum of four (4) courses from a family.

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. Ventura College faculty has defined Tap as a family of courses which includes DANC V13A, DANC V13B, DANC V13C, and DANC V13D. A student may take a maximum of four (4) courses from a family.

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**Enrollment 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. Ventura College faculty has defined Tap as a family of courses which includes DANC V13A, DANC V13B, DANC V13C, and DANC V13D. A student may take a maximum of four (4) courses from a family.

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**Enrollment 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. Ventura College faculty has defined Tap as a family of courses which includes DANC V13A, DANC V13B, DANC V13C, and DANC V13D. A student may take a maximum of four (4) courses from a family.

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**Enrollment 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. Ventura College faculty has defined Tap as a family of courses which includes DANC V13A, DANC V13B, DANC V13C, and DANC V13D. A student may take a maximum of four (4) courses from a family.

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.

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.

Catalog Note: Ventura College faculty has defined Ballet as a family of courses which includes DANC V15A, DANC V15B, DANC V15C, and DANC V15D. A student may take a maximum of four (4) courses from a family.

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

Enrollment 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 new movement, and the development of heightened technical skills.

Catalog Note: Ventura College faculty has defined Ballet as a family of courses which includes DANC V15A, DANC V15B, DANC V15C, and DANC V15D. A student may take a maximum of four (4) courses from a family.

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

Enrollment 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.

Catalog Note: Ventura College faculty has defined Ballet as a family of courses which includes DANC V15A, DANC V15B, DANC V15C, and DANC V15D. A student may take a maximum of four (4) courses from a family.

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

DANC V15D - BALLET IV 2 Units

Recommended Preparation: DANC V15C

Enrollment 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.

Catalog Note: Ventura College faculty has defined Ballet as a family of courses which includes DANC V15A, DANC V15B, DANC V15C, and DANC V15D. A student may take a maximum of four (4) courses from a family.

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. Ventura College faculty has defined Jazz as a family of courses which includes DANC V29A, DANC V29B, DANC V29C, and DANC V29D. A student may take a maximum of four (4) courses from a family.

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

Enrollment 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. Ventura College faculty has defined Jazz as a family of courses which includes DANC V29A, DANC V29B, DANC V29C, and DANC V29D. A student may take a maximum of four (4) courses from a family.

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

Enrollment 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. Ventura College faculty has defined Jazz as a family of courses which includes DANC V29A, DANC V29B, DANC V29C, and DANC V29D. A student may take a maximum of four (4) courses from a family.

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**Enrollment 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. Ventura College faculty has defined Jazz as a family of courses which includes DANC V29A, DANC V29B, DANC V29C, and DANC V29D. A student may take a maximum of four (4) courses from a family.

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 DANC V13A or DANC V15A or DANC 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.

Catalog Note: 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.

Catalog Note: 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.

Catalog Note: 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.

Catalog Note: 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 DANC V13A or DANC V15A or DANC 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.

Catalog Note: 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

0.5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs 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

0.5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs 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.

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.

DIESEL MECHANICS

The Associate in Sciences in Diesel Mechanics Degree is designed to prepare students for entry-level positions in medium and heavy duty vehicle repair industry as well as enhance their general education experience. Opportunities for diesel truck and trailer repair technicians in Ventura County are typically available at medium/heavy duty vehicle dealerships, truck stops, independent repair facilities, medium/heavy duty equipment sales and repair companies, corporate fleet maintenance and repair facilities, agricultural equipment, bus and transportation companies, government equipment maintenance garages and other fleet operations. These private and public businesses and organizations need technicians to service, maintain, diagnose and repair medium and heavy duty vehicles and associated equipment. Since many of the medium and heavy duty vehicles are regulated and monitored for safety and load, technicians working on these vehicles must be competent and well trained. The Diesel Mechanics program is designed to meet the needs of industry. The Associate in Sciences in Diesel Mechanics Degree can be earned in less than two years (four semesters). A student can also earn Certificates of Achievement in Diesel Engine Repair and/or Medium and Heavy Duty Vehicle Repair.

Associate in Science Degree

DIESEL MECHANICS

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

The Associate in Sciences in Diesel Mechanics Degree at Ventura College is designed to prepare students for employment in the diesel engine repair workforce. Students will be taught the advanced knowledge and high technology skills that will prepare them for a career as a diesel technician in the 21st century. The program curriculum incorporates lecture and laboratory activities. Competencies will include: maintenance and inspection of heavy-duty vehicles, repair of diesel engines; technical, operation, and diagnostic skills of diesel electrical systems; operation of power train units; inspection and adjustment of steering suspension systems, brake systems service, diagnosis and repair of heating and air conditioning systems and the diagnosis of fuel systems.

| REQUIRED COURSES: | | Units |
|-------------------|---|-----------|
| DM V10 | Diesel Preventive Maintenance | 2 |
| DM V10L | Diesel Preventive Maintenance Laboratory | 1.5 |
| DM V12 | Diesel Electrical/Electronic Systems | 3 |
| DM V12L | Diesel Electrical/Electronic Systems Laboratory | 3 |
| DM V26 | Diesel Engines | 2 |
| DM V26L | Diesel Engines Laboratory | 3 |
| DM V28 | Diesel Fuel Management Systems | 2.5 |
| DM V28L | Diesel Fuel Management Systems Laboratory | 3 |
| DM V30 | Truck and Trailer Brake Systems | 2 |
| DM V30L | Truck and Trailer Brake Systems Laboratory | 1.5 |
| DM V34 | Truck Suspensions and Steering Systems | 2 |
| DM V34L | Truck Suspensions and Steering Systems Laboratory | 1.5 |
| DM V40 | Heating, Ventilation and Air Conditioning (HVAC) | 2 |
| DM V40L | Heating, Ventilation and Air Conditioning (HVAC) Laboratory | 1.5 |
| DM V42 | Hydraulic Systems | 2 |
| DM V42L | Hydraulic Systems Laboratory | 1 |
| DM V44 | Drivetrain - Medium and Heavy-Duty Vehicles | 2 |
| DM V44L | Drivetrain Laboratory - Medium and Heavy-Duty Vehicles | 1.5 |
| TOTAL | | 37 |

PROGRAM STUDENT LEARNING OUTCOMES

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

- Demonstrate an understanding of operation, service and repair of medium and heavy duty vehicles.
- Analyze, diagnose and repair operational faults with medium and heavy duty vehicles.
- Perform maintenance inspection and maintenance service required of medium and heavy duty vehicles.

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Certificate of Achievement
DIESEL ENGINE REPAIR

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

| REQUIRED COURSES: | | Units |
|--------------------------|---|--------------|
| DM V10 | Diesel Preventive Maintenance | 2 |
| DM V10L | Diesel Preventive Maintenance Laboratory | 1.5 |
| DM V12 | Diesel Electrical/Electronic Systems | 3 |
| DM V12L | Diesel Electrical/Electronic Systems Laboratory | 3 |
| DM V26 | Diesel Engines | 2 |
| DM V26L | Diesel Engines Laboratory | 3 |
| DM V28 | Diesel Fuel Management Systems | 2.5 |
| DM V28L | Diesel Fuel Management Systems Laboratory | 3.0 |
| TOTAL | | 20 |

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the **Diesel Engine Repair** program students will be able to:

- Demonstrate an understanding of operation, service and repair of medium and heavy duty diesel engines and their associated systems.
- Analyze, diagnose and repair operational engine, fuel management and emission system faults with medium and heavy duty vehicles.
- Perform maintenance, inspection, diagnosis and repair of diesel engines, fuel management and emission systems common on medium and heavy duty vehicles.

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Certificate of Achievement
MEDIUM AND HEAVY DUTY VEHICLE REPAIR

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

| REQUIRED COURSES: | | Units |
|--------------------------|---|--------------|
| DM V30 | Truck and Trailer Brake Systems | 2 |
| DM V30L | Truck and Trailer Brake Systems Laboratory | 1.5 |
| DM V34 | Truck Suspensions and Steering Systems | 2 |
| DM V34L | Truck Suspensions and Steering Systems Laboratory | 1.5 |
| DM V40 | Heating, Ventilation and Air Conditioning (HVAC) | 2 |
| DM V40L | Heating, Ventilation and Air Conditioning (HVAC) Laboratory | 1.5 |

| | | |
|---------|--|-----|
| DM V42 | Hydraulic Systems | 2 |
| DM V42L | Hydraulic Systems Laboratory | 1 |
| DM V44 | Drivetrain - Medium and Heavy-Duty Vehicles | 2 |
| DM V44L | Drivetrain Laboratory - Medium and Heavy-Duty Vehicles | 1.5 |

TOTAL **17**

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the **Medium and Heavy Duty Vehicle Repair** program students will be able to:

- Demonstrate an understanding of operation, service and repair of medium and heavy duty diesel trucks, trailers and their associated systems.
- Analyze, diagnose and repair truck and trailer brake, suspension and hydraulic system faults with medium and heavy duty vehicles.
- Perform maintenance, inspection, diagnosis and repair of diesel truck and trailer brakes, suspensions, drivetrain, hydraulic and air conditioning systems commonly used on medium and heavy duty vehicles and associated equipment.

COURSE DESCRIPTIONS

DM V10 - DIESEL PREVENTATIVE MAINTENANCE  2 Units

Corequisite: DM V10L

Hours: 2 lecture weekly

This course will provide vocational preparation in the theory of the preventive maintenance service procedures for medium and heavy-duty vehicles. Course will also include shop safety, personal safety practices, tools, shop equipment, lubricants, fasteners and work place practices. Preparation for the ASE T-8 certification examination will be included and certification will be encouraged.

Field trips may be required.

DM V10L - DIESEL PREVENTATIVE MAINTENANCE LABORATORY  1.5 Units

Corequisite: DM V10

Hours: 4.5 laboratory weekly

This course will provide vocational preparation in the preventive maintenance service procedures for medium and heavy-duty vehicles. Course will also include shop safety, personal safety practices, tools, shop equipment, lubricants, fasteners and work place practices. Preparation for the ASE T-8 certification examination will be included and certification will be encouraged.

Field trips may be required.

DM V11 - INTRODUCTION TO AGRICULTURE AND HEAVY-DUTY DIESEL REPAIR 5 Units

Hours: 4 lecture, 4 laboratory weekly

This is an overview course to familiarize the student with the history, nomenclature, operation, basic shop skills, and construction of the modern agriculture and heavy-duty diesel vehicles. The course will include shop safety, personal safety practices, tools, shop equipment, lubricants, fasteners, and work place practices. An appreciation of the skills and abilities necessary to maintain the agriculture and heavy duty diesel vehicles will be discussed.

Field trips may be required.

DM V12 - DIESEL ELECTRICAL/ELECTRONIC SYSTEMS 📖 **3 Units**

Corequisite: DM V12L

Hours: 3 lecture weekly

This course covers technical, operational, and diagnostic skills needed to understand and repair Diesel electrical/electronic systems. It will include charging, starting, and accessories systems. Wiring diagrams and the skills necessary to diagnose electrical/electronic problems will be covered. Preparation for the ASE T-6 (truck electrical/electronic) certification test will be included.

Field trips will be required.

DM V12L - DIESEL ELECTRICAL/ELECTRONIC SYSTEMS LABORATORY 📖 **3 Units**

Corequisite: DM V12

Hours: 9 laboratory weekly

This hands-on course will use electrical trainer devices and lab vehicles as integral parts of the instruction. This course will cover technical, operational and diagnostic skills needed to understand and repair electrical/electronic systems found on medium and heavy duty Diesel vehicles.

Field trips will be required.

DM V26 - DIESEL ENGINES 📖 **2 Units**

Corequisite: DM V26L

Recommended Preparation: DM V10, and DM V10L, and DM V12, and DM V12L

Hours: 2 lecture weekly

This course will provide vocational preparation in the theory of the operation, inspection, diagnosis, and repair of diesel engines used in medium- and heavy-duty vehicles. Additionally, tools, lubricants, fasteners, and shop equipment will be covered. Preparation for the Automotive Service Excellence Diesel Engines (ASE T2) certification examination will be included, and students will be encouraged to earn certification.

Field trips are required.

DM V26L - DIESEL ENGINES LABORATORY 📖 **3 Units**

Corequisite: DM V26

Recommended Preparation: DM V10, and DM V10L, and DM V12, and DM V12L

Hours: 9 laboratory weekly

This course will provide practical training in the operation, inspection, diagnosis, and repair of diesel engines used in medium- and heavy-duty vehicles. Additionally, the use of tools, lubricants, fasteners, and shop equipment will be covered in the course. Preparation for the Automotive Service Excellence Diesel Engines (ASE T2) certification examination will be included.

Field trips may be required.

DM V28 - DIESEL FUEL MANAGEMENT SYSTEMS 📖 **2.5 Units**

Corequisite: DM V28L

Recommended Preparation: DM V10, and DM V10L, and DM V12, and DM V12L, and DM V26, and DM V26L

Hours: 2.5 lecture weekly

This course will provide vocational preparation in the theory of the operation, inspection, diagnosis and repair of Diesel fuel management systems used in medium and heavy-duty vehicles. Systems that will be primarily covered are Electronic Unit Injection (EUI), Hydraulic Electronic Unit Injection (HEUI) and High Pressure Common Fuel Rail (HPCR). Preparation for the ASE T- 2 certification examination will be included and certification will be encouraged.

Field trips may be required.

DM 28L - DIESEL FUEL MANAGEMENT SYSTEMS

LABORATORY 📖

3 Units

Corequisite: DM V28

Recommended Preparation: DM V10, and DM V10L, and DM V12, and DM V12L, and DM V26, and DM V26L

Hours: 9 laboratory weekly

This course will provide vocational preparation in the inspection, diagnosis and repair of Diesel fuel management systems used in medium and heavy-duty vehicles. Systems that will be primarily used in the laboratory are Electronic Unit Injection (EUI), Hydraulic Electronic Unit Injection (HEUI), and High Pressure Common Fuel Rail (HPCR). Preparation for the ASE T-2 certification examination will be included, and certification will be encouraged.

Field trips may be required.

DM V30 - TRUCK AND TRAILER BRAKE SYSTEMS 📖 **2 Units**

Corequisite: DM V30

Recommended Preparation: DM V10, and DM V10L, and DM V12, and DM V12L, and DM V26, and DM V26L, and DM V28, and DM V28L

Hours: 2 lecture weekly

This course will provide vocational preparation in the operation, inspection, diagnosis, and repair theory for brake systems used on medium and heavy-duty vehicles. The theory of mechanical, hydraulic, and pneumatic brake and hitching systems will be covered in this course. Preparation for the ASE T-4 certification examination will be included and certification will be encouraged.

Field trips may be required.

DM V30L - TRUCK AND TRAILER BRAKE SYSTEMS

LABORATORY 📖

1.5 Units

Corequisite: DM V30L

Recommended Preparation: DM V10, and DM V10L, and DM V12, and DM V12L, and DM V26, and DM V26L, and DM V28, and DM V28L

Hours: 4.5 laboratory weekly

This course will cover inspection, diagnosis, service, and repair procedures for the brake systems used on medium and heavy-duty vehicles. The service and repair of mechanical, hydraulic, and pneumatic brake and hitching systems will be covered in the course. Preparation for the ASE T- 4 certification examination will be included and certification will be encouraged.

Field trips may be required.

DM V34 - TRUCK SUSPENSION AND STEERING SYSTEMS 📖

2 Units

Prerequisite: DM V30 and DM V30L

Corequisite: DM V34L

Recommended Preparation: DM V10 and DM V10L, and DM V12 and DM V12L, and DM V26 and DM V26L, and DM V28 and DM V28L

Hours: 2 lecture weekly

This course will cover the operation, inspection, diagnosis, and repair theory for suspensions and steering systems used on medium and heavy-duty vehicles. The theory of rims, tires, and frames will also be covered in the course. Axles and alignment theory will be discussed. Preparation for the ASE T-5 Suspensions certification examination will be included and certification will be encouraged.

Field trips may be required.

DM V34L - TRUCK SUSPENSION AND STEERING SYSTEMS LABORATORY 📖

1.5 Units

Corequisite: DM V34L

Recommended Preparation: DM V10, and DM V10L, and DM V12, and DM V12L, and DM V26, and DM V26L, and DM V28, and DM V28L

Hours: 4.5 laboratory weekly

This course will cover the inspection, diagnosis and repair of suspensions and steering systems used on medium and heavy-duty vehicles. The repair of rims, tires, and frames will also be covered in the course. Axles and alignment procedures will be practiced. Preparation for the ASE T-5 suspensions certification examination will be included and certification will be encouraged.

Field trips may be required.

DM V40 - HEATING, VENTILATION AND AIR CONDITIONING (HVAC)  **2 Units**

Corequisite: DM V40L
Recommended Preparation: DM V10, and DM V10L, and DM V12, and DM V12L, and DM V26, and DM V26L, and DM V28, and DM V28L, DM V30, DM V30L, DM V34, DM V34L
Hours: 2 lecture weekly
 This course will provide vocational preparation in the theory of the operation, inspection, diagnosis, and repair of heating, ventilation, and air conditioning systems used in medium and heavy-duty vehicles. Preparation for the ASE T-7 certification examination will be included and certification will be encouraged.
Field trips may be required.

DM V40L - HEATING, VENTILATION AND AIR CONDITIONING (HVAC) LABORATORY  **1.5 Units**

Corequisite: DM V30L
Recommended Preparation: DM V10, and DM V10L, and DM V12, and DM V12L, and DM V26, and DM V26L, and DM V28, and DM V28L, DM V30, DM V30L, DM V34, DM V34L
Hours: 4.5 laboratory weekly
 This course will provide vocational preparation in the theory of the operation, inspection, diagnosis and repair of Heating, Ventilation and Air Conditioning (HVAC) systems used in medium and heavy-duty vehicles. Preparation for the ASE T-7 certification examination will be included and certification will be encouraged.
Field trips may be required.

DM V42 - HYDRAULIC SYSTEMS  **2 Units**

Corequisite: DM V42L
Recommended Preparation: DM V10, and DM V10L, and DM V12, and DM V12L, and DM V26, and DM V26L, and DM V28, and DM V28L, DM V30, DM V30L, DM V34, DM V34L
Hours: 2 lecture weekly
 This course will cover the theory, application and component parts of Hydraulic Systems used on medium and heavy-duty vehicles. Hydraulic Systems inspection, service, and maintenance procedures will be discussed.
Field trips may be required.

DM V42L - HYDRAULIC SYSTEMS LABORATORY  **1 Unit**

Corequisite: DM V42
Recommended Preparation: DM V10, and DM V10L, and DM V12, and DM V12L, and DM V26, and DM V26L, and DM V28, and DM V28L, DM V30, DM V30L, DM V34, DM V34L
Hours: 3 laboratory weekly
 This course will cover the Hydraulic systems inspection, diagnosis, service, and repair procedures for medium and heavy-duty vehicles.
 Class Schedule Course Description: This course will cover the Hydraulic systems inspection, diagnosis, service, and repair procedures for medium and heavy-duty vehicles.
Field trips may be required.

DM V44 - DRIVETRAIN - MEDIUM AND HEAVY-DUTY VEHICLES  **2 Units**

Corequisite: DM V44L
Recommended Preparation: DM V10, and DM V10L, and DM V12, and DM V12L, and DM V26, and DM V26L, and DM V28, and DM V28L, DM V30, DM V30L, DM V34, DM V34L
Hours: 2 lecture weekly
 This course will provide vocational preparation in the theory of the operation, inspection, diagnosis, and repair of drivetrains used in medium and heavy-duty vehicles. Course will include clutches, manual transmissions, automatic transmissions, driveshafts, differentials, and axles. Preparation for the ASE T-3 certification examination will be included and certification will be encouraged.
Field trips may be required.

DM V44L - DRIVETRAIN LABORATORY - MEDIUM AND HEAVY-DUTY VEHICLES  **1.5 Units**

Corequisite: DM V44
Recommended Preparation: DM V10, and DM V10L, and DM V12, and DM V12L, and DM V26, and DM V26L, and DM V28, and DM V28L, DM V30, DM V30L, DM V34, DM V34L
Hours: 4.5 laboratory weekly
 This course will provide vocational preparation in the theory of the operation, inspection, diagnosis, and repair of the drivetrains used in medium and heavy-duty vehicles. Course will include clutches, manual transmissions, automatic transmissions, driveshafts, differentials, and axles. Preparation for the ASE T-3 certification examination will be included and certification will be encouraged.
Field trips may be required.

DM V45 - AGRICULTURE AND HEAVY-DUTY DIESEL POWERTRAINS **6 Units**

Hours: 4 lecture, 6 laboratory weekly
 This course will provide a general overview of hydrostatic drives, powershift transmissions, track systems and undercarriage, torque converters, final drives, and electric drive systems. Design, operation, adjustment, and maintenance will be discussed. This course provides an opportunity to work on hydrostatic drives, torque converters, final drives, track and undercarriage systems and electric drive systems. Laboratory time is spent on disassembly, parts identification, operation, and repair of these units.
Field trips may be required.

DRAFTING

The Drafting program prepares students for challenging careers as drafters, designers, engineering assistants, 3-D modelers, estimators, and design/drafting checkers. Students may obtain an Associate in Science, 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

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**Associate in Science Degree
 Certificate of Achievement**

**DRAFTING TECHNOLOGY
 Industrial Design and Manufacturing Option**

| REQUIRED COURSES: | Units |
|--------------------------|--------------|
| DRFT V05A/ ARCH V23 | 2 |
| DRFT V41 | 3 |
| DRFT V42 | 3 |
| DRFT V43 | 3 |
| DRFT V44 | 3 |
| DRFT V50 | 3 |
| MT V15 | 3 |

continued on next page

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.

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

For other course descriptions, see Architecture, Manufacturing Technology, and Welding

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Certificate of Achievement
DRAFTING TECHNOLOGY

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

| REQUIRED CORE: | UNITS |
|------------------------|--------------|
| DRFT V05A/ ARCH V23 | 2 |
| DRFT V42 | 3 |
| DRFT V43 | 3 |
| DRFT V44 | 3 |

Select one (1) of the following courses:

| | | |
|------------------------|--------------------------------|---|
| DRFT V05B/ ARCH V24 | Advanced Operations in AutoCAD | 2 |
| DRFT V14A | Technical Illustration I | 3 |
| DRFT V51 | Design Animation and Modeling | 2 |

TOTAL **13-14**

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 on or more of the following courses: DRFT V02A, V14B, V18, V41; MT V02, V35; WEL V01. Although these supplemental courses may be of value to the student, please note that they do **NOT** satisfy the requirements for this degree.

For other course descriptions, see Architecture.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the **Drafting Technology** 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-dimensional 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.

Transfer credit: CSU; UC.

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; UC.

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.

Transfer credit: CSU; UC.

DRFT V88 - DRAFTING WORKSHOPS **0.5-10 Units**

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs 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

EARLY CHILDHOOD EDUCATION

See CHILD DEVELOPMENT AND EDUCATION

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

Associate in Arts Degree

ECONOMICS FOR TRANSFER

The Associate in Arts in Economics for Transfer Degree and courses provide students with the analytical tools, real world applications and theoretical background necessary 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. The Associate in Arts in Economics for Transfer degree is designed to prepare students for a seamless transfer into the California State University system to complete a baccalaureate degree in Economics or a similar major. Students completing the Associate in Arts in Economics for Transfer degree are guaranteed admission to the CSU system, but not to a particular CSU campus or major.

To earn an Economics 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" grade or better, or "P," 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.

| REQUIRED COURSES: | | Units |
|--------------------------|-----------------------------------|--------------|
| ECON V01A | Principles of Macroeconomics | 3 |
| ECON V01B | Principles of Microeconomics | 3 |
| MATH V44 | Elementary Statistics | 4 |
| MATH V46 | Applied Calculus | 4 |
| OR | | |
| MATH V21A | Calculus with Analytic Geometry I | 5 |

List A: (3-5 units)

Select one (1) course:

| | | |
|-----------|--|---|
| BUS V01A | Financial Accounting | 4 |
| BUS V01B | Managerial Accounting | 4 |
| BUS V17 | Computer Applications | 3 |
| BUS V45 | Business Communication | 3 |
| COMM V10 | Critical Thinking in Oral Communication: Argumentation and Debate | 3 |
| MATH V21B | Calculus with Analytic Geometry II | 5 |

List B: (3-5 units)

Select one (1) course:

| | | |
|---|--------------------------------|-----|
| MATH V21C | Multivariable Calculus | 5 |
| MATH V22 | Introduction to Linear Algebra | 3 |
| Any Course not used in List A (or CSU transferable lower division Economics course) | | 3-4 |

| | |
|--|--------|
| Major Units | 20-25 |
| CSU General Education or IGETC-CSU Pattern | 39-37 |
| Electives (CSU transferable units to reach 60) | (9-12) |
| Double-Counted Units | 7-15 |

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 Business, Communications, and Mathematics

PROGRAM STUDENT LEARNING OUTCOMES

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

- Identify and explain key terms and concepts related to economics
- Identify and explain the institutional structures dealing with economics
- Using key theories and concepts, analyze major economic issues and policies

COURSE DESCRIPTIONS

ECON V01A - PRINCIPLES OF MACROECONOMICS **3 Units**

Prerequisite: MATH V01, or placement as measured by the college assessment process.

C-ID: ECON 202

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

Prerequisite: MATH V01, or placement as measured by the college assessment process.

C-ID: ECON 201

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 0.5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs 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 0.5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs 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.

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.

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: CSU.

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: CSU.

EDUCATION

The Education program is designed for students who aspire to become elementary teachers and offers a breadth of study that integrates disciplines. The Elementary Education Transfer degree pattern prepares students to transfer to CSUs and also offers an option to complete the requirements for the Integrated Teaching Education Pathway (ITEP) at CSUCI. Students interested in coursework leading to a career in education should see an academic counselor for information about recommended courses, transfer information, and to develop a Student Education Plan.

Note: A clear criminal background fingerprint check (Live Scan) and a clear tuberculosis (TB) test are required prior to the participation in the observation segment of some of these courses. A misdemeanor and/or felony conviction (including DUI) may result in a student's inability to be assigned to a school for observation experiences. All costs for the Live Scan and TB tests are the sole responsibility of the student.

Associate in Arts Degree

ELEMENTARY TEACHER EDUCATION FOR TRANSFER

The Associate in Arts in Elementary Teacher Education for Transfer Degree is intended for students who plan to complete a bachelor's degree in a similar major at a California State University (CSU) campus. Students completing the Associate in Arts in Elementary Teacher Education for Transfer Degree are guaranteed admission to the CSU system, but not to a particular CSU campus or major.

Students transferring to a CSU campus that accepts the Elementary Teacher Education AA-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is a designated "high-unit" major at a particular campus). This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

To earn an Associate in Arts in Elementary Teacher Education for Transfer degree, students must meet the following requirements:

1. Complete 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 for CSU) or the California State University General Education-Breadth (CSUGE-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. Obtain a minimum grade point average (GPA) of 2.0 in all CSU transferable coursework. While a minimum GPA of 2.0 is required for admission, some transfer institutions and majors may require a higher GPA. Please consult with a counselor for more information.
3. Obtain a "C" grade or better, or "P" in all courses required in the major or area of emphasis. Even though a "P" grade is allowed (Title 5 section 55063), it is recommended that students complete their major courses with a letter grade ("A," "B," or "C") due to unit limitations on "P/NP" courses.
4. Complete a minimum of 12 units in residence at Ventura College.

continued on next page

REQUIRED CORE: UNITS**Select one of the following:**

| | | |
|-----------|--|---|
| BIOL V01 | Principles of Biology | 3 |
| and | | |
| BIOL V01L | Principles of Biology Laboratory | 1 |
| OR | | |
| BIOL V04 | Introduction to Cell and Molecular Biology | 5 |

Complete all of the following:

| | | |
|-----------|--|---|
| CD V02 | Child Growth and Development | 3 |
| COMM V01 | Introduction to Speech Communication | 3 |
| EDU V03 | Introduction to Elementary Teaching | 3 |
| ENGL V01A | English Composition | 4 |
| ENGL V01B | Critical Thinking and Composition Through Literature | 4 |
| GEOG V08 | World Regional Geography | 3 |
| GEOL V09 | Earth Science with Lab | 4 |
| HIST V46 | United States History to 1877 | 3 |
| HIST V76 | World History to 1550 | 3 |
| MATH V38 | Mathematics for Elementary School Teachers | 3 |
| PHSC V01 | Concepts in Physical Science | 4 |
| POLS V01 | American Government | 3 |

LIST A: Select one course (3 units)

| | | |
|-----------|--|---|
| ENGL V01C | Advanced Composition and Critical Thinking | 3 |
| PHIL V05 | Critical Thinking and Analytic Writing | 3 |

LIST B: Select one course (3 units)

| | | |
|---------|---|---|
| ART V01 | Art Appreciation | 3 |
| EDU V08 | Children's Art within a Multicultural Perspective | 3 |
| MUS V08 | Music Appreciation | 3 |
| THA V01 | Introduction to Theatre | 3 |

LIST C: (0-12 additional units)

(As major requirements vary considerably, students should consult with a VC counselor to determine which of these are the most appropriate preparation for their intended major and CSU transfer campus)

| | | |
|----------|--|-----|
| CD V04 | Observation and Assessment | 2.5 |
| and | | |
| CD V04L | Observation and Assessment Laboratory | 0.5 |
| EDU V09 | Dance and Music for Transitional Kindergarten through the Elementary Years | 3 |
| EDU V10 | Developing Literacy in Diverse Classrooms | 3 |
| ENGL V18 | Children's Literature and Film | 3 |
| FREN V01 | Elementary French I | 5 |
| FREN V02 | Elementary French II | 5 |
| GERM V01 | Elementary German I | 5 |
| GERM V02 | Elementary German II | 5 |
| HIST V59 | History of California | 3 |
| ITAL V01 | Elementary Italian I | 5 |
| ITAL V02 | Elementary Italian II | 5 |
| JAPN V01 | Elementary Japanese I | 5 |
| JAPN V02 | Elementary Japanese II | 5 |
| SL V10A | American Sign Language: Beginning | 3 |

| | | |
|-----------|--------------------------------------|---|
| SL V10B | American Sign Language: Intermediate | 3 |
| SL V10C | American Sign Language: Advanced | 3 |
| SPAN V01 | Elementary Spanish I | 5 |
| SPAN V02 | Elementary Spanish II | 5 |
| SPAN V03 | Intermediate Spanish I | 5 |
| SPAN V03S | Spanish Heritage Language I | 5 |
| SPAN V04 | Intermediate Spanish II | 5 |
| SPAN V04S | Spanish Heritage Language II | 5 |

| | |
|--|---------|
| Major Units | 50-51 |
| CSUGE-Breadth of IGETC-CSU Pattern | 37-39 |
| Electives (CSU transferable units to reach 60) | 3-7 |
| Double-Counted Units | (31-36) |

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 Art, Biology, Child Development, Communication Studies, English, French, Geography, Geology, German, History, Italian, Japanese, Mathematics, Music, Philosophy, Physical Science, Political Science, Sign Language, Spanish, and Theatre Arts

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the **Elementary Teacher Education** program students will be able to:

- Apply college-level basic skills in written English, oral communications, mathematics, and critical thinking.
- Apply information from disciplines most commonly taught in elementary school in California, including: physical science, biology, art, and literature in a cultural or geographic context, world geography and United States history.
- Apply concepts of child growth and development.

COURSE DESCRIPTIONS**EDU V03 - INTRODUCTION TO ELEMENTARY****TEACHING** **3 UNITS****Recommended Preparation:** ENGL V01A**Enrollment Limitation:** Fingerprint clearance, current negative TB test or chest x-ray**C-ID:** EDUC 200**Hours:** 3 lecture weekly

This course introduces students to the concepts and issues related to teaching diverse learners in today's contemporary schools, transitional-kindergarten through grade 12 (TK-12). Topics include teaching as a profession and career, historical and philosophical foundations of the American education system, contemporary educational issues, California's content standards and frameworks, and teacher performance standards. In addition to class time, the course requires a minimum of 45 hours of structured fieldwork in public school elementary classrooms that represent California's diverse student population, and includes cooperation with at least one carefully selected and campus-approved certificated classroom teacher.

Catalog Note: A misdemeanor and/or felony conviction (including DUI) may result in a student's inability to be assigned to a school for observation experiences. All costs for the Live Scan and TB test are the sole responsibility of the student.

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

EDU V08 - CHILDREN'S ART WITHIN A MULTICULTURAL PERSPECTIVE  **3 UNITS**

Recommended Preparation: CD V02 and CD V63; and/or EDU V03

Hours: 3 lecture weekly

This course presents theoretical foundations and practices for designing art curricula that reflect preschool through grade twelve educational state and common core standards. It emphasizes creation of original, hands-on artistic projects, the importance of art in the child's development, and understanding of multicultural art traditions in subject matter, materials, and processes. Students will gain basic art skills, understand the creative process, and investigate the critique process. Historical contexts and indigenous aesthetics as they relate to the development of primary skills and appreciation for art and the creative process are examined.

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

EDU V09 - DANCE AND MUSIC FOR TRANSITIONAL KINDERGARTEN THROUGH THE ELEMENTARY YEARS  **3 Units**

Recommended Preparation: CD V02 and CD V63; and/or EDU V03

Hours: 3 lecture weekly

This course prepares educators of transitional kindergarten (TK) through the elementary school years to identify, understand, and analyze elements of music and dance and to teach these concepts through age appropriate, active learning processes. Foundational concepts will be infused with historical, cultural, and global perspectives as they relate to the development of primary knowledge, skills and appreciation for dance and music.

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

EDU V10 - DEVELOPING LITERACY IN DIVERSE CLASSROOMS  **3 Units**

Recommended Preparation: CD V02 and CD V63 and EDU V03 and ENGL V01A

Hours: 3 lecture weekly

This course provides an understanding of learning and teaching literacy in a diverse, technologically complex society from Transitional Kindergarten (TK) through Elementary school. It focuses on providing students with knowledge of a comprehensive balanced literacy approach. The course provides students with an understanding and use of the major descriptors of developing literacy, appropriate assessment methods and instruments, and a developmental and analytical appreciation for writing strategies, conventions, applications, and interpretation of texts and genres.

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

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 V21 - WEIGHT TRAINING AND CONDITIONING: ADAPTIVE **1.5 Units**

Hours: 0.5 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 V26 - INDIVIDUAL AND TEAM SPORTS: ADAPTIVE **1.5 Units**

Hours: 0.5 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 emphasized.

Formerly EAC 26. 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: assessment of personal and work-related skills, job search and planning techniques, employee rights and responsibilities, interview techniques, applications and resumes.

Field trips may be required. Formerly EAC 32. Offered on a pass/no pass basis only. Transfer credit: CSU.

EAC V88 - EDUCATIONAL ASSISTANCE CENTER WORKSHOPS **0.5-10 Units**

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs 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.

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.

EAC N132 - JOB SEEKING STRATEGIES (NONCREDIT) 0 Units

Hours: 2.5 hours weekly

This course is designed for persons with disabilities who wish to improve their job-seeking strategies. Topics will include: assessment of personal and work-related skills, job search and planning techniques, employee rights and responsibilities, interview techniques, applications, and resumes.

Field trips may be required. This is a noncredit course, non-degree applicable.

Offered on a pass/no pass basis only.

EMERGENCY MEDICAL SERVICES

Emergency Medical Services (EMS) personnel treat nearly 20 million patients a year in the United States. Many of these patients have complicated medical or traumatic conditions that require considerable knowledge, skill, and judgment to be treated effectively in the out-of-hospital setting. Some are critically ill or injured, and the proper care can literally make the difference between life and death. For most patients, their crisis may not be a matter of life or death, but it is no less significant to them and their family. High quality out-of-hospital emergency care is an important part of the United States health care system.

The National EMS Scope of Practice Model defines the practice of EMS personnel. EMS personnel are unique health care professionals in that they provide medical care and transportation in an out-of-hospital setting with medical oversight. EMS personnel are not independent practitioners. While the practice is not independent, it is relatively unsupervised and often has little backup. Therefore, EMS personnel must be able to exercise considerable judgment, problem-solving, and decision-making skills.

Most EMS personnel work in emergency medical organizations that respond to emergency calls. Emergency response is typically a local government function (or contracted by local government to a private entity). In most communities, citizens call 9-1-1 when they need emergency medical care, and the appropriate EMS resources are dispatched. EMS personnel respond and provide care to the patient in the setting in which the patient became ill or injured, including the home, field, work, industrial, and recreational settings. In the case of emergency calls, EMS personnel are unique in that they typically have a "duty to act."

Many EMS personnel provide medical transportation services for patients requiring medically supervised transportation, either exclusively or in addition to emergency response. These "medical transports" generally do not fall under the "duty to act" responsibility of emergency response. Some EMS personnel provide interfacility transfers of very high acuity patients.

In some cases, EMS personnel "stand by" at mass gatherings (for example, concerts, sporting events, etc.) and high-risk activities (for example, fire ground operations, etc.). EMS personnel occasionally serve a combined emergency response and occupational/primary care role in remote areas (for example, off-shore oil rigs, wildland fires, etc.). Increasing numbers of EMS personnel are working in more traditional health care settings in the hospital (especially emergency departments), urgent care centers, doctor's offices and long-term care facilities. Finally, EMS personnel are becoming involved in numerous public health initiatives (immunizations, illness and injury prevention programs, etc.).

Emergency Medical Services are a local function and organized in a variety of ways. Common models are municipal government (fire-based or third-service) or a contracted service with a private (profit or nonprofit) entity. EMS personnel also can be categorized in a variety of ways. Those trained to higher levels tend to be paid (either full- or part-time) while those trained to lower levels tend to be volunteers or partially paid.

EMS provides out-of-hospital medical care to those with perceived urgent needs. It is a component of the overall health care system. EMS delivers care as part of a system intended to attenuate the morbidity and mortality associated with sudden illnesses and injury. The positive effects of EMS care are enhanced by linkages with other community health resources and integration within the health care system.

There are four licensure levels in the field of EMS. Each licensure level is substantially different from other licensure levels in skills, practice environment, knowledge, qualifications, services provided, risk, level of

supervisory responsibility, amount of autonomy, and judgment/critical thinking/decision making. The Emergency Medical Responder (EMR) is the most basic level. The Emergency Medical Technician builds upon the EMR level education and training to include an expanded scope of practice and responsibilities. In other parts of the country, the Advanced Emergency Medical Technician (AEMT) is utilized with an increased scope of practice incorporating items from both EMR and EMT level with additional skills, knowledge, and responsibilities. The Paramedic further builds upon the scope of practice of the preceding levels (EMR, EMT, and AEMT) and is the most advanced level of licensure. One of the requirements to enter into a Paramedic level training course is current certification as an EMT or AEMT.

COURSE DESCRIPTIONS

EMS V01 - EMERGENCY MEDICAL RESPONDER

3 Units

Hours: 2 lecture, 3 laboratory weekly

The primary focus of the Emergency Medical Responder is to learn to initiate immediate lifesaving care to critical patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide lifesaving interventions while awaiting additional EMS response and to assist higher level personnel at the scene and during transport. Emergency Medical Responders function as part of a comprehensive EMS response, under medical oversight. Emergency Medical Responders perform basic interventions with minimal equipment. Upon successful completion of this course, the student will receive an American Heart Association Healthcare Provider Card and Course Completion Certificate and will be prepared with the knowledge and skills for EMT V01. *Field trips may be required.*

EMS V10 - EMERGENCY MEDICAL TECHNICIAN

8 Units

Corequisite: EMS V10L

Enrollment Limitation: Criminal background clearance, current CPR certification for health care provider (American Heart Association) or professional rescuer (American Red Cross), drug and alcohol clearance, proof of freedom from and immunity to communicable diseases, no acrylic or long nails in clinical settings, physical examination demonstrating general good health, no visible tattoos or visible body piercings except single studs in earlobes, must have achieved the age of 18 by the midterm examination and student must be present at the first class meeting

Hours: 7 lecture, 3 laboratory weekly

This course provides students with the knowledge and skills to operate as an Emergency Medical Technician (EMT). This course is approved by the California Emergency Medical Services Authority and Local Emergency Medical Services Agency. Upon successful completion of both the written and practical examinations the student will be eligible to sit for the National Registry of Emergency Medical Technicians certifying examination. This course fulfills the health education requirement for an associates degree. *Catalog Note: The California Emergency Medical Services Authority, through the Ventura County Emergency Medical Services Agency, may deny certification to those with criminal records.*

Field trips may be required. Formerly EMT V01.

EMS V10L - EMERGENCY MEDICAL TECHNICIAN

CLINICAL PRACTICUM

0.5 Units

Corequisite: EMS V10

Enrollment Limitation: Current Emergency Cardiovascular Care (ECC) guidelines for CPR certification at the health care provider or professional rescuer level.

Criminal background clearance, drug and alcohol clearance, proof of freedom from and immunity to communicable diseases, physical examination demonstrating general good health. Must have achieved 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: 1.5 laboratory weekly

This course provides students with the clinical experiences required to operate as an Emergency Medical Technician (EMT).

Field trips will be required. Offered on a pass/no pass basis only.

EMERGENCY MEDICAL TECHNOLOGY

See **EMERGENCY MEDICAL SERVICES**

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.

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**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 | 3 |
| MATH V21A | Calculus with Analytic Geometry I | 5 |
| MATH V21B | Calculus with Analytic Geometry II | 5 |
| PHYS V04V04L | Mechanics for Scientists and Engineers | 4 |
| PHYS V04L | Mechanics Laboratory for Scientists and Engineers | 1 |
| PHYS V05 | Electricity and Magnetism for Scientists and Engineers | 4 |
| PHYS V05L | Electricity and Magnetism Laboratory for Scientists and Engineers | 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 | Optics, Heat and Modern Physics for Scientists and Engineers & Laboratory | 4 |
| PHYS V06L | Optics, Heat and Modern Physics Laboratory for Scientists and Engineers | 1 |
| Select nine (9) units from the following courses: | | |
| ENGR V02 | Engineering Graphics and Design | 3 |
| ENGR V12 | Engineering Statics | 3 |
| ENGR V16 | Electronic Circuits and Devices | 3 |
| ENGR V16L | Electronic Circuits and Devices Laboratory | 1 |
| ENGR V18 | Engineering Materials | 3 |
| ENGR V18L | Engineering Materials Laboratory | 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**

Courses designated in gray with “+” have gone through a title, ID or unit change. See a counselor for more information.

For other course descriptions, see Chemistry, Computer Science, Mathematics, and Physics

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**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 | General Chemistry I | 3 |
| CHEM V01AL | General Chemistry I Laboratory | 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 |
| AND | | |
| ENGR V16L | Engineering Circuits and Devices Laboratory | 1 |
| ENGR V18 | Engineering Materials | 3 |
| AND | | |
| ENGR V18L | Engineering Materials Laboratory | 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 |

continued on next page

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

GROUP A:

| | | |
|------------|--|---|
| PHYS V02A | General Physics I: Algebra/ Trigonometry-Based | 4 |
| PHYS V02AL | General Physics I: Algebra/ Trigonometry-based Laboratory | 1 |
| PHYS V02B | General Physics II: Algebra/ Trigonometry-based | 4 |
| PHYS V02BL | General Physics II: Algebra/ Trigonometry-based Laboratory | 1 |

GROUP B:

| | | |
|------------|---|---|
| PHYS V03A | General Physics I: Calculus-based | 4 |
| PHYS V03AL | General Physics I: Calculus-based Laboratory | 1 |
| PHYS V03B | General Physics II: Calculus-based | 4 |
| PHYS V03BL | General Physics II: Calculus-based Laboratory | 1 |

GROUP C:

| | | |
|-----------|---|---|
| PHYS V04 | Mechanics for Scientists and Engineers | 4 |
| PHYS V04L | Mechanics for Scientists and Engineers Laboratory | 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 **3 Units**

C-ID: ENGR 110

Hours: 3 lecture weekly

The course explores the branches of engineering, the functions of an engineer, and the industries in which engineers work. Explains the engineering education pathways and explores effective strategies for students to reach their full academic potential. Presents an introduction to the methods and tools of engineering problem solving and design including the interface of the engineer with society and engineering ethics. Develops communication skills pertinent to the engineering profession.

Field trips may be required. Formerly Engr 1. Transfer credit: CSU, UC.

ENGR V02 - ENGINEERING GRAPHICS AND DESIGN **3 Units**

Prerequisite: MATH V05 or high school equivalent with grade of C or better

C-ID: ENGR 150

Hours: 2 lecture, 3 laboratory weekly

This course applies the principles of engineering drawing in visually communicating engineering designs and introduces computer-aided design (CAD). Topics include: the development of visualization skills; orthographic projections; mechanical dimensioning and tolerancing practices; production of engineering drawings; and, the engineering design process. The use of CAD software is an integral part of the course. Assignments develop sketching and 2-D and 3-D CAD skills.

Field trips may be required. Formerly Engr 2. Transfer credit: CSU; UC.

ENGR V12 - ENGINEERING STATICS **3 Units**

Prerequisite: MATH V21B and PHYS V04-V04L

C-ID: ENGR 130

Hours: 3 lecture weekly

This course is the study of rigid bodies in static equilibrium when acted upon by forces and couples in two- and three-dimensions. Topics will include: equilibrium of rigid bodies; trusses, frames and machines; the calculation of centers of mass, centroids and moments of inertia; shear force and bending moment diagrams in beams; and friction. Methods of analysis will include mathematical modeling, vectors and scalars.

Formerly Engr 12. Transfer credit: CSU; UC.

ENGR V14 - MATLAB: PROGRAMMING AND PROBLEM SOLVING **3 Units**

Prerequisite: MATH V21A

C-ID: ENGR 220

Hours: 2 lecture, 3 laboratory weekly

This course utilizes the MATLAB environment to provide students with a working knowledge of computer-based problem-solving methods relevant to science and engineering. It introduces the fundamentals of procedural and object-oriented programming, numerical analysis, and data structures.

Transfer credit: CSU; UC.

ENGR V16 - ELECTRONIC CIRCUITS AND DEVICES **3 Units**

Prerequisite: PHYS V05-V05L and MATH V23 or concurrent enrollment

Hours: 3 lecture weekly

This course is an introduction to electronic circuits and devices for the engineering major based on the application of circuit laws and network theorems. It includes analysis of DC and AC circuits containing resistors, capacitors, inductors, dependent sources, operational amplifiers, and/or switches; natural and forced responses of first and second order RLC circuits; the use of phasors; AC power calculations; power transfer; and energy concepts.

Formerly Engr 16. Transfer credit: CSU; UC.

ENGR V16L - ELECTRONIC CIRCUITS AND DEVICES LABORATORY **1 Unit**

Prerequisite: ENGR V16 or concurrent enrollment

C-ID: ENGR 260L

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. Basic use of electrical test and measurement instruments including multimeters, oscilloscopes, power supplies, and function generators. Use of circuit simulation software. Interpretation of measured and simulated data based on principles of circuit analysis for DC, transient, and sinusoidal steady-state (AC) conditions. Elementary circuit design. Construction and measurement of basic operational amplifier circuits.

Formerly Engr 16L. Transfer credit: CSU; UC.

ENGR V18 - ENGINEERING MATERIALS  **3 Units**

Prerequisite: CHEM V01A-V01AL and PHYS V04-V04L

Corequisite: ENGR V18L

C-ID: ENGR 140 [ENGR V18]

C-ID: ENGR 140B [ENGR V18+ENGR V18L]

Hours: 3 lecture weekly

This course presents the internal structures and resulting behaviors of materials used in engineering applications, including metals, ceramics, polymers, composites, and semiconductors. The emphasis is upon developing the ability both to select appropriate materials to meet engineering design criteria and to understand the effects of heat, stress, imperfections, and chemical environments upon material properties and performance.

Field trips may be required. Formerly Engr 18. Transfer credit: CSU; UC.

ENGR V18L - ENGINEERING MATERIALS LABORATORY  **1 Unit**

Corequisite: ENGR V18

C-ID: ENGR 140B [ENGR V18+ENGR V18L] and

C-ID: ENGR 140L

Hours: 3 laboratory weekly

This introductory laboratory course on engineering materials and their properties provides opportunities to directly observe the structures and behaviors discussed in ENGR V18. to operate testing equipment, to analyze experimental data, and to prepare reports.

Transfer credit: CSU; UC.

ENGR V88 - ENGINEERING WORKSHOPS **0.5-10 Units**

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs 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 **0.5-10 Units**

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs 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..

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

ENGLISH FOR TRANSFER

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" grade or better, or "P," 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 V01B | Critical Thinking and Composition Through Literature | 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 | 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 |

continued on next page

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 pages 76 and 85).

| | |
|--|-------|
| Major Units | 19-21 |
| CSU General Education or IGETC-CSU Pattern | 37-39 |
| Electives (CSU transferable units to reach 60) | 6-19 |
| Double-Counted Units | 6-15 |

| | |
|---------------------|-----------|
| DEGREE TOTAL | 60 |
|---------------------|-----------|

Courses designated in gray with “+” have gone through a title, ID or unit change. See a counselor for more information.

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, Spanish, and Theatre

PROGRAM STUDENT LEARNING OUTCOMES

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

- Analyze texts representing a wide range of genres including poetry, drama, fiction, and film.
- 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

Assembly Bill 705, which took effect on January 1, 2018, allows students who complete high school in the U.S. to enroll directly into English V01A. Placement exams are no longer required. Research shows that students are more likely to complete general education and transfer requirements for writing when they enroll directly in this first-year writing course.

For international and multilingual students, we offer English for Multilingual Students (ENGM) courses such as ENGM V02 Preparation for English Composition to ready you for success in English V01A. We also offer academic credit English as a Second Language courses to prepare you to succeed in your academic and personal goals.

Please consult with an academic counselor if you have any questions about the best English course for you.

ENGL V01A - ENGLISH COMPOSITION 4 Units

Prerequisite: ENGL V02 with grade of C or better; or ENGL V03A with a grade of C or better; or placement as measured by the college assessment process

C-ID: ENGL 100

Hours: 3.5 lecture, 2 laboratory weekly

A writing course which emphasizes critical reading, expository and argumentative writing, and mastery of library research techniques. It includes instruction and practice in critical thinking, in analytical reading and evaluation of written work, including at least one book-length work of significant literature, and in the methods of clearly communicating and supporting ideas in organized, coherent essays. Students are required to write a minimum of 6500 formal words, including a research project, based on essays, literature read in class, personal experience, and college-level research

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

ENGL V01B - CRITICAL THINKING AND COMPOSITION THROUGH LITERATURE 4 Units

Prerequisite: ENGL V01A with grade of C or better

C-ID: ENGL 110 and ENGL 120

Hours: 4 lecture weekly

This course introduces representative works from major literary genres and offers instruction in analytical, critical, and argumentative writing, critical thinking, research strategies, information literacy, and proper documentation through the study of literary works. This course develops students' close reading and analytical writing skills and promotes appreciation and critical understanding of the cultural, historical, and aesthetic qualities of literature.

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

ENGL V01C - ADVANCED COMPOSITION AND CRITICAL THINKING 3 Units

Prerequisite: ENGL V01A

C-ID: ENGL 105

Hours: 3 lecture weekly

This course offers practice in the writing of non-fiction, centered on a course theme, based on analytic reading of essays from a variety of disciplines. It develops mastery of the writing process, critical thinking, and the elements of style. Culmination of the semester is marked by the submission of a final portfolio of the student's best work.

Transfer credit: CSU; UC.

ENGL V02 - FUNDAMENTALS OF ENGLISH COMPOSITION 5 Units

Prerequisite: ENGL V03; or ENGL V03A; or placement as measured by the college assessment process

Hours: 5 lecture weekly

The student will learn to write coherent, well-developed expository essays using a variety of rhetorical modes; to 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 and/or ENGL V09, will receive credit in only one course toward the associate degree.

Formerly ENGL V02A.

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 V10 - CREATIVE WRITING  **3 Units**

Prerequisite: ENGL V02 or placement in ENGL V01A or placement as measured by the college assessment process

Recommended Preparation: 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 V12 - INTRODUCTION TO MEDIA WRITING  **3 Units**

Prerequisite: ENGL V02 or ENGL V03A, or placement into ENGL V01A

Recommended Preparation: ENGL V01A

Hours: 3 lecture weekly

This is a basic introductory course in writing for the film and electronic media. Emphasis on preparing scripts in proper formats, including fundamental technical, conceptual and stylistic issues related to writing fiction and non-fiction for informational and entertainment purposes in film and electronic media. Includes a writing evaluation component as a significant part of the course requirement. Same as FILM V12. Transfer credit: CSU.

ENGL V14 - INTRODUCTION TO CREATIVE NONFICTION  **3 Units**

Prerequisite: Eligibility to enroll in a transferable English composition course (ENGL V01A)

Hours: 3 lecture weekly

This course is a study of creative nonfiction with an emphasis on critical reading, analysis, interpretation, and creative writing. The student will study the principles and methods of creative nonfiction, submit original pieces for class discussion, and learn to use the workshop format to further their work. A critical analysis of student and master works will address personal, social, political, and/or cultural issues. Transfer credit: CSU; UC.

ENGL V15 - INTRODUCTION TO POETRY  **3 Units**

Prerequisite: Eligibility to enroll in a transferable English composition course (ENGL V01A)

Hours: 3 lecture weekly

This course is a study of poetry with an emphasis on critical reading, analysis, interpretation, and creative writing. 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**

Recommended Preparation: 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 V18 - CHILDREN'S LITERATURE AND FILM  **3 Units**

Recommended Preparation: ENGL V01A

Prerequisite: Eligibility for college-level composition (ENGL V01A) as determined by college assessment or other appropriate method.

C-ID: ENGL 180

Hours: 3 lecture weekly

This course introduces representative works of children's and adolescent literature and film, develops students' close reading and analytical writing skills, and promotes an appreciation for the aesthetic qualities of literature and film created for children and adolescents. Transfer credit: CSU; UC.

ENGL V21A - BRITISH LITERATURE BEFORE 1800  **3 Units**

Prerequisite: Eligibility to enroll in a transferable English composition course (ENGL V01A)

Recommended Preparation: 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 - BRITISH LITERATURE SINCE 1800  **3 Units**

Prerequisite: Eligibility to enroll in a transferable English composition course (ENGL V01A)

Recommended Preparation: 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 - AMERICAN LITERATURE: COLONIAL PERIOD TO 1865  **3 Units**

Prerequisite: Eligibility to enroll in a transferable English composition course (ENGL V01A)

Recommended Preparation: ENGL V01A

C-ID: ENGL 130

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.

Credit Academic English as a Second Language / English for Multilingual Students (EngM)

Core Courses

ENGL V01A (4 units)

English Composition

◀ College-level English ▶



EngM V02 (5 units)

Preparation for English Composition



EngM V03 (5 units)

Advanced Academic Reading & Writing



ESL V04RW (4 units)

Integrated Reading & Writing III



ESL V05RW (4 units)

Integrated Reading & Writing II



ESL V06RW (4 units)

Integrated Reading & Writing I

The credit ESL and EngM program at Ventura College offers reading and writing classes to prepare students for vocational or transferable college coursework. Students at each level should enroll in the appropriate Core Course. Students may also choose to take elective courses in grammar and/or listening & speaking at each level.

Level 2 & 3 Electives

- EngM V22 Advanced Oral Communication
- EngM V03G Grammar for Composition I

Level 4 Electives

- ESL V04LS Academic Listening and Speaking III
- ESL V04G Applied Grammar and Editing III

Level 5 Electives

- ESL V05LS Academic Listening and Speaking II
- ESL V05G Applied Grammar and Editing II

Level 6 Electives

- ESL V06LS Academic Listening and Speaking I
- ESL V06G Applied Grammar and Editing I

Noncredit English as a Second Language (ESL)

Enter Credit ESL Program



ESL N100D

High-Intermediate Noncredit ESL



ESL N100C

Intermediate Noncredit ESL



ESL N100B

High-Beginning Noncredit ESL



ESL N100A

Beginning Noncredit ESL

The Ventura College noncredit English as a Second Language (ESL) program offers tuition-free morning and evening ESL classes from beginning to high-intermediate levels.



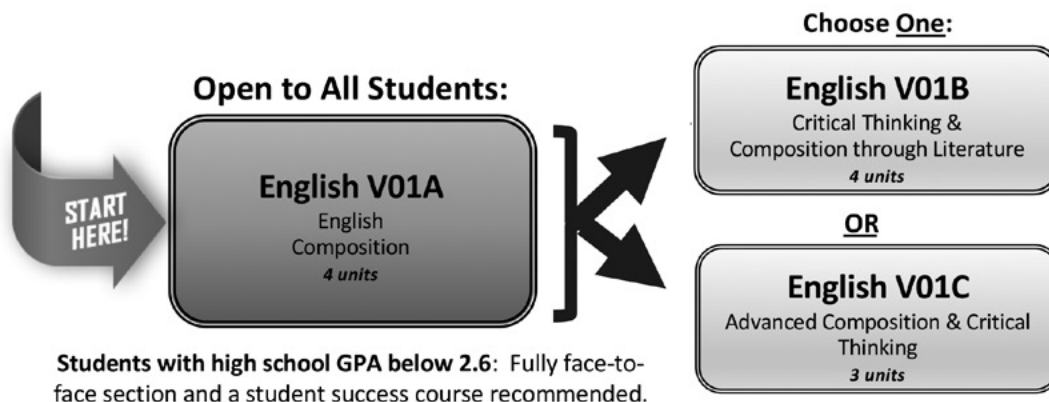
Ventura College's First-Year Writing Program

Composition Requirement

Required for an AA or AS degree and/or transfer to four-year colleges and universities.

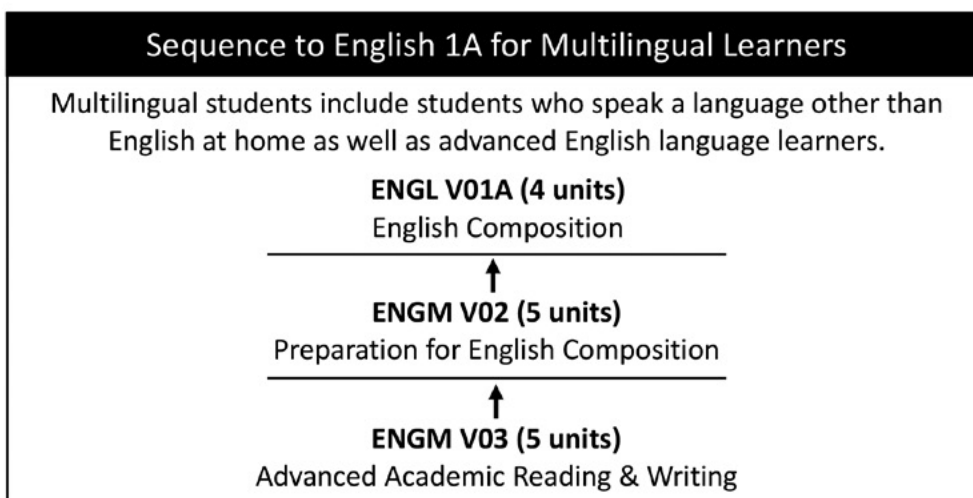
Critical Thinking Requirement

Satisfies the critical thinking requirement for CSU and UC transfer (IGETC).



Resources for Success in English 1A:

- **Integrated Writing Tutors:** A peer tutor is a member of every fully face-to-face English 1A class. The tutor also stays after class for 30 minutes for one-on-one and group tutoring.
- **Hands-on Computer Lab:** Face-to-face sections also meet with their instructor for two hours a week in the BEACH computer lab in the Learning Resource Center (LRC).
- **Tutoring Center:** Our friendly and well-trained writing tutors are available for drop-in appointments in the Tutoring Center, on the first floor of the Learning Resource Center (LRC).
- **Academic Success Workshops:** The LRC's Academic Success faculty offer Sidecar Sessions and workshops on topics such as growth mindset, technology tools, and writing skills.
- **Mini-Courses on Grammar and Reading:** Free mini-courses on grammar skills and academic reading are available as noncredit courses for just-in-time skill development.



Two-Semester Option: Research shows almost all students have the best chance of success enrolling directly in English 1A. **English V02 Fundamentals of English Composition** is an optional 5-unit preparatory course for English 1A. Students considering this year-long option should complete the two-course sequence (ENGL V02 -> ENGL V01A) in back-to-back semesters. Taking a break between the two writing courses greatly reduces the odds of completing the Composition requirement.

ENGL V22B - AMERICAN LITERATURE:**1865 TO PRESENT** 📖**3 Units***Prerequisite:* Eligibility to enroll in a transferable English composition course (ENGL V01A)*Recommended Preparation:* 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. Transfer credit: CSU; UC; credit limitations - see counselor.

ENGL V26 - INTRODUCTION TO SHAKESPEARE**AND FILM** 📖**3 Units***Prerequisite:* Eligibility to enroll in a transferable English composition course (ENGL V01A)*Hours:* 3 lecture weekly

In this course, students will draw connections between traditional and contemporary literary genres as they read William Shakespeare's plays and critically analyze film adaptations of these plays. Students will read and analyze a selection of Shakespeare's histories, comedies, tragedies, and romances in the context of Elizabethan drama. Then they will view a variety of cinematic interpretations of these plays and compare and contrast such elements as plot, character, theme, staging, and critical and directorial interpretation.

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 - WORLD LITERATURE:**ANTIQUITY TO 1650** 📖**3 Units***Prerequisite:* Eligibility to enroll in a transferable English composition course (ENGL V01A)*Recommended Preparation:* ENGL V01A*C-ID:* ENGL 140*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 antiquity to the mid or late seventeenth century.

Field trips may be required. Formerly Engl 30. Transfer credit: CSU; UC.

ENGL V31 - WORLD LITERATURE:**1650 TO PRESENT** 📖**3 Units***Prerequisite:* Eligibility to enroll in a transferable English composition course (ENGL V01A)*Recommended Preparation:* 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***Prerequisite:* Eligibility to enroll in a transferable English composition course (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.

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 - INTRODUCTION TO 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 V36 - WOMEN IN LITERATURE 📖**3 Units***Prerequisite:* Eligibility to enroll in a transferable English composition course (ENGL V01A)*Hours:* 3 lecture weekly

This course is an examination of the images, roles, and identities of women in literature, focused on the contributions of women to a variety of literary genres including prose, poetry, short fiction, drama, and novels. It explores the particular cultural, historical, political, and social issues that have influenced women and society.

Field trips may be required. Formerly ENGL V36A and ENGL V36B. Transfer credit: CSU; UC.

ENGL V88 - ENGLISH WORKSHOPS 0.5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs 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 0.5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs 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.

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.

ENGL N101 - LANGUAGE ARTS: WRITING MECHANICS 0 Units

Hours: 1-10 hours weekly

The student will learn to write grammatically correct sentences, to develop coherent paragraphs, and to read and analyze short passages as models for writing.

This is a noncredit course, non-degree applicable. Offered on a pass/no pass basis only.

ENGL N102 - READING FOR ACADEMIC PURPOSES 0 Units

Hours: 10 hours weekly

Critical reading course focusing on the effective use of critical thinking in a cross-disciplinary framework. Emphasis on the development of critical reading skills of interpretation, analysis, and evaluation of a variety of academic texts across disciplines.

This is a noncredit course, non-degree applicable. 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 V04G - APPLIED GRAMMAR AND EDITING III 4 Units

Hours: 3 lecture, 3 laboratory weekly

This academic ESL course offers multilingual students instruction in using complex grammar in context. Instruction focuses on the detection and analysis of grammatical errors and the task of editing written discourse. Students will read and analyze a variety of texts, which model content, organization, and language in preparation for producing and editing their own writing.

Offered on a pass/no pass basis only. Not applicable for degree credit.

ESL V04LS - ACADEMIC LISTENING AND SPEAKING III 4 Units

Hours: 3 lecture, 3 laboratory weekly

This academic listening and speaking course is for multilingual students. Instruction will focus on oral fluency and listening comprehension in preparation for college level communication. Presentation skills, complex grammar for speaking, pronunciation and intonation will be addressed.

Offered on a pass/no pass basis only. Not applicable for degree credit.

ESL V04RW - ACADEMIC READING AND WRITING III 4 Units

Hours: 3 lecture, 3 laboratory weekly

This high intermediate ESL course offers students instruction in reading and writing strategies. Instruction focuses on developing paragraphs and short essays with clear topic sentences and supporting details, with an emphasis on clarity, unity and organization. Students will read a variety of pre-college texts, which model different modes of development.

Offered on a pass/no pass basis only. Not applicable for degree credit.

ESL V05G - APPLIED GRAMMAR AND EDITING II 4 Units

Hours: 3 lecture, 3 laboratory weekly

This academic ESL course offers multilingual students instruction in using grammar in context. Instruction focuses on detecting and analyzing grammatical errors as well as editing and revising various texts students have written. Students will read and analyze a variety of texts which model content, organization, and language in preparation for producing, editing, and revising their own writing.

Offered on a pass/no pass basis only. Not applicable for degree credit.

ESL V05LS - ACADEMIC LISTENING AND SPEAKING II 4 Units

Recommended Preparation: ENGM V21 or the equivalent; and concurrent enrollment in an ENGM Reading and Vocabulary course; and concurrent enrollment in an ENGM Writing and Grammar course

Hours: 3 lecture, 3 laboratory weekly

This academic listening and speaking course is designed for multilingual students. Instruction will focus on the improvement of oral fluency and listening comprehension. Emphasis is on grammatical accuracy and pronunciation.

Offered on a pass/no pass basis only. Not applicable for degree credit.

ESL V05RW - ACADEMIC READING AND WRITING II 4 Units

Hours: 3 lecture, 3 laboratory weekly

This intermediate integrated skills ESL course offers students instruction in reading and writing strategies. Instruction focuses on using complex sentence structure and developing paragraphs with clear topic sentences and supporting details, with an emphasis on clarity, unity and organization. Students will read a variety of pre-college texts, which model different modes of development.

Offered on a pass/no pass basis only. Not applicable for degree credit.

ESL V06G - APPLIED GRAMMAR AND EDITING I 4 Units

Hours: 3 lecture, 3 laboratory weekly

This academic ESL course offers multilingual students instruction in using basic grammar in context. The focus will be on improving grammar usage at the sentence and basic paragraph level. Students will develop, edit, and revise a variety of simple and compound sentence structures.

Offered on a pass/no pass basis only. Not applicable for degree credit.

ESL V06LS - ACADEMIC LISTENING AND SPEAKING I 4 Units

Recommended Preparation: ESL V20A or ESL V20B; and concurrent enrollment in ENGM Reading and Vocabulary courses and concurrent enrollment in ENGM Writing and Grammar courses

Hours: 3 lecture, 3 laboratory weekly

This listening and speaking course is designed for multilingual students. The focus will be on developing conversational fluency and improving pronunciation and grammatical accuracy.

Offered on a pass/no pass basis only. Not applicable for degree credit.

ESL V06RW - ACADEMIC READING AND WRITING I  **4 Units**

Hours: 3 lecture, 3 laboratory weekly

This low intermediate integrated skills ESL course offers students instruction in reading and writing strategies. Instruction focuses on developing a variety of simple sentence structures to form short basic paragraphs. Students will read a variety of pre-college texts, which model different modes of development.

Offered on a pass/no pass basis only. Not applicable for degree credit

ESL V31A - INTERMEDIATE READING, WRITING, AND VOCABULARY I **2 Units**

Hours: 1.5 lecture, 1.5 laboratory weekly

This course is designed for intermediate multilingual students. The focus will be on developing reading comprehension strategies, vocabulary skills and sentence structure.

Same as ENGM V31A. Offered on a pass/no pass basis only. Not applicable for degree credit.

ESL V31B- INTERMEDIATE READING, WRITING, AND VOCABULARY II **2 Units**

Hours: 1.5 lecture, 1.5 laboratory weekly

This course is designed for intermediate multilingual students. The focus will be on developing reading and comprehension, vocabulary building, and basic writing skills.

Same as ENGM V31B. Offered on a pass/no pass basis only. Not applicable for degree credit.

ESL V32A - HIGH INTERMEDIATE READING, WRITING, AND VOCABULARY I **2 Units**

Hours: 1.5 lecture, 1.5 laboratory weekly

This reading, writing and vocabulary course is designed for high-intermediate multilingual students. The focus will be on improving reading comprehension, writing skills, and vocabulary building strategies.

Same as ENGM V32A. Offered on a pass/no pass basis only. Not applicable for degree credit.

ESL V32B - HIGH INTERMEDIATE READING, WRITING, AND VOCABULARY II **2 Units**

Hours: 1.5 lecture, 1.5 laboratory weekly

This reading, writing, and vocabulary course is designed for high-intermediate multilingual students. The focus will be on further developing reading and writing strategies, and improving vocabulary-building skills.

Same as ENGM V32B. Offered on a pass/no pass basis only. Not applicable for degree credit.

ESL V41A- INTERMEDIATE READING, WRITING, AND GRAMMAR I **2 Units**

Hours: 1.5 lecture, 1.5 laboratory weekly

This intermediate reading, writing, and grammar course is designed for intermediate multilingual students. The focus will be on improving grammar usage and refining sentence structure.

Same as ENGM V41A. Offered on a pass/no pass basis only. Not applicable for degree credit.

ESL V41B - INTERMEDIATE READING, WRITING, AND GRAMMAR II **2 Units**

Hours: 1.5 lecture, 1.5 laboratory weekly

This intermediate writing and grammar course is designed for intermediate multilingual students. The focus will be on improving reading comprehension and grammar usage, and refining sentence structure.

Same as ENGM V41B. Offered on a pass/no pass basis only. Not applicable for degree credit.

ESL V42A - HIGH-INTERMEDIATE READING, WRITING, AND GRAMMAR I **2 Units**

Hours: 1.5 lecture, 1.5 laboratory weekly

This reading, writing, and grammar course is designed for high-intermediate multilingual students. The focus will be on refining sentence structure and developing unified paragraphs. Students will use reading skills to assist them with their writing.

Same as ENGM V42A. Offered on a pass/no pass basis only. Not applicable for degree credit.

ESL V42B - HIGH-INTERMEDIATE READING, WRITING, AND GRAMMAR II **2 Units**

Hours: 1.5 lecture, 1.5 laboratory weekly

This reading, writing, and grammar course is designed for high-intermediate multilingual students. The focus will be on improving complex sentence structure and continued development of paragraph cohesion and coherence. *Same as ENGM V42B. Offered on a pass/no pass basis only. Not applicable for degree credit.*

ESL V52A - READING, WRITING, AND CRITICAL THINKING I **2 Units**

Hours: 1.5 lecture, 1.5 laboratory weekly

This academic 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. *Same as ENGM V52A. Offered on a pass/no pass basis only. Not applicable for degree credit.*

ESL V52B - READING, WRITING, AND CRITICAL THINKING II **2 Units**

Hours: 1.5 lecture, 1.5 laboratory weekly

This academic 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. *Same as ENGM V52B. Offered on a pass/no pass basis only. Not applicable for degree credit.*

ESL V88 - ENGLISH AS A SECOND LANGUAGE WORKSHOPS **0.5-10 Units**

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs 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.

ESL N100A - BEGINNING NONCREDIT ESL  **0 Units**

Hours: 5 laboratory weekly

This is a beginning course for non and limited English proficient students who want to acquire the communication skills necessary for living, working, and attending school where English is used. Integration of computer literacy, such as basic computer knowledge and keyboarding will help students build the basic skill set needed in the workplace, in school, and other aspects of their daily lives.

This is a noncredit course, non-degree applicable.

ESL N100B - HIGH-BEGINNING NONCREDIT ESL  **0 Units**

Hours: 5 laboratory weekly

This is a high-beginning course for limited-English-proficient students who want to acquire the communication skills necessary for living, working, and attending school where English is used. Integration of computer literacy, such as basic computer knowledge, keyboarding, and use of applications will help students build the basic skill set needed in the workplace, in school, and other aspects of their daily lives.

This is a noncredit course, non-degree applicable.

ESL N100C - INTERMEDIATE NONCREDIT ESL 📖 **0 Units***Hours: 5 laboratory weekly*

This is an intermediate course for students who want to continue developing the listening, speaking, reading, and writing skills necessary for living, working, and attending school where English is used. This course will focus on communication and critical thinking skills and will help students continue to develop computer literacy.

*This is a noncredit course, non-degree applicable.***ESL N100D - HIGH-INTERMEDIATE NONCREDIT ESL** 📖 **0 Units***Hours: 5 laboratory weekly*

This is a high-intermediate course for limited-English proficient students who want to develop the listening, speaking, reading, and writing skills necessary for living, working, and attending school where English is used. Students will develop communication and critical thinking skills and continue to develop computer literacy.

This is a noncredit course, non-degree applicable.

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 in academic writing and reading comprehension. These courses facilitate independent learning and prepare students for transfer-level courses. Students who participate in the ENGM courses will collaborate to solve problems and demonstrate critical thinking skills.

COURSE DESCRIPTIONS

ENGM V02 - PREPARATION FOR ENGLISH COMPOSITION 📖 **5 Units***Hours: 5 lecture weekly*

This course is designed for multilingual speakers of English to develop college-level reading and writing skills. Emphasis is on essay development of expository writing in connection with advanced readings from various sources and a full-length text. The fundamentals of written English expression are reviewed with emphasis on standard American usage problematic to the multilingual student. The course is designed to prepare students for ENGL V01A.

*Not applicable for degree credit.***ENGM V03 - ADVANCED ACADEMIC READING AND WRITING** 📖 **5 Units***Hours: 5 lecture weekly*

This is an advanced integrated skills course designed for multilingual speakers of English to improve academic reading, writing, grammar, and interpersonal communication skills. Students will develop familiarity with writing as process, practice the integration of sources, and edit their writing according to standards of written English. Students will develop strategies for reading, analyzing, and responding to texts in order to write essays.

*Offered on a pass/no pass basis only. Not applicable for degree credit.***ENGM V03G - GRAMMAR FOR COMPOSITION I** **2 Units***Hours: 2 lecture weekly*

This grammar course is designed for multilingual students preparing for academic courses. The focus will be on recognizing grammar and sentence structure errors that interfere with cohesion, coherence, and unity. Students will edit and revise paragraphs and essays. Instruction will emphasize applying complex grammar.

*Offered on a pass/no pass basis only. Not applicable for degree credit.***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***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 V31A - INTERMEDIATE READING, WRITING, AND VOCABULARY I** **2 Units***Hours: 1.5 lecture, 1.5 laboratory weekly*

This course is designed for intermediate multilingual students. The focus will be on developing reading comprehension strategies, vocabulary skills and sentence structure.

*Formerly ENGM V31. Same as ESL V31A. Offered on a pass/no pass basis only. Not applicable for degree credit.***ENGM V31B- INTERMEDIATE READING, WRITING, AND VOCABULARY II** **2 Units***Hours: 1.5 lecture, 1.5 laboratory weekly*

This course is designed for intermediate multilingual students. The focus will be on developing reading and comprehension, vocabulary building, and basic writing skills.

*Same as ESL V31B. Offered on a pass/no pass basis only. Not applicable for degree credit.***ENGM V32A - HIGH INTERMEDIATE READING, WRITING, AND VOCABULARY I** **2 Units***Hours: 1.5 lecture, 1.5 laboratory weekly*

This reading, writing and vocabulary course is designed for high-intermediate multilingual students. The focus will be on improving reading comprehension, writing skills, and vocabulary building strategies.

*Formerly ENGM V32. Same as ESL V32A. Offered on a pass/no pass basis only. Not applicable for degree credit.***ENGM V32B - HIGH INTERMEDIATE READING, WRITING, AND VOCABULARY II** **2 Units***Hours: 1.5 lecture, 1.5 laboratory weekly*

This reading, writing, and vocabulary course is designed for high-intermediate multilingual students. The focus will be on further developing reading and writing strategies, and improving vocabulary-building skills.

*Same as ESL V32B. Offered on a pass/no pass basis only. Not applicable for degree credit.***ENGM V41A - INTERMEDIATE READING, WRITING, AND GRAMMAR I** **2 Units***Hours: 1.5 lecture, 1.5 laboratory weekly*

This intermediate reading, writing, and grammar course is designed for intermediate multilingual students. The focus will be on improving grammar usage and refining sentence structure.

Formerly ENGM V41. Same as ESL V41A. Offered on a pass/no pass basis only. Not applicable for degree credit.

ENGM V41B - INTERMEDIATE READING, WRITING, AND GRAMMAR II**2 Units***Hours: 1.5 lecture, 1.5 laboratory weekly*

This intermediate writing and grammar course is designed for intermediate multilingual students. The focus will be on improving reading comprehension and grammar usage, and refining sentence structure.

Same as ESL V41B. Offered on a pass/no pass basis only. Not applicable for degree credit.

ENGM V42A - HIGH-INTERMEDIATE READING, WRITING, AND GRAMMAR I**2 Units***Hours: 1.5 lecture, 1.5 laboratory weekly*

This reading, writing, and grammar course is designed for high-intermediate multilingual students. The focus will be on refining sentence structure and developing unified paragraphs. Students will use reading skills to assist them with their writing.

Formerly ENGM V42. Same as ESL V42A. Offered on a pass/no pass basis only. Not applicable for degree credit.

ENGM V42B - HIGH-INTERMEDIATE READING, WRITING, AND GRAMMAR II**2 Units***Hours: 1.5 lecture, 1.5 laboratory weekly*

This reading, writing, and grammar course is designed for high-intermediate multilingual students. The focus will be on improving complex sentence structure and continued development of paragraph cohesion and coherence.

Same as ESL V42B. 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.

ENGM V52A - READING, WRITING, AND CRITICAL THINKING I**2 Units***Hours: 1.5 lecture, 1.5 laboratory weekly*

This academic 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.

Same as ESL V52A. Offered on a pass/no pass basis only. Not applicable for degree credit.

ENGM V52B - READING, WRITING, AND CRITICAL THINKING II**2 Units***Hours: 1.5 lecture, 1.5 laboratory weekly*

This academic 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.

Same as ESL V52B. 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 |
| GEOLOG V02 | Physical Geology | 3 |
| GEOLOG 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**15-17**

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

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.

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; 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 developed. 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.

FILM

This evolving program offers training in Film and Electronic Media providing students with the tools needed for careers in the film industry. There are opportunities in film production, editing, audio, media writing, and motion graphics. An Associate in Science for Transfer Degree in Film is currently being developed for students to work towards a four year degree.

COURSE DESCRIPTIONS

FILM V01 - INTRODUCTION TO MEDIA AESTHETICS AND CINEMATIC ARTS

3 Units

Recommended Preparation: Eligibility for college-level composition (ENGL V01A)

Hours: 3 lecture weekly

Making powerfully effective moving images demands an understanding of the fine art of transferring ideas, meanings, and feelings into emotionally charged visual communication. This course presents universal aesthetic visual concepts that underlie the timeless value of works fashioned by the world's master image-makers. Instruction includes lectures, discussion, and critical analysis of extensive examples drawn from feature films, documentaries, television, and other media. Participants are led through their own discovery process, learning to use tools to manifest ideas in cinematic form.

Field Trips may be required. Formerly FILM 01. Transfer credit: CSU; UC.

FILM V02 - FILM PRODUCTION

3 Units

Recommended Preparation: FILM V01

Hours: 2 lecture, 4 laboratory weekly

This course is an introduction to the film and video production process including scripting, story boarding, pre-production planning, budgeting, casting, shooting, lighting, sound, and editing in both studio and location settings. Students will write, produce, direct and edit a personal project and participate in group assignments and projects.

Field Trips may be required. Formerly FILM 02. Transfer credit: CSU; UC.

FILM V03A - NON-LINEAR EDITING I

3 Units

Recommended Preparation: FILM V01

Hours: 2 lecture, 4 laboratory weekly

This course is an overview of desktop non-linear video editing, including acquiring digital video and combining and editing source material to create complete digital movies. Topics include: basic editing techniques; cuts and transitions; adding and altering audio; titling, keying, and transparency; and applying filters and effects.

Field Trips may be required. Formerly FILM 03. Transfer credit: CS; UC.

FILM V04- DOCUMENTARY FILMMAKING

3 Units

Prerequisite: FILM V02

Recommended Preparation: FILM V01

Hours: 2 lecture, 4 laboratory weekly

This course deals with concepts and production skills specific to documentary filmmaking. Included are selected national and international documentary screenings and discussions, and practical exercises from conceptualization through post-production that culminate in the production of a short documentary.

Field Trips may be required. Formerly FILM 04. Transfer credit: CSU; UC.

FILM V05 - NARRATIVE FILMMAKING

3 Units

Prerequisite: FILM V02

Recommended Preparation: FILM V01

Hours: 2 lecture, 4 laboratory weekly

This course introduces concepts and production skills specific to narrative filmmaking, including scripting, story boarding, pre-production planning, budgeting, casting, shooting, cinematography, lighting, sound, and editing. Students write, produce, direct, and edit a personal narrative project and participate in a group narrative project. Current trends and styles in production are discussed.

Field Trips may be required. Formerly FILM 05. Transfer credit: CSU; UC.

FILM V07 - AUDIO PRODUCTION**3 Units***Hours: 2 lecture, 4 laboratory weekly*

Provides a basic knowledge of audio equipment and production techniques used in typical radio, television, multi-media and dramatic productions, including: audio consoles, various digital audio recording equipment and workstations. Develops skills in announcing, basic writing, disc jockeying, program production and direction, commercial production, interviewing techniques, station operations and live and recorded audio production for digital film, television, new media and theater.

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

FILM V10 - CONTEMPORARY AMERICAN CINEMA**3 Units***Hours: 3 lecture weekly*

This course analyzes works of contemporary American cinema, examining theme and focus, industrial practices, narrative presentations, selected genres, and cultural representations (gender, race, class, and sexuality). Examines key filmmakers and movements.

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

FILM V11 - HISTORY OF INTERNATIONAL CINEMA:**WORLD WAR II TO THE PRESENT****3 Units***Recommended Preparation: FILM V01**Hours: 3 lecture weekly*

This course surveys international cinema from the end of World War II to the present. It investigates the medium's technical, aesthetic, and theoretical developments through the examination of narrative, documentary and experimental film. The course focuses on the historical, cultural, industrial and economic influences that contributed to the international art form.

Field Trips will be required. Transfer credit: CSU; UC.

FILM V12 - INTRODUCTION TO MEDIA WRITING**3 Units***Prerequisite: ENGL V02 or ENGL V03A, or placement into ENGL V01A**Recommended Preparation: ENGL V01A**Hours: 3 lecture weekly*

This is a basic introductory course in writing for the film and electronic media. Emphasis on preparing scripts in proper formats, including fundamental technical, conceptual and stylistic issues related to writing fiction and non-fiction for informational and entertainment purposes in film and electronic media. Includes a writing evaluation component as a significant part of the course requirement.

Same as ENGL V10. Transfer credit: CSU.

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 introductory French course provides training in communication, comprehension, pronunciation, elementary principles of grammar, reading of prose, and simple composition. Special emphasis will be given to development of oral and aural skills through the use of communicative activities. Cultural material will be given to stimulate interest in and develop an understanding and appreciation of the French-speaking peoples and countries.

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

202**FREN V02 - ELEMENTARY FRENCH II****5 Units***Prerequisite: FREN V01 or 2 years of high school French or equivalent**Hours: 5 lecture weekly*

This introductory French course provides continued training in communication, comprehension, pronunciation, principles of grammar, reading of prose, and simple composition. Special emphasis will be given to development of oral and aural skills through the use of communicative activities. Cultural material will be 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 V88 - FRENCH WORKSHOPS**0.5-10 Units***Prerequisite: varies with topic**Hours: lecture and/or laboratory as required by unit formula*

Designed to meet specific needs 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**0.5-10 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.

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

COURSE DESCRIPTIONS

GIS 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 GEOG V22. Transfer credit: CSU; UC.

GIS 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 GEOG V26. Transfer credit: CSU; UC.

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

GEOGRAPHY FOR TRANSFER

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" grade or better, or "P," 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 |

continued on next page

LIST A (3-9 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 transferable 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:

- Use measurements, maps, and other geospatial tools to explore the distinctive physical and human characteristics of places and region.
- To describe, explain and analyze the spatial distribution of physical processes, such as those relating to landforms, climates, biological species at various spatial scales.
- To describe, explain and analyze the interconnections between human activities and the environment at the local, regional and global scales.

COURSE DESCRIPTIONS**GEOG V01 - ELEMENTS OF PHYSICAL GEOGRAPHY  3 Units****C-ID:** GEOG 110, GEOG 115 [GEOG V01 + GEOG V01L]**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, GEOG 115 [GEOG V01 + GEOG V01L]**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 through 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.***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.***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** **0.5-10 Units***Prerequisite: varies with topic**Hours: lecture and/or laboratory as required by unit formula*

Designed to meet specific needs 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** **0.5-10 Units***Prerequisite: varies with topic**Hours: lecture and/or laboratory as required by unit formula*

Designed to meet specific needs 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.***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.***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.

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.

GEOLOGY

Geology is the study of Earth, including its dynamic processes and long history. This practical science is important for resource exploration, assessing natural hazards, remediation of environmental problems, and providing insight into climate change. A career as a geologist is varied and diverse, using a wide variety of methods to understand the Earth's structure and evolution. Geologists typically earn at minimum a Bachelors' degree with additional postgraduate education necessary for specific pathways. Employment is common with universities, state, and federal agencies, or in the private sector.

Associate in Science Degree GEOLOGY FOR TRANSFER

The Associate in Science in Geology for Transfer (Geology AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Student 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 Geology for Transfer may transfer to a CSU campus to complete a bachelor's degree in Geology, Geoscience, Earth Science, or a similar program.

To earn a Geology 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, or "P," 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 (28 units):**UNITS**

| | | |
|------------|------------------------------------|---|
| GEOL V02 | Physical Geology | 3 |
| GEOL V02L | Physical Geology Laboratory | 1 |
| GEOL V03 | Historical Geology | 3 |
| GEOL V03L | Historical Geology Laboratory | 1 |
| CHEM V01A | General Chemistry I | 3 |
| CHEM V01AL | General Chemistry I Laboratory | 2 |
| CHEM V01B | General Chemistry II | 3 |
| CHEM V01BL | General Chemistry II Laboratory | 2 |
| MATH V21A | Calculus with Analytic Geometry I | 5 |
| MATH V21B | Calculus with Analytic Geometry II | 5 |

| | |
|--|-------|
| Major units | 28 |
| CSU General Education or IGETC Pattern | 37-39 |
| Electives (CSU transferable units to reach 60) | 0-2 |
| Double-counted units | (7) |

DEGREE TOTAL**60**

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

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

- Employ vocabulary of the subject studied.
- Apply lessons from the past or learned knowledge to new situations.
- Recognize and explain the role of fundamental geologic principles, such as plate tectonics theory and deep time.
- Apply principles of scientific reasoning to solve and defend logical hypotheses to explain observed phenomena.

COURSE DESCRIPTIONS

GEOL V02 - PHYSICAL GEOLOGY **3 Units***C-ID: GEOL 100, GEOL 101 [GEOL V02 + GEOG V02L]**Hours: 3 lecture weekly*

This introductory course is a study of the structure and materials of the earth and its dynamic forces. Including plate tectonics, rocks and minerals, weathering, mass movements, 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**C-ID: GEOL 100L, GEOL 101 [GEOL V02 + GEOG V02L]**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 may 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**C-ID:** GEOL 110L**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; UC.

GEOL V07 - GEOLOGY OF NATIONAL PARKS **3 Units****Hours:** 3 lecture weekly

This course examines the geographic and geologic settings of selected National Parks of the United States and Canada. Park geomorphology and geologic time will be studied to clarify the history of each park. Parks covered include: Grand Canyon, Zion, Bryce, Canyonlands, Petrified Forest, Yosemite, Yellowstone, Channel Islands and many others.

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

GEOL V09 - EARTH SCIENCE WITH LAB **4 Units****C-ID:** GEOL 121**Hours:** 3 lecture, 3 laboratory weekly

An introduction to the essentials of Earth Science including the geosphere, atmosphere, hydrosphere, and solar system. This course focuses on the interactions between physical and chemical systems of the Earth such as the tectonic cycle, rock cycle, hydrologic cycle, weather, and climate.

Field trips may be required. 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**0.5-10 Units****Prerequisite:** varies with topic**Hours:** lecture and/or laboratory as required by unit formula

Designed to meet specific needs 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**0.5-10 Units****Prerequisite:** varies with topic**Hours:** lecture and/or laboratory as required by unit formula

Designed to meet specific needs 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.

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 V88 - GERMAN WORKSHOPS**0.5-10 Units***Prerequisite: varies with topic**Hours: lecture and/or laboratory as required by unit formula*

Designed to meet specific needs 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**0.5-10 Units***Prerequisite: varies with topic**Hours: lecture and/or laboratory as required by unit formula*

Designed to meet specific needs 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.***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. Since a great portion of high tech, pharmaceutical and other U.S. products are exported, a double major with one in Global Studies substantially increases employment opportunities. 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 | World History I | 3 |
| +HIST V18B | World History II | 3 |
| PHIL V03A | Survey of World Religions: East | 3 |
| PHIL V03B | Survey of World Religions: West | 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 |
| 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 | Survey of World Literature I | 3 |
| +ENGL V31 | Survey of World Literature II | 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 |

EUROPE/WESTERN WORLD STUDIES AREA:

REQUIRED COURSES:

| | | |
|------------|---|---|
| +HIST V01A | Introduction to Western Civilization I | 3 |
| +HIST V01B | Introduction to Western Civilization II | 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 | History of the Americas I | 3 |
| +HIST V04B | History of the Americas II | 3 |

Select one (1) of the following courses:

| | | |
|-------------------------|---|---|
| ANTH V04/ AES V01 | Native Peoples of North America | 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**

Courses designated in gray with “+” have gone through a title, ID or unit change. See a counselor for more information.

**Course inactivated as of Fall 2019. **Course inactivated as of Fall 2021. See a counselor for more information.*

For course descriptions, see American Ethnic Studies, Anthropology, Art, Asian American Studies, Biology, Business, Economics, English, Environmental Science and Resource Management, Geography, Geology, History, Music, Philosophy, Political Science, Psychology, Sociology, and Spanish

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the **Global and International Studies** program students will be able to:

- Demonstrate an understanding of international and global concepts, institutions, and issues.

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 Associate Degree could explore Nursing Science or Holistic Health Studies as a possible major.

Associate in Science Degree

PUBLIC HEALTH SCIENCE FOR TRANSFER

The Associate in Science in Public Health Science for Transfer degree offers students an opportunity to enrich their education with an emphasis on improved health as well as prepare students for transfer to bachelor degree programs such as Health Science, Health Education, and Public Health.

The Associate in Science in Public Health Science for Transfer degree is intended for students who plan to complete a bachelor's degree in Health Science or a similar major at a California State University. Students completing the degree are guaranteed admission to the CSU system, but not to a particular campus or major.

Students should consult with a counselor for the best transfer option to a CSU campus or major that will fulfill their educational needs.

To earn a Public Health Science 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:

continued on next page

- 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. Obtaining of a minimum grade point average of 2.0 on transfer courses.
 3. Obtaining of a C or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is not an acceptable grade for courses in the major.

REQUIRED COURSES (30 units): **UNITS**

| | | |
|----------|-------------------------------|---|
| HED V01 | Health and Wellness | 3 |
| HED V20 | Introduction to Public Health | 3 |
| MATH V44 | Elementary Statistics | 4 |
| PSY V01 | Introduction to Psychology | 3 |
| BIOL V01 | Principles of Biology | 3 |

AND

| | | |
|-----------|----------------------------------|---|
| BIOL V01L | Principles of Biology Laboratory | 1 |
| ANAT V01 | General Human Anatomy | 4 |

AND

| | | |
|----------|----------------------------------|---|
| PHSO V01 | Introduction to Human Physiology | 4 |
| CHEM V20 | Elementary Chemistry | 4 |

AND

| | | |
|-----------|---------------------------------|---|
| CHEM V20L | Elementary Chemistry Laboratory | 1 |
| OR | | |
| CHEM V01A | General Chemistry | 3 |

AND

| | | |
|------------|------------------------------|---|
| CHEM V01AL | General Chemistry Laboratory | 2 |
|------------|------------------------------|---|

LIST A (3 units):

Select one (1) of the following courses:

| | | |
|-----------|---|---|
| ECON V01A | Principles of Macroeconomics | 3 |
| ECON V01B | Principles of Microeconomics | 3 |
| HED V22 | Health and Social Justice | 3 |
| HED V24 | Drugs, Health and Society | 3 |
| HED V76 | Managing Stress | 3 |
| HED V87 | Nutrition | 3 |
| +HED V95 | Health and Wellness: Designed for Women | 3 |
| KIN V80 | First Aid, Safety, AED and CPR for the Professional | 3 |
| PSY V25 | Psychology of Human Sexuality | 3 |
| SOC V01 | Introduction to Sociology | 3 |

| | |
|--|---------|
| Major Units | 33 |
| CSU General Education or IGETC-CSU Pattern | 37-39 |
| Electives (CSU transferable units to reach 60) | 3-9 |
| Double-Counted Units | (15-19) |

DEGREE TOTAL **60**

Courses designated in gray with "+ " have gone through a title, ID or unit change. See a counselor for more information.

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 Anatomy, Biology, Chemistry, Economics, Kinesiology, Mathematics, Physiology, Psychology, Sociology

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the **Public Health Science** program students will be able to:

- Identify health promotion strategies for prevention, detection, and control of infectious and chronic disease.
- Ascertain current public health issues and describe how they affect societal well-being among specific populations.
- Communicate factors associated with the abuse of alcohol and other drugs, including populations at the greatest risk, and discuss strategies for prevention.

COURSE DESCRIPTIONS

HED V01 - HEALTH AND WELLNESS  **3 Units**

C-ID: PHS 100

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 V93. Transfer credit: CSU, UC; credit limitations - see counselor.

HED V02 - 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 V95. Transfer credit: CSU, UC; credit limitations - see counselor.

HED V03 - 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, HED V97. Transfer credit: CSU.

HED V04 - HEALTH AND WELLNESS: DESIGNED FOR MEN  **3 Units**

Hours: 3 lecture weekly

This course introduces basic concepts of wellness for men, including ways for men to achieve optimum health and reduce the longevity gap that exists between men and women in the United States. Topics will include concepts of health; the seven dimensions of 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; and environmental health.

Transfer credit: CSU, UC.

HED V20 - INTRODUCTION TO PUBLIC HEALTH  **3 Units****C-ID:** PHS 101**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. An overview of the functions of various public health professions and institutions, and an in-depth examination of the core public health disciplines is covered. Topics include epidemiology of infectious and chronic disease; prevention and control of diseases in the community including the analysis of the social determinants of health and strategies for eliminating disease, illness and health disparities among various populations; community organizing and health promotion programming; environmental health and safety; global health; and healthcare policy and management.

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

HED V22 - HEALTH AND SOCIAL JUSTICE  **3 Units****C-ID:** PHS 102**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; UC.

HED V24 - DRUGS, HEALTH, AND SOCIETY  **3 Units****C-ID:** PHS 103**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; UC.

HED V32 - PRINCIPLES OF FOOD WITH LAB **3 Units****C-ID:** NUTR 120**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 spirituality and religiosity; spiritual practices throughout the world; breath work; exploring the soul and the spirit; shadow work; components of spiritual health; review of current mind-body research; self-directed neuroplasticity; connecting; building and strengthening one's spiritual life; opening one's heart; meditation; contemplation; mindfulness; imagery; and the dying process and grief. Students will practice techniques in mindfulness, visual imagery, breath work, 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: history of medicine, Reiki, Traditional Chinese Medicine, herbal medicine, hypnosis, nutrition therapy, chiropractic, massage therapy, biofeedback, homeopathy, ayurvedic medicine, detoxification, naturopathy, body/mind healing 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; UC.

HED V87 - NUTRITION  **3 Units****C-ID:** NUTR 110**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 **0.5-10 Units****Prerequisite:** varies with topic**Hours:** lecture and/or laboratory as required by unit formula

Designed to meet specific needs 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 **0.5-10 Units****Prerequisite:** varies with topic**Hours:** lecture and/or laboratory as required by unit formula

Designed to meet specific needs 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.

HEALTH SCIENCES

HS V10 - CERTIFIED NURSE ASSISTANT

6 Units

Enrollment Limitation: Criminal background clearance, current CPR certification for health care provider (American Heart Association) or professional rescuer (American Red Cross), drug and alcohol clearance, fingerprint clearance, proof of freedom from and immunity to communicable diseases, no acrylic or long nails in clinical settings, current negative TB test or chest x-ray, physical examination demonstrating general good health, no visible tattoos or visible body piercings except single studs in earlobes

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 Public Health.

Catalog Note: Each student must have a valid social security card to apply to the California Department of Public Health for certification and to obtain a background check. The California Department of Public Health may deny certification to those with criminal records.

Field trips may be required. Formerly HS 10.

HS V12 - HOME HEALTH AIDE

2 Units

Enrollment 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.

Formerly HS 12. Offered on a pass/no pass basis only.

HS V88 - HEALTH SCIENCE WORKSHOPS

0.5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs 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

Enrollment Limitation: 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

Enrollment Limitation: 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 transfer 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" grade or better, or "P," 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 (6 units): **UNITS**

| | | |
|----------|----------------------------------|---|
| HIST V46 | United States History to 1877 | 3 |
| HIST V56 | United States History since 1877 | 3 |

LIST A (6 Units):

| | | |
|-----------|---|---|
| HIST V76 | World History to 1550 | 3 |
| OR | | |
| HIST V70 | Introduction to Western Civilization to the Scientific Revolution | 3 |

AND

| | | |
|-----------|--|---|
| HIST V86 | World History since 1550 | 3 |
| OR | | |
| HIST V82 | Introduction to Western Civilization since the Scientific Revolution | 3 |

LIST B (6 Units):

Select one (1) course from each Group:

GROUP 1 (3-5 units)

| | | |
|-----------------------|---|---|
| HIST V76 | World History to 1550 | 3 |
| HIST V86 | World History since 1550 | 3 |
| HIST V48/ AES V21A | The Heritage of Mexico to the First Republic | 3 |
| HIST V57/ AES V21B | The Heritage of Mexico since the Liberation | 3 |
| HIST V73/ AES V42A | African History to 1800 | 3 |
| HIST V83/ AES V42B | African History since 1800 | 3 |
| HIST V78 | History of Modern Middle East | 3 |
| HIST V79/ *AES V61 | Introduction to the History of East Asia | 3 |
| HIST V44 | History of the Americas to 1821 | 3 |
| HIST V54 | History of the Americas since 1763 | 3 |
| HIST V32 | United States History: Focus on Women to 1860 | 3 |
| HIST V53 | United States History: Focus on Women since 1860 | 3 |

| | | |
|-----------------------|---|---|
| HIST V43/ AES V40A | United States History: Focus on African Americans to Reconstruction | 3 |
| HIST V51/ AES V40B | United States History: Focus on African Americans since Reconstruction | 3 |
| HIST V45/ AES V02A | United States History: Focus on Native Americans to Reconstruction | 3 |
| HIST V55/ AES V02B | United States History: Focus on Native Americans since the Civil War | 3 |
| HIST V58/ AES V22 | United States History: Focus on Chicanos | 3 |
| HIST V59 | History of California | 3 |

Any course in a language other than English which is articulated as fulfilling CSU GE Area C2 3-5 (FREN V01, V02; GERM V01, V02; ITAL V01, V02; JAPN V01, V02; SL V10A, V10B, V10C; SPAN V01, V02, V03, V03S, V04, V04S)

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 76).

| | |
|--|-------|
| Major Units | 18-21 |
| CSU General Education or IGETC-CSU Pattern | 37-39 |
| Electives (CSU transferable 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.

***Course inactivated as of Fall 2021. See a counselor for more information**

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 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.

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 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 V32 - UNITED STATES HISTORY: FOCUS ON WOMEN TO 1860

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 and HIST V02A. Transfer credit: CSU; UC; credit limitations - see counselor.

HIST V43 - UNITED STATES HISTORY: FOCUS ON AFRICAN AMERICANS TO RECONSTRUCTION

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 and HIST V03A. Same as AES V40A. Transfer credit: CSU; UC; credit limitations - see counselor.

HIST V44 - HISTORY OF THE AMERICAS TO 1821

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 and HIST V04A. Transfer credit: CSU; UC.

HIST V45 - UNITED STATES HISTORY: FOCUS ON NATIVE AMERICANS TO RECONSTRUCTION

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 and HIST V05A. Same as AES V02A. Transfer credit: CSU; UC; credit limitations - see counselor.

HIST V46 - UNITED STATES HISTORY TO 1877

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, HIST V07A. Transfer credit: CSU; UC; credit limitations - see counselor.

HIST V47 - UNITED STATES HISTORY: FOCUS ON CHICANOS TO 1850

3 Units

Hours: 3 lecture weekly

This course explores the history of the United States from the earliest settlements through the Colonial Era and Independence, to the U.S. invasion of Mexico. Emphasis will be placed on the participation and contributions made by the Chicana/o/x community to the development of American society. Focus will be placed on major historical forces, events, and trends in American History that have impacted and shaped the cultural, social, economic, political, and intellectual heritage of the Chicana/o/x community in the United States.

Field trips may be required. Same as AES V47. Transfer credit: CSU; UC.

HIST V48 - THE HERITAGE OF MEXICO TO THE FIRST REPUBLIC

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 and HIST V10A. Same as AES V21A. Transfer credit: CSU; UC.

HIST V50 - 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 and HIST V17. Same as AES V63. Transfer credit: CSU; UC; credit limitations - see counselor.

HIST V51 - UNITED STATES HISTORY: FOCUS ON AFRICAN AMERICANS SINCE RECONSTRUCTION 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 and HIST V03B. Same as AES V40B. Transfer credit: CSU; UC; credit limitations - see counselor.

HIST V53 - UNITED STATES HISTORY: FOCUS ON WOMEN SINCE 1860 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 and HIST V02B. Transfer credit: CSU; UC; credit limitations - see counselor.

HIST V54 - HISTORY OF THE AMERICAS SINCE 1763 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 and HIST V04B. Transfer credit: CSU; UC.

HIST V55 - UNITED STATES HISTORY: FOCUS ON NATIVE AMERICANS SINCE THE CIVIL WAR 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 and HIST V05B. Same as AES V02B. Transfer credit: CSU; UC; credit limitations - see counselor.

HIST V56 - UNITED STATES HISTORY SINCE 1877 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 and HIST V07B. Transfer credit: CSU; UC; credit limitations - see counselor.

HIST V57 - THE HERITAGE OF MEXICO SINCE LIBERATION 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 and HIST V10B. Same as AES V21B. Transfer credit: CSU; UC.

HIST V58 - UNITED STATES HISTORY: FOCUS ON CHICANOS SINCE 1850 3 Units

Hours: 3 lecture weekly

This course explores the history of the United States from the U.S. invasion of Mexico through the development of a Chicano Community, the Chicano Movement, and modern issues affecting the Chicana/o/x community. Emphasis will be placed on the participation and contributions made by the Chicana/o/x community to the development of American society. Focus will be placed on major historical forces, events, and trends in American history that have impacted and shaped the cultural, social, economic, political, and intellectual heritage of the Chicana/o/x community in the United States.

Field trips may be required. Formerly Hist 12 and HIST V12. Same as AES V22. Transfer credit: CSU; UC; credit limitations - see counselor.

HIST V59 - 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 and HIST V08. Transfer credit: CSU; UC.

HIST V70 - INTRODUCTION TO WESTERN CIVILIZATION TO THE SCIENTIFIC REVOLUTION 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 and HIST V01A. Transfer credit: CSU; UC.

HIST V73 - 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 and HIST V14A. Same as AES V42A. Transfer credit: CSU; UC.

**HISTORY COURSES ID/TITLE CHANGES CROSSWALK
AS OF FALL 2019, CHANGES TO HISTORY COURSES ARE AS FOLLOWS:**

| OLD COURSE ID / TITLE | NEW COURSE ID / TITLE |
|--|---|
| HIST V01A - Introduction to Western Civilization I | HIST V70 - Introduction to Western Civilization to the Scientific Revolution |
| HIST V01B - Introduction to Western Civilization II | HIST V82 - Introduction to Western Civilization Since the Scientific Revolution |
| HIST V02A - United States History: Focus on Women I | HIST V32 - United States History: Focus on Women to 1860 |
| HIST V02B - United States History: Focus on Women II | HIST V53 - United States History: Focus on Women Since 1860 |
| HIST V03A - United States History: Focus on African Americans I | HIST V43 - United States History: Focus on African Americans to Reconstruction |
| HIST V03B - United States History: Focus on African Americans II | HIST V51 - United States History: Focus on African Americans Since Reconstruction |
| HIST V04A - History of the Americas I | HIST V44 - History of the Americas To 1821 |
| HIST V04B - History of the Americas II | HIST V54 - History of the Americas Since 1763 |
| HIST V05A - United States History: Focus on Native Americans I | HIST V45 - United States History: Focus on Native Americans To Reconstruction |
| HIST V05B - United States History: Focus on Native Americans II | HIST V55 - United States History: Focus on Native Americans Since The Civil War |
| HIST V07A - United States History I | HIST V46 - United States History To 1877 |
| HIST V07B - United States History II | HIST V56 - United States History Since 1877 |
| HIST V08 - History of California | HIST V59 - History of California |
| HIST V10A - The Heritage of Mexico I | HIST V48 - The Heritage of Mexico To The First Republic |
| HIST V10B - The Heritage of Mexico II | HIST V57 - The Heritage of Mexico Since Liberation |
| HIST V12 - United States History: Focus on Chicanos | HIST V58 - United States History: Focus on Chicanos |
| HIST V13 - Contemporary African American Experience | HIST V13 - Contemporary African American Experience |
| HIST V14A - African History I | HIST V73 - African History to 1800 |
| HIST V14B - African History II | HIST V83 - African History Since 1800 |
| HIST V15 - Introduction To The History of East Asia | HIST V79 - Introduction To The History of East Asia |
| HIST V16 - United States History: Focus On Foreign Relations | HIST V16 - United States History: Focus On Foreign Relations |
| HIST V17 - United States History: Focus on Asian Americans | HIST V50 - United States History: Focus on Asian Americans |
| HIST V18A - World History I | HIST V76 - World History to 1550 |
| HIST V18B - World History II | HIST V86 - World History Since 1550 |
| HIST V21 - History of the Modern Middle East | HIST V78 - History of the Modern Middle East |
| HIST V30 - History of the American West | HIST V30 - History of the American West |



HIST V76 - WORLD HISTORY TO 1550 📖 **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 and HIST V18A. Transfer credit: CSU; UC.

HIST V78 - 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.

Formerly HIST V21. Transfer credit: CSU; UC.

HIST V79 - 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 and HIST V15. Transfer credit: CSU; UC; credit limitations - see counselor.

HIST V82 - INTRODUCTION TO WESTERN CIVILIZATION SINCE THE SCIENTIFIC REVOLUTION 📖 **3 Units**

C-ID: HIST 180

Hours: 3 lecture weekly

This course surveys the history of Western Civilization from 1648 to the present. Emphasis will be placed on the important ideas, institutions, and contributions of each major period of history in the development of modern society.

Formerly Hist 1B and HIST V01B. Transfer credit: CSU; UC.

HIST V83 - AFRICAN HISTORY SINCE 1800 **3 Units**

Hours: 3 lecture weekly

This course is a study of the Africans since 1800. It starts with Europeans' enlightenment and humanitarian efforts and covers racism and stereotypes, European colonization in Africa, nationalistic and Messianic movements, Negritude, the African woman, independence, Afrikaners in South Africa, and the meaning of freedom. The course ends with the problems of modernization in present day Africa.

Field trips may be required. Formerly Hist 14B and HIST V14B. Same as AES V42B. Transfer credit: CSU; UC.

HIST V86 - WORLD HISTORY SINCE 1550 📖 **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 and HIST V18B. Transfer credit: CSU; UC.

HIST V87 -INTRODUCTION TO THE HISTORY OF SCIENCE AND TECHNOLOGY 📖 **3 Units**

Hours: 3 lecture weekly

This course surveys the history of science and technology in a global perspective. It focuses on global large-scale historical changes over long timespans. The course gives a deeper understanding of the history, and historic implications of science, technology and engineering for societies and cultures.

Transfer credit: CSU; UC.

HIST V88 - HISTORY WORKSHOPS **0.5-10 Units**

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs 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 **0.5-10 Units**

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs 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.

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.

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.

.....
**Associate in Arts Degree
General Studies Pattern I**

HOLISTIC HEALTH 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.

continued on next page

| 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:

| | | |
|----------|---|---|
| HED V01 | Health and Wellness | 3 |
| HED V76 | Managing Stress | 3 |
| HED V87 | Nutrition | 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/ *CJ V11A | Aikido I | 1 |
| KIN V50B | Aikido II | 1 |
| KIN V70A | Yoga I | 1 |
| KIN V70B | Yoga II | 1 |
| KIN V72 | Stress Reduction Activities | 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 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**

+Courses designated in gray with "+" have gone through a title, ID or unit change. See a counselor for more information.

**Course inactivated as of Fall 2019. See a counselor for more information.*

Proficiency Award

**HOLISTIC STUDIES
Holistic Health**

(Awarded by Department)

| REQUIRED COURSES: | | 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.

Courses designated in gray with "+" have gone through a title, ID or unit change. See a counselor for more information.

**Course inactivated as of Fall 2019. See a counselor for more information.*

For course descriptions, see Educational Assistance Center, Health Education, and Kinesiology

For students interested in obtaining an Associate in Arts in General Studies with an Emphasis in Holistic Studies, please refer to the Associate Degree in General Studies Pattern I.

PROGRAM STUDENT LEARNING OUTCOMES

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

- Identify the primary factors influencing the multi-dimensional aspects of health and wellness.
- Analyze the inter-connectedness of the mind, body and spirit.
- Explore transfer and career opportunities in health related professions.

HUMAN SERVICES

See Also SOCIAL WORK/HUMAN SERVICES

**Catalog Note: This discipline is in the process of changing to Social Work and Human Services (SWHS)*

COURSE DESCRIPTIONS

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 V88 - HUMAN SERVICES WORKSHOPS 0.5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs 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 0.5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs 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.

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.

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 BEACH VOLLEYBALL: WOMEN 🏐 **4 Units**

Hours: 1 lecture, 9 laboratory weekly

This course introduces the theory and practice of beach volleyball. It is designed to provide training for competition in women's beach volleyball.

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

ICA V30A - OFF-SEASON CONDITIONING FOR ATHLETES I 🏋️ **0.5 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

0.5 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 1 Unit

Hours: 1 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. Successful completion of this course prepares the student for College Reading & Learning Association certification.

Field trips may be required. 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 0.5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs 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 - SUPERVISED TUTORING 0 Units

Enrollment Limitation: Students must be enrolled in another Ventura College course and referral by course instructor or academic counselor is required.

Hours: 1 - 10 hours weekly

Open-entry/open-exit supervised tutoring course that provides students assistance in understanding college course assignments. Individualized/small group tutoring sessions are conducted outside of class time in a learning assistance center, and are structured to help students achieve specific course objectives or improve learning and study skills in specific subject matter. The content of this course varies according to the course for which tutoring is sought.

Formerly IDS 100. This is a noncredit course, non-degree applicable, and is not graded.

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.

INTR V96 - INTERNSHIP II

1-4 Units

Recommended Preparation: Successful completion of at least one course in the discipline

Enrollment Limitation: Criminal background clearance, current CPR certification for health care provider (American Heart Association) or professional rescuer (American Red Cross), drug and alcohol clearance, fingerprint clearance, proof of freedom from and immunity to communicable diseases, no acrylic or long nails in clinical settings, current negative TB test or chest x-ray, physical examination demonstrating general good health, no visible tattoos or visible body piercings except single studs in earlobes, completion of 3 units towards a Medical Assisting Certificate of Achievement and approval of the department chair

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.

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. Special emphasis will be given to the development of oral and aural skills through the use of communicative activities. 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.

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.

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

KINESIOLOGY FOR TRANSFER

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" grade or better, or "P," 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 |

COMBATIVES

| | | |
|----------|-------------------------------------|---|
| KIN V50A | Aikido I | 1 |
| KIN V50B | Aikido II | 1 |
| KIN V52 | Self Defense and Assault Prevention | 1 |
| KIN V76A | Tai Chi I | 1 |
| KIN V76B | Tai Chi II | 1 |

DANCE

| | | |
|-----------|----------------|---|
| DANC V10A | Modern I | 2 |
| DANC V10B | Modern II | 2 |
| DANC V10C | Modern III | 2 |
| DANC V10D | Modern IV | 2 |
| DANC V13A | Tap I | 2 |
| DANC V13B | Tap II | 2 |
| DANC V13C | Tap III | 2 |
| DANC V13D | Tap IV | 2 |
| DANC V15A | Ballet I | 2 |
| DANC V15B | Ballet II | 2 |
| DANC V15C | Ballet III | 2 |
| DANC V15D | Ballet IV | 2 |
| DANC V23 | Ballroom Dance | 2 |
| DANC V27 | Street Dance | 2 |
| DANC V29A | Jazz I | 2 |
| DANC V29B | Jazz II | 2 |
| DANC V29C | Jazz III | 2 |
| DANC V29D | Jazz IV | 2 |

FITNESS

| | | |
|---------|---|---|
| KIN V10 | Aerobic and Strength Training | 1 |
| KIN V12 | Bicycle Conditioning: Spinning | 1 |
| KIN V13 | Advanced Spinning/Interval Training | 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 | 1 |
| KIN V22 | Running for Fitness | 1 |
| KIN V23 | Advanced Running/Interval Training | 1 |
| KIN V24 | Life Fitness | 1 |
| KIN V26 | Weight Training and Conditioning: Free Weights | 1 |
| KIN V28 | Conditioning: Designed for Women | 1 |
| KIN V33 | Body Conditioning Boot Camp | 1 |
| KIN V70A | Yoga I | 1 |
| KIN V70B | Yoga II | 1 |
| KIN V74A | Core Balance and Fitness | 1 |
| KIN V74B | Advanced Core Balance and Fitness | 1 |

INDIVIDUAL SPORTS

| | | |
|----------|-----------|---|
| KIN V44A | Tennis I | 1 |
| KIN V44B | Tennis II | 1 |

TEAM SPORTS

| | | |
|----------|---------------|---|
| KIN V40A | Basketball I | 1 |
| KIN V40B | Basketball II | 1 |
| KIN V46A | Volleyball I | 1 |
| KIN V46B | Volleyball II | 1 |
| KIN V48A | Soccer I | 1 |
| KIN V48B | Soccer II | 1 |

LIST A

Select two (2) of the following courses (6-9 units):

| | | |
|------------|---|---|
| MATH V44 | Elementary Statistics | 4 |
| OR | | |
| PSY V04 | Introductory Statistics for the Social and Behavioral Sciences | 4 |
| OR | | |
| BIOL V12 | Principles of Human Biology | 3 |
| OR | | |
| BIOL V01 | Principles of Biology | 3 |
| AND | | |
| BIOL V01L | Principles of Biology Laboratory | 1 |
| OR | | |
| CHEM V20 | Elementary Chemistry | 4 |
| AND | | |
| CHEM V20L | Elementary Chemistry Laboratory | 1 |
| OR | | |
| CHEM V30 | Chemistry for Health Sciences | 4 |
| AND | | |
| CHEM V30L | Chemistry for Health Sciences Laboratory | 1 |
| OR | | |
| CHEM V01A | General Chemistry I | 3 |
| AND | | |
| CHEM V01AL | General Chemistry I Laboratory | 2 |
| OR | | |
| PHYS V02A | General Physics I: Algebra/ Trigonometry-Based | 4 |
| AND | | |
| PHYS V02AL | General Physics I: Laboratory Algebra/Trigonometry-Based | 1 |
| OR | | |
| PHYS V03A | General Physics I: Calculus-Based | 4 |

continued on next page

| | | |
|------------|---|---|
| AND | | |
| PHYS V03AL | General Physics I Laboratory: Calculus-Based | 1 |
| OR | | |
| PHYS V04 | Mechanics for Scientists and Engineers | 4 |
| AND | | |
| PHYS V04L | Mechanics Laboratory for Scientists and Engineers | 1 |
| KIN V80 | First Aid, Safety, AED, and CPR for the Professional | 3 |

| | |
|--|-------|
| Major Units | 20-25 |
| CSU General Education or IGETC-CSU Pattern | 37-39 |
| Electives (CSU transferable units to reach 60) | 8-13 |
| Double-Counted Units | 10-12 |

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, Dance, Mathematics, Physiology, and Psychology

PROGRAM STUDENT LEARNING OUTCOMES

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

- Explore transfer and career opportunities in the multi-faceted field of Kinesiology.
- Design a lifelong fitness program including the five components of physical fitness.
- Demonstrate personal fitness goal achievement.

COURSE DESCRIPTIONS

KIN V02 - SWIMMING I **1 Unit**

Hours: 0.5 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: 0.5 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**

Hours: 0.5 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.

Catalog Note: 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: 0.5 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: 0.5 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.

Catalog Note: Ventura College faculty has defined Resistance Training as a family of courses which includes KIN V10, KIN V26, and KIN V34. A student may take a maximum of three (3) courses from a family.

Formerly PE V43. Transfer credit: CSU; UC; credit limitations - see counselor.

** KIN V34 was inactivated - see counselor*

KIN V12 - BICYCLE CONDITIONING: SPINNING **1 Unit**

Hours: 0.5 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.

Catalog Note: 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 V13 - ADVANCED SPINNING/INTERVAL TRAINING **1 Unit**

Recommended Preparation: KIN V12

Hours: 0.5 lecture, 2.5 laboratory weekly

This course is designed to increase the cardiovascular level of fitness for the advanced spin student. Advanced resistance training techniques will be used including increasing core endurance, strength, balance and coordination. Racing tactics will be introduced and explored. The Real Ryder spin bicycle will be used as the training modality for advanced spin.

Catalog Note: Ventura College faculty has defined Indoor Cardiovascular Training as a family of courses which includes KIN V12, KIN V13, 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; UC. Credit limitations - see counselor.

KIN V14 - STEP AEROBICS**1 Unit***Hours: 0.5 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 V13, 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: 0.5 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 V13, 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: 0.5 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.

Catalog Note: 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: 0.5 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.

Catalog Note: 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; UC; credit limitations - see counselor.

KIN V20 - WALKING TO RESTORE FITNESS**1 Unit***Hours: 0.5 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.

Catalog Note: 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: 0.5 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.

Catalog Note: 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; UC; credit limitations - see counselor.

KIN V22 - RUNNING FOR FITNESS**1 Unit***Hours: 0.5 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.

Catalog Note: 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: 0.5 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.

Catalog Note: 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; UC; credit limitations - see counselor.

KIN V24 - LIFE FITNESS**1 Unit***Hours: 0.5 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.

Catalog Note: 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: 0.5 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.

Catalog Note: Ventura College faculty has defined Resistance Training as a family of courses which includes KIN V10, KIN V26, and KIN V34. A student may take a maximum of three (3) courses from a family.

Formerly PE V41. Transfer credit: CSU; UC; credit limitations - see counselor.

KIN V28 - CONDITIONING: DESIGNED FOR WOMEN 📖 **1 Unit**

Hours: 0.5 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.

Catalog Note: Ventura College faculty has defined Indoor Cardiovascular Training as a family of courses which includes KIN V12, KIN V13, 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 V33 - BODY CONDITIONING BOOT CAMP 📖 **1 Unit**

Hours: 0.5 lecture, 2.5 laboratory weekly

Introduces boot camp style methods for total body conditioning designed to improve cardiovascular fitness, muscle strength and muscular endurance. Class incorporates the use of a variety of resistance training systems and equipment to enhance agility, flexibility, balance training and body composition management. May include both indoor and outdoor terrain and emphasizes functionality that can enhance performance in everyday activities and sports while encouraging life long physical fitness.

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

KIN V40A - BASKETBALL I 📖 **1 Unit**

Hours: 0.5 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: 0.5 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; UC; credit limitations - see counselor.

KIN V44A - TENNIS I 📖 **1 Unit**

Hours: 0.5 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.

Catalog Note: 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: 0.5 lecture, 2.5 laboratory weekly

This course introduces the advanced techniques and theory of playing tennis including strategy of tournament playing.

Catalog Note: 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: 0.5 lecture, 2.5 laboratory weekly

This course introduces the basic skills of volleyball including strategy, rules, individual skills, and techniques of playing volleyball.

Catalog Note: 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: 0.5 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.

Catalog Note: 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: 0.5 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.

Catalog Note: 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: 0.5 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.

Catalog Note: 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; UC; credit limitations - see counselor.

KIN V50A - AIKIDO I 📖 **1 Unit**

Hours: 0.5 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.

Catalog Note: Ventura College faculty has defined Combatives as a family of courses which includes KIN V50A, KIN V50B, KIN V52, KIN V76A, KIN V76B. A student may take a maximum of four (4) courses from a family.

Formerly KIN V50. Transfer credit: CSU; UC.

KIN V50B - AIKIDO II 1 Unit

Recommended Preparation: KIN V50A

Hours: 0.5 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.

Catalog Note: Ventura College faculty has defined *Combatives* as a family of courses which includes KIN V50A, KIN V50B, 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. Transfer credit: CSU; UC; credit limitations - see counselor.

KIN V52 - SELF-DEFENSE AND ASSAULT PREVENTION 1 Unit

Hours: 0.5 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.

Catalog Note: Ventura College faculty has defined *Combatives* as a family of courses which includes KIN V50A, KIN V50B, KIN V52, KIN V76A, and 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: 0.5 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.

Catalog Note: 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: 0.5 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.

Catalog Note: 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 V72 - STRESS REDUCTION ACTIVITIES 1 Unit

Hours: 0.5 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; UC; credit limitations - see counselor.

KIN V74A - CORE BALANCE AND FITNESS 1 Unit

Hours: 0.5 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.

Catalog Note: 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: 0.5 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.

Catalog Note: 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; UC; credit limitations - see counselor.

KIN V76A - TAI CHI I 1 Unit

Hours: 0.5 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.

Catalog Note: Ventura College faculty has defined *Combatives* as a family of courses which includes KIN V50A, KIN V50B, 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: 0.5 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.

Catalog Note: Ventura College faculty has defined *Combatives* as a family of courses which includes KIN V50A, KIN V50B, KIN V52, KIN V76A, KIN V76B. A student may take a maximum of four (4) courses from a family. Transfer credit: CSU; UC; credit limitations - see counselor.

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 V84 - INTRODUCTION TO ATHLETIC TRAINING **3 Units**

Hours: 2 lecture, 3 laboratory weekly

This is an introductory course covering the care, treatment, and prevention of athletic injuries. This course is designed to provide information and skill development required in the growing profession of athletic training and its role in sports medicine. Topics include: history of athletic training, anatomical structures, injury evaluation and diagnostic procedures, injury prevention, nutrition, performance enhancing drugs, treatment modalities and rehabilitation of specific sports conditions, emergency situations, taping and wrapping techniques, and cutting edge technologies.

Formerly HED V94. Transfer credit: CSU; UC; credit limitations - see counselor.

KIN V85 - PERSONAL FITNESS TRAINING FOR CERTIFICATION: NASM CPT PREP  **3 Units**

Hours: 2 lecture, 3 laboratory weekly

This course is designed to introduce basic exercise science and human movement concepts for appropriate exercise programming. Includes learning and applying fitness assessments for a variety of populations and abilities. Relates the principles of exercise science and program design to prepare students for successful completion of a personal training certification. The National Academy of Sports Medicine Certified Personal Trainer guidelines are followed and VC students receive a discount on NASM CPT certification tests.

Field trips may be required. Formerly PE V100. Transfer credit: CSU.

KIN V88 - KINESIOLOGY WORKSHOPS **0.5-10 Units**

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs 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 **0.5-10 Units**

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs 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.

KIN V90 - DIRECTED STUDIES IN KINESIOLOGY  **1-6 Units**

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.

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.

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: CSU.

LEARNING SKILLS

Learning Skills (LS) courses are designed for students with disabilities.

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 college 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 college 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 college 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 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 college level 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

0.5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs 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, evaluating and understanding print and nonprint formats will be emphasized. A major focus of this course will include exploration and use of library proprietary 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.

Associate in Science

ADVANCED MANUFACTURING

The Advanced Manufacturing Department offers the opportunity for students to excel by providing the latest information and technology in both the lecture and laboratory settings. The Advanced Manufacturing program has included the most modern software and hardware to provide a good environment for learning. The inclusion of additive manufacturing, laser technology, 3-5 axis CNC milling, CNC Turning, CMM inspection, CAD/CAM fundamentals, and continued use of general manufacturing processes 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 a COA in CNC Machine Operation, COA in CNC Machinist, as well as the A.S. in Advanced Manufacturing, transfer classes for university credit and general interest courses for the returning student looking for skill improvement and employment in local industry.

continued on next page

The Advanced Manufacturing program has two stackable certificates and a degree (this proposal) to provide students with multiple career pathway opportunities. Students can earn the CNC Machine Operator COA in one semester. Students can complete the next stackable certificate, the CNC Machinist COA, in one additional semester following completion of the CNC Machine Operator.

| 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 V04/ DRFT V04 | Measurements and Computations | 3 |
| MT V05 | CNC Machining I | 2 |
| MT V06 | Applied CNC Machining II | 2 |
| MT V07 | Applied CNC Machining III | 2 |
| MT V08 | Computer Numerical Control (CNC) Programming | 3 |
| MT V10 | Quality Control and Mechanical Inspection | 2 |
| MT V15 | Manufacturing Processes | 3 |
| MT V18 | Manufacturing Projects and Applications | 2 |
| MT V35 | Production Machining and Tooling Design Techniques | 3 |
| TOTAL | | 28 |

PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Associate in Science in **Advanced Manufacturing** will be able to:

- Apply safe work practices in a manufacturing environment.
- Analyze engineering documentation and apply the information to the manufacturing process.
- Perform CNC machine setup, operation, and part inspection per industry (National Institute for Metalworking Skills (NIMS)) standards.

For other course descriptions, see Drafting and Welding

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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**

PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Certificate of Achievement in **Biomedical Device Manufacturing** will be able to:

- Explain application of quality control, validation, clean room technology, machining and manufacturing processes used in the medical device manufacturing industry.
- Successfully demonstrate theoretical and practical Biotechnology applications during a comprehensive lab practical.

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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 | CNC Machining I | 2 |
| MT V06 | Applied CNC Machining II | 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 Applied Machining I | 2 |
| MT V03 Applied Machining II | 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

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 safely operating engine lathes and mills in a manufacturing setting. Intro to CNC (computer numerical control).

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 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, accessories nomenclature, and machine tool setups and operation.

Field trips may be required.

MT V06 - APPLIED CNC MACHINING II 2 Units

Prerequisite: 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 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 - APPLIED CNC MACHINING III 2 Units

Prerequisite: 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

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 V10 - QUALITY CONTROL AND MECHANICAL INSPECTION 2 Units

Recommended Preparation: MT V02

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 V15 - MANUFACTURING PROCESSES 3 Units

Recommended Preparation: MT V02

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

Prerequisites: MT V05 and MT V15

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. May be taken for a maximum of 2 times.

MT V35 - PRODUCTION MACHINING AND TOOLING DESIGN TECHNIQUES

3 Units

Prerequisite: MT V05

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

0.5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community as required and/or requested by persons whose needs in this area are not met by present course offerings.

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

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:

1. 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 GE Transfer Curriculum (IGETC) or the California State University GE-Breadth Requirements (CSU GE-Breadth).

b. A minimum of 18 semester or 27 quarter units in a major or area of emphasis, as determined by the community college district.

2. Obtainment of a minimum grade point average of 2.0.
3. Earning a "C" grade or better, or "P," in all courses required for the major. 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 Ventura College.

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 | Introduction to Linear Algebra | 3 |
| MATH V23 | Introduction to 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 V04 Mechanics for Scientists and Engineers 4

AND

PHYS V04L Mechanics Laboratory for Scientists and Engineers 1

| | |
|--|-------|
| Major Units | 21-23 |
| CSU General Education or IGETC-CSU Pattern | 37-39 |
| Electives (CSU transferable units to reach 60) | |
| Double-Counted Units | (3-7) |

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

Assembly Bill 705 allows students to enroll directly into a transfer-level math course. Research shows that enrolling directly into a transfer-level math course connected to students' educational goals is the most likely pathway to success. First-level transferable math courses are MATH V04, V38, V40, and V44. Please consult with an academic counselor to ensure placement into the proper transfer-level math course.

MATH V01 - ELEMENTARY ALGEBRA 5 Units

Prerequisite: MATH V10 or placement as measured by the college's multiple measures 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. Formerly Math 1.

MATH V02 - GEOMETRY 3 Units

Prerequisite: MATH V01 or placement as determined by the college's multiple measures 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, and exponential and logarithmic functions. Students receiving credit in MATH V03 will not receive credit in MATH V35. Successful completion of this course fulfills the mathematics competency requirement for the AA/AS degree.

Formerly Math 3.

MATH V04 - COLLEGE ALGEBRA 4 Units

Prerequisite: MATH V03 or placement as determined by the college's multiple measures assessment process

C-ID: MATH 150 and MATH 151

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. Successful completion of this course fulfills the mathematics competency requirement for the AA/AS degree.

Formerly Math 4. Transfer credit: CSU; UC; credit limitations - see counselor.

MATH V04J - JUST-IN-TIME SUPPORT FOR COLLEGE ALGEBRA 2 Units

Corequisite: MATH V04

Hours: 2 lecture weekly

A review of the core prerequisite skills, competencies, and concepts for college algebra. Intended for students who are concurrently enrolled in MATH V04, college algebra. Just-in-time support topics include learning skills, computational skills developed in intermediate algebra, the vocabulary of algebra, translation from English to algebra, and evaluation of literal expressions and functions.

Catalog Note: The support course is required for some, but not all, sections of MATH V04; click the CRN information in the schedule of classes for each section of MATH V04 to determine whether support is required for that section; see your counselor or major advisor for more information.

Offered on a pass/no pass basis only. Not applicable for degree credit.

MATH V05 - PLANE TRIGONOMETRY 3 Units

Prerequisite: MATH V03 or placement as measured by the college's multiple measures assessment process

Recommended Preparation: MATH V02 or knowledge of plane geometry

C-ID: MATH 955 [MATH V05+ MATH V20]

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. Successful completion of this course fulfills the mathematics competency requirement for the AA/AS degree.

Formerly Math 5. Transfer credit: CSU.

MATH V20 - PRECALCULUS MATHEMATICS 5 Units

Prerequisite: MATH V05; or or the fourth year of high school mathematics (advanced mathematics) with grade of C or better; or placement as determined by the college's multiple measures assessment process

C-ID: MATH 155, MATH 955 [MATH V05+ MATH V20]

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. Successful completion of this course fulfills the mathematics competency requirement for the AA/AS degree.

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's multiple measures assessment process

C-ID: MATH 210, MATH 900S [MATH V21A + MATH V21B]

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. Successful completion of this course fulfills the mathematics competency requirement for the AA/AS degree.

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

C-ID: MATH 220 and

C-ID: MATH 900S [MATH V21A + MATH V21B]

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, and sequences and series. The course will also introduce applications to conic sections, and a variety of topics from other STEM disciplines. Successful completion of this course fulfills the mathematics competency requirement for the AA/AS degree.

Formerly Math 21B. Transfer credit: CSU; UC.

MATH V21C - MULTIVARIABLE CALCULUS

5 Units

Prerequisite: MATH V21B or equivalent with grade of C or better

C-ID: MATH 230

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. Successful completion of this course fulfills the mathematics competency requirement for the AA/AS degree.

Formerly Math 21C. Transfer credit: CSU; UC.

MATH V22 - INTRODUCTION TO LINEAR ALGEBRA

3 Units

Prerequisite: MATH V21B

C-ID: MATH 250 and

C-ID: MATH 910S [MATH V22+ MATH V23]

Hours: 3 lecture weekly

This course develops the techniques and theory needed to solve and classify systems of linear equations. Solution techniques include row operations, Gaussian elimination, and matrix algebra. Investigates the properties of vectors in two and three dimensions, leading to the notion of an abstract vector space. Vector space and matrix theory are presented including topics such as inner products, norms, orthogonality, eigenvalues, eigenspaces, and linear transformations. Selected applications of linear algebra are included. Successful completion of this course fulfills the mathematics competency requirement for the AA/AS degree.

Transfer credit: CSU; UC.

MATH V23 - INTRODUCTION TO DIFFERENTIAL EQUATIONS

3 Units

Prerequisite: MATH V21B

Recommended Preparation: MATH V21C or concurrent enrollment, and MATH V22

C-ID: MATH 240 and

C-ID: MATH 910S [MATH V22+ MATH V23]

Hours: 3 lecture weekly

This course is an introduction to ordinary differential equations including both quantitative and qualitative methods as well as applications from a variety of disciplines. Introduces the theoretical aspects of differential equations, including establishing when solution(s) exist, and when techniques for obtaining solutions, including series solutions and singular points, Laplace transforms and linear systems. Successful completion of this course fulfills the mathematics competency requirement for the AA/AS degree.

Transfer credit: CSU; UC.

MATH V35 - INTERMEDIATE ALGEBRA AND APPLICATIONS FOR HEALTH CARE PERSONNEL

5 Units

Prerequisite: MATH V01 or placement as measured by the college's multiple measures 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. Successful completion of this course fulfills the mathematics competency requirement for the AA/AS degree.

MATH V38 - MATHEMATICS FOR ELEMENTARY SCHOOL TEACHERS

3 Units

Prerequisite: MATH V03 placement as measured by the college's multiple measures assessment process.

Recommended Preparation: MATH V02 or 1 year of high school Geometry with a grade of C or better.

C-ID: MATH 120

Hours: 3 lecture weekly

This course focuses on the development of quantitative reasoning skills through in-depth integrated explorations of topics in mathematics, including real number systems and subsystems. Emphasis is on comprehension and analysis of mathematical concepts and applications of logical reasoning. This course is designed primarily for students intending to teach at the elementary or middle grades levels. Successful completion of this course fulfills the mathematics competency requirement for the AA/AS degree.

Field trips may be required. Formerly Math 38. Transfer credit: CSU; UC.

MATH V38J - JUST-IN-TIME SUPPORT FOR MATHEMATICS FOR ELEMENTARY SCHOOL TEACHERS

1 Unit

Corequisite: MATH V38

Hours: 1 lecture weekly

This course is a review of the core prerequisite skills, competencies, and concepts from arithmetic and algebra for Math for Elementary Teachers. It is intended for students who are concurrently enrolled in MATH V38. Just-in-time support topics include understanding the basic concepts and operations involving the natural numbers, whole numbers, integers, and rational numbers; solving arithmetic and algebraic application problems; simplifying, evaluating, creating, and interpreting algebraic expressions; applying Polya's problem solving principles; and applying effective learning skills for success in college.

Catalog Note: The support course is required for some, but not all, sections of MATH V38; click the CRN information in the schedule of classes for each section of MATH V38 to determine whether support is required for that section; see your counselor or major advisor for more information.

Offered on a pass/no pass basis only. Not applicable for degree credit.

MATH V40 - MATHEMATICS FOR LIBERAL ARTS

3 Units

Prerequisite: MATH V03 or MATH V35 or placement as measured by the college's multiple measures assessment process

Hours: 3 lecture weekly

Using and expanding upon students' existing mathematical skills, this course offers the liberal arts student an applications-oriented, problem-solving exploration into a variety of real-life, every day mathematical problems and situations. Topics suitable for the liberal arts student may include the mathematics of finance, transformational geometry, the mathematics of voting, probability, counting methods, statistics, the mathematics of getting around (graph theory), the history of math, logic and proofs, number systems, number theory, networks and linear programming, and computer algorithms. Other mathematical topics may be discussed at the instructor's discretion. An important aspect of this course is to help students appreciate the value of mathematics in everyday life. Successful completion of this course fulfills the mathematics competency requirement for the AA/AS degree.

Formerly Math 40. Transfer credit: CSU; UC.

Sequence of Transfer Level Mathematics Courses

Where do I begin?

All students are eligible to enroll in a transfer level course. Some students may be required to enroll in an additional support course. **Each university and major requires different mathematics preparation; students should consult with a VC academic counselor to ensure they select the transferable course(s) and support course that will best prepare them for the program to which they wish to transfer.** Consult ASSIST.org or an academic counselor for a current list of major preparation courses to the CSU and UC campuses.

Call the Counseling Office at (805)289-6448 for an appointment.

Arts & Humanities

| | | |
|--|--|-------------|
| MATH V40 MATHEMATICS FOR LIBERAL ARTS 3 Units | Take V40J if your High School GPA is... | |
| | Below 2.3 | Required |
| | Between 2.3 and 2.9 | Recommended |
| | MATH V40J / MATH N140J JUST-IN-TIME SUPPORT FOR MATHEMATICS FOR LIBERAL ARTS 1 Unit (credit / noncredit) AND MATH V40 MATHEMATICS FOR LIBERAL ARTS 3 Units | |

Social Sciences & Health Sciences

| | | |
|---|--|-------------|
| MATH V44 ELEMENTARY STATISTICS 4 Units | Take V44J if your High School GPA is... | |
| | Below 2.3 | Required |
| | Between 2.3 and 2.9 | Recommended |
| | MATH V44J / MATH N144J JUST-IN-TIME SUPPORT FOR ELEMENTARY STATISTICS 2 Units (credit / noncredit) AND MATH V44 ELEMENTARY STATISTICS 4 Units | |

Teaching/Liberal Studies

| |
|---|
| MATH V38 MATH FOR ELEMENTARY SCHOOL TEACHERS 3 Units |
|---|

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|---------------------------------------|
| Not Degree Applicable |
| Degree Applicable for CSU/UC Transfer |

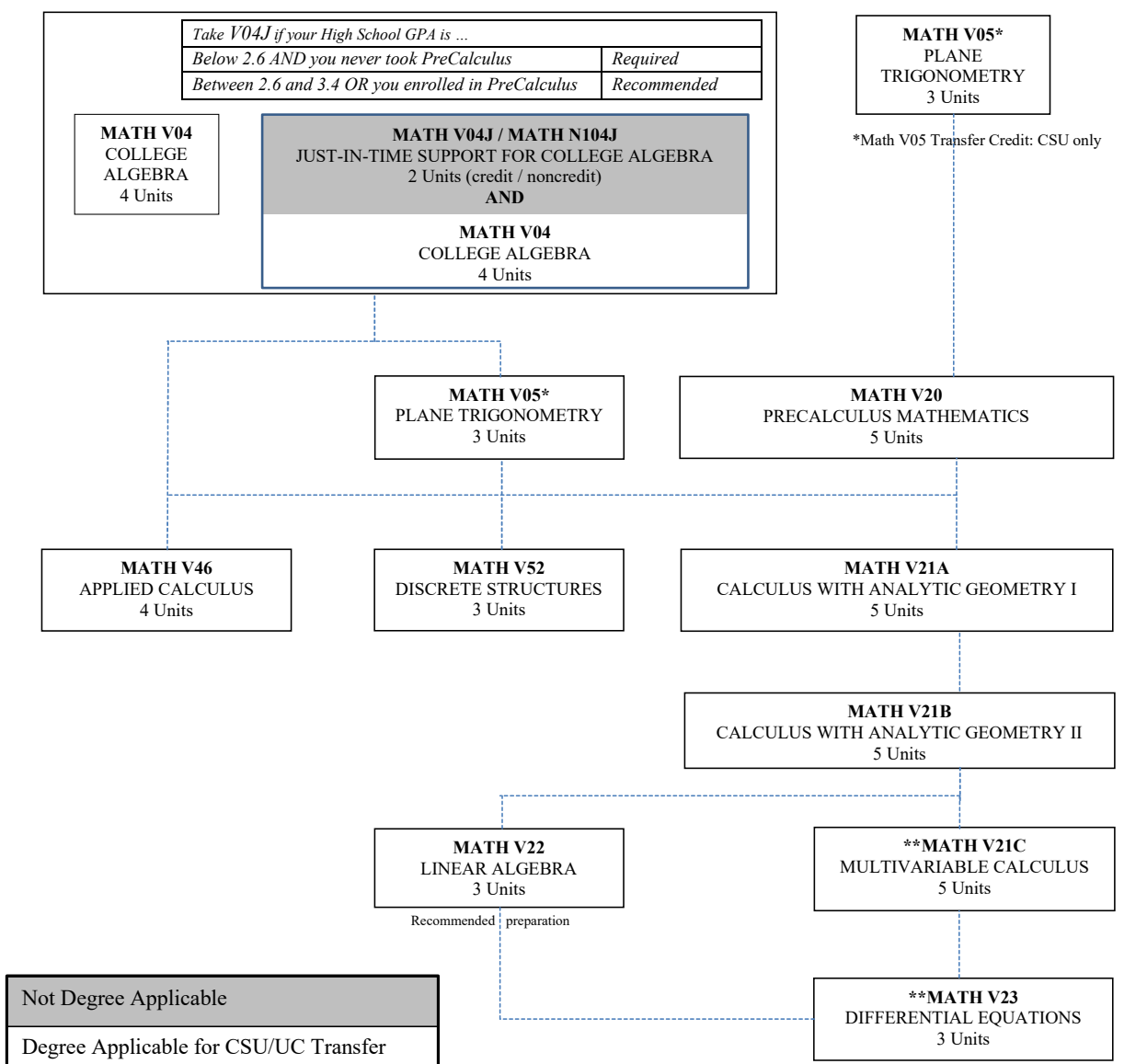
Sequence of Transfer Level Mathematics Courses

Where do I begin?

All students are eligible to enroll in a transfer level course. Some students may be required to enroll in an additional support course. Each university and major requires different mathematics preparation; students should consult with a VC academic counselor to ensure they select the transferable course(s) and support course that will best prepare them for the program to which they wish to transfer. Consult ASSIST.org or an academic counselor for a current list of major preparation courses to the CSU and UC campuses.

Call the Counseling Office at (805)289-6448 for an appointment.

Business, Science, Technology, Engineering, and Mathematics (BSTEM)



**Concurrent enrollment in MATH V21C and MATH V23 is permitted

MATH V40J - JUST-IN-TIME SUPPORT FOR MATHEMATICS FOR LIBERAL ARTS

1 Unit

Corequisite: MATH V40

Hours: 1 lecture weekly

A review of the core prerequisite skills, competencies, and concepts from intermediate algebra for Math Topics. Intended for students who are concurrently enrolled in MATH V40. Just-in-time support topics include learning skills, computational skills developed in intermediate algebra, the vocabulary of algebra, translation from English to algebra, and evaluation of literal expressions and functions.

Catalog Note: The support course is required for some, but not all, sections of MATH V40; click the CRN information in the schedule of classes for each section of MATH V40 to determine whether support is required for that section; see your counselor or major advisor for more information.

Offered on a pass/no pass basis only. Not applicable for degree credit.

MATH V44 - ELEMENTARY STATISTICS

4 Units

Prerequisite: MATH V03 or MATH V35 or placement as measured by the college's multiple measures assessment process

C-ID: MATH 110

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. Successful completion of this course fulfills the mathematics competency requirement for the AA/AS degree.

Formerly Math 44. Transfer credit: CSU; UC; credit limitations - see counselor.

MATH V44J - JUST-IN-TIME SUPPORT FOR ELEMENTARY STATISTICS

2 Units

Corequisite: MATH V44

Hours: 2 lecture weekly

This course provides just-in-time support and review for transfer-level Statistics. Math V44J is intended for students who are concurrently enrolled in Math V44. Topics include learning skills and just-in-time support for concepts from arithmetic, pre-algebra, elementary and intermediate algebra, and descriptive statistics that are needed to understand the basics of college-level statistics. Recommended for students with little or no recent knowledge of algebra.

Catalog Note: The support course is required for some, but not all, sections of MATH V44; click the CRN information in the schedule of classes for each section of MATH V44 to determine whether support is required for that section; see your counselor or major advisor for more information.

Offered on a pass/no pass basis only. Not applicable for degree credit.

MATH V46 - APPLIED CALCULUS

4 Units

Prerequisite: MATH V04 or MATH V20 or placement as measured by the college's multiple measures assessment process

C-ID: MATH 140

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. Successful completion of this course fulfills the mathematics competency requirement for the AA/AS degree.

Formerly MATH V46A, Math 46A, Math 46. 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 MATH V19; or placement as measured by the college assessment process

Recommended Preparation: CS V11 or equivalent

C-ID: COMP 152 and

C-ID: 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.

MATH V88 - MATHEMATICS WORKSHOPS

0.5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs 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

0.5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs 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.

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.

MATH N104J - JUST-IN-TIME SUPPORT FOR COLLEGE ALGEBRA (NONCREDIT)

0 Units

Corequisite: MATH V04

Hours: 2 hours weekly

This course reviews the core prerequisite skills, competencies, and concepts for college algebra. It is intended for students who are concurrently enrolled in MATH V04, College Algebra. Just-in-time support topics include learning skills, computational skills developed in intermediate algebra, the vocabulary of algebra, translation from English to algebra, and evaluation of literal expressions and functions.

Catalog Note: The support course is required for some, but not all, sections of MATH V04; click the CRN information in the schedule of classes for each section of MATH V04 to determine whether support is required for that section; see your counselor or major advisor for more information.

This is a noncredit course, non-degree applicable. Offered on a pass/no pass basis only.

MATH N138J - JUST-IN-TIME SUPPORT FOR MATHEMATICS FOR ELEMENTARY SCHOOL TEACHERS (NONCREDIT)

0 Units

Corequisite: MATH V38

Hours: 1 hour weekly

This course is a review of the core prerequisite skills, competencies, and concepts from arithmetic and algebra for Math for Elementary Teachers. It is intended for students who are concurrently enrolled in MATH V38. Just-in-time support topics include understanding the basic concepts and operations involving the natural numbers, whole numbers, integers, and rational numbers; solving arithmetic and algebraic application problems; simplifying, evaluating, creating, and interpreting algebraic expressions; applying Polya's problem solving principles; and applying effective learning skills for success in college.

Catalog Note: The support course is required for some, but not all, sections of MATH V38; click the CRN information in the schedule of classes for each section of MATH V38 to determine whether support is required for that section; see your counselor or major advisor for more information.

This is a noncredit course, non-degree applicable. Offered on a pass/no pass basis only.

MATH N140J - JUST-IN-TIME SUPPORT FOR MATHEMATICS FOR LIBERAL ARTS (NONCREDIT)

0 Units

Corequisite: MATH V40

Hours: 1 hour weekly

This course is a review of the core prerequisite skills, competencies, and concepts from intermediate algebra for Math Topics. It is intended for students who are concurrently enrolled in MATH V40. Just-in-time support topics include learning skills, computational skills developed in intermediate algebra, the vocabulary of algebra, translation from English to algebra, and evaluation of literal expressions and functions.

Catalog Note: The support course is required for some, but not all, sections of MATH V40; click the CRN information in the schedule of classes for each section of MATH V40 to determine whether support is required for that section; see your counselor or major advisor for more information.

This is a noncredit course, non-degree applicable. Offered on a pass/no pass basis only.

MATH N144J - JUST-IN-TIME SUPPORT FOR ELEMENTARY STATISTICS (NONCREDIT)

0 Units

Corequisite: MATH V44

Hours: 2 hours weekly

This course provides just-in-time support and review for transfer-level Statistics. Math V44J is intended for students who are concurrently enrolled in Math V44. Topics include learning skills and just-in-time support for concepts from arithmetic, pre-algebra, elementary and intermediate algebra, and descriptive statistics that are needed to understand the basics of college-level statistics. Recommended for students with little or no recent knowledge of algebra.

Catalog Note: The support course is required for some, but not all, sections of MATH V44; click the CRN information in the schedule of classes for each section of MATH V44 to determine whether support is required for that section; see your counselor or major advisor for more information.

This is a noncredit course, non-degree applicable. Offered on a pass/no pass basis only.

MEDICAL ASSISTANT

See BUSINESS

MICROBIOLOGY

MICR V01 - GENERAL MICROBIOLOGY

4 Units

Prerequisite: CHEM V01A-V01AL or CHEM V20-V20L or CHEM V30-V30L with grade of "C" or better; and BIOL V04 or PHSO V01 or AG V66 or equivalent with a grade of "C" or better

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.

MICR V39 - INTRODUCTION TO FOOD MICROBIOLOGY

2 Units

Hours: 1 lecture, 3 laboratory weekly

This course is an introduction to the principles of food microbiology and food safety. The course investigates the beneficial and harmful effects of microorganisms on food, and includes a survey of the types of microbes found in various types of food, as well as methods for their detection. Evaluation of methods of microbial control and mechanisms of disease of important food microorganisms, as well as sources of food contamination, are presented. An examination of the implementation and effectiveness of food safety programs is also covered.

Field trips may be required.

MICR N139 - INTRODUCTION TO FOOD MICROBIOLOGY (NONCREDIT)

0 Units

Hours: 4 hours weekly

This course is an introduction to the principles of food microbiology and food safety. The course investigates the beneficial and harmful effects of microorganisms on food, and includes a survey of the types of microbes found in various types of food, as well as methods for their detection. Evaluation of methods of microbial control and mechanisms of disease of important food microorganisms, as well as sources of food contamination, are presented. An examination of the implementation and effectiveness of food safety programs is also covered.

Field trips may be required. This is a noncredit course, non-degree applicable.

Offered on a pass/no pass basis only.

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

Ventura College - Announcement of Courses 2021-2022

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
MUSIC FOR TRANSFER

The Associate in Arts in Music for Transfer degree (AA-T in Music degree) is designed to prepare students for a seamless transfer into the California State University system to complete a baccalaureate degree in Music or similar major. Students completing the AA-T in Music degree are guaranteed admission to the CSU system, but not to a particular CSU campus or major. The AA-T in Music degree 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 interested in obtaining a AA-T in Music degree are required to enroll in the core courses designed around their individual selected emphasis of study. AA-T in Music degree students 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 courses, students are expected to develop critical thinking skills, evaluate their own beliefs and assumptions through the Musical Arts, as well as broaden their creative capabilities.

To assist students in accomplishing and developing 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, and Ventura Master Chorale and it continues to be the center of the musical arts in Ventura County.

To earn a Music 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" grade or better, or "P," 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.

| REQUIRED COURSES: | | Units |
|--------------------------|--|--------------|
| MUS V01 | Music Fundamentals | 3 |
| OR | | |
| MUS V02A | Music Theory I: Beginning Diatonic Tonal Music | 3 |
| AND | | |
| MUS V02AL | Ear Training I | 1 |
| MUS V02B | Music Theory II: Intermediate Diatonic Tonal Music | 3 |
| MUS V02BL | Ear Training II | 1 |
| MUS V02C | Music Theory III: Chromatic Harmony | 3 |
| MUS V02CL | Ear Training III | 1 |
| MUS V02D | Music Theory IV: Post Romantic | 3 |
| MUS V02DL | Ear Training IV | 1 |

Applied Music – Select two (2) units from the following courses:

A course may be taken four (4) times:

| | | |
|----------|--|-----|
| MUS V31A | Private Lessons: Woodwinds | 0.5 |
| MUS V31B | Private Lessons: Brass | 0.5 |
| MUS V31C | Private Lessons: Strings | 0.5 |
| MUS V31D | Private Lessons: Keyboards | 0.5 |
| MUS V31E | Private Lessons: Classical Guitar | 0.5 |
| MUS V31F | Private Lessons: Orchestral Percussion Instruments | 0.5 |
| MUS V31H | Private Lessons: Voice | 0.5 |

Large Ensemble – Select four (4) units from the following courses:

A course may be taken four (4) times:

| | | |
|---------|---------------------|---|
| MUS V10 | College Chorus | 1 |
| MUS V12 | Community Choir | 1 |
| MUS V15 | Community Orchestra | 1 |
| MUS V17 | Jazz Band | 1 |
| MUS V34 | Symphony Orchestra | 1 |

Please refer to Intersegmental General Education Transfer Curriculum (may be found in the Counseling Office or in the VC Catalog on page 85).

| | |
|--|-----------|
| Major Units | 21-22 |
| Completion of CSU-GE Breadth or IGETC pattern | 37 |
| Electives (CSU transferable units to reach 60) | 0 |
| Double-counted units | (1-2) |
| TOTAL | 60 |

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



Associate in 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 Ear Training I | 1 |
| MUS V02BL Ear Training II | 1 |
| MUS V02CL Ear Training III | 1 |
| MUS V02DL Ear Training IV | 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 |

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 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 V45 Beginning Opera/Musical Theatre Workshop | 1 |
| MUS V46 Intermediate Opera/Musical Theatre Workshop | 1 |
| MUS V47 Advanced Opera/Musical Theatre Workshop | 1 |

| | |
|--------------|-----------|
| TOTAL | 29 |
|--------------|-----------|

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 coursework and/or knowledge and skills attained throughout the coursework to new and varied subjects.
- Generate new ideas, express themselves creatively, or solve complex problems in an original way.
- Use coursework 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, through guided composition and analysis, incorporates the following concepts: rhythm and meter; basic properties of sound; intervals; diatonic scales and triads; diatonic chords, basic cadential formulas and phrase structure; dominant seventh; figured bass symbols; and non-harmonic tones. Development of skills in handwritten notation is expected.

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 applies and develops the rhythmic, melodic, and harmonic materials of Music Theory I through ear training, sight singing, analysis, and 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 incorporates the concepts from Music Theory I. In addition, through guided composition and analysis, the course will include: an introduction to two-part counterpoint; voice leading involving four-part chorale writing; diatonic harmony; and an introduction to secondary/applied chords and modulation.

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

MUS V02BL - EAR TRAINING II 📖 **1 Unit***Prerequisite:* MUS V02AL*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***Prerequisite:* MUS V02BL*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: POST ROMANTIC 📖 **3 Units***Prerequisite:* MUS V02C and MUS V02CL*Corequisite:* MUS V02DL*C-ID:* MUS 150*Hours:* 3 lecture weekly

This course incorporates the concepts from Music Theory III. In addition, through writing and analysis, the course will include post-Romantic techniques such as borrowed chords and modal mixture chromatic mediants; Neapolitan and augmented-sixth chords; 9th, 11th, and 13th chords; altered chords; and dominants. The course will also address 20th century techniques including Impressionism, tone rows, set theory, pandiatonicism and polytonalism, meter and rhythm.

Field trips may be required. Formerly Mus 2D. Transfer credit: CSU; UC.

MUS V02DL - EAR TRAINING IV 📖 **1 Unit***Prerequisite:* MUS V02CL*Corequisite:* MUS V02D*C-ID:* MUS 155*Hours:* 3 laboratory weekly

This course applies and develops the rhythmic, melodic, and harmonic materials of Music Theory IV through ear training, sight singing, analysis, and dictation.

Field trips may be required. Formerly Mus 2DL. 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 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. Transfer credit: CSU; UC.

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 TO 1750 📖 **3 Units***C-ID:* MUS 105*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 SINCE 1750

3 Units

C-ID: MUS 106

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

Enrollment Limitation: Audition is required

C-ID: MUS 180

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

Enrollment Limitation: Audition is required

C-ID: MUS 180

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

Enrollment Limitation: Audition is required

Recommended Preparation: MUS V10 or MUS V11

C-ID: MUS 180

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

C-ID: MUS 180

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

C-ID: MUS 180

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

C-ID: MUS 180

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

C-ID: MUS 180

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

Enrollment Limitation: Audition is required

C-ID: MUS 180

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 V21A - CHAMBER MUSIC: WOODWINDS

1 Unit

Enrollment Limitation: auditions required

C-ID: MUS 185

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

Enrollment Limitation: auditions required

C-ID: MUS 185

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.

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| <p>MUS V21C - CHAMBER MUSIC: STRINGS AND KEYBOARDS 📖 1 Unit</p> <p><i>Enrollment Limitation:</i> auditions required <i>C-ID:</i> MUS 185 <i>Hours:</i> 3 laboratory weekly</p> <p>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.</p> <p><i>Field trips may be required. May be taken for a maximum of 4 times. Formerly Mus 21C. Transfer credit: CSU; UC.</i></p> | <p>MUS V24B - KEYBOARDS II 📖 2 Units</p> <p><i>Prerequisite:</i> MUS V24A or equivalent <i>Hours:</i> 1 lecture, 3 laboratory weekly</p> <p>This course continues the study of the fundamentals of keyboard playing, including music reading, technique, scales, transposition, keyboard harmonization, and simple keyboard literature.</p> <p><i>Field trips may be required. Formerly Mus 24B. Transfer credit: CSU; UC.</i></p> |
| <p>MUS V22A - ADVANCED CHAMBER MUSIC: WOODWINDS 📖 1 Unit</p> <p><i>Prerequisite:</i> MUS V21A <i>Enrollment Limitation:</i> audition required <i>C-ID:</i> MUS 185 <i>Hours:</i> 3 laboratory weekly</p> <p>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.</p> <p><i>Field trips may be required. May be taken for a maximum of 4 times. Formerly Mus 22A. Transfer credit: CSU; UC.</i></p> | <p>MUS V24C - KEYBOARDS III 📖 2 Units</p> <p><i>Prerequisite:</i> MUS V24B or equivalent <i>Hours:</i> 1 lecture, 3 laboratory weekly</p> <p>This intermediate-level keyboard course focuses on music reading, technique, major and minor scales, transposition, more advanced keyboard harmonization, and intermediate-level keyboard literature.</p> <p><i>Field trips may be required. Formerly Mus 24C. Transfer credit: CSU; UC.</i></p> |
| <p>MUS V22B - ADVANCED CHAMBER MUSIC: BRASS 📖 1 Unit</p> <p><i>Prerequisite:</i> MUS V21B <i>Enrollment Limitation:</i> audition required <i>C-ID:</i> MUS 185 <i>Hours:</i> 3 laboratory weekly</p> <p>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.</p> <p><i>Field trips may be required. May be taken for a maximum of 4 times. Formerly Mus 22B. Transfer credit: CSU; UC.</i></p> | <p>MUS V24D - KEYBOARDS IV 📖 2 Units</p> <p><i>Prerequisite:</i> MUS V24C or equivalent <i>Hours:</i> 1 lecture, 3 laboratory weekly</p> <p>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.</p> <p><i>Field trips may be required. Formerly Mus 24D. Transfer credit: CSU; UC.</i></p> |
| <p>MUS V22C - ADVANCED CHAMBER MUSIC: STRINGS AND KEYBOARDS 📖 1 Unit</p> <p><i>Prerequisite:</i> MUS V21C <i>Enrollment Limitation:</i> audition required <i>C-ID:</i> MUS 185 <i>Hours:</i> 3 laboratory weekly</p> <p>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.</p> <p><i>Field trips may be required. May be taken for a maximum of 4 times. Formerly Mus 22C. Transfer credit: CSU; UC.</i></p> | <p>MUS V31A - PRIVATE LESSONS: WOODWINDS 📖 0.5 Unit</p> <p><i>Enrollment Limitation:</i> Audition is required. <i>Recommended Preparation:</i> Concurrent enrollment in a music theory course, and concurrent enrollment in an ear training course, and concurrent enrollment in a performance course (any one of MUS V10, V11, V12, V14A, V14B, V14C, V15, V17, V18, V21A, V21B, V21C, V22A, V22B, V22C, V34, V35, V45, V46 or V47) <i>C-ID:</i> MUS 160 <i>Hours:</i> 2 laboratory weekly</p> <p>This course consists of individualized study of the appropriate techniques and repertoire for the specific instrument or voice being studied. The emphasis is on the progressive development of skills needed for solo performance. Achievement is evaluated through a juried performance.</p> <p><i>Catalog Note:</i> Ventura College faculty have defined Private Lessons as a family of courses which includes MUS V31A, MUS V31B, MUS V31C, MUS V31D, MUS V31E, MUS V31F, MUS V31G, and MUS V31H. A student may take a maximum of four (4) courses from a family.</p> <p><i>Field trips may be required. May be taken for a maximum of 4 times. Formerly Mus 31A. Transfer credit: CSU; UC.</i></p> |
| <p>MUS V24A - KEYBOARDS I 📖 2 Units</p> <p><i>C-ID:</i> MUS 170 <i>Hours:</i> 1 lecture, 3 laboratory weekly</p> <p>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.</p> <p><i>Field trips may be required. Formerly Mus 24A. Transfer credit: CSU; UC.</i></p> | <p>MUS V31B - PRIVATE LESSONS: BRASS 📖 0.5 Unit</p> <p><i>Enrollment Limitation:</i> Audition is required. <i>Recommended Preparation:</i> Concurrent enrollment in a music theory course, and concurrent enrollment in an ear training course, and concurrent enrollment in a performance course (any one of MUS V10, V11, V12, V14A, V14B, V14C, V15, V17, V18, V21A, V21B, V21C, V22A, V22B, V22C, V34, V35, V45, V46 or V47) <i>C-ID:</i> MUS 160 <i>Hours:</i> 2 laboratory weekly</p> <p>This course consists of individualized study of the appropriate techniques and repertoire for the specific instrument or voice being studied. The emphasis is on the progressive development of skills needed for solo performance. Achievement is evaluated through a juried performance.</p> <p><i>Catalog Note:</i> Ventura College faculty have defined Private Lessons as a family of courses which includes MUS V31A, MUS V31B, MUS V31C, MUS V31D, MUS V31E, MUS V31F, MUS V31G, and MUS V31H. A student may take a maximum of four (4) courses from a family.</p> <p><i>Field trips may be required. May be taken for a maximum of 4 times. Transfer credit: CSU; UC.</i></p> |

MUS V31C - PRIVATE LESSONS: STRINGS **0.5 Unit**

Enrollment Limitation: Audition is required.

Recommended Preparation: Concurrent enrollment in a music theory course, and concurrent enrollment in an ear training course, and concurrent enrollment in a performance course (any one of MUS V10, V11, V12, V14A, V14B, V14C, V15, V17, V18, V21A, V21B, V21C, V22A, V22B, V22C, V34, V35, V45, V46 or V47)

C-ID: MUS 160

Hours: 2 laboratory weekly

This course consists of individualized study of the appropriate techniques and repertoire for the specific instrument or voice being studied. The emphasis is on the progressive development of skills needed for solo performance. Achievement is evaluated through a juried performance.

Catalog Note: Ventura College faculty have defined Private Lessons as a family of courses which includes MUS V31A, MUS V31B, MUS V31C, MUS V31D, MUS V31E, MUS V31F, MUS V31G, and MUS V31H. A student may take a maximum of four (4) courses from a family.

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

MUS V31D - PRIVATE LESSONS: KEYBOARDS **0.5 Unit**

Enrollment Limitation: Audition is required.

Recommended Preparation: Concurrent enrollment in a music theory course, and concurrent enrollment in an ear training course, and concurrent enrollment in a performance course (any one of MUS V10, V11, V12, V14A, V14B, V14C, V15, V17, V18, V21A, V21B, V21C, V22A, V22B, V22C, V34, V35, V45, V46 or V47)

C-ID: MUS 160

Hours: 2 laboratory weekly

This course consists of individualized study of the appropriate techniques and repertoire for the specific instrument or voice being studied. The emphasis is on the progressive development of skills needed for solo performance. Achievement is evaluated through a juried performance.

Catalog Note: Ventura College faculty have defined Private Lessons as a family of courses which includes MUS V31A, MUS V31B, MUS V31C, MUS V31D, MUS V31E, MUS V31F, MUS V31G, and MUS V31H. A student may take a maximum of four (4) courses from a family.

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

MUS V31E - PRIVATE LESSONS: CLASSICAL GUITAR **0.5 Unit**

Enrollment Limitation: Audition is required.

Recommended Preparation: Concurrent enrollment in a music theory course, and concurrent enrollment in an ear training course, and concurrent enrollment in a performance course (any one of MUS V10, V11, V12, V14A, V14B, V14C, V15, V17, V18, V21A, V21B, V21C, V22A, V22B, V22C, V34, V35, V45, V46 or V47)

C-ID: MUS 160

Hours: 2 laboratory weekly

This course consists of individualized study of the appropriate techniques and repertoire for the specific instrument or voice being studied. The emphasis is on the progressive development of skills needed for solo performance. Achievement is evaluated through a juried performance.

Catalog Note: Ventura College faculty have defined Private Lessons as a family of courses which includes MUS V31A, MUS V31B, MUS V31C, MUS V31D, MUS V31E, MUS V31F, MUS V31G, and MUS V31H. A student may take a maximum of four (4) courses from a family.

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

MUS V31F - PRIVATE LESSONS: ORCHESTRAL PERCUSSION INSTRUMENTS **0.5 Unit**

Enrollment Limitation: Audition is required.

Recommended Preparation: Concurrent enrollment in a music theory course, and concurrent enrollment in an ear training course, and concurrent enrollment in a performance course (any one of MUS V10, V11, V12, V14A, V14B, V14C, V15, V17, V18, V21A, V21B, V21C, V22A, V22B, V22C, V34, V35, V45, V46 or V47)

C-ID: MUS 160

Hours: 2 laboratory weekly

This course consists of individualized study of the appropriate techniques and repertoire for the specific instrument or voice being studied. The emphasis is on the progressive development of skills needed for solo performance. Achievement is evaluated through a juried performance.

Catalog Note: Ventura College faculty have defined Private Lessons as a family of courses which includes MUS V31A, MUS V31B, MUS V31C, MUS V31D, MUS V31E, MUS V31F, MUS V31G, and MUS V31H. A student may take a maximum of four (4) courses from a family.

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

MUS V31G - PRIVATE LESSONS: MUSIC COMPOSITION **0.5 Unit**

Prerequisite: MUS V02A or equivalent skills

Enrollment Limitation: Audition is required.

Recommended Preparation: Concurrent enrollment in a music theory course, and concurrent enrollment in an ear training course, and concurrent enrollment in a performance course (any one of MUS V10, V11, V12, V14A, V14B, V14C, V15, V17, V18, V21A, V21B, V21C, V22A, V22B, V22C, V34, V35, V45, V46 or V47)

C-ID: MUS 160

Hours: 2 laboratory weekly

This course consists of individualized study of the appropriate techniques and repertoire for the specific instrument or voice being studied. The emphasis is on the progressive development of skills needed for solo performance. Achievement is evaluated through a juried performance.

Catalog Note: Ventura College faculty have defined Private Lessons as a family of courses which includes MUS V31A, MUS V31B, MUS V31C, MUS V31D, MUS V31E, MUS V31F, MUS V31G, and MUS V31H. A student may take a maximum of four (4) courses from a family.

Field trips may be required. May be taken for a maximum of 4 times. Formerly MUS 31G. Transfer credit: CSU; UC.

MUS V31H - PRIVATE LESSONS: VOICE **0.5 Unit**

Enrollment Limitation: Audition is required.

Recommended Preparation: Concurrent enrollment in a music theory course, and concurrent enrollment in an ear training course, and concurrent enrollment in a performance course (any one of MUS V10, V11, V12, V14A, V14B, V14C, V15, V17, V18, V21A, V21B, V21C, V22A, V22B, V22C, V34, V35, V45, V46 or V47)

C-ID: MUS 160

Hours: 2 laboratory weekly

This course consists of individualized study of the appropriate techniques and repertoire for the specific instrument or voice being studied. The emphasis is on the progressive development of skills needed for solo performance. Achievement is evaluated through a juried performance.

Catalog Note: Ventura College faculty have defined Private Lessons as a family of courses which includes MUS V31A, MUS V31B, MUS V31C, MUS V31D, MUS V31E, MUS V31F, MUS V31G, and MUS V31H. A student may take a maximum of four (4) courses from a family.

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**Enrollment Limitation:** Audition required**C-ID:** MUS 180**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 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 📄 **3 Units****Recommended Preparation:** music fundamentals and computer fundamentals**C-ID:** CMUS 100X**Hours:** 2.5 lecture, 1.5 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; UC.

MUS V45 - BEGINNING OPERA/MUSICAL THEATRE WORKSHOP 📄**1 Unit****Enrollment Limitation:** audition required**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**Enrollment Limitation:** audition required**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. Students will review and expand upon concepts learned in beginning opera/musical theatre workshop.

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**Enrollment Limitation:** Audition is required**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. May be taken for a maximum of 4 times. Transfer credit: CSU; UC.

MUS V88 - MUSIC WORKSHOPS**0.5-10 Units****Prerequisite:** varies with topic**Hours:** lecture and/or laboratory as required by unit formula

Designed to meet specific needs 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**0.5-10 Units****Prerequisite:** varies with topic**Hours:** lecture and/or laboratory as required by unit formula

Designed to meet specific needs 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.

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.

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). 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.

Registered Nursing 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)

3390 Peachtree Road NE, Suite 1400

Atlanta, Georgia 30326

(404) 975-5000

www.acenursing.org*continued on next page*

BOARD OF REGISTERED NURSING (BRN)

1747 North Market Boulevard, Suite 150
Sacramento, Ca. 95834
(916) 322-3350
www.brn.ca.gov

BOARD OF REGISTERED NURSING (MAILING ADDRESS)

P.O. Box 944210
Sacramento, Ca 94244-2100

Link to NCLEX-RN 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 science repeat, W, 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, the student must see a nursing counselor to develop a remediation plan. The student must complete the plan before they are eligible to apply. The student must maintain an overall GPA of 2.0 to continue in the nursing program.

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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 | Foundations of Nursing Practice | 9 |
| NS V20 | Patient-Centered Care I and Family-Centered Care of Children | 9 |
| NS V30 | Patient-Centered Care II and Maternal Newborn and Mental Health Nursing | 9 |
| NS V40 | Patient-Centered Care III and Transition to Professional Practice | 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: In addition to the required courses listed above, it is highly recommended that students who seek to enhance their chances of successful completion of the Associate in Science in Nursing degree take the following courses: MATH V35, NS V07, BUS V27A and MATH V44/PSY V04. Although these supplemental courses may be of value to the student, please note that NS V07 does **NOT** satisfy the requirements for this degree.

For other course descriptions, see American Ethnic Studies, Anatomy, Anthropology, Child Development, Communication Studies, English, Microbiology, Physiology, Psychology, and Sociology.

****Course inactivated as of Fall 2020. See a counselor for more information.***

PROGRAM STUDENT LEARNING OUTCOMES

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

- Provide safe, quality, culturally appropriate patient-centered care to patients, families, and groups, supported by evidence-based clinical decisions and patient preferences in a variety of settings.
- Communicate effectively with patients and members of the inter-professional health care team to provide and coordinate safe, quality, patient-centered care.
- Demonstrate leadership and system management knowledge and skills in the delivery of quality health care to patients while contributing to the effectiveness and efficiency of the work unit.
- Integrate established regulatory (California Nurse Practice Act), legal, and ethical principles into standard-based professional nursing practice.

REGISTERED NURSING PROGRAM PREREQUISITES:

1. Anatomy V01 (4 semester units) with a minimum grade of C
2. Physiology V01 (4 semester units) with a minimum grade of C
3. Microbiology V01 (4 semester units) with a minimum grade of C
4. 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
5. 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
6. Current California CNA Certification

Potential and current applicants are requested to attend a Pre-nursing Workshop. These sessions are given bimonthly. 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.

1. Complete all required prerequisites to apply (math, chemistry, anatomy, physiology, microbiology, and current CA CNA). No Prerequisites can be in-progress.
2. Submit an application to the college (new students only). Applications are available online.
3. Submit official transcripts from all regionally accredited colleges/universities attended. These must be on file with the VC Admissions and Records office PRIOR to completing Step 4 - transcripts from Ventura, Moorpark, or Oxnard College not required.
4. Complete the Nursing Application Appointment Pre-Screening Form (on nursing website) to be reviewed for eligibility. Students will be notified within 3 business days from receipt of the Pre-Screening Form by phone or to your MyVCCCD email regarding eligibility and next steps.
5. Submit application to the ADN program.

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 regionally accredited colleges attended must be on file at Ventura College prior to applying for the September 15 or March 15 application deadline 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 Ventura 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.
 - e. The applicant certifies the accuracy and completeness of the statements and information noted on the VC nursing application. Applicant understands that enrollment or eligibility

continued on next page

in the VC nursing program may be subject to termination if there has been willful misrepresentation of the information submitted. Applicant authorizes the use of this information by appropriate Ventura College personnel for the purpose of evaluating the qualifications for application to this program.

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 03 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). *Courses inactivated as of Fall 2020. See a counselor for more information.
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 (ATI TEAS). ATI TEAS exam can only be taken twice maximum. If not successful on the first attempt, student must remediate. VC Nursing program uses the first successful ATI TEAS exam score for the multi-criteria calculation.

Step 3:

The following must be completed before entering the nursing program or completed concurrently with Nursing Science NS V10:

- 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 R101 or 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 M01AH; 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

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).

ATI TEAS test results must be submitted by October 1 or April 1.

To be included in the September applicant pool:

1. Application must be submitted by September 15
2. ATI TEAS results must be submitted electronically through ATI or on file by October 1.

To be included in the March applicant pool:

1. Application must be submitted by March 15
2. ATI TEAS results must be submitted electronically through ATI or on file by April 1.

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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 department.
- 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 or QuantiFERON testing is required. Current influenza, tetanus, diphtheria and pertussis vaccinations (TDAP) are also required. Costs for immunization tracking service must be borne by student.
- Current CPR certification for BLS Provider (American Heart Association) or Basic Life Support for Healthcare Providers (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. Drug and alcohol screening may only be done one time and these results are used to determine eligibility. A failed drug/alcohol screening will result in immediate ineligibility for admission. Cost for this testing must be borne by the student and is 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 Technical Standards 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 (LVNs) 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.

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 (LVN) 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 option students at Ventura College:

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REQUIRED COURSES: UNITS**Prerequisites (A minimum grade of C is mandatory in each course)**

| | | |
|----------|----------------------------------|---|
| MICR V01 | General Microbiology | 4 |
| PHSO V01 | Introduction to Human Physiology | 4 |

Nursing Courses

| | | |
|--------|---|---|
| NS V31 | Patent-Centered Care II and Maternal Newborn and Mental Health Nursing: 30 UO | 9 |
| NS V41 | Patient-Centered Care III and Transition to Professional Practice: 30 UO | 9 |

| | | |
|--------------|--|-----------|
| TOTAL | | 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 the college learning management system. Computer skills are expected to be demonstrated at program entry.

COURSE DESCRIPTIONS**NS V07 - PHARMACOLOGY  3 Unit****C-ID:** HIT 107X**Hours:** 3 laboratory 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; UC.

NS V10 - FOUNDATIONS OF NURSING PRACTICE  9 Units

Prerequisite: ANAT V01; MICR V01; PHSO V01; CD V03 or PSY V05 or concurrent enrollment in either course

Enrollment Limitation: admission to ADN program; criminal background clearance, current CPR certification for health care provider (American Heart Association) or professional rescuer (American Red Cross), drug and alcohol clearance, fingerprint clearance, proof of freedom from and immunity to communicable diseases, no acrylic or long nails in clinical settings, current negative TB test or chest x-ray, physical examination demonstrating general good health, no visible tattoos or visible body piercings except single studs in earlobes

Hours: 5 lecture, 12 laboratory weekly

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This course provides an introduction to nursing and roles of the nurse in micro and macro-systems, as well as profession related and patient care concepts with a focus on the care of adult and older adult patients. The theoretical foundation for comprehensive health assessment and nursing skills is presented. Assessment focuses on taking a thorough nursing history, performing physiological, psychological, sociological, cultural, and spiritual assessments, as well as identification of stressors and health risks. Emphasis is placed on the knowledge and skills needed to provide safe, quality care. An introduction to the nursing process provides a decision-making framework to assist students in developing effective clinical judgment skills. Students are given opportunities to demonstrate these skills in laboratory and clinical settings.

Note: The Board of Registered Nursing may deny licensure to those with criminal records.

Field trips may be required. Formerly NS 10. Transfer credit: CSU.

NS V20 - PATIENT-CENTERED CARE I AND FAMILY-CENTERED CARE OF CHILDREN  9 Units

Prerequisite: NS V10

Enrollment Limitation: Criminal background clearance, current CPR certification for health care provider (American Heart Association) or professional rescuer (American Red Cross), drug and alcohol clearance, fingerprint clearance, proof of freedom from and immunity to communicable diseases, no acrylic or long nails in clinical settings, current negative TB test or chest x-ray, physical examination demonstrating general good health, no visible tattoos or visible body piercings except single studs in earlobes

Hours: 4 lecture, 15 laboratory weekly

This course focuses on the care of adult, pediatric, and older adult patients with health alterations that require medical and/or surgical intervention. Emphasis is placed on the care and health promotion of patients with alterations in selected body functions, on normal growth and development, and on the promotion of healthy behavior in patients. Concepts of patient-centered care, family-centered care of children, cultural sensitivity, informatics, safe practice, and professionalism are integrated throughout the course. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe patient care in a variety of clinical settings.

Catalog Note: The Board of Registered Nursing may deny licensure to those with criminal records.

Field trips will be required. Formerly NS V20A & NS V20B. Transfer credit: CSU.

NS V30 - PATIENT-CENTERED CARE II AND MATERNAL NEWBORN AND MENTAL HEALTH NURSING  9 Units

Prerequisite: NS V20

Enrollment Limitation: Criminal background clearance, current CPR certification for health care provider (American Heart Association) or professional rescuer (American Red Cross), drug and alcohol clearance, fingerprint clearance, proof of freedom from and immunity to communicable diseases, no acrylic or long nails in clinical settings, current negative TB test or chest x-ray, physical examination demonstrating general good health, no visible tattoos or visible body piercings except single studs in earlobes

Hours: 5 lecture, 12 laboratory weekly

This course focuses on the care of adult and older adult patients with complex medical/surgical and/or cognitive, mental health problems, as well as an integrated family approach to the care of mothers and newborns. Emphasis is placed on helping patients and their families cope with alterations in body functions, normal and high-risk pregnancy, normal growth and development, family dynamics, and management of patients facing emotional and psychological stressors. Concepts of pharmacology, health promotion and education, evidence based practice, and interdisciplinary collaboration will be integrated throughout the course. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe care to patients and selected groups in a variety of settings.

Catalog Note: The Board of Registered Nursing may deny licensure to those with criminal records.

Field trips may be required. Formerly NS V30A & NS V30B. Transfer credit: CSU.

**NS V31 - PATIENT-CENTERED CARE II AND MATERNAL
NEWBORN AND MENTAL HEALTH NURSING: 30-UO ☐ 9 Units**

Enrollment Limitation: Criminal background clearance, current CPR certification for health care provider (American Heart Association) or professional rescuer (American Red Cross), drug and alcohol clearance, fingerprint clearance, proof of freedom from and immunity to communicable diseases, no acrylic or long nails in clinical settings, current negative TB test or chest x-ray, physical examination demonstrating general good health, no visible tattoos or visible body piercings except single studs in earlobes

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. This course focuses on the care of adult and older adult patients with complex medical/surgical and/or cognitive, mental health problems, as well as an integrated family approach to the care of mothers and newborns. Emphasis is placed on helping patients and their families cope with alterations in body functions, normal and high-risk pregnancy, normal growth and development, family dynamics, and management of patients facing emotional and psychological stressors. Concepts of pharmacology, health promotion and education, evidence based practice, and interdisciplinary collaboration will be integrated throughout the course. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe care to patients and selected groups in a variety of settings.

Field trips may be required. Transfer credit: CSU.

**NS V40 - PATIENT-CENTERED CARE III AND
TRANSITION TO PROFESSIONAL PRACTICE ☐ 9 Units**

Prerequisite: NS V30

Recommended Preparation: Advisories: The Board of Registered Nursing may deny licensure to those with criminal records

Enrollment Limitation: Criminal background clearance, current CPR certification for health care provider (American Heart Association) or professional rescuer (American Red Cross), drug and alcohol clearance, fingerprint clearance, proof of freedom from and immunity to communicable diseases, no acrylic or long nails in clinical settings, current negative TB test or chest x-ray, physical examination demonstrating general good health, no visible tattoos or visible body piercings except single studs in earlobes

Hours: 4 lecture, 15 laboratory weekly

This course focuses on contemporary issues and advanced concepts of professional nursing care as they relate to older adult and adult patients with complex, multisystem alterations in health. Emphasis is placed on implementing time management, organizational, and delegation skills in the management of patients with multiple needs while collaborating with the interdisciplinary team. Students will demonstrate responsible and accountable behaviors while managing conflict. Complex clinical skills, as well as priority setting, clinical judgment, and tenets of legal and ethical practice, are integrated throughout the course. Clinical experiences provide the student an opportunity to apply theoretical concepts in the management of patient care and the leadership role in a variety of settings.

Catalog Note: This course fulfills the Area E1 general education requirement as well as major requirements for the Associate in Science Degree in Nursing.

Field trips may be required. Formerly NS V40A & NS V40B. Transfer credit: CSU.

**NS V41 - PATIENT-CENTERED CARE III AND
TRANSITION TO PROFESSIONAL PRACTICE: 30-UO ☐ 9 Unit**

Prerequisite: NS V31

Enrollment Limitation: Criminal background clearance, current CPR certification for health care provider (American Heart Association) or professional rescuer (American Red Cross), drug and alcohol clearance, fingerprint clearance, proof of freedom from and immunity to communicable diseases, no acrylic or long nails in clinical settings, current negative TB test or chest x-ray, physical examination demonstrating general good health, no visible tattoos or visible body piercings except single studs in earlobes

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 focuses on contemporary issues and advanced concepts of professional nursing care as they relate to older adult and adult patients with complex, multisystem alterations in health. Emphasis is placed on implementing time management, organizational, and delegation skills in the management of patients with multiple needs while collaborating with the interdisciplinary team. Students will demonstrate responsible and accountable behaviors while managing conflict. Complex clinical skills, as well as priority setting, clinical judgment, and tenets of legal and ethical practice, are integrated throughout the course. Clinical experiences provide the student an opportunity to apply theoretical concepts in the management of patient care and the leadership role in a variety of settings.

Catalog Note: This course fulfills the Area E1 general education requirement. Field trips may be required. Formerly NS 41. Transfer credit: CSU.

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.

Offered on a pass/no pass basis only. Not applicable for degree credit.

NS V84C - SUCCESS STRATEGIES FOR NS V30 ☐ 2 Units

Corequisite: Enrollment in NS V30 or NS V31

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 with emphasis on the NS V30 content areas.

Offered on a pass/no pass basis only. Not applicable for degree credit.

NS V84D - SUCCESS STRATEGIES FOR NS V40  **2 Units**

Corequisite: Enrollment in NS V40 or NS V41

Hours: 2 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.

Offered on a pass/no pass basis only. Not applicable for degree credit.

NS V85 - SUCCESS WORKSHOPS FOR NURSING  **0.5 Unit**

Hours: 0.5 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 V88 - NURSING SCIENCE WORKSHOPS **0.5-10 Units**

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs 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 **0.5-10 Units**

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs 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

Enrollment Limitation: current CPR certification from the American Heart Association (Health Care Provider) or American Red Cross (Basic Life Support for Health Care Providers); 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 the nursing process.

Field trips will be required. Formerly NS 95. Offered on a pass/no pass basis only. Transfer credit: CSU.

NS V96 - NURSING SCIENCE INTERNSHIP II **1-4 Units**

Prerequisite: NS V10

Corequisite: enrolled in a minimum of 7 units to include internship

Enrollment Limitation: current CPR certification from the American Heart Association (Health Care Provider) or American Red Cross (Basic Life Support for Health Care Providers); 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 (paid) 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 the nursing process.

Field trips will be required. Offered on a pass/no pass basis only. Transfer credit: CSU.

NUTRITION AND DIETETICS

The Associate in Science in Nutrition and Dietetics for Transfer offers students an opportunity to enrich their education with an emphasis on improved health. Typical employment opportunities in the field are in areas of Hospitals/Health Care Facilities, Wellness/Rehab Programs, Community and Public Health Nutrition Programs, Child Nutrition Programs, Food Industry, Health Departments, Long-Term Care Facilities, Diabetes Education Programs, and Cardiac Rehabilitation Programs.

Associate in Science Degree

NUTRITION AND DIETETICS FOR TRANSFER

The Associate in Science Degree in Nutrition and Dietetics for Transfer (Nutrition and Dietetics AS-T) is intended for students who plan to complete a bachelor's degree in Nutrition and Dietetics or 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.

To earn a Nutrition 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, or "P," 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: | | UNITS |
|-----------------------|--------------------------------|--------------|
| CHEM V01A | General Chemistry I | 3 |
| CHEM V01AL | General Chemistry I Laboratory | 2 |
| HED V87 | Nutrition | 3 |
| MICR V01 | General Microbiology | 4 |
| PSY V01 | Introduction to Psychology | 3 |

LIST A:

Select two (2) of the following for 8-10 total units:

| | | |
|------------|---|---|
| CHEM V01B | General Chemistry II | 3 |
| <i>and</i> | | |
| CHEM V01BL | General Chemistry II Laboratory | 2 |
| | | |
| CHEM V12A | General Organic Chemistry I | 3 |
| <i>and</i> | | |
| CHEM V12AL | General Organic Chemistry I Laboratory | 2 |
| | | |
| ANAT V01 | General Human Anatomy | 4 |
| <i>or</i> | | |
| PHSO V01 | Introduction to Human Physiology | 4 |
| | | |
| PSY V04 | Introductory Statistics for the Social and Behavioral Sciences | 4 |
| <i>or</i> | | |
| MATH V44 | Elementary Statistics | 4 |

LIST B:

Select one (1) of the following for 3-4 total units:

| | | |
|------------|----------------------------------|---|
| HED V32 | Principles of Food with Lab | 3 |
| <i>or</i> | | |
| BIOL V01 | Principles of Biology | 3 |
| <i>and</i> | | |
| BIOL V01L | Principles of Biology Laboratory | 1 |

| | |
|--|-----------|
| Major Units | 26-29 |
| Completion of CSU-GE Breadth or IGETC pattern | 37-39 |
| Electives (CSU transferable units to reach 60) | 4-11 |
| Double-counted units | (10-16) |
| <hr/> | |
| TOTAL UNITS | 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 Anatomy, Biology, Chemistry, Health Education, Mathematics, Microbiology, Physiology, and Psychology

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the **Nutrition and Dietetics** program students will be able to:

- Critically analyze information and contemporary issues in the field of nutrition science/dietetics.
- Assess how diet and nutrition can enhance overall wellness and reduce the risk of common lifestyle diseases.
- Identify career opportunities in the field of Nutrition/Dietetics and state the education required for each career.
- Describe food safety principles related to food, personnel and consumers.

PARAMEDIC

The Paramedic is an allied health professional whose primary focus is to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the complex knowledge and skills necessary to provide patient care and transportation. Paramedics function as part of a comprehensive EMS response, under medical oversight. Paramedics perform interventions with the basic and advanced equipment typically found on an ambulance. The Paramedic is a link from the scene into the health care system. (from the National EMS Scope of Practice Model)

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 (www.coaemsp.org).

Commission on Accreditation of Allied Health Education Programs
9355 - 113th St. N, #7709
Seminole, FL 33775-7709
727-210-2350
www.caahep.org

Successful completion of the program will allow students to sit for the paramedic National Registry licensing examinations 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 operations.

**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; ENGL V05; MATH V35; PSY V15, PSY V30; SL V10A. 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 Services, 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, patient family members, the public, and health care teams.
- 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

The Ventura College Paramedic Program offers two tracks: professional certification as a paramedic with or without an Associate Degree or Certificate of Achievement. Applications will be accepted on an ongoing 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) A completed application to the paramedic program; 2) All required official high school and college transcripts (including proof of prerequisite completion or proof of in-progress status); 3) Documentation of pre-hospital care experience; and 4) An 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 or in process at the time of application 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. Current certification for CPR as a health care provider or professional rescuer.
4. The student must show documentation of current EMT certification and at least 1000 hours of experience employed as an EMT with emphasis on pre-hospital field care. Experience with a primary 911 provider is preferred, but 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 paramedic program. All applicants must contact a 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.

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 mumps, rubella, rubeola, varicella, and Hepatitis B. Clinical agencies used mandate a current seasonal flu vaccination. Diphtheria-tetanus-pertussis (Tdap) 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 is the responsibility of 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 patients. 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 paramedic level licensing examinations. Students who successfully complete the Emergency Medical Services – Paramedic Studies program may receive a Certificate of Achievement or an Associate Degree from Ventura College if all other requirements have been satisfied (See an academic counselor to verify additional requirements for the Certificate of Achievement and/or Associate Degree. 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

Enrollment Limitation: The state of California Emergency Medical Services Authority may deny licensure to those with criminal records, and 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 offers general paramedic didactic education and psychomotor skills training following the current Department of Transportation National Emergency Services Education Standards (NEMSES) and California Code of Regulations, Title 22. The course includes cognitive content associated with: preparatory, anatomy and physiology, pharmacology, airway management, patient assessment, trauma patient management, medical emergencies, special patient populations, and EMS operations. The course provides psychomotor skills training associated with: preparatory, anatomy and physiology, pharmacology, airway management, patient assessment,

trauma patient management, medical patient management, cardiac patient management, special populations, EMS operations, and simulated patient encounters.

Catalog Note: This course fulfills one Health Education requirement for the Associate in Science Degree in Emergency Medical Services.

Field trips may be required. Formerly PM 1.

PM V02 - PARAMEDIC CLINICAL AND FIELD PRACTICUM

18.5 Units

Prerequisite: PM V01

Enrollment Limitation: The state of California Emergency Medical Services Authority may deny licensure to those with criminal records, and 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 provides supervised clinical and field instruction to enhance student's knowledge of emergency care in multiple clinical in-hospital and pre-hospital settings. Students are provided access to adequate numbers of patients, proportionally distributed by illness, injury, gender, age, and common problems encountered in the delivery of emergency care appropriate to the level of the Emergency Medical Services Profession(s). The hospital/clinical experiences may include the operating room, recovery room, intensive care unit, coronary care unit, labor and delivery room, pediatrics, and emergency department, and include exposure to an adequate number of pediatric, obstetric, psychiatric, and geriatric patients. The field practicum experience provides opportunities for paramedic students to observe and participate in emergency medical care supervised by a preceptor on an emergency response vehicle. Requires a minimum of 480 hours, and students must document at least 40 advanced life support (ALS) patient contacts. Students will provide the full continuum of care from initial contact to transfer of care at the receiving facility for half (20 minimum) of all ALS contacts. Students must obtain minimum competency as a Team Leader. The field practicum provides the student with an opportunity to serve as Team Leader in a variety of pre-hospital advanced life support emergency medical situations. Upon successful completion of this course, the student is eligible to sit for the licensing examination.

Field trips may be required. Formerly PM V02 & V03.

PM V88 - PARAMEDIC WORKSHOPS

0.5-10 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

Limitation: 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).

Associate in Arts Degree

PHILOSOPHY FOR TRANSFER

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

The Associate in Arts in Philosophy for Transfer (Philosophy 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 Philosophy for Transfer may transfer to a CSU campus to complete a bachelor's degree in Philosophy or a similar major.

To earn a Philosophy 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" grade or better, or "P," 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:

| | | Units |
|-----------|----------------------------|-------|
| PHIL V01 | Introduction to Philosophy | 3 |
| OR | | |
| PHIL V02 | Introduction to Ethics | 3 |

AND

| | | |
|----------|-----------------------|---|
| PHIL V04 | Introduction to Logic | 3 |
|----------|-----------------------|---|

LIST A:

Select one (1) course from the following:

| | | |
|---|--|---|
| Any course from required core not already used (PHIL V01 or PHIL V02) | | |
| PHIL V05 | Critical Thinking | 3 |
| PHIL V06A | History of Western Philosophy I: Ancient through Medieval | 3 |
| PHIL V06B | History of Western Philosophy II: Modern through Contemporary | 3 |

LIST B:

Select two (2) courses from the following:

| | | |
|---|---|---|
| Any course from List A not already used (PHIL V01, V02, V05, V06A, or V06B) | | |
| +HIST V01A | Introduction to Western Civilization I | 3 |
| +HIST V01B | Introduction to Western Civilization II | 3 |
| PHIL V03A | Survey of World Religions: East | 3 |
| PHIL V03B | Survey of World Religions: West | 3 |

LIST C:

Select one (1) course from the following:

| | | |
|---|-----------------|---|
| Any course from List A or List B not already used (HIST V01A, V01B; PHIL V01, V02, V03A, V03B, V05, V06A, V06B) | | |
| PHIL V09 | Zen Buddhism | 3 |
| PHIL V10 | World Mythology | 3 |
| Any course articulated as CSU General Education Area C2 or IGETC Area 3B. | | |

(Please refer to CSU General Education-Breadth Certification or Intersegmental General Education Transfer Curriculum (IGETC) - May be found in the Counseling office or in the VC Catalog on pages 76 and 85).

| | |
|--|-------|
| Major Units | 18-20 |
| CSU General Education or IGETC Pattern | 37-39 |
| Electives (CSU transferable units to reach 60) | 11-14 |
| Double-Counted Units | (9) |

DEGREE TOTAL

60

Courses designated in gray with "+" have gone through a title, ID or unit change. See a counselor for more information.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

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

- Evaluate key philosophical issues
- Analyze fundamental concepts and ideas
- Understand key teachings and methods of major personages and traditions

COURSE DESCRIPTIONS

PHIL V01 - INTRODUCTION TO PHILOSOPHY **3 Units**

Recommended Preparation: Eligibility for ENGL V01A, or placement in ENGL V01A as measured by the college assessment process

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**

Recommended Preparation: Eligibility for ENGL V01A, or placement in ENGL V01A as measured by the college assessment process

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 its 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**

C-ID: PHIL 110

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 conclusions from various kinds of sources. Focus will be sentential/ deductive logic (syllogisms, truth tables, etc) techniques. Some time will be spent on informal/inductive logic (generalizations, analogies, and common fallacious reasoning) techniques.

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. This course covers sixteenth through eighteenth century philosophy with emphasis on broad epistemological and/or metaphysical developments in primary texts from Descartes to Kant and may include approximate precursors and successors.

Formerly Phil 6B. Transfer credit: CSU; UC.

PHIL V09 - ZEN BUDDHISM

3 Units

Hours: 3 lecture weekly

This course will cover the history, principles, and practices of Zen Buddhism in China, where it originated and is called Ch'an, and in Japan, where its two major schools (Rinzai and Soto) have thrived and influenced many aspects of Japanese culture and whence Zen was exported to the West and the United States. In addition to a historical grounding, emphasis will be given to examining and engaging essential principles and practices of Zen as a philosophy and a way of life.

Transfer credit: CSU; UC.

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; UC.

PHIL V12 - INTRODUCTION TO RELIGION

3 Units

Hours: 3 lecture weekly

This course is an introductory study of religion with emphasis on the origins and functions of religion, religious experience, and religious and theological modes of expression. Course content will be drawn from Eastern and Western traditions, ancient, medieval and modern times.

Transfer credit: CSU; UC.

PHIL V14 - CONFUCIANISM AND TAOISM  **3 Units**

Hours: 3 lecture weekly

An introduction to the history and cultural context of Confucianism, Taoism and Ch'an (Zen) Buddhism in China and Japan. Focus on Confucius and Mencius, neo-Confucianism of Chu Hsi (Zhu Xi), Taoist masters Lao Tzu and Chuang Tzu, and their influence on Ch'an (Zen) Buddhism. Emphasis will be given to original texts in translations.

Transfer credit: CSU; UC.

PHIL V15 - TEACHINGS OF JESUS IN COMPARATIVE PERSPECTIVE  **3 Units**

Hours: 3 lecture weekly

This introductory course is a study of key images and interpretations of the life and teachings of Jesus, and analysis of the sources from which these are reconstructed, in biblical tradition, historical, cultural, theological, philosophical, artistic, comparative, and contemporary perspectives.

Transfer credit: CSU; UC.

PHIL V88 - PHILOSOPHY WORKSHOPS **0.5-10 Units**

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs 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 **0.5-10 Units**

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs 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.

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.



PHOTOGRAPHY

See also: ART, FILM

**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 | 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 V73A/ ART V73A | Digital Imaging | 3 |
| TOTAL | | 27 |

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: 1 lecture, 6 laboratory weekly

The course emphasizes on learning through practical experience while comparing the current cultural aesthetic to historic and cultural perspectives. Within the context of the course the contributions of both chemical and digital photographic techniques will be explored, as well as the relationship of the emergence of photographic imagery to other artistic media within a similar time period. The course also helps students to develop an understanding of the historical and cultural progress of photography since its inception. The content of the course will help students to understand how people view and shape the world view through the lense of photographic image. This is a fast-paced introductory course in photography that assumes little or no previous knowledge of the camera or the photo lab. Students will learn to properly expose, develop and print their own photos, and they will learn the artistic merit of photography. Students will learn the photographic aesthetic and apply the theories and practices during lab hours.

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: 1 lecture, 6 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; including an understanding of the elements of art and principles of design 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: 1 lecture, 6 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; UC.

PHOT V04B - INTERMEDIATE PHOTOGRAPHY II 

3 Units

Prerequisite: PHOT V04A

Hours: 1 lecture, 6 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: 1 lecture, 6 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; UC.

PHOT V06B - INTRODUCTION TO COLOR PHOTOGRAPHY II 

3 Units

Prerequisite: PHOT V06A

Hours: 1 lecture, 6 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; UC.

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: 1 lecture, 6 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: 1 lecture, 6 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: 1 lecture, 6 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 

3 Units

Recommended Preparation: ART V11A and/or ART V12A and computer fundamentals

Hours: 1 lecture, 6 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 

3 Units

Prerequisite: ART V70A or PHOT V70A

Recommended Preparation: ART V11A and/or ART V12A and computer fundamentals

Hours: 1 lecture, 6 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 V12A

Recommended Preparation: ART V70A or equivalent skills; and computer fundamentals

Hours: 1 lecture, 6 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.

PHOT V88 - PHOTOGRAPHY WORKSHOPS**0.5-10 Units***Prerequisite: varies with topic**Hours: lecture and/or laboratory as required by unit formula*

Designed to meet specific needs 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****0.5-10 Units***Prerequisite: varies with topic**Hours: lecture and/or laboratory as required by unit formula*

Designed to meet specific needs 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 V03 (Intermediate Algebra) or *MATH V13B (Intermediate Algebra - Second Semester) or placement as measured by the college's multiple measures assessment process.*

*C-ID: PHYS 140 and**C-ID: CHEM 140**Hours: 3 lecture, 3 laboratory weekly*

This course is an investigation of basic principles of physics and chemistry, including matter, physical and chemical properties, energy, motion, light, atomic structure, bonding, solutions, and chemical reactions. The interdependence of chemistry and physics will be emphasized, with focus on principles, laws, and concepts in physical science. Students will experience hands-on science, focusing their efforts on modeling the processes involved in scientific reasoning and experimentation: questioning, forming a hypothesis, and testing the hypothesis through experimentation. The course will reflect current knowledge about science teaching and concept development. Laboratory activities are closely sequence with the coursework. This course is intended for non-science majors.

*Formerly PhySci 1. Transfer credit: CSU; UC; credit limitations - see counselor.***prerequisite course inactivated - 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 (Elementary Algebra) or *MATH V11B (Elementary Algebra - Second semester), and MATH V02 (Geometry); or placement as measured by the college's multiple measures assessment process.*

*Recommended Preparation: MATH V05 (Plane Trigonometry)**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.***prerequisite course inactivated - see counselor***PHYS V02A - GENERAL PHYSICS I:****ALGEBRA/TRIGONOMETRY-BASED****4 Units**

Prerequisite: MATH V05 with a grade of C or better; or placement as determined by the college's multiple measures assessment process.

*Corequisite: PHYS V02AL**Recommended Preparation: MATH V04; and PHSC V01; or PHYS V01**C-ID: PHYS 100S [PHYS V02A + PHYS V02AL + PHYS V02B + PHYS V02BL] and**C-ID: PHYS 105 [PHYS V02A + PHYS V02AL]**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**C-ID: PHYS 100S [PHYS V02A + PHYS V02AL + PHYS V02B + PHYS V02BL] and**C-ID: PHYS 105 [PHYS V02A + PHYS V02AL]**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 and PHYS V02AL with grades of C or better**Corequisite: PHYS V02BL**C-ID: PHYS 100S [PHYS V02A + PHYS V02AL + PHYS V02B + PHYS V02BL] and**C-ID: PHYS 110 [PHYS V02B + 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

C-ID: PHYS 100S [PHYS V02A + PHYS V02AL + PHYS V02B + PHYS V02BL] and

C-ID: PHYS 110 [PHYS V02B + PHYS V02BL]

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

C-ID: PHYS 105 [PHYS V03A + PHYS V03AL]

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

C-ID: PHYS 105 [PHYS V03A + PHYS V03AL]

Hours: 3 laboratory weekly

This is the first semester laboratory course of a two-semester calculus-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 3AL. Transfer credit: CSU; UC; credit limitations - see counselor.

PHYS V03B - GENERAL PHYSICS II: CALCULUS-BASED  **4 Units**

Prerequisite: PHYS V03A and PHYS V03AL with grades of C or better

Corequisite: PHYS V03BL

C-ID: PHYS 110 [PHYS V03B + PHYS V03BL]

Hours: 4 lecture weekly

This course is the second semester of a two-semester calculus 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 3B. Transfer credit: CSU; UC; credit limitations - see counselor.

**PHYS V03BL - GENERAL PHYSICS II LABORATORY:
CALCULUS-BASED**  **1 Unit**

Corequisite: PHYS V03B

C-ID: PHYS 110 [PHYS V03B + PHYS V03BL]

Hours: 3 laboratory weekly

This is the second semester laboratory course of a two-semester calculus 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 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 Preparation: concurrent enrollment in MATH V21B

C-ID: PHYS 200S [PHYS V04 + PHYS V04L + PHYS V05 + PHYS V05L + PHYS V06 + PHYS V06L]; and

C-ID: PHYS 205 [PHYS V04 + PHYS V04L]

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

C-ID: PHYS 200S [PHYS V04 + PHYS V04L + PHYS V05 + PHYS V05L + PHYS V06 + PHYS V06L]; and

C-ID: PHYS 205 [PHYS V04 + PHYS V04L]

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

C-ID: PHYS 200S [PHYS V04 + PHYS V04L + PHYS V05 + PHYS V05L + PHYS V06 + PHYS V06L]; and

C-ID: PHYS 210 [PHYS V05 + PHYS V05L]

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

C-ID: PHYS 200S [PHYS V04 + PHYS V04L + PHYS V05 + PHYS V05L + PHYS V06 + PHYS V06L]; and

C-ID: PHYS 210 [PHYS V05 + PHYS V05L]

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

C-ID: PHYS 200S [PHYS V04+ PHYS V04L + PHYS V05 + PHYS V05L + PHYS V06 + PHYS V06L]; and

C-ID: PHYS 215 [PHYS V06 + PHYS V06L]

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

C-ID: PHYS 200S [PHYS V04+ PHYS V04L + PHYS V05 + PHYS V05L + PHYS V06 + PHYS V06L]; and

C-ID: PHYS 215 [PHYS V06 + PHYS V06L]

Hours: 3 laboratory weekly

This course is the third semester laboratory portion 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

0.5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs 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

0.5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs 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.

PHYS V90 - DIRECTED STUDIES IN PHYSICS

1-6 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

This course offers specialized study opportunities for students who wish to pursue projects not included in the regular curriculum. Students are accepted only by a written project proposal approved by the discipline prior to enrollment.

Field trips may be required. Formerly Phys 90. Transfer credit: CSU.



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

C-ID: BIOL 120B

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

One of modern society's most difficult responsibilities is the enforcement of laws and the protection of lives and property while at the same time respecting the constitutional rights of society as a whole and the individual. Carefully selected, highly trained and motivated peace officers are fundamental to this responsibility. In today's society, the increasingly diverse challenges and changing service demands confronting law enforcement require that effective initial training is crucial if an officer is to acquire the critical knowledge, skills and abilities necessary to render a high quality of service.

The Police Science program is the training preparation for anyone seeking a career as a California sworn police officer. It is administered by the Ventura County Sheriff's Department in collaboration with the Ventura County Community College District (Ventura College).

The program includes a 2-week pre-academy orientation and preparation course, followed by a 24-week course called the Basic Law Enforcement Academy. The Academy, which is more formally called the Regular Basic Course or RBC, is certified by the California Commission on Peace Officer Standards and Training (POST).

The Academy Program is open to law enforcement agency new hires and the general public who meet the program requirements outlined in the program information below. The Academy Program courses can be taken either for college credit or as noncredit courses. *Either option meets the agency requirements for new hires.* All students have the options below:

- POSC V01A Pre-Academy (3.5 units) and POSC V01 Academy (32 units) – credit courses with standard tuition rates. Tuition costs may be found on the Ventura College website: <https://www.venturacollege.edu/apply-and-enroll/paying-for-college/fees>. Some students may qualify for the VC Promise that could cover some of their tuition costs. You are encouraged to contact the Ventura College financial aid department for more information. <https://www.venturacollege.edu/departments/student-services/financial-aid>

OR

- POSC N101A Pre-Academy and POSC N101 Academy – noncredit. These courses do not earn college credit. There are no tuition costs or additional college fees for this option.

Before deciding about which path to take, it is highly recommended that you consult with a VC academic counselor to review the options that are best for your situation. Information about contacting a counselor can be found at this website: <https://www.venturacollege.edu/departments/student-services/counseling>

For information regarding the noncredit Police Academy, refer to catalog page 291.

**Associate in Science Degree
Certificate of Achievement**

BASIC LAW ENFORCEMENT ACADEMY

This credit program includes a nine hundred ten-hour Police Science class certified by the California Commission on Peace Officer Standards and Training (POST) and administered by the Ventura County Sheriff's Department in collaboration with the Ventura County Community College District (Ventura College), as well as an eighty-hour orientation course (POSC V01A). POSC V01 is a basic training course required by POST for all new law enforcement officers in the state of California.

The Academy, called the Regular Basic Course (RBC), is presented in an intensive format; 5 days per week, 8 hours per day, for 24 weeks. Successful completion is mandatory for students interested in becoming peace officers. The state screening requirements for admission into the RBC passing a reading and writing ability assessment to determine if applicants are able to read and write at levels necessary to perform the job of Peace Officer, have attained the age of at least 18 years old, a physical examination, Department of Justice/Federal Bureau of Investigation fingerprint check and clearance, a valid California driver's license with no restrictions, never have been convicted of a felony, and successfully passing the POST Physical Agility Test. The RBC is required by POST. It is found in the POST Training and Testing Specifications, Division 2 of Title 11 of the California Code of Regulations, and numerous California Penal Code (PC) and Government Code (GC) sections relating to POST and POST training requirements. It is the mission (goal) of the RBC "to prepare entry level law enforcement trainees mentally, morally, emotionally and physically for entry into a field training program, assume the responsibilities, and execute the duties of a peace officer in society."

The course of study for the RBC consists of 41 separate learning domains containing the minimum required foundational information for given subjects, each with a variety of educational goals and objectives, which include the ability to demonstrate the following measurable skills and abilities:

1. Discuss how leadership ethics and professionalism impact the daily work of a peace officer.
2. Identify the freedoms and rights afforded to individuals under the U.S. Constitution, and later amendments.
3. Recognize peace officers' responsibilities to enforce the law, including all levels of the law, using fair and impartial treatment.
4. Describe the direct and indirect victims of a crime, the techniques officers can use to help defuse a crisis situation for a victim of crime, and the potentially negative attitudes that peace officers may exhibit toward victims of crime.
5. Recall the statutory definition of crime; identify the elements common to all crimes; identify the elements required of an attempt to commit crime; discuss general, specific, and transferred intent crimes; and differentiate between criminal intent and criminal negligence.
6. Recognize a peace officer's responsibility for the safety of juveniles and the general public.
7. Explain the legal basis for requiring investigative reports, discuss the importance of taking notes in preparation for writing reports, summarize the primary questions that must be answered by an investigative report, and identify the fundamental content elements in investigative reports.

8. Discuss reasonable force as stated by law, explain the legal framework establishing a peace officer's authority during a legal arrest, identify the circumstances set forth in the California Penal Code when a peace officer has the authority to use force, and discuss the level of authority agency policies have regarding the use of force by a peace officer. 2. Obtainment of a minimum grade point average of 2.0 on transfer courses.
9. Discuss patrol strategies officers may employ to provide protection and service within their assigned areas of patrol, describe the three basic categories of vehicle pullovers, describe the inherent risks to officer safety that are associated with conducting a vehicle pullover, and demonstrate appropriate actions officers can take to maintain their own safety and the safety of others while conducting a vehicle pullover.
10. Describe the elements of a tactical approach to a crime in progress, explain the primary purposes for establishing crime scene perimeters, and demonstrate appropriate actions when conducting a search for suspects.
11. Explain the relevance of traffic enforcement to public safety and quality of life within a community and legally establish probable cause for accomplishing general law enforcement objectives; and demonstrate appropriate peace officer actions when managing a vehicle collision scene, including caring for injured and involved parties, protecting the collision scene, collecting and preserving evidence, distinguishing between different types of physical evidence which may be located at a collision scene, and recognizing the type of information they may provide.
12. Identify the goal of a criminal investigation, demonstrate actions peace officers may employ to preserve possible physical evidence at a crime scene, identify the primary purpose of the initial survey of a crime scene and the crime scene search, identify the purpose of collecting control/known samples, identify the primary reason for establishing a chain of custody record, and identify general guidelines for collecting and processing physical evidence which may be located at a crime scene.
13. Demonstrate principles of arrest and control, including awareness, balance, and control.
14. Demonstrate all procedures for the safe handling of all firearms while on and off duty, and state the four fundamental rules of firearms safety.
15. Identify the complexities of cultural diversity; demonstrate the skills necessary for identifying and responding to California's changing communities; define culture and cultural diversity; and describe personal, professional, and organizational benefits of valuing diversity within the community and law enforcement organizations.

| REQUIRED COURSES: | | Units |
|--------------------------|--|--------------|
| POSC V01 | Basic Law Enforcement Academy | 32 |
| POSC V01A | Orientation for P.O.S.T. Regular and Modular Academy | 3.5 |
| TOTAL | | 35.5 |

PROGRAM STUDENT LEARNING OUTCOMES

Upon Successful completion of the **Basic Law Enforcement Academy** program, students will be able to:

- Define and recognize the fundamental duties, obligations, and philosophies of the criminal justice system, and function within the law enforcement field.
- Define and recognize situations and scenarios relating to application of the California Penal Code, California Health and Safety Code, and the California Vehicle Code, and apply the appropriate law.
- Define and recognize the techniques of crime scene searches, courtroom demeanor, and criminal investigation related to child abuse and sexual assault situations.

Upon successful completion of the Basic Law Enforcement program credit option, students will receive a Certificate of Achievement. Once the RBC graduate has satisfactorily completed the employing agency's probationary period a Basic Certificate is awarded, as defined in POST Administrative Manual Regulation 1011 to currently full-time peace officers of a POST-participating agency who have satisfactorily completed the prerequisite Regular Basic Course requirements.

P.O.S.T. ACADEMY INFORMATION

The P.O.S.T. Basic Law Enforcement Academy consists of two courses: the 80 hour Orientation for P.O.S.T. Regular and Modular Academy (POSC V01A); and the 910 hour Basic Law Enforcement Academy (POSC V01) certified by the California Commission on Peace Officer Standards and Training (POST) and administered by the Ventura County Sheriff's Department in collaboration with the Ventura County Community College District (Ventura College). POSC V01 is a basic training course required by POST for all new law enforcement officers in the state of California. It should be noted that students are required to take POSC V01A before POSC V01. For more information on these courses, please refer to the course descriptions below.

Students interested in completing the Basic Law Enforcement Academy program must first enroll in and successfully complete POSC V01A. Enrollment in POSC V01A is contingent on the clearance of all enrollment requirements prior to the start of the course. Contact the Criminal Justice department at (805) 289-6430 with any questions regarding these procedures.

Applications will normally be accepted twice yearly. Admission is subject to available openings. All information and applicable forms can be found at www.venturacollege.edu/departments/academic/police-science/post-basic-academy.

All applicants must: 1) be admitted students of Ventura College; 2) submit an Application for Enrollment packet and return the completed application packet to the Criminal Justice department; 3) fulfill all qualifying requirements as listed below.

Qualifying Requirements for California Peace Officers

Although these are not enrollment requirements for Ventura College, the State of California has established statutory requirements for peace officers. In addition, most departments have adopted higher standards for their selection of peace officers. The following is a summary of qualifications most departments will use in selecting peace officers. Keep in mind these requirements will vary from one agency to another and what may be a disqualifier for one department may be considered

acceptable by another. You are encouraged to contact the Criminal Justice Department at Ventura College with any questions or concerns you may have.

1. **CITIZENSHIP:** You must be a citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship.
2. **AGE:** In California you must be at least 18 years of age to be a police officer, however, most law enforcement departments require that you are 21 years of age. In most cases you are better off not beginning a police academy program unless you are 21 or will be 21 years of age by the completion of the training. If you are under 21 you may want to consider working on an associate degree in law enforcement or becoming a reserve officer. If you have any questions regarding these programs you should contact the Criminal Justice Department at Ventura College.
3. **CRIMINAL HISTORY:** The following are automatic disqualifiers for a law enforcement officer. A fingerprint record is used for the purpose of criminal record search.
 - A conviction of any federal or state felony
 - A conviction of any offense in any other state that is considered a felony
 - A charge of not guilty for reason of insanity for any felony
 - An adjudication by a court to be mentally incompetent
 - A conviction of any crime which would prohibit the possession of a concealable firearm
 - Any conviction of a crime that requires registration (sex, arson, drugs, gangs)
 - Any domestic violence related offense
 - A conviction for drug use, sale, or distribution
 - Any conviction of a significant theft related offense or pattern of theft related activity.
 - Any theft/larceny arrest or conviction
 - Disorderly Conduct arrest or conviction
 - A significant pattern of disorderly conduct arrest or other disruptive activity including crimes of moral turpitude.
 - Poor driving history (example: DUI within the last 3-5 years, reckless driving, hit & run, too many points)
 - Any alcohol related offenses or history of alcohol problems
 - Dishonesty
4. **MORAL CHARACTER:** All peace officers will be subject to character background investigations to determine their suitability for employment. Being of good character, honest, trustworthy and reliable are of concern to law enforcement agencies. The lack of moral character will in most cases be cause for non-selection. If you have any questions, you are encouraged to contact the Criminal Justice Department for advisement.
5. **PHYSICAL, EMOTIONAL, AND MENTAL CONDITION:** You will be required to complete a medical and psychological examination. You should be free from any physical, emotional or mental condition which might adversely affect your ability to perform the duties of a peace officer. If you are uncertain as to any condition you have or may have had, contact the Criminal Justice Department for further information.

Enrollment Clearance Requirements

Students interested in completing the Basic Law Enforcement Academy program must first enroll in and successfully complete POSC V01A. Enrollment in POSC V01A is contingent on the clearance of the following requirements: 1) the application, 2) reading and writing ability assessment, 3) fingerprint check, 4) driver's history, 5) medical screening, and 6) POST physical agility test, and 7) conduct. You should begin early to ensure all phases are completed prior to the deadline.

All information and applicable forms can be found on the Police Science web page at <https://www.venturacollege.edu/departments/academic/police-science>.

Students are responsible for contacting the Criminal Justice department to find out the deadlines for all requirements.

- 1. Application Form:** Required of all applicants. Complete the form entirely. Do not leave blanks. An incomplete application may be grounds for non-acceptance or delay in processing. The form should be turned in to the Career Education Division at Ventura College to obtain a Live Scan authorization. Students are responsible for contacting the Criminal Justice department to determine the submission deadline.
- 2. Reading and Writing Ability:** California law requires that "Every peace officer candidate shall be able to read and write at the levels necessary to perform the job of a peace officer." Therefore, applicants for the academy must possess a level of reading and writing ability that will allow them to be successful and meet the legal requirement. There are multiple measures used to indicate an adequate level of ability to read and write for this program. They are:
 - a. College transcript showing successful completion (grade "C" or higher) of English V01A or V02, or comparable (e.g. AP scores), **OR**
 - b. High school transcript showing an overall 9th through 11th grade high school GPA of 2.2 or higher, **OR**
 - c. Achievement of a minimum score of 43 on the POST Entry-Level Law Enforcement Test Battery (PELLETB) or a score deemed acceptable on another professionally developed and validated test of reading and writing ability. The test can be administered by either a law enforcement hiring department or another entity.

There are multiple Learning Domains and exercises in the Regular Basic Course (RBC) that will examine the student's ability to read and write at the levels necessary to be successful as peace officers. Failure to demonstrate this ability can result in removal from the Regular Basic Course program. Information regarding the POST expectations for success in this domain may be found at: https://post.ca.gov/portals/0/post_docs/publications/poWrittenPracticeTest.pdf.

- 3. Fingerprint Check (LiveSCAN):** This is required of non-affiliate applicants. Because of long delays at the California Department of Justice, we ask you to submit your LiveSCAN as early as possible in your application process.

Students who are **not sponsored by a local or other law enforcement agency, or are not a peace officer employed by a state or local agency, department or district**, shall be required to submit written certification from the Department of Justice that the applicant has no criminal history background which would disqualify them from owning, possessing or having under their control a firearm. Students are responsible for contacting the Criminal Justice department to determine the deadline for the DOJ clearance.

- 4. Driver's History:** Each applicant must have and maintain a valid California Driver's License and must submit a DMV INF 1125 (a DMV printout of a driver's record). Contact the Criminal Justice Department if there are any problems with driving history.
- 5. Medical Screening:** **PRIOR** to starting the program, you are required to have a health appraisal which is administered at the Ventura College Student Health Center or by private physician. This program requires that all students be documented to be in good health and drug free. There are two parts to this phase: (a) a self-history completed by the student, and (b) a physical exam and medical release completed and signed by a physician or medical practitioner. Students are responsible for contacting the Criminal Justice department to determine the deadline and location of the screening.
- 6. P.O.S.T. Physical Agility Test:** All applicants are required to complete the P.O.S.T. physical agility test conducted during POSC V01A—Orientation for the P.O.S.T. Regular and Modular Academy. The Physical Agility Test consists of five parts: a) 500 yard run, b) 99 yard obstacle course, c) 165 pound dummy drag, d) scale 6 foot solid wall, and e) scale a 6 foot chain link fence.
- 7. Conduct:** If a student violates the Ventura College Student Code of Conduct while attending the Basic Law Enforcement Academy, or if a student has violated the Ventura College Student Code of Conduct in the past, they will not be admitted to the program. Examples of violations include, but are not limited to, academic dishonesty, cheating, plagiarism; causing, attempting to cause, or threatening to cause physical injury to another or ones' self; disruptive behavior, etc.

COURSE DESCRIPTIONS

POSC V01 - BASIC LAW ENFORCEMENT ACADEMY **32 Units**

Prerequisite: POSC V01A

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: 22 lecture, 30 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.

POSC V01A - ORIENTATION FOR P.O.S.T. REGULAR AND MODULAR ACADEMY **3.5 Units**

Enrollment Limitation: Drug and alcohol clearance, fingerprint clearance, physical examination demonstrating general good health, no visible tattoos or visible body piercings except single studs in earlobes, application form, reading and writing ability, driver's history, P.O.S.T. Physical Agility Test

Hours: 3 lecture, 1.5 laboratory weekly

This course is an orientation for the P.O.S.T. (Peace Officer Standards and Training) regular and modular academy training. Emphasis is placed on assisting the student in preparing for successful completion of the P.O.S.T. regular or modular academy training.

Field trips are required. Offered on a pass/no pass basis only.

POSC N101 - BASIC LAW ENFORCEMENT ACADEMY 0 UNITS

Prerequisite: POSC N101A

Enrollment Limitations: 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: 52 hours 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. This is a noncredit course, non-degree applicable.

POSC N101A - ORIENTATION TO P.O.S.T. REGULAR AND MODULAR ACADEMY 0 UNITS

Enrollment Limitations: Drug and alcohol clearance, fingerprint clearance, physical examination demonstrating general good health, no visible tattoos or visible body piercings except single studs in earlobes, application form, reading and writing ability, driver's history, P.O.S.T. Physical Agility Test

Hours: 4.5 hours weekly

This course is an orientation for the P.O.S.T. (Peace Officer Standards and Training) Regular and Modular Academy training. Emphasis is placed on assisting the student in preparing for successful completion of the P.O.S.T. regular or modular academy training.

Field trips will be required. This is a noncredit course, non-degree applicable.

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" grade or better, or "P," 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 transferable 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 76).

| | |
|--|---------|
| Major Units | 18-20 |
| CSU General Education or IGETC-CSU Pattern | 37-39 |
| Electives (CSU transferable 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:

- Identify and explain Political Science concepts.
- Understand Political Science institutions and processes.
- Analyze key issues related to Political Science.

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 **0.5 Unit**

Corequisite: POLS V01

Hours: 0.5 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**

Recommended Preparation: ENGL V01B

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**

C-ID: POLS 150

Hours: 3 lecture weekly

This course introduces students to the subfields within political science, and familiarizes students with basic political concepts, political science methods, 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 V04 - INTRODUCTION TO POLITICAL THEORY **3 Units**

Recommended Preparation: ENGL V01B

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**

Recommended Preparation: ENGL V01B

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 V09 - UNITED STATES - MEXICO RELATIONS **3 Units**

Recommended Preparation: ENGL V01A

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**

Recommended Preparation: ENGL V01A

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.

POLS V14 - GLOBAL STUDIES **3 Units**

C-ID: GLST 101

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 V17 - INTRODUCTION TO AMERICAN LAW 📖 **3 Units**

Hours: 3 lecture weekly

This course will cover the evaluation, debate, and critical analysis of law and legal issues which affect individuals, their families, and communities. Students will learn about practical aspects of civil, criminal, constitutional, family, immigration, and consumer law with an orientation toward civic involvement in the local community.

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

POLS V18 - INTRODUCTION TO GLOBAL ISSUES **3 Units**

Hours: 3 lecture weekly

This course introduces students to the origins, current status, and future trends of major transnational issues confronting the global community. Topics can include population trends, economic development and inequality, basic human needs (for food, water, and health care), human rights, international conflict and security concerns, and environmental problems. The course also focuses on global governance, including the study of collective global responsibilities.

Transfer credit: CSU; UC.

POLS V88 - POLITICAL SCIENCE WORKSHOPS **0.5-10 Units**

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs 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 **0.5-10 Units**

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs 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.

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.

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: CSU.

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: CSU.

PSYCHOLOGY

Psychology is the study of behavior, mental processes, and our relationship to others within our society. Psychology is a science used to understand the diverse cultural, economic, ethnic, social, and historical viewpoints that exist in a multicultural world. This discipline seeks to understand how these viewpoints interact with individual and group behavior. An awareness of these viewpoints helps students to understand themselves, the behavior of people in their environment, and how to actively participate within a society. A student graduating with an Associate in Arts in Psychology may transfer to a four year institution to complete a Bachelor's Degree. Psychology is excellent preparation for a wide range of career paths in business, mental health, teaching, law enforcement, social services, and community relations.

Associate in Arts Degree

PSYCHOLOGY FOR TRANSFER

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

A student graduating with an Associate in Arts in Psychology for Transfer

(Psychology AA-T) may transfer to the CSU system to complete a Bachelor's Degree in Psychology or related fields.

To earn a Psychology AA-T Degree, students must complete:

1. Certified completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:

- The Intersegmental General Education Transfer Curriculum (IGETC-CSU) or the California State University General Education-Breadth Requirements.
 - A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0 on transfer courses.
 - Obtainment of a "C" grade or better, or "P," 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.
 - Complete a minimum of 12 units in residency at the college granting the degree.

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.

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 (BIOL V01-V01L, V12; PSY V03)

| | | |
|---------|---|---|
| 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 (BIOL V01-V01L, V12; PSY V03, V05, V29, V31; SOC V01, V31)

| | | |
|---------|--------------------------------------|---|
| 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 transferable units to reach 60)

| | |
|----------------------|---------|
| Double-Counted Units | (16-17) |
|----------------------|---------|

| | |
|---------------------|-----------|
| DEGREE TOTAL | 60 |
|---------------------|-----------|

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 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 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 with a grade of C or better, or any CSU-accepted statistics pathway curriculum prerequisite, or placement as determined by the college's multiple measures assessment process.

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 appropriate applications of statistics in research, as well as in the social behavioral sciences and the related fields of psychology, political science, business, economics, education, criminal justice, and health science and health care. Areas of study include descriptive procedures; probability and binomial distributions; correlation and regression; normal distribution; sampling distribution; central limit theorem; hypothesis testing using interval estimation, z-test, significance testing of correlations, one- and two-sample t-test, ANOVA, chi-square, and other nonparametric techniques; concepts of sample space; mean and variance of discrete distribution; probabilities using normal and t-distributions; determining and interpreting levels of statistical significance including p-values; formulating hypothesis test involving samples from one and two populations; and critical analyses of related 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.

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.

PSY V32 - PSYCHOLOGY OF WOMEN 📖 **3 Units***Hours: 3 lecture weekly*

This course is an introduction to theories and research concerning the psychology of women and how they relate to women today. It will explore the way that biological, cultural, and psychosocial issues affect the psychological development of women. It will include topics such as sexism, the construction of gender categories, gender comparisons, communication styles, body image, and female identity formation. It will explore cross-cultural issues concerning women related to education, work, and family and how they are different from men.

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

PSY V88 - PSYCHOLOGY WORKSHOPS **0.5-10 Units***Prerequisite: varies with topic**Hours: lecture and/or laboratory as required by unit formula*

Designed to meet specific needs 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 **0.5-10 Units***Prerequisite: varies with topic**Hours: lecture and/or laboratory as required by unit formula*

Designed to meet specific needs 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.

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.

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 **0.5-10 Units***Prerequisite: varies with topic**Hours: lecture and/or laboratory as required by unit formula*

Designed to meet specific needs 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 **0.5-10 Units***Prerequisite: varies with topic**Hours: lecture and/or laboratory as required by unit formula*

Designed to meet specific needs 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.

SOCIAL JUSTICE STUDIES**See CHICANO STUDIES****SOCIAL WORK/HUMAN SERVICES****See Also HUMAN SERVICES**

Social Work/Human Services is a course of study for those interested in employment in such diverse settings as group homes and halfway houses; correctional, developmental disability agencies, and community mental health centers; family, child, and youth service agencies; and programs concerned with substance abuse issues, family violence, homelessness, aging or other social issues. The primary focus of the social work/human services worker is to assist individuals and communities to function as effectively as possible and improve individual, family, and community well-being by taking environmental and social resources into consideration.

The field of social work/human services includes case managers, advocates, grant writers, youth workers, volunteer coordinators, human resource specialists, corrections officers, trainers, para-educators, and 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 |
| AND | | |
| BIOL V01L | Principles of Biology Laboratory | 1 |
| OR | | |
| 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; PSY V05, V15; SOC V03, V07. Although these supplemental courses may be of value to the student, please note that they do **NOT** satisfy the requirements for this degree.

**For other course descriptions, see Biology,
 Economics, Mathematics, Psychology, and Sociology**

.....
Proficiency Award

**HUMAN SERVICES
 Social Services Affiliate**

(Awarded by the Department)

| 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**

.....
Proficiency Award

**HUMAN SERVICES
 Social Welfare Specialist**

(Awarded by the Department)

| REQUIRED COURSES: | | Units |
|--------------------------|---|--------------|
| HMSV V51 | Basic Skills in Social Work Methods I | 3 |
| HMSV V52 | Basic Skills in Social Work Methods II | 3 |

| REQUIRED ADDITIONAL COURSES: | | |
|---|---------------------------------|---|
| Select one (1) of the following courses: | | |
| BUS V40/ | Organizational Behavior | 3 |
| COMM V15 | Interpersonal Communication | 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

SWHS V01 - INTRODUCTION TO SOCIAL WORK AND HUMAN SERVICES

3 Units

Hours: 3 lecture weekly

An introductory overview of welfare and the societal institutions in the U.S. that structure the provision of social services. The course presents a historical perspective on the development of U.S. social work and human services. Special attention is given to current service delivery systems, their policies and procedures, and the tasks of culturally responsive social workers and human service workers within those settings.

Field trips may be required. Formerly HMSV V50. Transfer credit: CSU.

SWHS V10 - FIELDWORK: SOCIAL WORK AND HUMAN SERVICES

3 Units

Prerequisite: SWHS V01

Corequisite: SWHS V10L

Hours: 3 lecture weekly

This course offers an academic setting to learn, discuss, and reflect on skills students will utilize during a volunteer field internship. A weekly class meeting provides the academic element to this experiential course offering and reinforces the application of concepts gained in the corequisite course. This course is designed to provide the student with an opportunity to develop skills that would facilitate gaining employment in the social work/human services field.

Field trips will be required. Transfer credit: CSU.

SWHS V10L - FIELDWORK: SOCIAL WORK AND HUMAN SERVICES LABORATORY

1 Unit

Prerequisite: SWHS V01

Corequisite: SWHS V10

Enrollment Limitations: Criminal background clearance, fingerprint clearance

Hours: 3 laboratory weekly

This course facilitates a supervised field experience in the area of Social Work/Human Services (community organization, agency, or institution) allowing the student to apply knowledge and learn new skills outside the classroom environment. The course provides students with an opportunity to develop skills in preparation for gaining employment in the human services field. Students will be given the option of several pre-arranged agency volunteer internship placements at social service agencies in the local community that accept community college student interns. Agency placement will be determined by a match between student interests and agency needs.

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" grade or better, or "P," 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 |
|--------------------------------|---|

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LIST B:**Select two (2) of the following courses (6 units):**

| | | |
|---------------------|---|---|
| SOC V03/ AES V11 | Racial and Ethnic Group Relations | 3 |
| SOC V04 | Sociology of Gender Roles | 3 |
| SOC V05 | Sociology of Relationships | 3 |
| SOC V13 | Sociology of Deviance, Crime and Society | 3 |
| SOC V31/ PSY V31 | Introduction to Social Psychology | 3 |

LIST C**Select one (1) course (3-4 units):**

Any course from LIST A or B not selected above (AES V11; PSY V04, V31; SOC V02, V03, V04, V05, V07, V13, V31)3-4

| | | |
|---------------------|-----------------------------------|---|
| SOC V07 | Sociological Analysis | 3 |
| SOC V05 | Sociology of Relationships | 3 |
| SOC V04 | Sociology of Gender Roles | 3 |
| SOC V03/ AES V11 | 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 transferable 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****0.5 Unit****Corequisite:** SOC V01**Hours:** 0.5 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** **0.5 Unit****Corequisite:** SOC V02**Hours:** 0.5 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.***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**

Prerequisite: SOC V01 or SOC V02

C-ID: SOCI 120

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**

C-ID: SOCI 160

Hours: 3 lecture weekly

This course will introduce students to sociological concepts of deviance and social control. Theories of structural conditions contributing to conformity and non-conformity will be explored, as well as the effect deviance and society have on each other. The course will examine topics such as alcohol and drug use, prostitution, physical violence, property crime, white-collar crime, and organized crime.

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

SOC V24 - SOCIOLOGY OF THE CHICANO COMMUNITY 📖 **3 Units**

Recommended Preparation: AES V20 or CHST V01 or SOC V01

Hours: 3 lecture weekly

This course will examine various theoretical perspectives from a sociological framework in relation to the Chicano community. Race, class, gender and culture in the historical development of Chicano people will be explored as we discuss culture, ethnic identity, the institutions of education, economics, family and government. This will include an overview of past and current social movements (i.e. the Chicano, Chicana Feminism, labor movements, and other topics). Students will analyze prevailing myths and stereotypes and investigate the ways Chicanos have contributed to and participated in social and political change. Specific instances of Chicano structural resistance to Anglo encroachment and domination will be discussed. Particular attention will also be given to language development among Chicanos and the historical role of youth.

Field trips may be required. Same as AES V24 & CHST V24. Transfer credit: CSU; UC.

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.

SOC V88 - SOCIOLOGY WORKSHOPS **0.5-10 Units**

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs 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 **0.5-10 Units**

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs 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.

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.

SPANISH

The Spanish courses at Ventura College prepare students with communication skills and provide an understanding of the Spanish-speaking cultures. These courses also provide the instruction necessary 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. The intermediate courses provide a track for heritage language speakers of Spanish.

The acquisition of another language increases the awareness, understanding, and appreciation of diverse cultures and facilitates a culturally sensitive exchange of ideas and transactions to effectively communicate with people of different values and social attitudes. Spanish is the second language most valued by employers in many U.S. geographical regions. Spanish-English bilingualism is an essential and often required skill in a growing variety of careers, including education, medical, business, law, law enforcement, journalism, and translation and interpreting.

Upon completing Ventura College's Associate in Arts in Spanish for Transfer degree, students will possess the foundational knowledge to communicate with the global Spanish-speaking community. In addition, they will be prepared for the further expansion of these skills at upper division university levels.

Associate in Arts Degree

SPANISH FOR TRANSFER

The Associate in Arts in Spanish for Transfer (Spanish AA-T) is intended for students who plan to transfer and complete a bachelor's degree in Spanish, Latin American Studies, Chicano/a Studies, Linguistics, Central American Studies, Spanish Language and Hispanic Culture, Ethnic Studies, or Comparative World Literature. This degree guarantees admission to a CSU campus with junior standing for any community

continued on next page

college student who completes it. This Spanish AA-T complies with the Student Transfer Achievement Reform Act (Senate Bill 1440, California Education Code sections 66745-66749).

To earn an Associate in Arts in Spanish for Transfer, students must meet the following requirements:

1. Complete 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 (CSUGE-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. Obtain a minimum grade point average (GPA) of 2.0 in all CSU transferable coursework. While a minimum GPA of 2.0 is required for admission, some transfer institutions and majors may require a higher GPA. Please consult with a counselor for more information.
3. Obtain a "C" grade or better or "P" in all courses required in the major. Even though a "P" grade is allowed (Title 5 Section 55063), it is recommended that students complete their major courses for a letter grade ("A," "B," or "C") due to until limitations on "P/NP" courses.
4. Complete a minimum of 12 units in residence at Ventura College.

REQUIRED CORE: (16-20 Units)

Select either Option 1 or Option 2:

| | Units |
|--|--------------|
| SPAN V01 Elementary Spanish I | 5 |
| SPAN V02 Elementary Spanish II | 5 |
| SPAN V03 Intermediate Spanish I or SPAN V03S Spanish Heritage Language I | 5 |
| SPAN V04 Intermediate Spanish II or SPAN V04S Spanish Heritage Language II | 5 |

Option 2: Substitution Courses

If a student places out of any of the core course(s) listed in Option 1 and is not awarded units, the student will need to take additional units selected from this Substitution Courses list to complete at least 16 units in the Required Core.

| | |
|--|---|
| AES V11/ SOC V03 Racial and Ethnic Group Relations | 3 |
| AES V20/ CHST V01 Introduction to Chicano Studies | 3 |
| AES V21A/ HIST V48 The Heritage of Mexico to the First Republic | 3 |
| AES V21B/ HIST V57 The Heritage of Mexico since Liberation | 3 |
| AES V22/ HIST V58 United States History: Focus on Chicanos since 1850 | 3 |
| AES V23/ CHST V02 Chicana/o/x and Latina/o/x Studies Issues | 3 |

| | |
|---|---|
| AES V47/ HIST V47 United States History: Focus on Chicanos to 1850 | 3 |
| AES V66/ ART V09B Introduction to Modern and Contemporary Latin American Art | 3 |
| ANTH V05 Linguistic Anthropology: Culture and Communication | 3 |
| ART V09A Art of the Ancient Americas | 3 |
| ENGL V34 Introduction to Chicano Literature | 3 |

List A: Select one (1) course (3-5 units):

| | |
|--|---|
| AES V11/ SOC V03 Racial and Ethnic Group Relations | 3 |
| AES V20/ CHST V01 Introduction to Chicano Studies | 3 |
| AES V21A/ HIST V48 The Heritage of Mexico to the First Republic | 3 |
| AES V21B/ HIST V57 The Heritage of Mexico since Liberation | 3 |
| AES V22/ HIST V58 United States History: Focus on Chicanos since 1850 | 3 |
| AES V23/ CHST V02 Chicana/o/x and Latina/o/x Studies Issues | 3 |
| AES V47/ HIST V47 United States History: Focus on Chicanos to 1850 | 3 |
| ANTH V02 Cultural Anthropology | 3 |
| ENGL V34 Introduction to Chicano Literature | 3 |
| FREN V01 Elementary French I | 5 |
| FREN V02 Elementary French II | 5 |
| GEOG V02 Introduction to Human Geography | 3 |
| GERM V01 Elementary German I | 5 |
| GERM V02 Elementary German II | 5 |
| ITAL V01 Elementary Italian I | 5 |
| ITAL V02 Elementary Italian II | 5 |
| JAPN V01 Elementary Japanese I | 5 |
| JAPN V02 Elementary Japanese II | 5 |
| SL V10A American Sign Language: Beginning | 3 |
| SL V10B American Sign Language: Intermediate | 3 |
| SL V10C American Sign Language: Advanced | 3 |
| SOC V01 Introduction to Sociology | 3 |
| SOC V04 Sociology of Gender Roles | 3 |

| | |
|--|--------|
| Major Units | 19-25 |
| CSU GE Breadth or IGETC-CSU Pattern | 37-39 |
| Electives (CSU transferable units to reach 60) | 2-22 |
| Double-Counted Units | (6-21) |

DEGREE TOTAL 60

For other course descriptions, see American Ethnic Studies, Anthropology, Art, Chicano Studies, English, French, Geography, German, History, Italian, Japanese, Sign Language, and Sociology

PROGRAM STUDENT LEARNING OUTCOMES

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

- Listen to and comprehend a passage in Spanish in a variety of contexts and formats.
- Write clearly and accurately in a variety of contexts and formats in Spanish.
- Read and comprehend a passage in Spanish from a variety of contexts and formats.
- Speak clearly and accurately in both formal and informal settings in Spanish.
- Demonstrate awareness of cultural conventions.

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 Spanish, including 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

C-ID: SPAN 200

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, or placement as measured by the college's multiple measures assessment process

C-ID: SPAN 220

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

C-ID: SPAN 210

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 with a C or better

C-ID: SPAN 230

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

SPAN V88 - SPANISH WORKSHOPS

0.5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs 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

0.5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs 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.

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 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 V88 - STUDY SKILLS WORKSHOPS

0.5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs 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

See BUSINESS

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 Arts Degree

THEATRE ARTS FOR TRANSFER

The Associate in Arts in Theatre Arts for Transfer (Theatre Arts AA-T) is intended for students who plan to complete a bachelor's degree in Theatre Arts or a similar major at a CSU campus. For a current list of what majors (and what options or areas of emphasis within that major) have been designated as "similar" to this degree at each CSU campus, please refer to <https://adegreewithaguarantee.com/en-us/find-your-path> and seek guidance from a Ventura College counselor. Students completing this degree are guaranteed admission to the CSU system, although not necessarily to a particular campus or major.

Students transferring to a CSU campus that accepts the Theatre Arts AA-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is a designated "high-unit" major at a particular campus). This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

To earn an Associate in Arts in Theatre Arts for Transfer degree, students must meet the following requirements:

- Complete 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSUGE-Breadth) Requirements.
 - A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- Obtain a minimum grade point average (GPA) of 2.0 in all CSU transferable coursework. While a minimum GPA of 2.0 is required for admission, some transfer institutions and majors may require a higher GPA. Please consult with a counselor for more information.
- Obtain a grade of "C" grade or better, or "P" in all courses required for the major. Even though a "P" grade is allowed (Title 5, Section 55063), it is recommended that students complete their major courses with a letter grade ("A," "B," or "C") due to unit limitations on "P/NP" courses.
- Complete a minimum of 12 units in residence at Ventura College.

REQUIRED CORE (9 units):

| | | Units |
|----------|-------------------------|-------|
| THA V01 | Introduction to Theatre | 3 |
| THA V02A | Acting I | 3 |

Select three (3) units from among the following courses to complete the REQUIRED CORE:

| | | |
|----------|-------------------------------------|---|
| THA V11A | Technical Theatre in Production I | 1 |
| THA V11B | Technical Theatre in Production II | 1 |
| THA V11C | Technical Theatre in Production III | 2 |
| THA V11D | Technical Theatre in Production IV | 2 |
| THA V13A | Rehearsal and Performance I | 1 |
| THA V13B | Rehearsal and Performance II | 1 |
| THA V13C | Rehearsal and Performance III | 2 |
| THA V13D | Rehearsal and Performance IV | 2 |

LIST A:**(Complete 9 units selected from among these courses)**

| | | |
|----------|--------------------------------------|---|
| THA V02B | Acting II | 3 |
| THA V05A | Stagecraft I | 3 |
| THA V06A | Stage Make-Up I | 3 |
| THA V07A | Introduction to Stage Lighting | 3 |
| THA V08 | Script Analysis | 3 |
| THA V22A | Introduction to Costume Technology I | 3 |

No more than 3 units of the LIST A requirement may be satisfied using the courses listed below, and only if they have not already been applied to completion of the REQUIRED CORE:

| | | |
|----------|-------------------------------------|---|
| THA V11A | Technical Theatre in Production I | 1 |
| THA V11B | Technical Theatre in Production II | 1 |
| THA V11C | Technical Theatre in Production III | 2 |
| THA V11D | Technical Theatre in Production IV | 2 |
| THA V13A | Rehearsal and Performance I | 1 |
| THA V13B | Rehearsal and Performance II | 1 |
| THA V13C | Rehearsal and Performance III | 2 |
| THA V13D | Rehearsal and Performance IV | 2 |

| | |
|--|-------|
| Major Units | 18 |
| CSUGE-Breadth or IGETC-CSU Pattern | 37-39 |
| Electives (CSU transferable units to reach 60) | 6-8 |
| Double-Counted Units | (3) |

DEGREE TOTAL 60

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

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the Theatre 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.
- Utilize 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.
- Collaborate as an effective member of a team to perform the work of others or to create original work.
- Apply learned knowledge and skills to new and varied situations.
- Synthesize feedback to improve performance as cast or crew member.

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

Courses designated in gray with "+" have gone through a title, ID or unit change. See a counselor for more information.

For other course descriptions, see Dance and Music

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

Courses designated in gray with "+" have gone through a title, ID or unit change. See a counselor for more information.



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**

Courses designated in gray with “+” have gone through a title, ID or unit change. See a counselor for more information.

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 |

REQUIRED ADDITIONAL COURSES:
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**

Courses designated in gray with “+” have gone through a title, ID or unit change. See a counselor for more information.



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**

Courses designated in gray with “+” have gone through a title, ID or unit change. See a counselor for more information.

COURSE DESCRIPTIONS

THA V01 - INTRODUCTION TO THEATRE **3 Units**

C-ID: THTR 111

Hours: 3 lecture weekly

This course focuses on the relationship of theatre to various cultures throughout history, and on the contributions of significant individual artists. It introduces students to elements of the production process including playwriting, acting, directing, design, and criticism. Students will also survey different periods, styles and genres of theatre through play reading, discussion, films and viewing and critiquing live theatre, including required attendance of theatre productions.

Field trips will be required. Formerly THTR 1. Transfer credit: CSU; UC.

THA V02A - ACTING I **3 Units**

C-ID: THTR 151

Hours: 2 lecture, 3 laboratory weekly

This course introduces the student to fundamental acting theories. Emphasis is placed on exercises and activities that develop skills for performance: motivations and relationships, memorization, stage movement, vocal production, and interpretation of text.

Catalog Note: Ventura College faculty has defined Acting as a family of courses which includes THA V02A, THA V02B, THA V02C, and THA V02D.

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 - ACTING II **3 Units****Prerequisite:** THA V02A**C-ID:** THTR 152**Hours:** 2 lecture, 3 laboratory weekly

This course expands on the theories and skills introduced in Acting I. Self-awareness of the actor is explored and developed before a classroom and invited audience. Emphasis is placed on intermediate level acting techniques and skills to include comprehension and translation into meaningful dramatic action, character analysis and building, scene analysis and performance from selected scenes from Modern Realism.

Catalog Note: Ventura College faculty has defined Acting as a family of courses which includes THA V02A, THA V02B, THA V02C, and THA V02D. 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 V02C - ACTING III: ADVANCED**CHARACTERIZATION** **3 Units****Prerequisite:** THA V02B**Recommended Preparation:** THA V14 or a course in movement for the theatre.**Hours:** 2 lecture, 3 laboratory weekly

The student is engaged in sophisticated analysis of scenes from modern realism with a focus on character analysis and development at an advanced level. Emphasis is placed on research, characterization (cultural bonds, discoveries, psychology), emotional centering, physical and emotional control, rehearsal process, and techniques to create a fully realized character using the foundations gained in Acting I and Acting II.

Catalog Note: Ventura College faculty have defined Acting as a family of courses which includes THA V02A, THA V02B, THA V02C, and THA V02D. A student may take a maximum of four (4) courses from a family. Field trips will be required. Transfer credit: CSU; UC.

THA V02D - ACTING IV: ADVANCED ACTING **3 Units****Prerequisite:** THA V02C**Recommended Preparation:** THA V14 or a course in movement for the theatre.**Hours:** 2 lecture, 3 laboratory weekly

This course is designed for students to practice and master skills learned in Acting II & III. Special emphasis is placed on recognizing character types and the choice of suitable material for creating a repertoire of monologues. Students are prepared for industry auditions and will select, rehearse, and perform monologues in mock cattle-call auditions. In addition, students will perform in beginning directing scenes for that semester.

Catalog Note: Ventura College faculty have defined Acting as a family of courses which includes THA V02A, THA V02B, THA V02C, and THA V02D. A student may take a maximum of four (4) courses from a family. Field trips will be required. Transfer credit: CSU; UC.

THA V03A - VOICE AND ARTICULATION I **3 Units****Hours:** 3 lecture weekly

This course focuses on the application of the student's use of the voice as a creative instrument of effective communication for the stage, motion pictures, television, and public speaking. It encourages an awareness of the need for vocal proficiency and employs basic techniques designed to improve the performer's speaking abilities to include breathing, proper posture, resonance, projection, and articulation/diction. Students are introduced to the International Phonetic Alphabet and care of a well produced voice.

Catalog Note: Ventura College faculty have defined Voice and Articulation as a family of courses which includes THA V03A and THA V03B. A student may take a maximum of four (4) courses from a family. Formerly THA 03, Transfer credit: CSU; UC.

THA V03B - VOICE AND ARTICULATION II **3 Units****Prerequisite:** THA V03A**Hours:** 3 lecture weekly

This course focuses on the application of the student's use of the voice as a creative instrument of effective communication for the stage, motion pictures, television, and public speaking. It encourages an awareness of the need for vocal proficiency and employs intermediate techniques designed to improve the performer's speaking abilities to include breathing, proper posture, resonance, projection, and articulation/diction. Students are introduced to the International Phonetic Alphabet and care of a well produced voice.

Catalog Note: Ventura College faculty have defined Voice and Articulation as a family of courses which includes THA V03A and THA V03B. A student may take a maximum of four (4) courses from a family. Transfer credit: CSU; UC.

THA V05A - STAGECRAFT I **3 Units****C-ID:** THTR 171**Hours:** 2 lecture, 4 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, and sound engineer. 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:** 2 lecture, 4 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; UC.

THA V06A - STAGE MAKE-UP I **3 Units****C-ID:** THTR 175**Hours:** 2 lecture, 4 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:** 2 lecture, 4 laboratory weekly

This course studies advanced theory, demonstration, and practice in applying make-up for theatre, film and television. Students receive instruction in alternate supplies, materials, and techniques in the various methods for advanced phases of design and application of makeup in production.

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

THA V07A - INTRODUCTION TO STAGE LIGHTING**3 Units****C-ID:** THTR 173**Hours:** 2 lecture, 4 weekly

This course introduces the study and execution of stage lighting with an emphasis on equipment, control, operations, color, and their relationship to design.

Field trips may be required. Formerly THA V07. Transfer credit: CSU; UC.

THA V08 - SCRIPT ANALYSIS **3 Units****C-ID:** THTR 114**Hours:** 3 lecture weekly

This course provides principles, theories, and techniques of play script analysis for theatrical production. Students will explore the reading, analyzing, and understanding of play scripts in a variety of genres and styles to develop skills in how to read a play to discover its structure; the playwright's methods of creating plot, character, and imagery; and an understanding of how theatrical texts are distinct from other forms of literature.

*Transfer credit: CSU; UC.***THA V11A - TECHNICAL THEATRE IN PRODUCTION I**  **1 Unit****Recommended Preparation:** THA V05A or THA V05B**Enrollment Limitation:** Audition and/or interview is required.**C-ID:** THTR 192**Hours:** 3 laboratory weekly

Students study real and theoretical practices to develop introductory techniques and skills in the many areas of technical theatre for actual performance to include events in theatre, dance, music, and public venue. Students perform a range of introductory supervised technical theatre assignments such as stage management, scenic and prop construction, maintaining and hanging lighting equipment, costume and make-up labs, assisting audio operations, and/or supporting box office and house management staff.

Catalog Note: Ventura College faculty have defined Technical Theatre in Production as a family of courses which includes THA V11A, THA V11B, THA V11C, and THA V11D. 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 - TECHNICAL THEATRE IN PRODUCTION II**  **1 Unit****Recommended Preparation:** THA V05A or THA V05B**Enrollment Limitation:** Audition and/or interview**C-ID:** THTR 192**Hours:** 3 laboratory weekly

Students study real and theoretical practices to develop basic techniques and skills in the many areas of technical theatre for actual performance to include events in theatre, dance, music, and public venues. Students perform a range of introductory supervised technical theatre assignments such as stage management, scenic and prop construction, maintaining and hanging lighting equipment, costume and make-up labs, assisting audio operations and/or supporting box office and house management staff.

Catalog Note: Ventura College faculty have defined Technical Theatre in Production as a family of courses which includes THA V11A, THA V11B, THA V11C, and THA V11D. A student may take a maximum of four (4) courses from a family.

*Field trips may be required. Formerly THA V10D. Transfer credit: CSU; UC.***THA V11C - TECHNICAL THEATRE IN PRODUCTION III**  **2 Units****Recommended Preparation:** THA V05A and/or THA V05B**Enrollment Limitation:** Audition or interview**C-ID:** THTR 192**Hours:** 6 laboratory weekly

Students study real and theoretical practices to develop intermediate techniques and skills in the many areas of technical theatre for actual performance to include events in theatre, dance, music, and the public. Students perform a range of intermediate supervised technical theatre assignments such as director, designer, stage manager, scenic and prop construction, maintaining and hanging lighting equipment, costume and make-up labs, assisting audio operations, and/or supporting box office and house management staff.

Catalog Note: Ventura College faculty have defined Technical Theatre in Production as a family of courses which includes THA V11A, THA V11B, THA V11C, and THA V11D. A student may take a maximum of four (4) courses from a family.

*Transfer credit: CSU; UC.***THA V11D - TECHNICAL THEATRE IN PRODUCTION IV**  **2 Units****Recommended Preparation:** THA V05A and/or THA V05B**Enrollment Limitation:** Audition and/or interview**C-ID:** THTR 192**Hours:** 6 laboratory weekly

Students study real and theoretical practices to develop advanced techniques and skills in the many areas of technical theatre for actual performance to include events in theatre, dance, music, and the public. Students perform a range of advanced technical theatre assignments such as director, designer, stage manager, scenic and prop construction, maintaining and hanging lighting equipment, costume and make-up labs, assisting audio operations, and/or supporting box office and house management staff.

Catalog Note: Ventura College faculty have defined Technical Theatre in Production as a family of courses which includes THA V11A, THA V11B, THA V11C, and THA V11D. A student may take a maximum of four (4) courses from a family.

*Transfer credit: CSU; UC.***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 V13A - REHEARSAL AND PERFORMANCE I**  **1 Unit****Enrollment Limitation:** Audition and/or interview**C-ID:** THTR 191**Hours:** 3 laboratory weekly

Students study the rehearsal and performance process to develop introductory techniques and skill as an actor in a live theatrical production. The emphasis is on practical experience working cooperatively with an ensemble and production personnel. Content varies for each production and will range in literary style and dramatic content. Study culminates in a series of college public performances.

Catalog Note: Ventura College faculty have defined Rehearsal and Performance as a family of courses which includes THA V13A, THA V13B, THA V13C, and THA V13D. A student may take a maximum of four (4) courses from a family.

*Field trips may be required. Formerly THA V10A. Transfer credit: CSU; UC.***THA V13B - REHEARSAL AND PERFORMANCE II**  **1 Unit****Enrollment Limitation:** Audition and/or interview**C-ID:** THTR 191**Hours:** 3 laboratory weekly

Students study the rehearsal and performance process to develop basic techniques and skill as an actor in a live theatrical production. The emphasis is on practical experience working cooperatively with an ensemble and production personnel. Content varies for each production and will range in literary style and dramatic content. Study culminates in a series of college public performances.

Catalog Note: Ventura College faculty have defined Rehearsal and Performance as a family of courses which includes THA V13A, THA V13B, THA V13C, and THA V13D. A student may take a maximum of four (4) courses from a family.

Field trips may be required. Formerly THA V10B. Transfer credit: CSU; UC.

THA V13C - REHEARSAL AND PERFORMANCE III  **2 Units**

Enrollment Limitation: Audition and/or interview

C-ID: THTR 191

Hours: 6 laboratory weekly

Students study the rehearsal and performance process to develop intermediate techniques and skill as an actor in a live theatrical production. The emphasis is on practical experience working cooperatively with an ensemble and production personnel. Content varies for each production and will range in literary style and dramatic content. Study culminates in a series of college public performances.

Catalog Note: Ventura College faculty have defined Rehearsal and Performance as a family of courses which includes THA V13A, THA V13B, THA V13C, and THA V13D. A student may take a maximum of four (4) courses from a family. Transfer credit: CSU; UC.

THA V13D - REHEARSAL AND PERFORMANCE IV  **2 Units**

Enrollment Limitation: Audition and/or interview

C-ID: THTR 191

Hours: 6 laboratory weekly

Students study the rehearsal and performance process to develop advanced techniques and skill as an actor in a live theatrical production. The emphasis is on practical experience working cooperatively with an ensemble and production personnel. Content varies for each production and will range in literary style and dramatic content. Study culminates in a series of college public performances.

Catalog Note: Ventura College faculty have defined Rehearsal and Performance as a family of courses which includes THA V13A, THA V13B, THA V13C, and THA V13D. A student may take a maximum of four (4) courses from a family. Transfer credit: CSU; UC.

THA 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 THA 14. Same as DANC V14. Transfer credit: CSU.

THA V15A- BEGINNING DIRECTING **3 Units**

Prerequisite: THA V02B and THA V14

Hours: 2 lecture, 4 laboratory weekly

This course explores the basic elements of stage direction through lecture, demonstration, and exercise. Beginning with analysis and interpretation to create the director's vision, topics include fundamental techniques in working with actors and production personnel, casting, scheduling, blocking, pace, timing, and coordination of technical elements.

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

THA V15B- INTERMEDIATE DIRECTING **3 Units**

Prerequisite: THA V15A

Hours: 2 lecture, 4 laboratory weekly

This course is a continuation of the basic elements of stage direction. Topics include advanced techniques in working with actors and production personnel, blocking, pace, timing, and coordination of technical elements. Includes practical experience directing one-act plays by published and original/unpublished playwrights.

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

THA V17A- MUSICAL THEATRE HISTORY: ANCIENT GREECE TO THE GOLDEN AGE OF MUSICALS  **3 Units**

Hours: 3 lecture weekly

This course is a survey of the history and development of musical theater from its beginnings in ancient Greece to the "Golden Age of Musicals" in the mid-1960s. The elements of the musical and the artists who promote and create them will be studied. Genres explored will include opera, operetta, burlesque, pantomime, vaudeville, tin pan alley, the minstrel show, revue, and musical comedy through scripts, scores, and film.

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

THA V17B- MUSICAL THEATRE HISTORY: 1960s TO PRESENT DAY  **3 Units**

Hours: 3 lecture weekly

This course is a survey of the history and development of American Musical Theater from the late 1960s to the present. The elements of the musical and the artists who promote and create them will be studied. Genres explored will include rock musicals, dance musicals, mega musicals, jukebox musicals, pop-operas, "pop-erettas", film and TV musicals, international musicals, and new musicals.

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

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 - INTRODUCTION TO COSTUME TECHNOLOGY I  **3 Units**

C-ID: THTR 174

Hours: 2 lecture, 4 laboratory weekly

This course teaches basic skills in the construction, organization, and care of stage costumes and accessories, as well as costume history and design. It includes an exploration of a variety of costume crafts and methods of construction.

Field trips may be required. Formerly THA V22. Transfer credit: CSU; UC.

THA V22B - INTRODUCTION TO COSTUME TECHNOLOGY II  **3 Units**

Prerequisite: THA V22A

Hours: 2 lecture, 4 laboratory weekly

This course teaches advanced skills in the design, history, construction, organization, and care of stage costumes and accessories. It includes an exploration of a variety of advanced costume crafts and methods of construction.

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

**THA V28 - INTRODUCTION TO CINEMATIC ARTS:
FILM APPRECIATION**  **3 Units**

Hours: 3 lecture weekly

This course is an introduction to the study of film as both art and industry, including cinematography, editing, modes of production, narrative and non-narrative forms, visual design, editing, sound, genre, ideology, and critical analysis. Examines the broad questions of form and content, aesthetics and meaning, and history and culture.

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

THA V29A - HISTORY OF MOTION PICTURES I  **3 Units**

Hours: 3 lecture weekly

This course provides a historical and critical survey of motion pictures from its origins in the 19th century through its development up to and including the World War II era. It will analyze a variety of national and international films from the beginning of the cinema until the end of the World War II era. The elements of film making to be considered will be their aesthetic form, economic structures, technological developments, and as social and cultural movements. Significant filmmakers in these eras will be studied for the contributions to the filmmaking process. Lectures, illustrated by screened examples of films, examine film making from its very beginnings in the nineteenth century.

Field trips may be required. Formerly THA V29A. Transfer credit: CSU; UC.

THA V29B - HISTORY OF MOTION PICTURES II  **3 Units**

Recommended Preparation: THA V29A

Hours: 3 lecture weekly

This course provides a historical and critical survey of motion pictures from postwar World War II up to the present with an emphasis on the contributions of postwar modernist filmmakers and those of the intervening years up to the present in the filmmaking process. Lectures, illustrated by screened examples of films from 1945 until the current century.

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

THA V30A - FUNDAMENTALS OF SCREENWRITING **3 Units**

Recommended Preparation: ENGL V01A

Hours: 3 lecture weekly

This course examines the craft and business of screenwriting from all perspectives, including the creative process, structure, proper formatting, pitching, marketing, business and legal aspects. A series of in-class and out-of-class writing exercises culminates in students writing the opening sequence of a two-hour screenplay or a complete short-subject screenplay.

Transfer credit: CSU.

THA V30B - INTERMEDIATE SCREENWRITING **3 Units**

Prerequisite: THA V30A

Hours: 3 lecture weekly

This course examines the craft and business of screenwriting from all perspectives, including the creative process, structure, proper formatting, pitching, marketing, business and legal aspects. The focus will be on advanced analysis and application of story structure through a series of in-class and out-of-class writing exercises and script analyses.

Transfer credit: CSU.

THA 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 **0.5-10 Units**

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs 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 **0.5-10 Units**

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs 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.

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.

VETERINARY SCIENCE

See AGRICULTURE

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 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.

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**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:

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

Recommended Preparation: WS V10

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**

Recommended Preparation: WS V10 or equivalent

Hours: 3 lecture weekly

This course is designed to give a working knowledge of the problems encountered in motors and pumps operation and maintenance. The course will provide the maintenance mechanic with insight into reasons for selection as well as causes of failure and breakdown of motors and pumps. The need for a thorough maintenance program will be explained. All types of pumps and pump curves will be covered.

Formerly WS 18.

WS V19 - ADVANCED WATER TREATMENT  **3 Units**

Recommended Preparation: WS V11

Hours: 3 lecture weekly

This course is a study in advanced potable water treatment processes. Subjects to be covered will include conventional water treatment, fluoridation, corrosion and scaling stabilization, iron and manganese control, lime and ion exchange softening, adsorption, aeration, and membrane processes.

WS V20 - WATER SYSTEM MATHEMATICS **3 Units**

Hours: 3 lecture weekly

Introduces basic mathematical principles related to water and wastewater industry systems. Subjects included are area, volume, pressures, flow rates, unit conversion, chemical dosages, detention time and filtration rates. This course will assist in the preparation for six different state certification exams: water treatment, water distribution, wastewater collection, wastewater treatment, qualified stormwater practitioner, and qualified stormwater developer.

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 V22 - STORMWATER POLLUTION PREVENTION  **3 Units**

Hours: 3 lecture weekly

This course is based upon the California Stormwater Quality Association's (CASQA) Best Management Practice Handbooks. Course content focuses on management of pollutants in stormwater runoff. It also introduces National Pollutant Discharge Elimination System (NPDES) laws and regulations. It serves as both the initial training and as Continuing Education Units (CEUs) for Professional Engineers, Municipal Employees, Construction Managers, and Regulatory Agencies.

WS V25 - WATER AND WASTEWATER MANAGEMENT  **3 Units**

Recommended Preparation: WS V10

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.

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**Associate in Science Degree
Certificate of Achievement**

WELDING TECHNOLOGY

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

| 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 | Arc and MIG Welding I | 4 |
| WEL V13B | Arc and MIG Welding II | 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 | TIG and Flux Core Welding I | 4 |
| WEL V14B | TIG and Flux Core Welding II | 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**

Prerequisite: WEL V01

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 V13A 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. Transfer Credit: CSU; UC.

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 **0.5-10 Units**

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs 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.

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 PROGRAMS AND 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.

 Indicates that a course is approved for 100% online instruction

CERTIFICATE OF COMPLETION

Certificates of Completion are given to students who have satisfactorily completed a sequence of noncredit courses designed to improve employability or job opportunities.



NONCREDIT PROGRAMS BY DISCIPLINE

AGRICULTURE

Certificate of Completion

AGRICULTURE FIELD SUPERVISOR (Noncredit)

The Certificate of Completion in Agriculture Field Supervisor prepares current agricultural production employees to advance their careers within the agriculture industry with an emphasis on front-line supervision of agricultural production. This program allows students to acquire technical skills in the areas of agriculture production in Spanish with integrated English terminology to increase bilingual proficiency and fluency. Through hands-on experiential learning and curriculum designed to engage students in various aspects of agriculture leadership, human resource management and personal growth, students will be prepared to become effective leaders on the front lines of agricultural production, ensuring the safe growing, harvesting, handling, transportation, and processing of food products. Students will be trained in highly sought after skills critical to the agricultural and food production industries, while simultaneously improving essential bilingual skills.

The program is designed to increase the professional capabilities and interpersonal skills of agricultural production employees and front-line supervisors through a greater understanding of the following topics as applied in the agricultural sector:

- Effective Communication
- Personnel Management
- Leadership Skills
- English Language Proficiency
- Current Field Production Practices
- Front-line Management

REQUIRED CORE COURSES:

- AG N150 Human Resource Management for Agriculture Field Supervisors
AG N151 Agricultural Laws and Regulations for Agricultural Field Supervisors

ELECTIVE:

Select one (1) course:

- ESL N100A Beginning Noncredit ESL
ESL N100B High-Beginning Noncredit ESL
ESL N100C Intermediate Noncredit ESL
ESL N100D High-Intermediate Noncredit ESL

TOTAL HOURS

132.5-175 hours

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the **Agriculture Field Supervisor (Noncredit)** program students will be able to:

- Demonstrate increased proficiency in use and application of English language skills in areas of verbal communication and literacy.
- Apply effective leadership and communication strategies for interpersonal management.
- Implement problem-solving, interpersonal communication, and conflict resolution techniques to enhance worker productivity.
- Identify essential agricultural laws, policies, and regulations, as well as methods of compliance as it relates to agricultural production operations.
- Evaluate, analyze, and articulate potential solutions to issues that frequently arise in agricultural production operations.

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Certificate of Completion

FOOD SAFETY (Noncredit)

The Certificate of Completion in Food Safety is designed to prepare students to develop the critical skills necessary to meet the needs and challenges of food safety regulations and compliance. This certificate combines core concepts of business with the additional skills and knowledge necessary to ensure state and federal food safety regulations are implemented and followed in all aspects of food production, from the field to the retailer.

Students who complete this certificate will be prepared for in-demand careers in food safety compliance, inspection, auditing, oversight, and management of food safety programs on farms and in processing facilities. Likewise, students have the opportunity to receive industry required certifications in HACCP (Hazard Analysis and Critical Control Point), PCQI (Preventive Controls Qualified Individual), and FSVP (Foreign Supplier Verification Program).

REQUIRED CORE

| | |
|-----------|--|
| AG N131 | Food Safety - HAACP (Hazard Analysis and Critical Control Point) Training and Certification (NC) |
| AG N132 | Produce Safety Rule (PSR) Training (NC) |
| AG N133 | Food Safety Foreign Supplier Verification (FSVP) Program Training (NC) |
| AG N134 | Human Food PCQI (Preventative Controls Qualified Individual) Training (NC) |
| AG N135 | Animal Food PCQI (Preventative Controls Qualified Individual) Training (NC) |
| AG N136 | Introduction to Food Safety and Agricultural Practices for Food Safety (NC) |
| AG N137 | Food Safety Management Practices: Field and Facility (NC) |
| AG N138 | Agricultural Laws and Regulations for Food Safety (NC) |
| MICR N139 | Introduction to Food Microbiology (Noncredit) |

TOTAL **350.0 hours**

For other course descriptions, see Microbiology

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the **Food Safety, COCN** program students will be able to:

- Identify and describe the agricultural practices/processes affecting food safety from production to processing.
- Differentiate between required certifications in food safety, such as HACCP (Hazard Analysis and Critical Control Point), PCQI (Preventive Controls Qualified Individual), and FSVP (Foreign Supplier Verification Program).
- Evaluate the conditions of a food borne illness hazard situation, propose a solution, and develop standard operating procedures (SOPs), good Manufacturing Practices (GMPs) to prevent a future occurrence.
- Identify local, state and federal government agencies responsible for Food Safety regulation and compliance.

BASIC LAW ENFORCEMENT ACADEMY

One of modern society's most difficult responsibilities is the enforcement of laws and the protection of lives and property while at the same time respecting the constitutional rights of society as a whole and the individual. Carefully selected, highly trained and motivated peace officers are fundamental to this responsibility. In today's society, the increasingly diverse challenges and changing service demands confronting law enforcement require that effective initial training is crucial if an officer is to acquire the critical knowledge, skills and abilities necessary to render a high quality of service.

The Police Science program is the training preparation for anyone seeking a career as a California sworn police officer. It is administered by the Ventura County Sheriff's Department in collaboration with the Ventura County Community College District (Ventura College).

The program includes a 2-week pre-academy orientation and preparation course, followed by a 24-week course called the Basic Law Enforcement Academy. The Academy, which is more formally called the Regular Basic Course or RBC, is certified by the California Commission on Peace Officer Standards and Training (POST).

The Academy Program is open to law enforcement agency new hires and the general public who meet the program requirements outlined in the program information below. The Academy Program courses can be taken either for college credit or as noncredit courses. *Either option meets the agency requirements for new hires.* All students have the options below:

- POSC V01A Pre-Academy (3.5 units) and POSC V01 Academy (32 units) – credit courses with standard tuition rates. Tuition costs may be found on the Ventura College website: <https://www.venturacollege.edu/apply-and-enroll/paying-for-college/fees>. Some students may qualify for the VC Promise that could cover some of their tuition costs. You are encouraged to contact the Ventura College financial aid department for more information. <https://www.venturacollege.edu/departments/student-services/financial-aid>

OR

- POSC N101A Pre-Academy and POSC N101 Academy – noncredit. These courses do not earn college credit. There are no tuition costs or additional college fees for this option.

Before deciding about which path to take, it is highly recommended that you consult with a VC academic counselor to review the options that are best for your situation. Information about contacting a counselor can be found at this website: <https://www.venturacollege.edu/departments/student-services/counseling>.

For information regarding taking the Police Academy for college credit, refer to catalog page 263.

Certificate of Completion

BASIC LAW ENFORCEMENT ACADEMY (Noncredit)

This noncredit program includes a nine hundred ten-hour Police Science class certified by the California Commission on Peace Officer Standards and Training (POST) and administered by the Ventura County Sheriff's Department in collaboration with the Ventura County Community College District (Ventura College), as well as an eighty-hour orientation course (POSC N101A). POSC N101 is a basic training course required by POST for all new law enforcement officers in the state of California. The Academy, called the Regular Basic Course (RBC), is presented in an intensive format; 5 days per week, 8 hours per day, for 24 weeks. Successful completion is mandatory for students interested in becoming peace officers. The state screening requirements for admission into the RBC are passing a reading and writing ability assessment to determine if applicants are able to read and write at levels necessary to perform

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the job of Peace Officer, have attained the age of at least 18 years old, a physical examination, Department of Justice/Federal Bureau of Investigation fingerprint check and clearance, a valid California driver's license with no restrictions, never have been convicted of a felony, and successfully passing the POST Physical Agility Test. The RBC and its training and selection standards as required by POST are found in POST Training Procedures Section D-1-3 (Regular Basic Course Terminology and Requirements); Section 1005 of Title 11 of the California Code of Regulations (Minimum Standards for Training); Sections 1950–1955 of Title 11 of the California Code of Regulations (Peace Officer Selection Requirements); POST Training and Testing Specifications for Peace Officer Basic Courses; California Government Code Sections 1029-1031; and California Penal Code Sections 832, 832.15, 832.16, 13510.1, and 13511.5.

It is the mission (goal) of the RBC “to prepare entry level law enforcement trainees mentally, morally, emotionally and physically for entry into a field training program, assume the responsibilities, and execute the duties of a peace officer in society.”

The course of study for the RBC consists of 41 separate learning domains containing the minimum required foundational information for given subjects, each with a variety of educational goals and objectives, which include the ability to demonstrate the following measurable skills and abilities:

1. Discuss how leadership ethics and professionalism impact the daily work of a peace officer.
2. Identify the freedoms and rights afforded to individuals under the U.S. Constitution, and later amendments.
3. Recognize peace officers' responsibilities to enforce the law, including all levels of the law, using fair and impartial treatment.
4. Describe the direct and indirect victims of a crime, the techniques officers can use to help defuse a crisis situation for a victim of crime, and the potentially negative attitudes that peace officers may exhibit toward victims of crime.
5. Recall the statutory definition of crime; identify the elements common to all crimes; identify the elements required of an attempt to commit crime; discuss general, specific, and transferred intent crimes; and differentiate between criminal intent and criminal negligence.
6. Recognize a peace officer's responsibility for the safety of juveniles and the general public.
7. Explain the legal basis for requiring investigative reports, discuss the importance of taking notes in preparation for writing reports, summarize the primary questions that must be answered by an investigative report, and identify the fundamental content elements in investigative reports.
8. Discuss reasonable force as stated by law, explain the legal framework establishing a peace officer's authority during a legal arrest, identify the circumstances set forth in the California Penal Code when a peace officer has the authority to use force, and discuss the level of authority agency policies have regarding the use of force by a peace officer.

9. Discuss patrol strategies officers may employ to provide protection and service within their assigned areas of patrol, describe the three basic categories of vehicle pullovers, describe the inherent risks to officer safety that are associated with conducting a vehicle pullover, and demonstrate appropriate actions officers can take to maintain their own safety and the safety of others while conducting a vehicle pullover.
10. Describe the elements of a tactical approach to a crime in progress, explain the primary purposes for establishing crime scene perimeters, and demonstrate appropriate actions when conducting a search for suspects.
11. Explain the relevance of traffic enforcement to public safety and quality of life within a community and legally establish probable cause for accomplishing general law enforcement objectives; and demonstrate appropriate peace officer actions when managing a vehicle collision scene, including caring for injured and involved parties, protecting the collision scene, collecting and preserving evidence, distinguishing between different types of physical evidence which may be located at a collision scene, and recognizing the type of information they may provide.
12. Identify the goal of a criminal investigation, demonstrate actions peace officers may employ to preserve possible physical evidence at a crime scene, identify the primary purpose of the initial survey of a crime scene and the crime scene search, identify the purpose of collecting control/known samples, identify the primary reason for establishing a chain of custody record, and identify general guidelines for collecting and processing physical evidence which may be located at a crime scene.
13. Demonstrate principles of arrest and control, including awareness, balance, and control.
14. Demonstrate all procedures for the safe handling of all firearms while on and off duty, and state the four fundamental rules of firearms safety.
15. Identify the complexities of cultural diversity; demonstrate the skills necessary for identifying and responding to California's changing communities; define culture and cultural diversity; and describe personal, professional, and organizational benefits of valuing diversity within the community and law enforcement organizations.

Upon successful completion of the Basic Law Enforcement Academy program noncredit option, students will receive a noncredit Certificate of Completion. Once the RBC graduate has satisfactorily completed the employing agency's probationary period, that agency awards a Basic Certificate, as defined in Section 1011 of Title 11 of the California Code of Regulations, to currently full-time peace officers of a POST-participating agency who have satisfactorily completed the prerequisite Regular Basic Course requirements.

REQUIRED CORE COURSES:

- POSC N01A Orientation for P.O.S.T. Regular and Modular Academy
- POSC N101 Basic Law Enforcement Academy

TOTAL HOURS **990 hours**

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the **Basic Law Enforcement Academy (Noncredit)** program students will be able to:

- Define and recognize the fundamental duties, obligations, and philosophies of the criminal justice system, and function within the law enforcement field.
- Define and recognize situations and scenarios relating to application of the California Penal Code, California health and safety code, and the California vehicle code, and apply the appropriate law.
- Define and recognize the techniques of crime scene searches, courtroom demeanor, and criminal investigation related to child abuse and sexual assault situations.

P.O.S.T. ACADEMY INFORMATION

The P.O.S.T. Basic Law Enforcement Academy consists of two courses: the 80-hour Orientation for P.O.S.T. Regular and Modular Academy (POSC N101A); and the 910-hour Basic Law Enforcement Academy (POSC N101) certified by the California Commission on Peace Officer Standards and Training. It is offered by the Ventura County Sheriff's Department in collaboration with the Ventura County Community College District (Ventura College). POSC N101 is a basic training course required by POST for all new law enforcement officers in the state of California. It should be noted that students are required to take POSC N101A before POSC N101. For more information on these courses, please refer to the course descriptions in the VC Catalog.

Students interested in completing the Basic Law Enforcement Academy program must first enroll in and successfully complete POSC N101A. Enrollment in POSC N101A is contingent on the clearance of all enrollment requirements prior to the start of the course. Contact the Criminal Justice department at (805) 289-6430 with any questions regarding these procedures.

Applications will normally be accepted twice yearly. Admission is subject to available openings. All information and applicable forms can be found at www.venturacollege.edu/departments/academic/police-science/post-basic-academy.

All applicants must: 1) be admitted students of Ventura College; 2) submit an Application for Enrollment packet and return the completed application packet to the Criminal Justice department; 3) fulfill all qualifying requirements as listed below.

Qualifying Requirements for California Peace Officers

Although these are not enrollment requirements for Ventura College, the State of California has established statutory requirements for peace officers. In addition, most departments have adopted higher standards for their selection of peace officers. The following is a summary of qualifications most departments will use in selecting peace officers. Keep in mind these requirements will vary from one agency to another and what may be a disqualifier for one department may be considered acceptable by another. You are encouraged to contact the Criminal Justice Department at Ventura College with any questions or concerns you may have.

1. **CITIZENSHIP:** You must be a citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship.

2. **AGE:** In California you must be at least 18 years of age to be a police officer, however, most law enforcement departments require that you are 21 years of age. In most cases you are better off not beginning a police academy program unless you are 21 or will be 21 years of age by the completion of the training. If you are under 21 you may want to consider working on an associate degree in law enforcement or becoming a reserve officer. If you have any questions regarding these programs you should contact the Criminal Justice Department at Ventura College.

3. **CRIMINAL HISTORY:** The following are automatic disqualifiers for a law enforcement officer. A fingerprint record is used for the purpose of criminal record search.

- A conviction of any federal or state felony
- A conviction of any offense in any other state that is considered a felony
- A charge of not guilty for reason of insanity for any felony
- An adjudication by a court to be mentally incompetent
- A conviction of any crime which would prohibit the possession of a concealable firearm
- Any conviction of a crime that requires registration (sex, arson, drugs, gangs)
- Any domestic violence related offense
- A conviction for drug use, sale, or distribution
- Any conviction of a significant theft related offense or pattern of theft related activity.
- Any theft/larceny arrest or conviction
- Disorderly Conduct arrest or conviction
- A significant pattern of disorderly conduct arrest or other disruptive activity including crimes of moral turpitude.
- Poor driving history (example: DUI within the last 3-5 years, reckless driving, hit & run, too many points)
- Any alcohol related offenses or history of alcohol problems
- Dishonesty

4. **MORAL CHARACTER:** All peace officers will be subject to character background investigations to determine their suitability for employment. Being of good character, honest, trustworthy and reliable are of concern to law enforcement agencies. The lack of moral character will in most cases be cause for non-selection. If you have any questions, you are encouraged to contact the Criminal Justice Department for advisement.

5. **PHYSICAL, EMOTIONAL, AND MENTAL CONDITION:** You will be required to complete a medical and psychological examination. You should be free from any physical, emotional or mental condition which might adversely affect your ability to perform the duties of a peace officer. If you are uncertain as to any condition you have or may have had, contact the Criminal Justice Department for further information.

Enrollment Clearance Requirements

Students interested in completing the Basic Law Enforcement Academy program must first enroll in and successfully complete POSC V01A. Enrollment in POSC V01A is contingent on the clearance of the following requirements: 1) the application, 2) reading and writing ability assessment, 3) fingerprint check, 4) driver's history, 5) medical

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screening, and 6) POST physical agility test, and 7) conduct. You should begin early to ensure all phases are completed prior to the deadline.

All information and applicable forms can be found on the Police Science web page at <https://www.venturacollege.edu/departments/academic/police-science>.

Students are responsible for contacting the Criminal Justice department to find out the deadlines for all requirements.

1. **Application Form:** Required of all applicants. Complete the form entirely. Do not leave blanks. An incomplete application may be grounds for non-acceptance or delay in processing. The form should be turned in to the Career Education Division at Ventura College to obtain a Live Scan authorization. Students are responsible for contacting the Criminal Justice department to determine the submission deadline.
2. **Reading and Writing Ability:** California law requires that "Every peace officer candidate shall be able to read and write at the levels necessary to perform the job of a peace officer." Therefore, applicants for the academy must possess a level of reading and writing ability that will allow them to be successful and meet the legal requirement. There are multiple measures used to indicate an adequate level of ability to read and write for this program. They are:
 - a. College transcript showing successful completion (grade "C" or higher) of English V01A or V02, or comparable (e.g. AP scores), **OR**
 - b. High school transcript showing an overall 9th through 11th grade high school GPA of 2.2 or higher, **OR**
 - c. Achievement of a minimum score of 43 on the POST Entry-Level Law Enforcement Test Battery (PELLETB) or a score deemed acceptable on another professionally developed and validated test of reading and writing ability. The test can be administered by either a law enforcement hiring department or another entity.

There are multiple Learning Domains and exercises in the Regular Basic Course (RBC) that will examine the student's ability to read and write at the levels necessary to be successful as peace officers. Failure to demonstrate this ability can result in removal from the Regular Basic Course program. Information regarding the POST expectations for success in this domain may be found at: https://post.ca.gov/portals/0/post_docs/publications/poWrittenPracticeTest.pdf.

3. **Fingerprint Check (LiveSCAN):** This is required of non-affiliate applicants. Because of long delays at the California Department of Justice, we ask you to submit your LiveSCAN as early as possible in your application process.

Students who are **not sponsored by a local or other law enforcement agency, or are not a peace officer employed by a state or local agency, department or district**, shall be required to submit written certification from the Department of Justice that the applicant has no criminal history background which would disqualify them from owning, possessing or having under their control a firearm. Students are responsible for contacting the Criminal Justice department to determine the deadline for the DOJ clearance.
4. **Driver's History:** Each applicant must have and maintain a valid California Driver's License and must submit a DMV INF 1125 (a DMV printout of a driver's record). Contact the Criminal Justice Department if there are any problems with driving history.

5. **Medical Screening: PRIOR** to starting the program, you are required to have a health appraisal which is administered at the Ventura College Student Health Center or by private physician. This program requires that all students be documented to be in good health and drug free. There are two parts to this phase: (a) a self-history completed by the student, and (b) a physical exam and medical release completed and signed by a physician or medical practitioner. Students are responsible for contacting the Criminal Justice department to determine the deadline and location of the screening.
6. **P.O.S.T. Physical Agility Test:** All applicants are required to complete the P.O.S.T. physical agility test conducted during POSC V01A—Orientation for the P.O.S.T. Regular and Modular Academy.

The Physical Agility Test consists of five parts: a) 500 yard run, b) 99 yard obstacle course, c) 165 pound dummy drag, d) scale 6 foot solid wall, and e) scale a 6 foot chain link fence.
7. **Conduct:** If a student violates the Ventura College Student Code of Conduct while attending the Basic Law Enforcement Academy, or if a student has violated the Ventura College Student Code of Conduct in the past, they will not be admitted to the program. Examples of violations include, but are not limited to, academic dishonesty, cheating, plagiarism; causing, attempting to cause, or threatening to cause physical injury to another or ones' self; disruptive behavior, etc.

INNOVATIVE COGNITIVE ACHIEVEMENT NETWORK / JOURNEY OVERCOMING BARRIERS (ICAN-JOB)

Certificate of Completion

INNOVATIVE COGNITIVE ACHIEVEMENT NETWORK / JOURNEY OVERCOMING BARRIERS (ICAN-JOB)

This program provides career preparation and workplace skills for students with unique abilities. It is designed to provide participants with essential workplace skills to enhance their employability and provide value to local employers. Students will complete specialized courses with assessments and guidance documenting their achievement of job skills.

The Program Student Learning Outcomes are as follows:

- Students will demonstrate appropriate social skills and optimal workplace behavior.
- Students will demonstrate appropriate communication skills for the workplace.
- Students will apply computer, personal finance, and technological skills for the workplace.

This program does not lead to a specific career pathway, but rather prepares students to be valuable employees who are prepared with the skills employers most desire. As part of the program, students will perform a personal assessment of strengths and interests to assist them in examining potential careers or career ladder. Following completion of this program, students may continue into an educational pathway leading to a Certificate of Achievement or Associate Degree in an area related to a career of their choice.

REQUIRED CORE COURSES:

| | |
|----------|-------------------------|
| CDL N101 | Workplace Social Skills |
| EAC N132 | Job Seeking Strategies |

REQUIRED ADDITIONAL COURSE:**Select one (1) course:**

| | |
|-----------|--------------------------------------|
| ATET N108 | Occupational Safety in the Workplace |
| ACT N102 | Keyboarding Skills |
| CDL N103 | Mathematics for Work |

| | |
|--------------------|--------------------|
| TOTAL HOURS | 192.5 hours |
|--------------------|--------------------|

For other course descriptions, see Applied Technology and Employability-Principles of Technology, Assistive Computer Technology, Cognitively Diverse Learners, and Educational Assistance Center

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the **Innovative Cognitive Achievement Network / Journey Overcoming Barriers (ICAN-JOB)** program students will be able to:

- Students will demonstrate appropriate social skills and optimal workplace behavior.
- Students will demonstrate appropriate communication skills for the workplace.
- Students will apply computer, personal finance, and technological skills for the workplace.

TECHNOLOGY AND WORKPLACE COMPETENCIES

Certificate of Completion**TECHNOLOGY AND WORKPLACE COMPETENCIES**

The Technology and Workplace Competencies Program is designed to provide students with technology and workplace skills to enhance their employability and provide value to employers. Students will complete courses with assessments documenting their achievement of workplace skills.

The Program Student Learning Outcomes are as follows:

- Students will demonstrate appropriate workplace behavior.
- Students will demonstrate appropriate communication skills for the workplace.
- Students will apply mathematical and technological skills appropriate to the workplace.

There are no prerequisites or enrollment limitations. This program does not lead to a specific career pathway but rather prepares students to be valuable employees who are prepared with the skills employers most desire. As part of the program, students will perform a personal assessment of strengths and interests to assist them in examining potential careers or career laddering. Following completion of this program, students may continue into an educational pathway leading to a Certificate of Achievement or Associate Degree in the career of their choice.

REQUIRED CORE COURSES:

| | |
|------------|-----------------------------------|
| A TEC N101 | Career Exploration and Discovery |
| A TEM N102 | Mathematics for Employment |
| A TEW N103 | Writing for Employment |
| A TET N104 | Principles of Technology |
| A TEB N105 | Skills for Employability |
| A TEB N106 | Workplace and Business Essentials |

ELECTIVE:**Select one (1) course:**

| | |
|-----------|--|
| ATET N107 | Technical Reference Interpretation and Blueprint Reading |
| ATET N108 | Occupational Safety in the Workplace |
| ATET N109 | Tools and Machines in Industry |

| | |
|--------------------|--------------------|
| TOTAL HOURS | 437.5 hours |
|--------------------|--------------------|

For other course descriptions, see Applied Technology and Employability-Business Essentials, Applied Technology and Employability-Career Exploration, Applied Technology and Employability-Mathematics, Applied Technology and Employability-Principles of Technology, and Applied Technology and Employability-Writing

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the **Technology and Workplace Competencies** program students will be able to:

- Students will demonstrate appropriate workplace behavior.
- Students will demonstrate appropriate communication skills for the workplace.
- Students will apply mathematical and technological skills appropriate to the workplace.

NONCREDIT COURSES BY DISCIPLINE

AGRICULTURE

AG N131 - FOOD SAFETY - HACCP (HAZARD ANALYSIS AND CRITICAL CONTROL POINT) TRAINING AND CERTIFICATION (NC) 

0 Units*Hours: 1 hour weekly*

This course is a general HACCP (Hazard Analysis and Critical Control Point) training designed for individuals working in the food industry who want to earn a HACCP certification. This HACCP training course teaches participants how to implement and manage the Hazard Analysis and Critical Control Point (HACCP) system, which was designed by the Food and Drug Administration (FDA) as a food safety management system for controlling food hazards. Upon successful completion of the course, students will earn a certificate of completion from the International HACCP Alliance. This HACCP Certificate will be recognized domestically and internationally by food safety inspectors and auditors.

This is a noncredit course, non-degree applicable. Offered on a pass/no pass basis only.

AG N132 - PRODUCE SAFETY RULE (PSR)**TRAINING (NC)** **0 Units***Hours: 1 hour weekly*


This course is a training in produce safety designed for individuals working in the produce industry. The course is especially relevant for fruit and vegetable growers and others interested in learning about produce safety, the Food Safety Modernization Act (FSMA), Produce Safety Rule, Good Agricultural Practices (GAPs), and co-management of natural resources and food safety. The PSA Grower Training Course is one way to satisfy the FSMA Produce Safety Rule requirement outlined in the Code of Federal Regulations § 112.22(c) which requires that at least one responsible party on a farm has completed food safety training recognized as adequate by the Food and Drug Administration.

This is a noncredit course, non-degree applicable. Offered on a pass/no pass basis only.

AG N133 - FOOD SAFETY FOREIGN SUPPLIER**VERIFICATION (FSVP) PROGRAM TRAINING (NC)** **0 Units***Hours: 1 hour weekly*

This course will provide participants with the knowledge to implement the requirements of the Foreign Supplier Verification Programs (FSVP) for "Importers of Food for Humans and Animals" regulation of the U.S. Food and Drug Administration (FDA). This regulation is one of a number of regulations and guidance documents that implement the provisions of the 2011 Food Safety Modernization Act (FSMA), which focuses on safe food practices.

This is a noncredit course, non-degree applicable. Offered on a pass/no pass basis only.

AG N134 - HUMAN FOOD PCQI (PREVENTIVE CONTROLS**QUALIFIED INDIVIDUAL) TRAINING (NC)** **0 Units***Hours: 2 hours weekly*

This course is intended for individuals working in the food industry seeking to meet the requirements for a human food Preventive Controls Qualified Individual certificate. The Current Good Manufacturing Practice, Hazard Analysis, and Risk-based Preventive Controls for Human Food regulation (referred to as the Preventive Controls for Human Food regulation) is intended to ensure safe manufacturing/processing, packing and holding of food products for human consumption in the United States. The regulation requires that certain activities must be completed by a Preventive Controls Qualified Individual who has successfully completed training in the development and application of risk-based preventive controls.

This is a noncredit course, non-degree applicable. Offered on a pass/no pass basis only.

AG N135 - ANIMAL FOOD PCQI (PREVENTIVE CONTROLS**QUALIFIED INDIVIDUAL) TRAINING (NC)** **0 Units***Hours: 2 hours weekly*

This course is intended for individuals working in the food industry seeking to meet the requirements for an animal food Preventive Controls Qualified Individual (PCQI) certificate. The Current Good Manufacturing Practice and Hazard Analysis and Risk-based Preventive Controls for Food for Animals (referred to as the Preventive Controls for Animal Food regulation) is intended to ensure safe manufacturing/processing, packing, and holding of food products for animal consumption in the United States. The regulation requires that certain activities must be completed by a Preventive Controls Qualified Individual who has successfully completed training in the development and application of risk-based preventive controls.

This is a noncredit course, non-degree applicable. Offered on a pass/no pass basis only.

AG N136 - INTRODUCTION TO FOOD SAFETY AND**AGRICULTURAL PRACTICES FOR FOOD SAFETY (NC)** **0 Units***Hours: 3 hours weekly*

This is an introductory course in food safety for those majoring in agriculture and/or working in food safety related careers or industries. The course covers conditions and practices that cause food borne illnesses, organisms responsible for food borne illnesses, elements of a food safety control system, and worker sanitation. The course focus is on establishing good agricultural practices (GAP) in food safety as they relate to the production of farm products, including specific guidelines for key agricultural commodities, state and federal regulations, and food safety monitoring. Students will learn to create standard operating procedures (SOP) associated with employee training and the safe production, transportation, and processing of food. Best practices in the retail and home kitchen environments will also be covered. Field trips may be required. This is a noncredit course, non-degree applicable.

AG N137 - FOOD SAFETY MANAGEMENT PRACTICES:**FIELD AND FACILITY (NC)** **0 Units***Hours: 3 hours weekly*

This course covers the creation and documentation of key elements in a food safety program, including: evaluating current practices, creating and implementing key aspects of a food safety program, and recognizing and documenting pathogen behavior. This course also covers food safety issues and concerns in processing and manufacturing facilities, including: facility sanitation, recognizing potential hazards, analysis of problems in the cold chain, developing improved practices, HACCP (Hazard Analysis and Critical Control Point) principles, employee training, and the inspection process.

Field trips may be required. This is a noncredit course, non-degree applicable.

AG N138 - AGRICULTURAL LAWS AND REGULATIONS FOR**FOOD SAFETY (NC)** **0 Units***Hours: 3 hours weekly*

This course is designed to give the student a better understanding of the issues involved in the regulation of foods and a general understanding of the full scope of food safety laws in the United States. The course covers the laws regulating the production, processing, manufacturing, distribution, and sale of food products in the United States. Topics include the regulation of labeling, food safety, genetic modification, FSMA (Food Safety Modernization Act), inspections, importation, enforcement, and many other issues of concern in the regulation of food in the United States.

Field trips may be required. This is a noncredit course, non-degree applicable.

AG N150 - HUMAN RESOURCE MANAGEMENT FOR**AGRICULTURE FIELD SUPERVISORS** **0 Units***Hours: 1.5-2.5 hours weekly*

This course covers human resource management and laws regulating agricultural production and the use of labor in agriculture. Topics include basic human resource management, hiring, required labor documentation, applicable labor laws, wages, and the rights of agricultural laborers. Likewise, effective communication, conflict resolution, negotiation and leadership strategies will be discussed. The course is designed especially for agricultural field supervisors to provide a better understanding of effective management and leadership practices for successful oversight of labor within the production setting.

Field trips may be required. This is a noncredit course, non-degree applicable. Offered on a pass/no pass basis only.

AG N151 - AGRICULTURAL LAWS AND REGULATIONS FOR AGRICULTURAL FIELD SUPERVISORS

0 Units

Hours: 1.5-2.5 hours weekly

This course covers the laws regulating agricultural production and the use of labor in agriculture. Topics include agricultural exemptions from labor laws, the Migrant and Seasonal Agricultural Worker Protection Act, and the rights of agricultural laborers. Likewise, specific regulations and laws governing agricultural production in California will be discussed. The course is designed especially for agricultural field supervisors to provide them with a better understanding of the issues involved in the regulation of agricultural production and labor within the production setting.

Field trips may be required. This is a noncredit course, non-degree applicable. Offered on a pass/no pass basis only.

APPLIED TECHNOLOGY AND EMPLOYABILITY BUSINESS ESSENTIALS

ATEB N105 - SKILLS FOR EMPLOYABILITY

0 Units

Hours: 3 hours 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.

ATEB N106 - WORKPLACE AND BUSINESS ESSENTIALS

0 Units

Hours: 5 hours 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

0 Units

Hours: 3 hours 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.

APPLIED TECHNOLOGY AND EMPLOYABILITY MATHEMATICS

ATEM N102 - MATHEMATICS FOR EMPLOYMENT

0 Units

Hours: 4 hours 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

0 Units

Hours: 3 hours 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

0 Units

Hours: 3 hours 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

0 Units

Hours: 3 hours 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

0 Units

Hours: 3 hours 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 N103 - WRITING FOR EMPLOYMENT

0 Units

Hours: 4 hours 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.

ASSISTIVE COMPUTER TECHNOLOGY

ACT N102 - ASSISTIVE COMPUTER TECHNOLOGY: KEYBOARDING SKILLS (NONCREDIT)

0 Units

Hours: 3.5 hours 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. Students will review ergonomics, software that will accommodate students with disabilities (such as 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 mastery of assistive computer software.

This is a noncredit course, non-degree applicable.

ACT N103 - ASSISTIVE COMPUTER TECHNOLOGY: ACCESS TO COMPUTERS (NONCREDIT)

0 Units

Hours: 3.5 hours weekly

This course is designed to teach students basic computer skills and assistive computer technology that will enable them to be successful in utilizing various industry standard platforms, such as Microsoft Office and Google Docs. Students will review software that accommodates students with disabilities, such as Kurzweil 3000, Dragon Naturally Speaking, and TextHelp. In addition, they will be introduced to other assistive computer technology tools and alternative applications. Students will practice skills in individualized weekly computer oriented assignments that will focus on developing better awareness of assistive computer technology skills, tools, and software and their application in the home and work environment.

This is a noncredit course, non-degree applicable. Offered on a pass/no pass basis only.

ACT N125 - ASSISTIVE COMPUTER TECHNOLOGY: WRITING SKILLS (NONCREDIT)

0 Units

Hours: 3.5 hours weekly

This course is designed to teach students computer skills, techniques, and assistive computer technology that will enable them to successfully complete writing projects at home and in the workplace. Students will review English basics, including grammar, sentence structure, composition, and writing skills. Focus will be on introducing software that will accommodate students with 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.

This is a noncredit course, non-degree applicable. Offered on a pass/no pass basis only.

AUTOMOTIVE CAREER EDUCATION

ACE N171 - SMOG INSPECTION PROCEDURES LEVEL I

0 Units

Recommended Preparation: 1-year of related automotive experience or formal automotive training

Hours: 4 hours weekly

This noncredit course provides the basic knowledge and skills to service, adjust, and repair engine performance and emissions systems as related to the Smog Check Inspection Program. The course meets the California Bureau of Automotive Repair Smog Check Inspector Level 1 certification requirements.

Field trips may be required. This is a noncredit course, non degree applicable. Offered on a pass/no pass basis only.

ACE N172 - SMOG INSPECTION PROCEDURES LEVEL II

0 Units

Recommended Preparation: ACE N171

Hours: 1.75 hours weekly

This noncredit course provides students with the procedural skills, knowledge, and abilities to perform Smog Check Inspections. The course meets the California Bureau of Automotive Repair Smog Check Inspector Level 2 certification requirements.

Field trips may be required. This is a noncredit course, non degree applicable. Offered on a pass/no pass basis only.

ACE N173 - SMOG INSPECTION PROCEDURES TECHNOLOGY UPDATE

0 Units

Recommended Preparation: Possession of a California Smog Inspect and Repair license, or equivalent experience as an automotive service and repair technician

Hours: 1.5 hours weekly

This course provides students with current and emerging emissions control and smog inspection technology updates. On-Board Diagnostics II, emissions systems, and diagnostic test equipment are emphasized.

Field trips may be required. This is a noncredit course, non degree applicable. Offered on a pass/no pass basis only.

BUSINESS

BUS N161 - MICROSOFT WORD

0 Units

Hours: 4 hours weekly

This course introduces Microsoft Word. Students will learn to create, edit, and format various business documents such as letters, memos, forms, reports, newsletters, and templates. Integration of images, use of macros, tables, labels, mail merge, and creation of forms will also be covered. The emphasis is on tasks typically required in an office or business environment. The skills taught in this course are fundamental to success in careers in business, accounting, marketing, management, and medical assisting.

This is a noncredit course, non-degree applicable.

BUS N162 - MICROSOFT EXCEL

0 Units

Hours: 4 hours weekly

This course provides a foundation of the knowledge and skills needed for creating and using spreadsheets in Microsoft Excel. Students will learn how to create, edit, and format spreadsheets. Topics will include formulas, functions, pivot tables, sorting, and filtering in worksheets. The course is designed to provide the fundamental skills needed for application in an office or business environment. The skills taught in this course are fundamental to success in careers in business, accounting, marketing, and management.

This is a noncredit course, non-degree applicable.

BUS N163 - MICROSOFT POWERPOINT **0 Units***Hours: 3 hours weekly*

In this course, students will learn how to use a powerful graphics presentation program to create effective presentations for business or for college courses using Microsoft PowerPoint. The course covers accepted standards for developing and formatting a presentation, use of design templates, and adding images, graphs and charts. Advanced topics include slide show enhancement using transitions, animation, sound, and hyperlinks.

*This is a noncredit course, non-degree applicable.***BUS N164 - COMPUTER FUNDAMENTALS AND PRODUCTIVITY TOOLS** **0 Units***Hours: 2 hours weekly*

This course introduces the basic skills needed to use a personal computer, including working with multiple windows, file management, Windows accessories, software applications, and computer safety. Use and features of productivity tools such as Outlook, Google Docs, and cloud services will also be covered.

*This is a noncredit course, non-degree applicable.***COGNITIVELY DIVERSE LEARNERS****CDL N101 - PERSONAL, SOCIAL AND VOCATIONAL SKILLS FOR COGNITIVELY DIVERSE LEARNER (NONCREDIT)**  **0 Units***Hours: 4 hours weekly*

This course provides training in personal, social, and job skills for students who have developmental disabilities, autism, 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. In addition, students will be introduced to the interpersonal skills necessary in a job setting.

*This is a noncredit course, non-degree applicable. Offered on a pass/no pass basis only.***CDL N103 - PERSONAL AND VOCATIONAL FINANCE FOR COGNITIVELY DIVERSE LEARNERS (Noncredit)**  **0 Units***Hours: 1.5 - 3 hours weekly*

This basic personal and vocational finance course is designed for the student with developmental disabilities, autism, and/or significant cognitive deficits who is preparing for independent living and vocational training. Topics related to consumer finance will include basic mathematics, currency, budgeting, responsible spending and saving, shopping, banking, insurance, taxes, and consumer loans. In addition, students will review the financial and personal skills necessary in the workplace, such as the ability to access workplace software and technology, customer service, and appropriate workplace behavior. Emphasis will be placed on the application of financial concepts and skills in real-world situations.

*Field trips may be required. This is a noncredit course, non-degree applicable.**Offered on a pass/no pass basis only.***EDUCATIONAL ASSISTANCE CENTER*****Educational Assistance Center (EAC) courses are designed for students with disabilities.*****EAC N132 - JOB SEEKING STRATEGIES (NONCREDIT)**  **0 Units***Hours: 2.5 hours weekly*

This course is designed for persons with disabilities who wish to improve their job-seeking strategies. Topics will include: assessment of personal and work-related skills, job search and planning techniques, employee rights and responsibilities, interview techniques, applications, and resumes.

*Field trips may be required. This is a noncredit course, non-degree applicable.***ENGLISH****ENGL N101 - LANGUAGE ARTS: WRITING MECHANICS**  **0 Unit***Hours: 1-10 hours weekly*

The student will learn to write grammatically correct sentences, to develop coherent paragraphs, and to read and analyze short passages as models for writing.

*This is a noncredit course, non-degree applicable. Offered on a pass/no pass basis only.***ENGL N102 - READING FOR ACADEMIC PURPOSES**  **0 Units***Hours: 10 hours weekly*

Critical reading course focusing on the effective use of critical thinking in a cross-disciplinary framework. Emphasis on the development of critical reading skills of interpretation, analysis, and evaluation of a variety of academic texts across disciplines.

*This is a noncredit course, non-degree applicable. Offered on a pass/no pass basis only.***ENGLISH AS A SECOND LANGUAGE****ESL N100A - BEGINNING NONCREDIT ESL**  **0 Units***Hours: 5 hours weekly*

This is a beginning course for non and limited English proficient students who want to acquire the communication skills necessary for living, working, and attending school where English is used. Integration of computer literacy, such as basic computer knowledge and keyboarding will help students build the basic skill set needed in the workplace, in school, and other aspects of their daily lives.

*This is a noncredit course, non-degree applicable.***ESL N100B - HIGH-BEGINNING NONCREDIT ESL**  **0 Units***Hours: 5 hours weekly*

This is a high-beginning course for limited-English-proficient students who want to acquire the communication skills necessary for living, working, and attending school where English is used. Integration of computer literacy, such as basic computer knowledge, keyboarding, and use of applications will help students build the basic skill set needed in the workplace, in school, and other aspects of their daily lives.

This is a noncredit course, non-degree applicable.

ESL N100C - INTERMEDIATE NONCREDIT ESL  **0 Units**

Hours: 5 hours weekly

This is an intermediate course for students who want to continue developing the listening, speaking, reading, and writing skills necessary for living, working, and attending school where English is used. This course will focus on communication and critical thinking skills and will help students continue to develop computer literacy.

This is a noncredit course, non-degree applicable.

ESL N100D - HIGH-INTERMEDIATE NONCREDIT ESL  **0 Units**

Hours: 5 hours weekly

This is a high-intermediate course for limited-English proficient students who want to develop the listening, speaking, reading, and writing skills necessary for living, working, and attending school where English is used. Students will develop communication and critical thinking skills and continue to develop computer literacy.

This is a noncredit course, non-degree applicable.

INTERDISCIPLINARY STUDIES

IDS N100 - SUPERVISED TUTORING  **0 Units**

Enrollment Limitation: Students must be enrolled in another Ventura College course and referral by course instructor or academic counselor is required.

Hours: 1 - 10 hours weekly

Open-entry/open-exit supervised tutoring course that provides students assistance in understanding college course assignments. Individualized/small group tutoring sessions are conducted outside of class time in a learning assistance center, and are structured to help students achieve specific course objectives or improve learning and study skills in specific subject matter. The content of this course varies according to the course for which tutoring is sought.

Formerly IDS 100. This is a noncredit course, non-degree applicable, and is not graded.

MATHEMATICS

MATH N104J - JUST-IN-TIME SUPPORT FOR COLLEGE ALGEBRA (NONCREDIT)  **0 Units**

Corequisite: MATH V04

Hours: 2 hours weekly

This course reviews the core prerequisite skills, competencies, and concepts for college algebra. It is intended for students who are concurrently enrolled in MATH V04, College Algebra. Just-in-time support topics include learning skills, computational skills developed in intermediate algebra, the vocabulary of algebra, translation from English to algebra, and evaluation of literal expressions and functions.

Catalog Note: The support course is required for some, but not all, sections of MATH V04; click the CRN information in the schedule of classes for each section of MATH V04 to determine whether support is required for that section; see your counselor or major advisor for more information.

This is a noncredit course, non-degree applicable. Offered on a pass/no pass basis only.

MATH N138J - JUST-IN-TIME SUPPORT FOR MATHEMATICS FOR ELEMENTARY SCHOOL TEACHERS (NONCREDIT)  **0 Units**

Corequisite: MATH V38

Hours: 1 hour weekly

This course is a review of the core prerequisite skills, competencies, and concepts from arithmetic and algebra for Math for Elementary Teachers. It is intended for students who are concurrently enrolled in MATH V38. Just-in-time support topics include understanding the basic concepts and operations involving the natural numbers, whole numbers, integers, and rational numbers; solving arithmetic and algebraic application problems; simplifying, evaluating, creating, and interpreting algebraic expressions; applying Polya's problem solving principles; and applying effective learning skills for success in college.

Catalog Note: The support course is required for some, but not all, sections of MATH V38; click the CRN information in the schedule of classes for each section of MATH V38 to determine whether support is required for that section; see your counselor or major advisor for more information.

This is a noncredit course, non-degree applicable. Offered on a pass/no pass basis only.

MATH N140J - JUST-IN-TIME SUPPORT FOR MATHEMATICS FOR LIBERAL ARTS (NONCREDIT)  **0 Units**

Corequisite: MATH V40

Hours: 1 hour weekly

This course is a review of the core prerequisite skills, competencies, and concepts from intermediate algebra for Math Topics. It is intended for students who are concurrently enrolled in MATH V40. Just-in-time support topics include learning skills, computational skills developed in intermediate algebra, the vocabulary of algebra, translation from English to algebra, and evaluation of literal expressions and functions.

Catalog Note: The support course is required for some, but not all, sections of MATH V40; click the CRN information in the schedule of classes for each section of MATH V40 to determine whether support is required for that section; see your counselor or major advisor for more information.

This is a noncredit course, non-degree applicable. Offered on a pass/no pass basis only.

MATH N144J - JUST-IN-TIME SUPPORT FOR ELEMENTARY STATISTICS (NONCREDIT)  **0 Units**

Corequisite: MATH V44

Hours: 2 hours weekly

This course provides just-in-time support and review for transfer-level Statistics. Math V44J is intended for students who are concurrently enrolled in Math V44. Topics include learning skills and just-in-time support for concepts from arithmetic, pre-algebra, elementary and intermediate algebra, and descriptive statistics that are needed to understand the basics of college-level statistics. Recommended for students with little or no recent knowledge of algebra.

Catalog Note: The support course is required for some, but not all, sections of MATH V44; click the CRN information in the schedule of classes for each section of MATH V44 to determine whether support is required for that section; see your counselor or major advisor for more information.

This is a noncredit course, non-degree applicable. Offered on a pass/no pass basis only.

MICROBIOLOGY

MICR N139 - INTRODUCTION TO FOOD MICROBIOLOGY (NONCREDIT) 0 Units

Hours: 4 hours weekly

This course is an introduction to the principles of food microbiology and food safety. The course investigates the beneficial and harmful effects of microorganisms on food, and includes a survey of the types of microbes found in various types of food, as well as methods for their detection. Evaluation of methods of microbial control and mechanisms of disease of important food microorganisms, as well as sources of food contamination, are presented. An examination of the implementation and effectiveness of food safety programs is also covered.

Field trips may be required. This is a noncredit course, non-degree applicable. Offered on a pass/no pass basis only.

POLICE SCIENCE

POSC N101 - BASIC LAW ENFORCEMENT ACADEMY 0 UNITS

Prerequisite: POSC N101A

Enrollment Limitations: 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: 52 hours 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. This is a noncredit course, non-degree applicable.

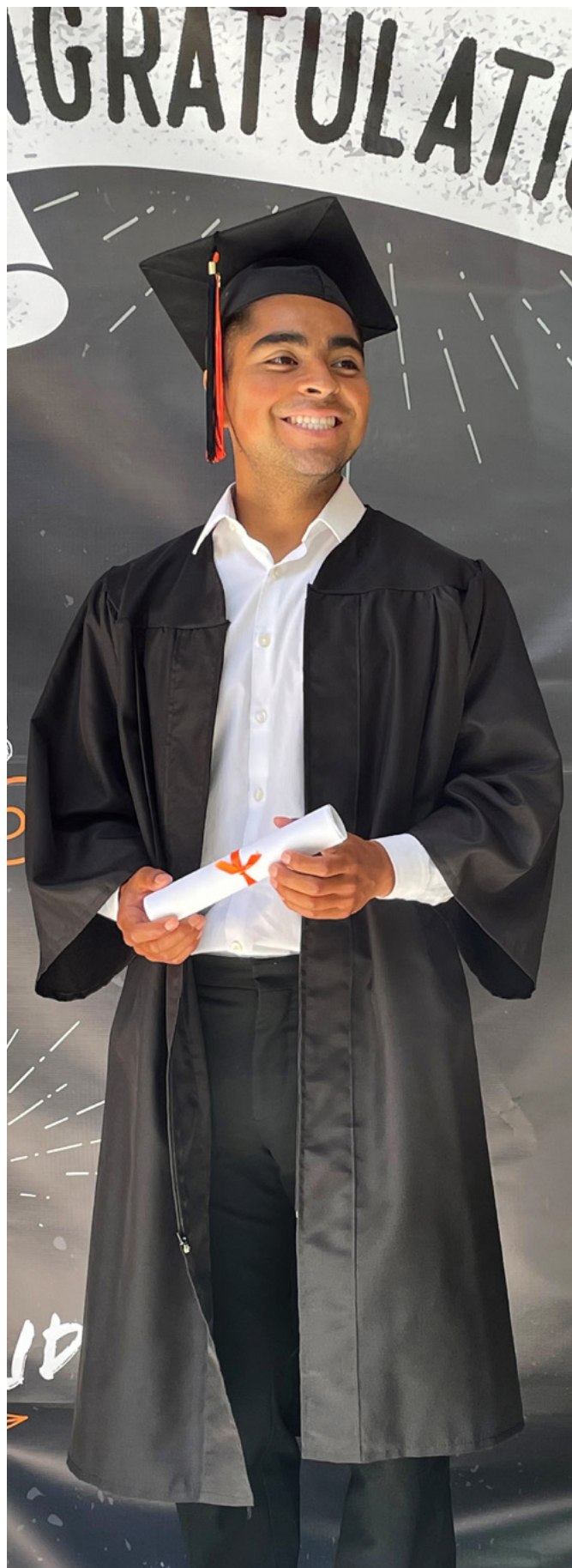
POSC N101A - ORIENTATION TO P.O.S.T. REGULAR AND MODULAR ACADEMY 0 UNITS

Enrollment Limitations: Drug and alcohol clearance, fingerprint clearance, physical examination demonstrating general good health, no visible tattoos or visible body piercings except single studs in earlobes, application form, reading and writing ability, driver's history, P.O.S.T. Physical Agility Test

Hours: 4.5 hours weekly

This course is an orientation for the P.O.S.T. (Peace Officer Standards and Training) Regular and Modular Academy training. Emphasis is placed on assisting the student in preparing for successful completion of the P.O.S.T. regular or modular academy training.

Field trips will be required. This is a noncredit course, non-degree applicable.



GLOSSARY OF COLLEGE TERMS

Glossary of College Terms 303-307



GLOSSARY OF COLLEGE TERMS

The following is offered as an explanation of common terms used throughout Ventura County Community College District. Students should be familiar with these key words, terms and phrases because they will be used throughout the community college experience. A counselor is also available to answer any questions.

3SP: 3SP is the abbreviation for Student Success and Support Program. 3SP commonly refers to the completion of the online orientation in the [MyVCCCD portal](#), placement for math and English, and the completion of an educational plan. Students in good academic standing, who have less than 90 degree-applicable units, who have completed 3SP will be given priority registration.

900 Number: The nine-digit student ID number assigned to each student upon acceptance. The student ID number begins with 900 and is commonly referred to as a 900 or 900 number.

Abbreviated Educational Plan: A pathway 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. Students can also meet the abbreviated educational plan requirement by completing a [First Semester Course Planning Session](#) (FCS). The FCS is an opportunity for all new students at Ventura College to learn about various educational pathways available to them and learn to select courses for their first semester based on their goal.

Academic Calendar: [The Academic Calendar](#) shows when classes start, stop, the holidays, exam week and important deadlines.

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 registering into a class(es) by completing the appropriate process online in your [MyVCCCD portal](#).

Add Authorization Code: Six-digit code received from an instructor allowing the student to register prior to census in a closed class online through their [MyVCCCD portal](#).

Adding a Closed Class: Students seeking entry to any class that is closed at the time they attempt to 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 96-98 of the catalog or schedule an appointment with a counselor.

Advisory/Recommended Preparation: Same as Recommended Preparation. Preparation suggested by the faculty to successfully complete a particular course. While strongly encouraged, students do not have to satisfy recommended preparation guidelines to enroll in a course. Advisory/Recommended Preparation courses are indicated in the [online Schedule of Classes](#) and in the College Catalog course descriptions.

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 of the courses that transfer and satisfy specific requirements. Articulation agreements between each of the Ventura County Community Colleges (Moorpark, Oxnard, Ventura) and CSU/UC campuses are available at [www.assist.org](#). The listings include all courses that transfer between the individual college and CSU or UC campus, and how those courses will be applied at the accepting school.

Assessment/Placement: The use of multiple measures (including high school transcript data, self-reported high school transcript data and informed self-placement) to provide a recommendation for placement into math and English courses. Effective as of Spring 2019 at Ventura College, standardized assessment tests are no longer needed for placement into transfer-level English and Math classes. All students have direct access to transfer-level English and math courses.

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 consisting of a minimum 60 degree-applicable units, 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 transferable 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 lecture 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 and the petition on the [website](#).

Bachelor's Degree: Degree granted by four-year colleges and universities; the Bachelor of Arts (B.A.) or the Bachelor of Science (B.S.) are the most commonly offered types of Bachelor's Degrees. Visit the [University Transfer Center](#) for information.

By Arrangement: A course or part of a course, which includes additional hours not yet formally scheduled. The arrangement is usually scheduled with the Instructor of the course at the start of the semester.

Career and Major Community (CMC): Same as Areas of Interest (used at Moorpark and Oxnard Colleges). **CMC**s cluster groups of degrees & certificates that are considered similar from a student's perspective. In most cases, students will still declare a major in a specific discipline or department. Commonly called "Meta-Majors" nationwide, but can also go by various names such as "Areas of Interest", "Learning and Career Pathways", and "Career Clusters".

CCPG - California College Promise Grant: Enrollment Fee Waiver: a form of financial aid that waives enrollment fees for eligible California residents and those who qualify under AB 540, as defined by the California Community Colleges Board of Governors.

CCPG Appeal Process: Students qualifying for a fee waiver must meet minimum academic and progress standards adopted by the Board of Governors. Students who have lost their CCPG Fee Waiver may Appeal the loss based on certain circumstances before an Appeals Committee.

Certificate of Achievement: A college-awarded certificate indicating the student has satisfactorily completed the major courses in a program, but not the general education courses. A Certificate of Achievement is not a degree, but is posted to the academic transcript.

Certificate of Competency: A Certificate of Competency is awarded to students who have demonstrated achievement in a set of competencies that prepares them to progress in a career path or to take non-degree applicable or degree-applicable credit courses. A certificate of competency is posted to the noncredit academic transcript.

Certificate of Completion: Awarded to students who have satisfactorily completed a sequence of noncredit courses designed to improve employability or job opportunities. A certificate of completion is posted to the noncredit academic transcript.

Class Schedule: Same as Schedule of Classes. Listing of college courses offered in a particular term. Contents include the course ID, title, units, hours, time, instructor and location of classes. Prerequisites and deadlines are included in each listing. The schedule is only available [online](#).

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. These exams are administered at various colleges and universities across the United States. Some institutions award credit to students who meet the college's minimum qualifying score for that exam, (typically, 50 is a qualifying score), but qualifying scores vary by school and exam. See the College Level Examination Program (CLEP) List in the Credit by Examination section of the catalog for the list of CLEP that Ventura College accepts toward the Associate Degree, or schedule an appointment with a counselor.

Community Class: Students who wish to participate in an activity course (lab/athletic/studio), but are not able to enroll due to exhaustion of all repeatable units, may request to participate via Community Class Flat Fee. This method of class participation does not accrue credit units and is only appropriate for those community members who have previously taken the course and have no further academic goals in regard to that course. No record of community participation is noted on transcripts.

Comprehensive Educational Plan: An informed pathway that identifies the courses a student must take to complete their program of study and reach their educational goals. The comprehensive educational plan outlines all of the courses a student must complete to achieve their stated 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.

Concurrent Enrollment: A required prerequisite course that can be taken at the same time as the course in question. This course may also be taken prior to the course in question.

Corequisite: A course where enrollment is based on a student being concurrently enrolled in another course. 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. Also referred to as a class.

Course Description: A brief statement about the content of a particular course. Found in the college catalog and the online [schedule of classes](#).

Course Identification Numbering System (C-ID): C-ID is administered by the Academic Senate for California Community Colleges as a faculty-driven system for colleges and universities to facilitate the identification of comparable courses and increase articulation across all segments of higher education in the state. C-ID addresses the need for a "common course numbering system" to simplify student movement both within the California community colleges and intersegmentally. For additional background information on C-ID, please visit www.c-id.net.

Credit Course: A course for which units can be 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 the appropriate letter grade of A, B, C, D, F, or P/NP will be posted to their academic transcript. All courses shall be open to credit by examination unless specifically exempted by the District College. See page XX for a list of course exempted from Credit by Exam.

Credit for Prior Learning: Granting unit credit for prior learning 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 through the credit for external exam process (AP/IB/CLEP), internal exam process (locally administered exams), high school to college articulation process, or evaluation of Joint Services Transcripts (JST), student-created portfolios, or industry-recognized documentation, credentials or licensure.

CRN: Course Reference Number is listed in the [Schedule of Classes](#), and referenced when students register in courses, or make adjustments to their courses.

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 confirming the student has attained a certain level of ability in a specific field. The most common degrees offered at California Community Colleges are: A.A. Associate in Arts; A.S. Associate in Science; A.A.-T. Associate in Arts for Transfer; and A.S.-T. Associate in Science for Transfer. Associate Degrees are posted to the Ventura College academic transcript. The most common degrees offered at 4-year colleges and universities are: B.A./B.S. Bachelor's Degree; and M.A./M.S. Master's Degrees.

DegreeWorks: is a Degree and Goal planning tool in the [MyVCCCD](#) portal to help educate and guide students as they make choices in their class schedules 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. Dismissal can be temporary, providing the student agrees to and meets certain conditions. Meet with a counselor to petition your academic dismissal. Meet with the Dean of Students to discuss disciplinary dismissal.

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 in the [MyVCCCD portal](#), or the instructor may initiate the drop. Visit the [website](#) for more information. View the [Academic Calendar](#), the online [Schedule of Classes](#), and/or your Schedule/Bill in the MyVCCCD portal for deadlines.

Educational Work Load: Generally consists of 15 units of work per semester to make progress towards completing the A.A./A.S. degree and/or transfer requirements in two years.

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.

Eligibility Cap: The maximum allowable time a student can receive state or federal financial aid. Pell Grant eligible students have 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.

Excused Withdrawal: An Excused Withdrawal (EW) is a nonevaluated symbol used to permit a student to withdraw from a course for reasons beyond their control. It may be requested by the student at any time during the semester (effective January 2018) and no later than three (3) years after the term in which the course was taken. Excused Withdrawal shall not be counted in progress probation or dismissal calculations nor shall it be counted towards the permitted number of withdrawals or counted as an enrollment attempt. The financial aid of a student may be affected depending on individual circumstance. A student should consult with the financial aid staff regarding any impact. Check with the Admissions and Records Office for the specific requirements and procedures.

Pell Grant Lifetime Eligibility Used (LEU): 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%.

FERPA: Family Educational Rights and Privacy Act of 1974. A Federal law that protects the privacy of student education records. The law applies to all schools that receive funds from the U.S. Department of Education.

Financial Aid: Money available from federal or state governments or local sources to help students meet college expenses. Financial aid can include grants, loans, scholarships, and work-study programs.

First Semester Course Planning Session (FCS): The [FCS](#) is an opportunity for all new students at Ventura College to learn about various educational pathways available to them and learn to select courses for their first semester based on their goal.

Full-Time Student: A student who enrolls in, and satisfactorily completes a minimum of 12 units during the term. This status is important for financial aid eligibility and other special program requirements.

General Education/Breadth Requirements (GE): Courses all students must satisfactorily complete to obtain a degree. GE requirements vary depending on the degree the student is seeking. Current lists are available at the Counseling Office, in the College Catalog, in the [online Schedule of Classes](#), and on the College website.

Good Academic Standing: Describes a students whose grade point average is a "C" (2.0) or better and the percentage of entries of W, I, NC has not reached or exceeded 50%. When assigning enrollment priority; describes any 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.

Grade Point Average (GPA): The average of a student's grades: calculated by dividing grade points earned by the number of units attempted. See Academic Policies.

Hour: Same as Credit, Credit Unit, Semester Hour, Semester Unit, or Unit. 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.

IGETC: Intersegmental General Education Transfer Curriculum. A pattern of courses that can be used to satisfy general education requirements at UC campuses. Students intending to transfer to a CSU campus need to additionally complete the Oral Communication requirement to satisfy CSU general education requirements. 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 100 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 equivalent of college work, usually 60 units i.e., freshman and sophomore years. By California law, only lower division work can be offered at California Community Colleges.

Major/Area of Emphasis: Same as program of study. 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.

MESA: [MESA](#) is the Mathematics, Engineering, Science Achievement program.

Multiple Measures: Multiple measures refers to the process in which more than one assessment is used to determine a student's readiness for a course or program, specifically, English and mathematics. Measures may consist of high school grades, courses, grade point average, test scores, and college assessment test scores. Faculty use at least two of these measures to recommend placement into courses in which students would be best prepared to succeed.

MyVCCCD: The student portal that provides access to a variety of services, tools, and information (<https://my.vcccd.edu/>).

Noncredit Courses: Courses awarding no college credit, and no units. A noncredit course should not be confused with the pass/no pass grading option. Noncredit courses are offered for no cost, with the exception of textbooks and other materials, if required.





Open Entry/Open Exit: Courses available for students to add throughout the semester and may be completed upon fulfillment of course requirements at any time during the semester.

Open Registration: The date on which any student accepted to the college may begin registering for courses for the upcoming term. Registration dates/appointments are in the [Academic Calendar](#) and a student's specific date/appointment is in the [MyVCCCD portal](#).

Part-Time Student Status: A student who enrolls in or completes fewer than 12 units in a term.

Pass/No Pass: A grading system allowing certain courses to be taken for a "grade" of pass/no pass (P/NP) rather than for a letter grade. See Academic Policies in the catalog and the petition on the [website](#).

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; see also prerequisite.

Prerequisite: A requirement (typically a course) which must be completed prior to enrollment in a course and without which a student is highly unlikely to succeed in the course. Prerequisites are listed in the course descriptions in the College Catalog and in the online [Schedule of Classes](#).

Primary Semesters/Main Terms: The college calendar is broken down into two main, 16-18 week sessions; fall and spring. The summer session is broken down into several 4-8 week inter-sessions that run simultaneously and consecutively.

Priority Registration: Students in good academic standing, who have less than 90 degree applicable units, who have completed 3SP will be given priority registration. Registration dates/appointments are in the [Academic Calendar](#) and a student's specific date/appointment is in the [MyVCCCD portal](#).

Probation: Academic standing when a student fails to maintain progress towards their declared academic goal or if the 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 and return to good academic standing.

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, and are not noted on the official academic transcript. Consult the instructor for more information. Proficiency awards are not posted to the academic transcript.

Program Change: Adding or dropping any class(es) after being enrolled.

Program of Study: Same as 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.

Recommended/Advisory Preparation: Same as Advisory Preparation. Preparation suggested by the faculty to successfully complete a particular course. While strongly encouraged, students do not have to satisfy recommended preparation guidelines to enroll in a course. Recommended/Advisory Preparation courses are indicated in the online [Schedule of Classes](#) and in the College Catalog course descriptions.

Registration: The official process of enrolling in courses online in the [MyVCCCD portal](#). The process of registration must be completed before census in order for a student to be officially enrolled and to receive credit for any classes. Visit the [website](#) for registration information. View the [Academic Calendar](#), the online [Schedule of Classes](#), and/or your Schedule/Bill in the MyVCCCD portal for census deadlines.

Registration Date/Appointment: The date when students can begin registering for course for the upcoming term. They are assigned based on the student's academic standing, degree-applicable units, and 3SP completion. Registration dates/appointments are in the [Academic Calendar](#) and a student's specific date/appointment is in the [MyVCCCD portal](#).

Repeatability: The conditions under which a course may be repeated and whether the student may earn credit for additional attempts of a course. The State of California Community Colleges system also has its own set of rules, under Title 5, for Course Repetition Policy. Students generally have three attempts to receive a passing grade (A, B, C, P) in a course. Course repeat limits are listed in the college catalog course. 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 previously passed course once may only be repeated 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.

Satisfactory Academic Progress (SAP): To be eligible for federal student aid and college financial aid, a student must be making Satisfactory Academic Progress. This generally consists of maintaining at least a 2.0 GPA on a 4.0 scale (i.e., at least a C average) and passing enough classes with progress toward a degree.

Schedule of Classes: Same as Class Schedule. Listing of college courses offered in a particular term. Contents include the course ID, title, units, hours, time, instructor and location of classes. Prerequisites and deadlines are included in each listing. The schedule is only available [online](#).

Section: A single course taught several times in a term. For example, an English V01A course could have twenty sections spread over time and space in order to give students the maximum opportunity to take the course. Different sections are noted by CRN in the online [Schedule of Classes](#).

Semester: Refers to the calendar year on which the Ventura County Colleges operate and unit count students can earn; typically one-half of the academic year; 16 to 18 weeks duration.

Short-Term Course: A class that meets for less than a full semester; course carries semester unit count.

Staff: Noted in the online [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 the borrower 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 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 online [Schedule of Classes](#) when the time of a class may be arranged independently or when the location is to be announced after the schedule is posted online.

Transcript (of record): Same as academic transcript and official transcript. A student's college academic records prepared by the Admissions and Record's Office. Visit the [website](#) for more information.

Transfer: This term generally applies to the student who plans to continue his or her education at a four-year college or university. Visit the [University Transfer Center](#) for information.

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 requirements for transfer to a CSU campus or IGETC requirements for transfer to a UC campus. Students completing an IGETC certification, who are intending to transfer to a CSU campus, need to additionally complete the Oral Communication requirement to satisfy CSU general education requirements. Transfer certification (also called GE certification) will be noted on the student's academic transcript by the Admissions and Records Office. Student must meet with a counselor to submit an application for transfer certification.

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 College Catalog course descriptions and in the online [Schedule of Classes](#) by clicking on the CRN, under "Transfer Credit."

Transfer Requirements: Students planning to transfer must satisfy the specific requirements for admission to the institution they are transferring to. Admission requirements include, but are not limited to: completion of a general education pattern, subject area preparation for the major, specified number of transferable units, and minimum GPA. See a counselor in the [University Transfer Center](#) for transfer policies to 4-year colleges and universities.

UC: The 10 campuses of the University of California system. Nine of those campuses offer both undergraduate and graduate degrees.

UC TCA: Community college courses that are transferable to all campuses of the University of California are identified on the UC Transferable Course Agreement, also known as the UC TCA.

Undergraduate: Courses in the freshman through senior years of college career. Courses taken prior to completion of a Bachelor's Degree.

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 [University 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.

Units: Same as Credit, Credit Unit, Hour, Semester Hour, or Semester Unit. 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.

Units Attempted: Total number of credit units in the courses for which a student has enrolled.

Units Earned: Total number of units in the courses for which a student has received a grade of A, B, C, D, or P.

Upper Division: Refers to courses taken at the junior and senior class level; available 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. through the [MyVCCCD portal](#). Visit the [website](#) for withdrawal information. View the [Academic Calendar](#), the online [Schedule of Classes](#), and/or your Schedule/Bill in the MyVCCCD portal for census deadlines.



APPENDICES

| | |
|--|-----|
| APPENDIX I - Privacy Rights..... | 309 |
| APPENDIX II - Statement of Nondiscrimination..... | 310 |
| APPENDIX III - Sexual Harassment Compliant Procedures..... | 311 |
| APPENDIX IV - Rights and Responsibilities..... | 312 |
| APPENDIX V - Student Rights and Grievances..... | 315 |
| APPENDIX VI - Sexual Misconduct..... | 318 |
| APPENDIX VII - Student Discipline Procedures..... | 320 |
| APPENDIX VIII - Students Right-to-Know..... | 324 |
| APPENDIX IX - Financial Aid Programs..... | 325 |
| APPENDIX X - Student Health Services..... | 333 |
| APPENDIX XI - Academic Freedom..... | 333 |
| APPENDIX XII - Student Success and Support Program Rights and Responsibilities..... | 334 |
| APPENDIX XIII - Probation, Dismissal, and Readmission..... | 339 |
| APPENDIX XIV - Course Repetition Policy..... | 340 |
| APPENDIX XV - Enrollment Priorities..... | 344 |
| APPENDIX XVI - Academic Renewal without Course Repetition..... | 346 |
| APPENDIX XVII - Drug-Free District Policy..... | 346 |
| APPENDIX XVIII - Smoking Policy..... | 347 |
| APPENDIX XIX - Solicitation..... | 347 |
| APPENDIX XX - Publicity Code and Information Dissemination..... | 347 |
| APPENDIX XXI - Use of Student Image, Likeness, or Voice..... | 347 |
| APPENDIX XXII - Distance Education..... | 347 |
| APPENDIX XXIII - Campus Safety..... | 349 |
| APPENDIX XXIV - Workplace Violence Plan..... | 349 |
| APPENDIX XXV - Reporting of Crimes..... | 350 |



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 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.

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 (VCCCD). “In attendance” is defined as an individual whose application has been accepted and entered into the district student database.

The colleges of the Ventura County Community College District, (Moorpark College, Oxnard College, Ventura College), 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 Vice President of Student Affairs or designee.

No VCCCD college is authorized to permit access to student records to any person outside of the college without the written consent of the student or under judicial order except to college officials and employees with legitimate educational interest. Student records are available in cases of requests for directory information or noted exceptions to law requiring response to subpoenas and court orders.

Directory Information

VCCCD colleges 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 Vice President of Student Support 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. Each student has the right to inspect and review the record of his/her own education. Any currently enrolled or former student has the right to access any or all 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 Vice President of Student Support 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 Vice President of Student Support 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. Each student has the right to request amendment of the education records 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 observer’s 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. All decisions of the Governing Board are final.

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

which 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.

Each student has the right to consent to disclosures of personally identifiable information contained in the education records, except to the extent that FERPA authorizes disclosure without consent.

3. One exception which permits disclosure without consent allows access to school officials with legitimate educational interests, including review of academic records to fulfill their professional responsibility to the College or District. 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 VCCCD 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.

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:

- A student to whom access is granted pursuant to Education Code 76230.
- Parties to whom directory information is released pursuant to 76240.
- Parties for whom written consent is executed by the student pursuant to 76242.
- 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. Each student has 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. Any concerns of this nature may be addressed to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Withholding of Student Records for Nonrepayment of Financial Obligations

The colleges of the District shall withhold diplomas and registration privileges, or any combination thereof, from any student or former student who fails to pay a proper financial obligation due the District or a college, provided that the student shall be given written notification and the opportunity to explain if the financial obligation is in error.

The definition of proper financial obligation shall include, but is not limited to: student tuition and fees; obligations incurred through the use of facilities, equipment or materials; library fines; unreturned library books; materials remaining improperly in the possession of the student; and/or any other unpaid obligation a student or former

student owes to the District. A proper financial obligation does not include any unpaid obligation to a student organization.

Any item or items withheld shall be released when the student satisfactorily meets the financial obligation.

Appeals to this procedure should be addressed by the Vice President for Student Services at each campus.

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 without regard to national origin, religion, age, sex, sexual orientation, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he/she is perceived to have one or more of the foregoing characteristics or based on association with a person or group with one or more of these actual or perceived characteristics, in accordance with the requirements of Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 (as amended by the Equal Employment Opportunity Act of 1972), sections 503 and 504 of the Rehabilitation Act of 1973 and the Rehabilitation Act Amendments of 1974, Executive Order 11246 (as amended by Executive Order 11375), and the Federal Age Discrimination Employment Act of 1967 and the Age Discrimination Employment Act Amendments of 1978 and the Americans with Disabilities Act of 1992. The Vice President, Student Support is the Title IX Facilitator and the ADA/504 Coordinator and can be reached at (805) 378-1400.

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 the Vice President, Student Support 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 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
761 East Daily Drive Camarillo, California 93010
Phone: (805) 652-5510

Education Programs

VCCCD shall provide access to its services, classes and programs without regard to national origin, religion, age, sex, sexual orientation, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he/she is perceived to have one or more of the foregoing characteristics or based on association with a person or group with one or more of these actual or perceived characteristics.

All courses, including noncredit classes, shall be conducted without regard to the gender of the student enrolled in the classes. As defined in the Penal Code, "gender" means sex, and includes a person's gender identity and gender expression. "Gender expression" means a person's gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth.

VCCCD shall not prohibit any student from enrolling in any class or course on the basis of gender.

Academic staff, including but not limited to counselors, instructors and administrators shall not offer program guidance to students which differs on the basis of gender.

Insofar as practicable, the District shall offer opportunities for participation in athletics equally to male and female students.

Nondiscrimination References for Employment:

California Code of Regulations, Title 2, Section 10500 et seq. California Code of Regulations, Title 5, Section 53000 et seq. California Education Code Section 87100 et seq.

California Government Code Section 11135 et seq. California Government Code Section 12940 et seq.

Employment

VCCCD shall provide equal employment opportunities to all applicants and employees regardless of national origin, religion, age, race or ethnicity, sex, sexual orientation, gender, gender identity, gender expression, color, medical condition, genetic information, ancestry, marital status, physical or mental disability, pregnancy, or military and veteran status.

All employment decisions, including but not limited to hiring, retention, assignment, transfer, evaluation, dismissal, compensation, and advancement for all position classifications shall be based on job-related criteria as well as be responsive to VCCCD needs.

VCCCD shall from time to time as necessary provide professional and staff development activities and training to promote understanding of diversity.

It is unlawful to discriminate against a person who serves in an unpaid internship or any other limited-duration program to provide unpaid work experience in the selection, termination, training, or other terms and treatment of that person on the basis of their national origin, religion,

age, sex, sexual orientation, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, marital status, physical or mental disability, pregnancy, or military and veteran status.

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 harassment should direct his/her concerns with any of the following individuals:

1. Vice President, Student Affairs (or designee): (805) 289-6113.
2. 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 submit a BIT report (cases involving student accusations) or, in the event of a complaint against an employee, direct the complaint and/or the complainant to the Vice Chancellor of Human Resources at the District Administrative Office.

Investigative Procedure

The Title IX Coordinator (or designee), the Sexual Harassment Intake Facilitator (or designee), or the Vice Chancellor of Human Resources (or designee) will initiate a sexual misconduct investigation that shall include, but may not be limited to:

1. Interviews with the complainant, the respondent/accused party, 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 misconduct 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 investigator will prepare a written report setting forth the results of the investigation. In cases in which employees have been accused of sexual misconduct, the findings shall be reported to the Vice Chancellor of Human Resources (or designee);
4. Final disposition shall be reported back to the complainant and the respondent/accused in a timely manner. In cases of employee accusations, the final disposition will be filed with the State Chancellor's office in Sacramento. In cases in which accusations are made about a student or students, the final disposition will be filed with the campus Conduct Officer/Vice President, Student Services (or designee), and sanctions, if any, will be applied to students out of the Conduct Office.

C. 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, misconduct, and/or retaliation.

D. 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.

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.

E. The Definition of Sexual Misconduct

Sexual Misconduct comprises a broad range of unwelcome behaviors focused on sex and/or gender that may or may not be sexual in nature.

- Any intercourse or other intentional sexual touching or activity without the other person's Consent is Sexual Assault, and is a form of Sexual Misconduct under this Policy.
- Sexual Misconduct encompasses Sexual Harassment, Sexual Assault, Sexual Exploitation, or Gender-based Harassment, which is a form of Harassment based on gender identity, gender expression, or non-conformity with gender stereotypes.
- Sexual Misconduct may also encompass acts of a sexual nature, including acts of Sexual Stalking, Domestic Violence, and Dating Violence, Intimidation, or for Retaliation following an incident where alleged Sexual Misconduct has occurred.
- Sexual Misconduct can occur between strangers or acquaintances, or people who know each other well, including between people involved in an intimate or sexual relationship, can be committed by anyone regardless of gender identity, and can occur between people of the same or different sex or gender.

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
(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

Associated Students

The Governing Board of the Ventura County Community College District (VCCCD) recognizes the need for and authorizes the operations of the Associated Students in accordance with Education Code sections 10701 to 10705, inclusive.

Privileges of Student Organizations

1. In order to use the name of one of the VCCCD colleges, (Moorpark College, Oxnard College, Ventura College), 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 or staff advisor who is a certified employee of the District and who is chosen by the members of that organization and approved by the Vice President of Student Support or designee.
4. Chartered student organizations shall be open to all students regardless of race, creed or national origin.

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.

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:
 - that the cause or issue being advocated is legal.
 - that the District's outside speaker policy is observed.
 - 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.
 - 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.

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.

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.

Use of Areas Generally Available to Students and the Community

1. The students and employees of the District and members of the public shall be permitted to exercise their rights of free expression subject to the time, place, and manner policies and procedures contained in Board Policy 3900 and this procedure.
2. The District shall not restrict free expression in "areas generally available to students and the community," defined as grassy areas, walkways or other similar common areas. This definition governs the phrase "areas generally available to students and the community" as it is used in Board Policy 3900 and throughout this administrative procedure.
3. The areas generally available to students and the community are designated public forums. For purposes of further defining "areas generally available to students and the community," no person may engage in the circulation of petitions, leaflets, newspapers and other printed matter in the following areas: within 25 feet of doorways opening to outdoor areas of campus, all indoor facilities including, but not limited to campus offices, classroom facilities, libraries, performing art facilities, indoor or outdoor athletic facilities, parking lots, student lounge, warehouses, and maintenance yards. All areas generally available to students and the community, as set forth above, may be reserved by the District, including recognized student organizations, for specific uses.
4. Use of areas generally available to students and the community shall be subject to the following:
 - a. Persons wishing to engage in speech or expressive activities in the areas generally available to students and the community are encouraged to inform the Chief Student Service Officer or designee of their intent to be present in such areas. The District encourages such check-in as a means to provide for safety and for the equitable use of such areas. Individuals availing themselves of such areas generally available to students and the community, whether they decide to check-in or not, may remain anonymous.
 - b. Persons using areas generally available to students and the community shall not touch, strike or impede the progress of passerby, nor shall they force passerby to take materials.

- c. Persons using areas generally available to students and the community shall not use any means of amplification that creates a noise or diversion that disturbs or tends to disturb the orderly conduct (as defined under Penal Code Section 626.6) of the campus or classes, other lawful activities.
- d. Persons using areas generally available to students and the community shall not solicit donations of money, through direct requests for funds, sales of tickets, goods, or otherwise, except where he or she is using such areas on behalf of, and collecting funds for an organization that is registered with the Secretary of State as a nonprofit corporation or is an approved Associated Students Organization or club.
- e. Non-student use of any areas, classrooms, rooms, buildings, facilities and grounds not reserved and open for speech or expressive activities is subject to the Civic Center Permit rules set forth in Board Policy and Administrative Procedure 6700, "Civic Center and Other Facilities Use."

Distribution of Materials

All persons using areas generally available to students and the community shall be allowed to distribute petitions, circulars, leaflets, newspapers, and other printed matter. Such distribution shall take place only within those areas. Those individuals or groups distributing materials in these areas, other than material that is discarded or dropped in or around an appropriate receptacle, shall make a reasonable effort to retrieve and remove such materials, prior to their departure from the areas that day.

Posting

1. Open Posting
 - a. There are bulletin boards and open posting areas identified and maintained throughout the College campus on which students, student clubs and recognized student organizations, College Faculty and Staff, and members of the community may post materials.
 - b. The number of such bulletin boards may change from time to time. Materials may be posted on such bulletin boards with approval of the Chief Student Services Officer or designee. Materials posted in all other locations will be removed, including windows, classroom doors, walls, etc.
 - c. Open posting bulletin boards and open posting areas will be cleaned periodically.
2. Posting by Student Clubs and Recognized Student Organizations
 - a. Student Clubs and Recognized Student Organizations (collectively referred to as "student clubs") may have printed materials relating to activities and events that have been approved pursuant to Administrative Procedure 5450 posted on bulletin boards reserved for student clubs, official College communications, as well as in authorized open posting areas.
 - b. Prior to posting of such materials by student clubs, the materials will be presented to the Office of Student Activities at each campus for the purpose of receiving an expiration date stamp, on materials to be posted on bulletin boards reserved for student clubs, and official College communications. Such expiration date stamped materials may only be removed by a representative of the originating club or organization, or at the direction of the Office of Student Activities at each campus, but neither expiration nor removal shall occur sooner than two weeks after the expiration date stamp appearing on any posted material, or the day after the scheduled event or activity.

- c. Student clubs and organizations may bring a draft of the materials to be posted to the Office of Student Activities for assistance with design and content.
3. Rules Governing the Posting of Materials
 - a. Approved posting locations are bulletin boards labeled "Student Spaces" or approved bulletin boards in classrooms.
 - b. Do not post on glass, painted surfaces (including painted light posts and railings), or trees.
 - c. All postings must use adhesive tape only. Staples may be used on the bulletin boards. Duct tape is not allowed. The Student Activities Offices at each college recommends using the blue painters tape found at most home improvement or drug stores.
 - d. Postings may not be placed over previously posted or approved materials.
 - e. Originating individuals and organizations are requested to take responsibility for maintaining its posting in a neat manner.

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:
 - chartered student organizations;
 - certificated personnel;
 - organizations of college employees;
 - the associated students;
 - groups of ten or more students;
 - community organizations and groups under the Civic Center Act. (Education Code, 82537-82548).
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
6. 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.
7. The Vice President of Academic Affairs or designee may approve other areas if unusual circumstances require tables.
8. Tables
 - Student organization and groups cited may maintain a table in the quad areas.

- Tables shall be staffed at all times. The name of the sponsoring organization shall be displayed at each table.
- Tables shall be furnished by the Maintenance & Operations Department. Posters shall be attached to the tables.
- 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.

9. Shower Facilities for Homeless Students

- The District maintains shower facilities for student use on campus that may be used by any homeless student who is enrolled in a minimum of six (6) units of coursework, has paid enrollment fees, and is in good standing with the district.
- A homeless student is defined as a student who does not have a fixed, regular, and adequate nighttime residence. This includes, but is not limited to, students who: are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to lack of alternative accommodations; are living in emergency or transitional shelters; have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings; or are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- Shower facilities are located at each college and are open to use by homeless students at hours prescribed by college president. In the event that these hours conflict with the hours of an intercollegiate athletic program, the district will provide an alternative schedule at the direction of the college president.

10. Exceptions to this Administrative Procedure may occur on a case-by-case basis as determined by the Vice President of Student Services at each college.

APPENDIX V STUDENT RIGHTS AND GRIEVANCES

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 a Ventura County Community College (VCCCD), (Moorpark College, Oxnard College, Ventura College), institutional 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:

- Sex discrimination as prohibited by Title IX of the Higher Education Amendments of 1972.
- Financial aid determinations made at the college or District level.
- 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.

- 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.
- Violation of published District rules, Board Policies, and Administrative Procedures, except as set forth below.

This procedure does not apply to:

- 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 the Vice President of Academic Affairs.
- 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.
- Appeals for residency determination. Residency appeals should be filed with the Admissions and Records Office.
- Student disciplinary actions, which are covered under separate Board Policies and Administrative Procedures.
- Police citations (i.e. “tickets”); complaints about citations must be directed to Campus Police.
- Evaluation of the professional competence, qualifications, or job performance of a District employee.
- 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 at 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 MISCONDUCT

California Education Code Section 67385 requires that community college districts adopt and implement procedures to ensure prompt response to victims of sexual misconduct which occur on campus or during official campus events, as well as providing the victims with information regarding treatment options and services.

The institutions of the Ventura County Community College District (VCCCD), (Moorpark College, Oxnard College, Ventura College), exercise 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

VCCCD colleges exercise 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, the institution 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) 678-5832

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
- Campus Health Center, (805) 299-6346
- Evening Attendant, (805) 746-5293
- Title IX Coordinator
 - Mary Jones (805) 289-6147, Deputy TIX Coordinator
 - Jesus Vega (805) 289-6507, TIX Coordinator

7. Procedures for Ongoing Case Management

With the victim's consent, follow-up intervention may be provided, as needed, by a College Mental Health Professional for psychological counseling. The Vice President of Student Support (or designee) will track the victim's academic progress and will assist, when requested, by arranging academic counseling, tutoring, and other services deemed appropriate.

The Vice President of Student Support (or designee) or the Associate Vice Chancellor of Human Resources (or designee) will initiate disciplinary procedures and inform the victim of the status of any disciplinary actions and the Vice President of Student Support 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: DSPS Coordinator, Health Services Coordinator, 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 warning, reprimand, probation, and suspension to expulsion. The student disciplinary procedures of the college are described in this catalog. They are initiated by the Vice President of Student Support (or a designated Conduct Officer). 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 Vice President of Student Support.

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 a Ventura County Community College District (VCCCD) institution, (Moorpark College, Oxnard College, 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 Vice President of Student Support 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.

Attorney Use Policy

The intent of the Ventura College student conduct process is to provide a developmental opportunity to provide reflection and sustained behavioral change in instances where a disruption to the learning environment has occurred. This process is not designed to be adversarial, even where there is lack of agreement on the facts, circumstances or proposed sanction.

As such, it is the policy of Ventura College to exclude the use of attorneys in student conduct proceedings. An exception to this policy

is hereby granted in instances where the college has decided to proceed with a student conduct hearing based on the same behaviors for which the student is currently subject to prosecution for a felony offense or matters involving any violations of Title IX of the Federal Education Code. In such instances, the student may be accompanied by one attorney (or non-attorney) of his or her choice to act as an advisor. During the hearing the advisor shall not speak on behalf of the student. A representation letter is requested from the attorney five working days before the hearing.

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 Panel 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 2013 Cohort

In compliance with the Student-Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of our college district to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2014, 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 on the next page. 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 2014 to Spring 2017. 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 2015 to Spring 2017, are transfer students.

This information can be accessed through the following website: srk.cccco.edu/index.asp.

| | MC | OC | VC |
|-----------------|--------|--------|--------|
| Completion Rate | 37.72% | 23.83% | 34.83% |
| Transfer Rate | 9.40% | 1.90% | 5.53% |

Crime Awareness Statistics

The security of all members of the campus community is of vital concern to each Ventura County Community College District (VCCCD) institution (Moorpark College, Oxnard College, Ventura College). We ask anyone who witnesses or is a victim of a crime to immediately report it to Campus Police: MC- (805) 378-1455, OC- (805) 678-5805, VC- (805) 289-6486. Also, we ask everyone to support crime prevention 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

**Crimes Committed on
VCCCD Campuses During 2019**

| TYPE OF CRIME: | MC | OC | VC |
|---|-----------|-----------|-----------|
| Homicide | 0 | 0 | 0 |
| Rape | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 |
| Burglary | 1 | 2 | 2 |
| Vehicle Burglary | 7 | 0 | 0 |
| Grand Theft | 0 | 0 | 4 |
| Petty Theft | 4 | 7 | 9 |
| Motor Vehicle Theft | 1 | 1 | 1 |
| Arson | 0 | 0 | 0 |
| Misdemeanor Assault | 0 | 0 | 0 |
| Alcohol Violations | 3 | 1 | 8 |
| Drug Violations | 3 | 12 | 21 |
| Vandalism | 9 | 18 | 7 |
| Bomb Threats | 0 | 0 | 0 |
| Fraud/Embezzlement | 0 | 2 | 0 |
| Weapons Violation | 0 | 0 | 1 |
| Battery | 0 | 2 | 0 |
| Sexual Battery | 0 | 0 | 0 |
| Indecent Exposure | 0 | 0 | 0 |
| Felony Arrest | 0 | 0 | 2 |
| Misdemeanor Arrest | 0 | 1 | 14 |
| Restraining Order | 0 | 0 | 0 |
| Hate Crimes | 0 | 0 | 0 |
| Stalking | 0 | 0 | 0 |
| Mental Illness Detention | 0 | 0 | 1 |
| DUI Arrest | 0 | 0 | 0 |
| Annoying Phone Calls | 0 | 0 | 1 |
| Sex Offender Registrants | 2 | 6 | 10 |
| Computer Crime | 0 | 0 | 0 |
| Traffic Hit and Run | 28 | 4 | 10 |
| Traffic Accidents | 16 | 7 | 9 |
| Criminal Threats | 0 | 0 | 0 |
| Alcohol Law Disciplinary Referrals | 0 | 0 | 0 |
| Warrant Arrests | 0 | 4 | 13 |
| Domestic Violence (added 2015) | 0 | 0 | 0 |
| TOTAL CRIMES ON THE CAMPUSES (3-YEAR COMPARISONS:) | | | |
| 2017: | 114 | 41 | 81 |
| 2018: | 86 | 77 | 80 |
| 2019: | 74 | 67 | 113 |

**APPENDIX IX
FINANCIAL AID PROGRAMS**

The Ventura County Community College District (Moorpark, Oxnard, and Ventura College) participates in a variety of financial aid programs in order to assist students in paying for their postsecondary education. The District is dedicated to providing students superior financial services while complying with all state and federal requirements. Financial aid policy and procedure handbooks are available in each college Financial Aid Office.

Financial Aid

Financial aid is available to eligible students through waivers, grants, scholarships, loans and part-time employment. Recipients may receive more than one category of assistance and, in some cases, assistance from all categories depending upon financial need.

While the District subscribes to, and supports, the philosophy that the primary responsibility for funding college expenses lies with students and their families, it recognizes that some students or their families have limited financial resources and are unable to meet all of the expenses associated with higher education without supplemental assistance.

Financial Aid programs may include, but are not limited to:

- a. California College Promise Grant (CCPG)
- b. Cal Grants
- c. Federal Pell Grants
- d. Federal Direct Student Loan Programs
- e. Federal Supplemental Educational Opportunity Grants (FSEOG)
- f. Student Success Completion Grant (SSCG)
- g. Chafee Program (for former Foster Youth)
- h. Work Student Programs
- i. Scholarships
- j. California College Promise Programs currently Moorpark College Promise, Oxnard College Promise and Ventura College Promise

Application Process

Students who would like to be considered for financial aid must apply using either the Free Application for Federal Student Aid (FAFSA), or the California Dream Act Application. Links to these forms can be found on the Financial Aid webpages on the college websites. Students who wish to apply for the California College Promise Grant (CCPG) and/or California College Promise Programs may submit a FAFSA or the California Dream Act application each application year.

Some financial aid resources require a student to submit additional application materials; such as scholarships. All students are encouraged to apply for scholarships that may contribute to their financial resources while attending college.

Deadlines

See the Financial Aid webpages on the college websites for specific Financial Aid and Scholarship deadlines under "Important Dates". All deadlines will be strictly adhered to.

Student Eligibility

Recipients of aid from federal and state funded programs must be students enrolled in eligible programs of study for the purpose of obtaining a degree, certificate, or transfer. In addition to financial need, other eligibility requirements for most federal and state programs include:

- a. Having a high school diploma, a General Educational Development (GED) certificate, completing home schooling at the secondary level as defined by state law, passing the California High School Proficiency Examination (CHSPE), the High School Equivalency Test (HiSET), or passing the Ability to Benefit Test (if grandfathered in), administered at the Testing Center and which has been approved by the Department of Education;
- b. Being a U.S. Citizen or eligible non-citizen
- c. Maintaining Satisfactory Academic Progress (SAP) in accordance with the standards;
- d. Not be in default on federal loan or grant overpayment;
- e. Be registered with the selective service, if required;
- f. Have a valid social security number.

State aid does not require a student to have a valid social security number. Some AB540 students may be eligible for federal aid, while others may only be eligible for state aid. Deferred Action for Childhood Arrivals (DACA) students are only eligible for state aid.

Residence Classification

Residency classification is the responsibility of the Registrar's Office and shall be determined for each student at the time of application for admission pursuant to California Education Code and Title 5 Administrative Code. The residency determination is that day immediately preceding the opening day of instruction for any session, as set by the district governing board, during which the student proposes to attend a college. Enrollments in late starting classes within a term are subject to this uniform residence determination date (each term only has one residence determination date).

Students shall be notified of residence determination within 14 calendar days of submission of application.

Rules Determining Residence

In order to establish a residence, it is necessary that there be a union of act and intent. To establish residence, a person capable of establishing residence in California must couple his/her physical presence in California with objective evidence that the physical presence is with the intent to make California the home for other than a temporary purpose pursuant to Education Code sections 68017 and 68062 and Title 5 section 54020.

A student who has resided in the state for more than one year immediately preceding the residency determination date is a resident. The one year residence period, which a student must meet to be classified as a resident, does not begin to run until the student is both present in California and has manifested clear intent to become a California resident.

A student who has not resided in the state for more than one year immediately preceding the residency determination date is a nonresident.

The burden is on the student to demonstrate clearly both physical presence in California and intent to establish California residence.

If a student, or the parent of a minor student, relinquish California residence after moving from the state, one full year of physical presence, coupled with one full year of demonstrated intent to be a California resident, is required to reestablish residence for tuition purposes, except as provided by Education Code section 68070 [Student who remains in state after parent moves elsewhere].

- 1) The residence of each student enrolled in or applying for enrollment in any class or classes maintained by Ventura County Community College District (VCCCD) shall be determined in accordance with the Education Code which states that every person has, in law, a residency.

Intent to make California the home, for other than a temporary purpose, may be manifest in many ways.

No one factor is controlling.

- Every person who is married or 18 years of age, or older, and under no legal disability to do so, may establish residence.
- A person may have only one residence.
- A residence is the place where one remains when not called elsewhere for labor or other special temporary purpose and to which one returns in seasons of repose.
- A residence cannot be lost until another is gained.
- The residence can be changed only by the union of act and intent.
- The residence of the parent with whom an unmarried minor child maintains his/her place of abode is the residence of the unmarried minor child. When the minor lives with neither parent, the minor's residence is that of the parent with whom the last place of abode was maintained, provided the minor may establish his/her residence when both parents are deceased and a legal guardian has not been appointed.
- The residence of an unmarried minor who has a parent living cannot be changed by the minor's own act, by the appointment of a legal guardian, or by relinquishment of a parent's right of control.

- 2) Residency Determination for Military Personnel and Dependents

Consult BP 5013 and AP 5013 "Students in the Military" for information regarding residency determination as applied to active-duty military personnel and their dependents.

- 3) Reclassification

A student previously classified as a nonresident may be reclassified as of any residence determination date upon submission of a Request for Residency Reclassification and adequate documentation to support that California residency has been established.

Requests for Residency Reclassification are to be submitted to the Admissions and Records Office. Written documentation will be required of the student in support of the reclassification request.

A questionnaire to determine financial independence is included in the request for reclassification. The determination that a student is not financially independent will weigh against a request for reclassification.

A student shall be considered financially independent for purposes of residence reclassification if the applicant meets all of the following requirements:

- Has not and will not be claimed as an exemption for state and federal tax purposes by his/her parent in the calendar year prior to the year the reclassification application is made and in any of the three calendar years prior to the reclassification application.

- Has not and will not receive more than seven hundred fifty dollars (\$750) per year in financial assistance from his or her parent, in the calendar year the reclassification application is made and in any of the three calendar years prior to the reclassification application, and
- Has not lived and will not live for more than six weeks in the home of his/her parent during the calendar year the reclassification application is made and in any of the three calendar years prior to the reclassification application.
- Relevant documentation to support a finding of financial independence may include tax returns from the student to verify the student's income and from parents to verify the student was not included as a dependent, W-2's, apartment rental contracts for leases, and copies of other necessary financial documentation (bank statements, loans, trusts, etc.) to verify the sources of the student's income/savings.

Financial dependence in the current or preceding calendar year shall weigh more heavily against finding California residence than financial dependence in the preceding second and third calendar years.

Financial dependence in the current or preceding calendar year shall be overcome only if (1) the parent on whom the student is dependent is a California resident, or (2) there is no evidence of the student's continuing residence in another state.

A student who has established financial independence may be reclassified as a resident, if the student has met the requirements of section 54020 (union of act and intent), for one year prior to the residence determination date.

In determining whether the student has objectively manifested intent to establish California residence, financial independence shall weigh in favor of finding California residence and financial dependence shall weigh against finding California residence.

Financial dependence in the current or preceding calendar year shall weigh more heavily against finding

California residence, than shall financial dependence in earlier calendar years. Financial dependence in the current or preceding calendar year shall be overcome only if (1) the parent on whom the student is dependent is a California resident, or (2) there is no evidence of the student's continuing residence in another state. The title 5 section 54032(d) a district to disregard a finding of financial dependence where there is not intent to establish (or maintain) residence in another state. The ultimate question is whether the student has demonstrated intent to become a California resident. Since financial status is only one factor to be considered and districts may still wish to require some further affirmative showing of objective intent to become a California resident.

4) Non-Citizens

The District may admit any non-citizen who is 18 years of age or a high school graduate.

If non-citizens are present in the United States without lawful immigration status or with any type of temporary visa, they will be classified as nonresidents and charged nonresident tuition unless they meet the exceptions contained below:

If, for at least one year and one day prior to the start of the semester in question, a non-citizen has possessed any immigration status that allows him/her to live permanently in the United States and he/she meets the California residency requirements, the student can be classified as a resident.

Any students who are U.S. citizens, permanent residents of the U.S., and aliens who are not nonimmigrants (including those who are undocumented), may be exempt from paying nonresident tuition if they meet one of the following requirements:

- Total attendance of, or attainment of credits earned while in California equivalent to three or more years of full-time attendance or attainment of credits at any of the following: (a) California high schools; (b) California high schools established by the State Board of Education; (c) California adult schools established by either a county office of education, unified or high school district, or the Department of Corrections and Rehabilitation; (d) campuses of the California community colleges; or (e) a combination thereof; or
- Three or more years of full-time high school coursework in California, and a total of three or more years of attendance in California elementary schools, or a combination of California elementary and secondary schools.

Additionally, the following requirements must be met:

- Graduation from a California high school or attainment of the equivalent thereof; or completed an associate degree from a California Community College; or completed the minimum requirements at a California Community College, or fulfill the minimum transfer requirements established for the University of California or the California State University for students transferring from a campus of the California Community Colleges;
- Registration or enrollment in a course offered by any college in the District for any term commencing on or after January 1, 2002,
- Completion of a questionnaire form prescribed by the Chancellor of the California Community Colleges and furnished by the District of enrollment, verifying eligibility for this nonresident tuition exemption; and
- In the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize his/her immigration status, or will file an application as soon as he/she is eligible to do so.

Documents and information obtained in implementing this exemption are confidential.

Nonresident 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 her or she intends to establish residency in California as soon as possible;
- Documentation shall be provided by the student as required by the statute as specified in California 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 at the student's primary campus.

Special part-time admission students who are determined to be nonresidents may be admitted and classified as nonresidents but exempt from paying nonresident tuition per California Education 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 11.99 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.

The attendance of nonresident students shall not be claimed for apportionment funding except as allowed by law under the California Education Code and Title 5 Administrative Code.

5) Right To Appeal

Students who have been classified as non-residents have the right to a review of their classification (Title 5 Section 54010 (a)). Any student, following a final decision of residence classification by the Registrar's Office may make written appeal to the Dean of Student Services or designee within 30 calendar days of notification of final decision by the college regarding classification.

6) Appeal Procedure

The appeal is to be submitted to the appropriate dean. The appeal must include a cover letter indicating the student's rationale, and the documented, verifiable evidence as to why his or her residency classification is incorrect.

The appropriate dean shall review all applicable records including the application for admission (may be a copy of the student's online admission application), the residency reclassification request form and supporting documentation, and may request additional information from either the student or the Registrar's Office.

Within 30 calendar days of receipt, the appropriate dean shall send a written determination to the student. The determination shall state specific facts on which the appeal decision was made.

Consortium Agreement

The purpose of a consortium agreement is to establish a process for students to receive student financial aid during a concurrent enrollment period between institutions. Students will receive federal financial aid from their primary college of record, CCPG and California College Promise Program from each campus as determined by enrolled courses per college. Students may receive a California College Promise Grant (CCPG) and/or AB 19 California Promise Programs from one or multiple colleges in the VCCCD as determined by enrolled courses per college, AB 19 program rules, and availability.

Packaging

It is the procedure of the District to package financial aid funds for all students in a manner consistent with federal and state regulations.

Payment Procedures

The Ventura County Community College District (VCCCD) partners with a third-party service provider to deliver financial aid student refund(s).

Overpayments/Overawards

VCCCD will determine the amount of federal and/or state financial aid a student has earned in accordance with federal and state regulations. Recipients of federal programs are subject to the Return of Title IV funds requirements.

Students who receive federal financial aid and do not attend any classes will be required to repay all of the funds they have received. Students who withdraw from all classes prior to completing more than 60% of the semester will have their financial aid eligibility recalculated based on the percentage of the semester completed and will be required to repay any unearned financial aid they have received.

At VCCCD, a student's withdrawal date is:

- a. The date the student officially notified the Admissions & Records Office of their intent to withdraw, or
- b. The date posted by the instructor indicating the last day of attendance or no attendance.

Accounting Requirements

The District ensures internal checks and balances by separating the functions of authorizing payment and disbursing or delivering funds so that no single person or office exercises both functions for any student receiving Federal Student Aid (FSA) funds.

Satisfactory Academic Progress

The Ventura County Community College District Financial Aid Offices establish Standards of Satisfactory Academic Progress (SAP) 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 a Ventura County Community College District (VCCCD) transcript. Failure to maintain these standards may result in loss of financial aid eligibility. Students must meet these requirements to remain eligible to receive financial aid.

Fraudulent Documents

Submission of fraudulent documents or behavior is a violation of the Student Code of Conduct and as such, subject to disciplinary action. The student will be informed that withdrawing the fraudulent document and/or information is not a pardon from disciplinary action. In addition, students who are found to have submitted fraudulent documents will have to repay any funds received. Any student submitting a fraudulent

document and/or information will be referred to the Dean of Student Affairs and/or designee for disciplinary action and may be reported to the U.S. Office of Inspector General.

Misrepresentation

Misrepresentation is defined as any false, erroneous, or misleading statement that the District, a representative of the District, or service provider with which the District has contracted to provide educational programs, marketing, advertising, recruiting, or admissions services, makes directly or indirectly to a student, prospective student, a member of the public, an accrediting agency, a state agency, or the United States Department of Education. A misleading statement includes any statement that has the likelihood or tendency to deceive or confuse. If a person to whom the misrepresentation was made could reasonably be expected to rely on, or has reasonably relied on, the misrepresentation, the misrepresentation would be deemed substantial. This procedure does not apply to statements by students through social media outlets or by vendors that are not providing covered services, as reflected herein.

Loss of Eligibility for CCPG

A student shall become ineligible for a CCPG if the student is placed on academic or progress probation, or any combination thereof, for two consecutive semesters (Fall or Spring). Loss of eligibility shall become effective at the first registration opportunity after such determination is made.

The District shall notify students of their placement on academic or progress probation no later than thirty days following the end of the semester that resulted in the student's placement on probation. The notification must clearly state that two consecutive semesters of probation will lead to a loss of the CCPG until the student is no longer on probation. The notification must also advise students about the available student support services to assist them in maintaining eligibility.

The District shall prominently display, and disseminate information ensuring that students are advised about the student support services available to assist them in maintaining and reestablishing CCPG eligibility. Dissemination includes, but is not limited to, the District financial aid website, and information provided in college catalogs and college websites.

Moorpark, Oxnard and Ventura College have established written procedures by which a student may appeal the loss of CCPG due to extenuating circumstances, economic situation, or when a student with a disability applied for, but did not receive, a reasonable accommodation in a timely manner. The procedure is posted on the District and college financial aid websites. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances that might include documented changes in the student's economic situation or evidence that the student was unable to obtain essential student support services.

* Appeals for these circumstances will be reviewed by the Loss of Promise Appeals Committee. Appeals are reviewed on a case-by-case basis and prioritized by the date received. Students are notified by e-mail of the outcome.

Appeal Deadlines

Appeals must be submitted before the end of the fiscal year.

Appeal decisions are final.

Submitting an appeal form does not guarantee approval. Appeal approval for Loss of Enrollment Priority and/or CCPG loss will not reinstate eligibility for other financial aid programs (Pell Grant, Direct Loans, etc.) A separate appeal will need to be submitted to the Financial Aid Office and reviewed for financial aid eligibility.

Current and Former Foster Youth and Special Eligibility Categories

Foster youth, former foster youth no older than 25, and students eligible for the CCPG based on the special classifications are not subject to the loss of CCPG eligibility.

In addition, other fee waivers authorized outside of Section 76300(g)

1) are considered special categories and are not subject to loss due to the Section 76300(g)(1) standards.

The special categories are:

- Dependents of California National Guard Members
- Dependents of veterans
- Congressional Medal of Honor recipients and their dependents
- Surviving dependents of the September 11, 2001 attacks
- Dependents of law enforcement or fire suppression personnel

Tuition and Fees for 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 is entitled to resident classification only for the purpose of determining the amount of tuition and fees.

If that member of the Armed Forces of the United States who is in attendance at an institution is thereafter transferred on military orders to a place outside this state where the member continues to serve in the Armed Forces of the United States, he or she shall not lose his or her resident classification so long as he or she remains continuously enrolled at that institution.

A student who is a natural or adopted child, stepchild, or spouse who is a dependent 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 member of the Armed Forces of the United States, whose dependent natural or adopted child, stepchild, or spouse is in attendance at an institution, (1) is thereafter transferred on military orders to a place outside this state where the member continues to serve in the Armed Forces of the United States, or (2) is thereafter retired as an active member of the Armed Forces of the United States, the student dependent shall not lose his or her resident classification so long as he or she remains continuously enrolled at that institution.

Military Veteran Exception

A community college 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.

A student claiming the residence classifications provided for in this procedure must provide a statement from the student's commanding officer or personnel officer providing evidence of active duty assignment to California and the date of the assignment to California. A student claiming the residence classifications provided for here for the dependent of military personnel shall provide a statement from the military person's commanding officer or personnel officer that the military person's active duty assignment is in California as of the residence determination date, or has been transferred outside of California on active duty after the residence determination date, or that the military person has retired from active duty after the residence determination date. (Title 5 Sections 54041; 54042)

Note that the residency status conferred under this section does not entitle students to the full benefits of classification as a California resident. Students will need to petition for reclassification to California resident status as soon as they are eligible to do so.

Veterans Access, Choice, and Accountability Act (VACA) and SB 81

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, Post-9/11 GI Bill education benefits or Training and Rehabilitation for Veterans with Service-Connected Disabilities (Chapters 30, 31, 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:

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.

An individual eligible for transferred Post-9/11 G.I. Bill benefits while the transferor is on active duty who resides (lives) in California (regardless of his/her formal state of residence) as described in 38 USC 3679(c)(2)(B)(ii)(II).

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.

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).

An individual eligible for rehabilitation under 38 U.S. Code § 3102 pursuing a course of education with education assistance from the Training and Rehabilitation for Veterans with Service-Connected Disabilities (Chapter 31) education benefits program.

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) or the Authorization of Entrance into Rehabilitation and Certification (Chapter 31 Referral) 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, 31, 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", is also required to confirm the "covered individual" status as it will show the effective date of the veteran's discharge from active service.

Veterans' Administration Education Assistance Programs

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 Veterans' Administration Education Assistance Programs.

FEES

Required fees include:

I. Enrollment

A. A per unit enrollment fee of \$46 shall be charged each student enrolled per term or session. Enrollment fees will be waived for low income students who demonstrate eligibility according to income standards established by the Board of Governors. Dual Enrollment students are exempt from enrollment fees with certain limits.

B. Nonresident tuition with these permissive exemptions

1. All nonresident students enrolling for 6 or fewer units; or
2. A student who is a citizen and resident of a foreign country who demonstrates financial need

C. Nonresident tuition with these mandatory exemptions:

1. All qualifying nonresident special "part-time" students (other than those with a non-immigrant status, such as those present in the United States on a B Visitor Visa *) under an AB 288 College and Career Access Pathways Partnership (CCAP) dual enrollment agreement with a school district, are permitted to enroll in up to 15 credit units and the units may not constitute more than four community college courses per term.
2. All qualifying nonresident special "part-time" students under a non-CCAP dual or concurrent qualifying nonresident special "part-time" students under a non-CCAP dual or concurrent enrollment agreement, are permitted to enroll in up to 11.99 credit units per term in accordance with Education Code section 76001(d).

Note: Attendance generated by exempted nonresident special "part-time" students listed above is eligible to be reported for apportionment purposes.

In addition to the enrollment fees of \$46 per unit, nonresident students are assessed nonresident tuition fees, that are published in a public location. AB 540 added Education Code Section 68130.5 which provides for exemption of these fees for students who met certain criteria, such as graduating from or having attended a California high school for more than three years.

II. Fees authorized by law include:

- A. Non-District physical education facilities
- B. Noncredit courses
- C. Community service courses
- D. Auditing of courses

- E. Instructional materials
- F. Athletic insurance
- G. Cross-Enrollment with CSU or UC
- H. Health

The District charges a mandatory health fee for both full-time and part-time students at an amount as defined by Education Code 76355. The current health fee is published in a public location.

The following students are exempted from payment of the fee:

- a. Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization.
- b. Students who are attending a community college under an approved apprenticeship training program.
- c. Students who are exclusively enrolled in one or more noncredit courses.
- d. Dual enrollment students enrolled under an AB288 College and Career Access Pathways Partnership Agreement with a school district or under a non-CCAP agreement that specifies the fee exemption. The Dual Enrollment exemption from the fee described above shall not apply when courses occur on the college campus.

III. Parking

A parking fee will be assessed per term to students to park on District property parking lots for automobiles and motorcycles as stipulated in Education Code Section 76360. The current parking permit fees are published in a public location.

- I. Transportation (E.C. 76361, 82305.6)
- J. Student representation (E.C. 76060.5; 5 CCR 54801-54805)
A fee per semester shall be collected at the time of registration and \$1 of that fee is to

Be used to establish and support the Student Senate of the California Community Colleges (SSCC), the statewide community college student organization recognized by the Board of Governors (BOG)

Students may refuse to pay the fee, without providing a reason, on the same form that is used for the collection of fees.

This fee may not be collected or terminated by a student body election. The current fee is published in a public location. Dual enrollment exemption: K-12 students enrolled under an AB288 College and Career Access Pathways Partnership Agreement or under a non-CCAP agreement that specifies the fee exemption with a school district are exempt. The Dual Enrollment exemption shall not apply when courses occur on the college campus.

- K. An optional fee shall be collected at the time of registration and used by the Student Activities Office at each College for the sole use of funding student life. Under the supervision of the senior administrator of student services or designee, the fee will be disbursed into the following accounts: Associated Students General Fund, Associated Student Reserve, Student Clubs and Organizations, and Student Activities.

Students may opt out for any reason. All funds collected will follow the guidelines set forth in VCCCD Board Policy 5420. Dual enrollment exemption: K-12 students enrolled under an A B288 College and Career Access Pathways Partnership Agreement or under a non-CCAP agreement that specifies the fee exemption with a school district are exempt. The current fee is published in a public location. The Dual Enrollment exemption shall not apply when courses occur on the college campus.

- L. Student Center (E.C. 76375; 5 CCR 58510)

A Student center fee will be assessed for the purpose of financing, constructing, expanding, remodeling, refurbishing and operating a Student Center. Dual enrollment exemption: K-12 students enrolled under an AB288 College and Career Access Pathways Partnership Agreement or under a non-CCAP agreement that specifies the fee exemption with a school district are exempt. The current fee is published in a public location. The Dual Enrollment exemption shall not apply when courses occur on the college campus.

- M. Copies of student records

The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. No charge shall be made for furnishing the two official transcripts of students' records, or for two verifications of various records. There shall be no charge for searching for or retrieving any student record. The current fee to the student or former student, after having provided the first two transcripts free of charge, for processing transcript requests online is published in a public location. Mailed transcripts will incur an additional delivery fee. Expedited shipping is available for mailed transcripts with no attachments. Same day over the counter official transcript orders can be made at Admissions and Records after payment is made to the Student Business Office on campus.

Students may access their unofficial transcripts free of charge through the student web portal (MyVCCCD) or by in-person request from the Admissions and Records Office.

- N. Dormitory

- O. Child care

- P. Nonresident capital outlay

Education Code section 76141 authorizes community college districts to charge all nonresident students a capital outlay fee. The current fee is published in a public location

- Q. Nonresident application processing

Education Code Section 76142 permits the governing board of each community college district to establish a processing fee for international nonresident applicants. The current fee is published in a public location

- R. Credit by Examination

Fees charged for credit by examination offered pursuant to Title 5, section 55050 are optional fees for service. Persons applying to earn credit by examination will be charged a fee equal to the per unit enrollment fee established per Education Code 76300. The current fee is published in a public location.

- S. Use of facilities financed by revenue bonds

- T. Refund processing

Section 58508 of Title 5 of the California Code of Regulations permits districts to retain a maximum \$10 from enrollment fees as a refund processing fee. Refunds of the enrollment fee, health fee, non-resident tuition and other fees associated with registration shall be made to eligible students who file a refund request by the published deadline. VCCCD enrollment fee refund requests are subject, once a semester, to the withholding of a \$10.00 administrative fee.

- U. Telephone/Internet registration

The District does not charge this fee (formerly known as the "Remote registration fee").

- V. Physical Fitness Test
- W. Instructional Tape Lease/Deposit
- X. Credit Card Use

IV. Prohibited fees include:

All fees exempted under the terms of an AB288 College and Career Pathway Partnership Agreement (CCAP) effective at the time of registration for students admitted to a VCCCD constituent college as a special part-time student pursuant to Education Code Section 76004(g). Dual enrollment students under a non-CCAP agreement that specifies the fee exemption with a school district are exempt from all fees.

The Dual Enrollment exemption from fees described above shall not apply when courses occur on the college campus.

- A. Late Application (CCCCO Student Fee Handbook)
- B. Add/drop (CCCCO Student Fee Handbook)
- C. Mandatory student activities (CCCCO Student Fee Handbook)
- D. Student Identification Cards (CCCCO Student Fee Handbook)
- E. Student Body Organization (CCCCO Student Fee Handbook)
- F. Nonresident application (CCCCO Student Fee Handbook)
- G. Field trip (5 CCR 55450, 55451)
- H. For dependents of certain veterans (E.C. 66025.3)
- I. For dependents of certain victims of the September 11, 2001, terrorist attacks (CCCCO Student Fee Handbook)
- J. For certain recipients of the Medal of Honor and certain children of the recipients of the Medal of Honor (E.C. 66025.3)
- K. Required or funded services (CCCCO Student Fee Handbook)
- L. Refundable deposits (CCCCO Student Fee Handbook)
- M. Distance education (other than the statutorily authorized enrollment fee) (CCCCO Student Fee Handbook)
- N. Mandatory mailings (CCCCO Student Fee Handbook)
- O. Rental of practice rooms (CCCCO Student Fee Handbook)
- P. Technology fee (CCCCO Student Fee Handbook)
- Q. Late payment fee (5 CCR 58502, 59410)
- R. Nursing/healing arts student liability insurance (5 CCR 55234)
- S. Cleaning (CCCCO Student Fee Handbook)
- T. Breakage (CCCCO Student Fee Handbook)
- U. Test Proctoring (CCCCO Student Fee Handbook)
- V. Other fees/fines:

The District may assess and collect other fees/fines that are not prohibited by statute or law, such as parking fines and library fines.

VI. Collection and refund of fees (within published refund deadlines) include:

- A. The District shall collect fees when enacted by the Legislature following registration by the student
- B. The District shall refund fees collected in error
- C. The District shall refund fees that are refundable because of a reduction in the educational program of the District
- D. The District shall refund fees that are refundable because of the student's reduction in units or withdrawal from an educational program

- E. The District shall refund fees that are refundable because of changes in law or regulation authorizing and establishing enrollment fees
- F. The District shall provide notice to students of availability of exemptions from certain mandatory and authorized fees

Remedial coursework consists of pre-collegiate basic skills courses.

A student's need for remedial coursework shall be determined using appropriate assessment instruments, methods, or procedures.

A student shall not receive more than 30 semester units for remedial coursework, per Title 5, Section 55035. This limitation of 30 units applies to all remedial coursework completed at any of the college campuses of the District (VCCCD). It does not apply to remedial coursework completed at colleges outside the District. Students transferring from other educational institutions outside VCCCD shall be permitted to begin with a "clean slate" with regard to the remedial limitation.

The 30-unit limit applies to all remedial coursework attempted; however, in the event that some of these 30 units are substandard and a student successfully repeats one or more courses in which substandard grades were earned, then the 30-unit limit would be modified by the application of the Course Repetition Policy.

Students who exhaust the unit limitation shall be referred to appropriate adult non-credit educational services provided by adult schools or other appropriate local providers with which the colleges have an established referral agreement.

A student who successfully completes remedial coursework or who demonstrates skill levels that assure success in college-level courses may request reinstatement to proceed with college level coursework.

Students enrolled in one or more courses of English as a Second Language and students identified as requiring additional remedial units as part of a verified learning disability related accommodation are exempt from the limitations of this procedure.

Students who demonstrate significant, measurable progress toward development of skills appropriate to

Enrollment in college-level courses may be granted a waiver for the limitations of this procedure. Petitions for a 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 through the Counseling Office. Petitions should be made to the Chief Instructional Officer or designee.

DEFINITIONS

New Student: Matriculated as First-Time Freshman or First-Time Transfer.

Continuing Student: A student who has been enrolled in one or more of the two previous primary semesters.

Returning Student: A student who has been previously enrolled at any of the colleges in the District, but has not been enrolled for either of the previous two primary semesters. (Primary Semesters = Fall and Spring)

Special Admission Student: "Dual Enrollment" or a concurrently enrolled minor attending public, private, or home school who is also taking classes offered by a college in the District.

Foster Youth and Former Foster Youth: Persons whose dependency was established or continued by the court on or after the youth's 16th birthday and who are no older than 25 years of age at the commencement of the academic year.

Homeless Youth: A student under 25 year of age, who has been verified at any time during the 24 months immediately preceding the receipt of his or her application for admission by at least one of the following as a homeless child or youth:

- A homeless services provider, as defined in the Health and Safety Code, Section 103577(b)(3).
- The director of a federal TRIO program or Gaining Early Awareness and Readiness for Undergraduate Programs program, or a designee of that director.
- A financial aid administrator for an institution of higher education. Once “homeless youth” status is verified, it will remain in place as long as the student attends in the District, even with breaks in enrollment, until the student reaches the age of 25.

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 student 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 do to achieve their educational goal.

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.

APPENDIX X STUDENT HEALTH SERVICES

The Student Health Center on each campus is funded by the Student Health Fee (per Education Code Section 76355), and shall be available upon request to students who are currently registered and have paid the health fee. Incoming students, accepted to academic programs with health requirements as entry prerequisites, may have their health requirements met through the Student Health Centers.

Written practices and protocols for Student Health Center staff and procedures specific to registered nursing and licensed clinical social work activity in student health services are maintained in the offices of the Student Health Services Coordinator.

Student health services are not comprehensive and are not structured to address all the health care needs of District students.

Services may include:

- Preventative
- Clinical Care Services
- Health Education
- Mental Health Service

Special Services

The primary focus of Clinical Care services is assessment, treatment and referral. Services may include: first aid and basic emergency care, immunizations, TB screening, lab work, and medication associated with acute illness, communicable disease control, and fee-based health appraisals for academic programs requiring medical clearance.

As a secondary function, and to maintain the health of the campus community, the Student Health Centers may offer lab work or immunization for a fee.

Clinical Care Services are not a substitute for a student's primary medical care. Ongoing treatment will be referred to a student's own physician. Medical management should be supplemental to the primary treatment plan established by the student's own physician. If the student does not have a primary care provider, effort is made to connect them with community resources and transfer care.

Health education occurs during both Clinical Care and as outreach activities, and supports the goal of prevention. The primary focus of Mental Services is crisis management and short term psychological counseling. Mental Health services center on prevention, stabilization, initiation of case management and referral.

No health fee supported services may be used for providing care/ services to employees. Services rendered to VCCCD employees for first aid, TB clearance, and required immunizations will be financially supported by the employee or VCCCD.

Special services include Student Insurance Program, and participation on Campus Behavior Intervention, and Emergency Preparedness.

Contact the Student Health Center for lactation accommodations.

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|------------------|----------------|
| Moorpark College | (805) 378-1413 |
| Oxnard College | (805) 678-5832 |
| Ventura College | (805) 289-6346 |

APPENDIX XI ACADEMIC FREEDOM

The primary purpose of each institution within the Ventura County Community College District (VCCCD), (Moorpark College, Oxnard College, Ventura College), is to promote the exploration of ideas and the discovery and dissemination of knowledge and understanding. Each VCCCD 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 introducing material which has no relation to the subject.

APPENDIX XII STUDENT SUCCESS AND SUPPORT PROGRAM RIGHTS AND RESPONSIBILITIES

The Student Equity and Achievement Program in the Ventura County Community College District (VCCCD) 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 program 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;

- d) Follow-up services to at-risk students;
- e) 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. Prerequisite or corequisite challenge process pursuant to section 55003;
4. Maintaining California College Promise Grant 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 recommendations using multiple measures that include, but are not limited to:

1. Guided self-placement 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. Guided self-placement instruments; overall high school grade point average and high school point average;
3. Evaluation of college coursework; overall high school grade point average;
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.

Every student has the right to enroll in transfer level course unless it can be demonstrated that the student is highly unlikely to succeed.

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 nondegree-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 California College Promise Grant.

The District and its colleges shall 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 notify students about the requirements of the Student Success and Support Program including notifying students who are at risk of losing California College Promise Grant 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.

Appeals for the reinstatement of enrollment priority and the California College Promise Grant are initiated by students with the college Counseling office.

- The reinstatement decision for the California College Promise Grant is determined at each college. The reinstatement approval is based on verifiable evidence of extenuating circumstances, untimely accommodation for disabled students that applied for but did not receive accommodation, academic and/or progress improvement, changes in economic status, inability to obtain essential support services, no enrollment, and special consideration factors for CalWORKs, DSPS (EAC/ACCESS), EOPS and Veterans. Foster Youth and Former Foster Youth (up to 24 years of age) are not subject to the loss of fee waiver under the regulations.

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 corequisites, 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 Education 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.

Prerequisites and Co-requisites

The faculty in the discipline or, if the college has no faculty member in the discipline, the faculty in the department are responsible for approving courses and establishing their associated prerequisites/co-requisites as separate actions. The approval of a prerequisite or co-requisites must be based on the determination that it is an appropriate and rational measure of a student's readiness to enter a degree-applicable credit course or program.

Determinations about prerequisites and co-requisites shall be made only on a course-by-course or program-by-program basis, including those establishing communication and computational skill requirements (per Title 55003(a) and (j) respectively).

Courses for which prerequisites or co-requisites are established will be taught by a qualified instructor and in accordance with the course outline, particularly those aspects of the course outline that are the basis for justifying the establishment of the prerequisites or co-requisites (per Title 5 55003(b)(2) and (3)).

A. Establishing Prerequisites and Co-requisites

In order to establish a prerequisite or co-requisite, the prerequisite or co-requisite must be determined to be necessary and appropriate for achieving the purpose for which it is being established (per Title 5 55003(b)(1)). Necessary and appropriate shall be understood to mean reasonably needed to achieve the purpose that it purports to serve: absolute necessity is not required (per Title 5 55000(h)). Prerequisites and co-requisites may be established only for any of the following purposes (per Title 5 55003(d)).

1. The prerequisites or co-requisite is expressly required or expressly authorized by statute or regulation; or
2. The prerequisite will assure that a student has the skills, concepts, and/or information that is presupposed in terms of the course or program for which it is being established, such that a student who has not met the prerequisite is highly unlikely to receive a satisfactory grade in the course (or at least one course within the program) for which the prerequisite is being established; or
3. The co-requisite course will assure that a student acquires the necessary skills, concepts, and/or information, such that a student who has not enrolled in the co-requisite is highly unlikely to receive a satisfactory grade in the course or program for which the co-requisite is being established; or
4. The prerequisite or co-requisite is necessary to protect the health or safety of a student or the health and safety of others.

A. Level of Scrutiny

The level of scrutiny required for establishing prerequisites, co-requisites, and advisories on recommended preparation are content review or content review with statistical validation (per Title 5 55003(a)).

1. Content review is a rigorous, systemic systematic process conducted by discipline faculty that identifies the necessary and appropriate body of knowledge or skills students need to possess prior to enrolling in a course, or which students need to acquire through simultaneous enrollment in a co-requisite course (per Title 5 55000 (c)). At a minimum, content review shall include the following:
 - a. Careful review of the course including components such as course outline of record (COR) syllabi, sample exams, assignments, instructional materials, and/or grading criteria
 - b. Using the CORs of both the target and proposed prerequisite course, identification of required skills/knowledge student must have prior to enrolling in the target course and matching those skills/knowledge to the proposed prerequisites course
 - c. Documentation that verifies the above steps were taken.
2. Statistical validation is a compilation of data according to sound research practices that shows a student is highly unlikely to succeed in the course unless the student has met the proposed prerequisite or co-requisite (per Title 5 55003(f)). When this level of scrutiny is used, the college shall follow the guidelines specified in Title 5, 55003(g).

B. Exemption from Scrutiny

1. A prerequisite or co-requisite shall be exempt from scrutiny if it satisfies any of the following criteria (per Title 5 55003(e)):
2. It is required by statute or regulation; or

3. It is part of a closely related lecture-laboratory course pairing within a discipline; or It is required by a four-year institution; or
4. Baccalaureate institutions will not grant credit for a course unless it has a particular communication or computational skill prerequisite.

C. Curriculum Review Process

Each college's Curriculum Committee is responsible for the curriculum review process, and its membership is determined in a manner that is determined by the college's Academic Senate (per Title 5 section 55002(a)(1)). A college Curriculum Committee reviews and approves the establishment of prerequisites, co-requisites, and advisories on recommended preparation only upon the recommendation of the Academic Senate except that the Academic Senate may delegate this task to the Curriculum Committee without forfeiting its right or responsibility under Title 5 sections 53200-53204.

When content review is used to establish prerequisites or co-requisites in reading, written expression, or mathematics for degree applicable courses not in a sequence, the college Curriculum Committee will do all the following:

- Provide training to Curriculum Committee members on the establishment of co-requisites/prerequisites
- Inform faculty about regulations regarding the establishment of co-requisites/prerequisites using content review
- Direct faculty to the college's Office of Institutional Research to help with do the following: a) identify courses that may increase the likelihood of student success with the establishment of a prerequisite or co-requisite; b) prioritize which courses should be considered for the establishment of new co-requisites or prerequisites; c) monitor any disproportionate impact that may occur based on the establishment of a prerequisite or co-requisite
- Assure through communication with the college's Chief Instructional Officer that prerequisite course, co-requisites courses, and courses that do not require prerequisites or co-requisites, whether basic skills or degree-applicable courses, are reasonably available.

1. Standards for Approval of Prerequisites and Co-requisites.

A college's Curriculum Committees will review the course outlines to determine if a student would be highly unlikely to receive a satisfactory grade unless the student has knowledge or skills not taught in the course. The course outline will be reviewed to determine if success in the course is dependent upon communication or computation skills, in which case the course shall require as prerequisites or co-requisites eligibility for enrollment in associate degree credit courses in English and/or mathematics, respectively (per Title 5 55002(a)(2)(D) and (E)). If a course requires pre-collegiate skills in reading, written expression, or mathematics, the college will do the following (per Title 5 55003(l)).

- a. Ensure these courses and sections are offered with reasonable frequency
- b. Monitor progress on student equity in accordance with title 54220 as follows:
 - The college will conduct an evaluation to determine if the prerequisite has a disproportionate impact on student success.
 - Where there is disproportionate impact on any group of students, the college will, in consultation with the Chancellor President or designee, develop and implement a plan setting forth steps the district will take to correct the disproportionate impact.

2. Periodic review of Prerequisites and Co-requisites

Using an appropriate level of scrutiny, the college will review all established Career and Technical Education (CTE) courses and program prerequisites, co-requisites, and advisories every two years to ensure they remain necessary and appropriate; all other established course and program prerequisites, co-requisites, and advisories will be reviewed every six years (per title 5 55003(b) (4)).

D. Challenging Co-requisites and Prerequisites

Whenever a prerequisite and/or co-requisites courses are established, sufficient sections shall be offered to reasonably accommodate all students who are required to take the pre- or co-requisite. A prerequisite and/or co-requisite shall be waived when space in the pre- and/or co-requisite course is not available (per Title 5 section 55003(m)). A student may challenge any prerequisite or co-requisite by submitting a challenge form at the time of registration to the Admission and Records/Records and Registration Office or other designee. The student will be enrolled in the requested class if space is available. The challenge will be reviewed and the student notified of the decision within five (5) working days per AP 5052. If the challenge is denied, the student will be dropped from the class and refunded all applicable fees (per Title 5 55003(o)).

Grounds for challenge are as follows (per Title 5 55003(p)):

1. The prerequisite or co-requisites not been established in accordance with the district's process for establishing prerequisites and co-requisites
2. The prerequisites or co-requisites is in violation of Title 5 55003
3. The prerequisite or co-requisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner
4. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or co-requisite
5. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or co-requisite course has not been made reasonably available.

DEFINITIONS

New Student: Matriculated as First-Time Freshman or First-Time Transfer.

Continuing Student: A student who has been enrolled in one or more of the two previous primary semesters.

Returning Student: A student who has been previously enrolled at any of the colleges in the District, but has not been enrolled for either of the previous two primary semesters. (Primary Semesters = Fall and Spring)

Special Admission Student: "Dual Enrollment" or a concurrently enrolled minor attending public, private, or home school who is also taking classes offered by a college in the District.

Foster Youth and Former Foster Youth: Persons whose dependency was established or continued by the court on or after the youth's 16th birthday and who are no older than 25 years of age at the commencement of the academic year.

Homeless Youth: A student under 25 year of age, who has been verified at any time during the 24 months immediately preceding the receipt of his or her application for admission by at least one of the following as a homeless child or youth:

- A homeless services provider, as defined in the Health and Safety Code, Section 103577(b)(3).

- The director of a federal TRIO program or Gaining Early Awareness and Readiness for Undergraduate Programs program, or a designee of that director.

- A financial aid administrator for an institution of higher education. Once "homeless youth" status is verified, it will remain in place as long as the student attends in the District, even with breaks in enrollment, until the student reaches the age of 25.

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 student 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 do to achieve their educational goal.

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.

Credit for Military Educational Training

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 of Education. The credit allowed will be based upon the recommendations specified in the Guide.

Students must submit an official transcript of military education to the Registrar's Office for evaluation of military credit. All military credit will be posted to the student's transcript as units earned.

Remedial Coursework

Remedial coursework consists of pre-collegiate basic skills courses.

A student's need for remedial coursework shall be determined using appropriate assessment instruments, methods, or procedures.

No student shall receive more than 30 semester units for remedial coursework, per Title 5, Section 55035. This limitation of 30 units applies to all remedial coursework completed at any of the college campuses of the District. It does not apply to remedial coursework completed at colleges outside the District. Students transferring from other educational institutions outside VCCCD shall be permitted to begin with a "clean slate" with regard to the remedial limitation.

The 30-unit limit applies to all remedial coursework attempted; however, in the event that some of these 30 units are substandard and a student successfully repeats one or more courses in which substandard grades were earned, then the 30-unit limit would be modified by the application of the Course Repetition Policy.

Students who exhaust the unit limitation shall be referred to appropriate adult non-credit educational services provided by adult schools or other appropriate local providers with which the colleges have an established referral agreement.

A student who successfully completes remedial coursework or who demonstrates skill levels which assure success in college-level courses may request reinstatement to proceed with college level coursework.

Students enrolled in one or more courses of English as a Second Language and students identified as requiring additional remedial units as part of a verified learning disability related accommodation are exempt from the limitations of this procedure.

Students who demonstrate significant, measurable progress toward development of skills appropriate to enrollment in college-level courses may be granted a college-level waiver for the limitations of this procedure. 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 through the Counseling Office. Petitions should be made to the Chief Instructional Officer or designee.

College catalogs shall include a clear statement of the limited applicability of remedial coursework toward fulfilling degree requirements and any exemptions that may apply to this limitation.

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.

NOTICE: Students who are on two consecutive semesters of academic or progress probation, or any combination of the two, will lose registration priority.

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 who are on two consecutive semesters of academic or progress probation, or any combination of the two, will also lose their eligibility for a California College Promise Grant (CCPG). 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 CCPG eligibility may appeal the loss. See Appendix IX - Financial Aid Programs (pages 325-333) and Appendix XV - Enrollment Priorities (pages 344-346-) for more information.

STANDARDS FOR PROBATION: If a student has attempted at least twelve (12) semester units and has earned a grade point average below 2.0 in all units graded in accordance with the grading scale established by the Ventura County Community College District, the student shall be placed on academic probation.

A student who has enrolled in at least twelve (12) semester units shall be placed on progress probation when course grade entries of W, I, NC, and NP reach or exceed fifty percent (50%) of the units attempted.

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 Veterans' Administration, and the veteran may not be certified for future educational benefits. Any veteran placed on unsatisfactory progress must consult the campus Veterans' 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.

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.

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 college 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.

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 the maximum number of times, with any combination of withdrawals and graded attempts, 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.

Apportionment may be claimed for a maximum of three enrollment attempts to achieve a standard (passing) grade. The District may claim apportionment for one additional enrollment attempt under the following circumstances:

- Approved repetition due to significant lapse of time as defined in this section,
- Approved repetition due to extenuating circumstances as defined in this section if the course is not designated as repeatable.

The District may claim apportionment for students' enrollments without limitation under the following circumstances and if all other requirements are met:

- Approved attendance for legally mandated training as defined in A P 4227
- Approved attendance of a student with a disability in credit special classes as a disability accommodation as defined in A P 4227

- The attendance of a student repeating cooperative work experience courses pursuant to Title 5, Section 55253
- The attendance of a student withdrawing as a result of extraordinary conditions pursuant to Title 5, Section 55024 (a)(10)
- The attendance of a student receiving a military withdrawal pursuant to Title 5, Section 55024 (d) (1)
- The attendance of a student repeating a course for significant change in industry or licensure standards pursuant to Title 5, Section 55040(b)(9).

The District may claim state apportionment for students' enrollments in credit courses that are designated as repeatable as provided by Title 5, Section 55041 for a maximum of four semesters. This limitation applies even if a student receives a substandard grade during one or more of the enrollments in such a course or petitions for repetition due to special circumstances as provided in VCCCD AP 4225 and A P 4227.

The District may permit enrollment in credit courses beyond the limits set forth in B P 4225, AP 4225 and A P 4227 providing apportionment is not claimed for such additional enrollments.

The District will develop and implement a mechanism for the proper monitoring of course repetitions.

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.

Evaluative Symbols:

The following evaluative symbols will be used to measure student work:

- 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, C or better – At least satisfactory (Units awarded not counted in GPA. Replaced CR effective Fall 2009.)
- NP** No Pass, less than satisfactory, or failing (Units not counted in GPA. Replaced NC effective Fall 2009.) SP – Satisfactory Progress towards completion of the course (Used for noncredit courses only and is not supplanted by any other symbol.)
- CRE** Credit by Exam (Units awarded not counted in GPA. Effective Summer 2015, students receive a letter grade. See A P 4235 Credit by Examination.)

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.

Noncredit courses may be graded using Pass/No Pass grading or letter grades as determined by the faculty and reflected on the course outline of record. Letter grades for non-credit courses will not generate or factor into cumulative grade point averages.

Non-Evaluative Symbols:

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

Students may withdraw from a class by the end of the third week of a full-semester length class or by 16% of the total meetings in a short-term class without any notation being recorded in the permanent academic record.

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

Withdrawals shall not be permitted after the 14th week of a full-semester length class or 75% of total class meetings in a short-term class. Students who are actively enrolled after that point shall receive a grade other than "W" in the permanent academic record. Exception may be made if approved upon petition by the student and documentation of verifiable extenuating circumstances, and after consultation with appropriate faculty.

Withdrawals approved by exception shall be recorded as a "W" on a student's permanent academic record.

Appropriate faculty is notified of withdrawals on their summary class roster.

"W" grades shall not be assigned, or if assigned shall be removed, from the permanent academic record if determination is made pursuant to Title 5, Sections 59300 et. seq. that a student withdrew from a course due to discriminatory treatment or due to retaliation for alleging discriminatory treatment.

"W" grades shall not be assigned when withdrawal was necessary due to fire, flood, or other extraordinary conditions, pursuant to Title 5 Section 58509. Such withdrawal must be petitioned by the student and supported by documentation of circumstances.

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 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.

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.

EW Excused Withdrawal

The "EW" symbol may be used to denote withdrawal in accordance with Title 5 Section 55024. An EW symbol may be requested by the student at any time during the semester and no later than the date when the district/college policy allows a grade change. Excused Withdrawal shall not be counted in progress probation or dismissal calculations nor shall it be counted towards the permitted number of withdrawals or counted as an enrollment attempt. The financial aid of a student may be affected depending on individual circumstance. A student should consult with the financial aid staff regarding any impact.

An EW is acceptable when a student withdraws from a course(s) due to reasons beyond their control, which include but are not limited to, the following:

- Job transfer outside the geographical region;
- Illness in the family where the student is the primary caregiver;

- An incarcerated student in a California State Prison or County Jail is released from custody or involuntarily transferred before the end of the term (In the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of a student's behavioral violation or if the student requested and was granted a mid-semester transfer);
- The student is the subject of an immigration action;
- Death of an immediate family member;
- Chronic or acute illness;
- Verifiable accidents; or
- Natural disasters directly affecting the student.

Verifiable documentation can include, but is not limited to a note from a doctor stating the student is not currently able to complete the work due to illness, employment verification of a new job, a booking report, police report of an accident, or any other documentation that proves the student's completion of a course is impractical. The Chancellor's Office defines impractical as impossible due to reasons beyond the student's control. A student may request to use an EW for only one course or all courses in a term depending on the reason for the request. It is possible a student, based on an illness for example, is not able to participate in an in-person course but is able to continue with online courses. Colleges should use individual case facts to determine the continuity of some courses and not others.

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.

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. Approved repetitions beyond the third attempt may not be claimed for apportionment. For purposes of this section, extenuating circumstances are verifiable cases of illness, accident, or other circumstances beyond the control of the student.

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.

An active participatory course is one in which "individual study or group assignments are the basic means by which learning objectives are obtained." (55000(a)).

When a course is repeated pursuant to this section, both grades and credits will be included in the calculations of the grade point average.

The attendance of a student repeating a course due to lapse of time may be claimed only one time for apportionment funding.

Course Repetition Due to Extenuating Circumstances

Students may petition to repeat a course that is not designated as a repeatable course based on a finding that the student's previous grade (whether substandard or passing) was, at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student.

Petitions for course repetition under this section must be approved in writing by the appropriate designated administrator.

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.

The attendance of a student repeating a course due to lapse of time may be claimed only one time for apportionment funding for a maximum of one time.

Course 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 the entire curriculum of the course as described in the course outline of record one time, but may not repeat any portion of the curriculum for the course unless:

- a) the course is required for legally mandated training;
- b) the course is a special class for students with disabilities which the student needs to repeat as a verified disability-related accommodation;
- c) repetition of the course to retake a portion of the curriculum is justified by verified extenuating circumstances; or
- d) 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.

Course 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 education contract which involves a goal other than completion of the special class in question and repetition of the course will further achieve that goal.
- The attendance of a student with a disability may be claimed for state apportionment each time the student repeats a special class as a disability-related accommodation which is justified by one of the circumstances noted above. When a grad is received pursuant to this section, the grade received each time will be included in the calculations of grade point average.

Course 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), 55252(a), and 55252(b).

Occupational work experience and general work experience are types of cooperative work experience. (Title 5, Section 55252). Occupational work experience "is supervised employment extending classroom occupational learning at an on-the-job learning station relating to the students' educational or occupational goal." (Title 5, Section 55252(b)). General work experience, on the other hand, does not have to be related to the students' education goals but is supervised employment that helps the student acquire "desirable work habits, attitudes and career awareness." (Title 5, Section 55252(a)).

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 number of times.

Refer to AP 4227 for information on course repetition allowed absent substandard academic work.

Course Repetition Allowed Absent Substandard Academic Work

Under special circumstances, students may repeat courses in which a C/P or better grade was earned as noted below:

- 1) 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. Proof of legal necessity to repeat the course must be submitted with the petition to repeat the course. 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. 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.

- 2) 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.

- 3) Course Repetition Due to Recency Prerequisites

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:

- (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.

Courses Designated as Repeatable

Courses that can be repeated will be so designated in the colleges' catalog. Only the following three types of courses may be designated as repeatable:

- Courses for which repetition is necessary to meet the major requirements of California State University (CSU) or University of California (UC) for completion of a bachelor's degree;
 - Intercollegiate athletics courses; and
 - Intercollegiate academic or vocational competition courses. Such courses may be repeated no more than four times for semester courses or six times for quarter courses.
- 1) Courses for which repetition is necessary to meet the major requirements of California State University (CSU) or University of California (UC) for completion of a bachelor's degree (supporting documentation required).

Certain CSU or UC campuses may require students to repeat a specified course as part of the requirements for a specific major. Once the course is properly designed as repeatable, then any student eligible to enroll in that course can enroll in that course multiple times. While the particular course may require the student to meet other eligibility requirements, such as an applicable prerequisite or corequisite, the student does not have to intend to transfer to UC or CSU to enroll in a course that has been properly designated as repeatable.

2) Intercollegiate athletics courses

Intercollegiate athletic courses are limited to the following:

- those courses in which student athletes are enrolled to participate in an organized competitive sport sponsored by the District, or
- a conditioning course which supports the organized competitive sport. (Title 5, Section(g). These types of courses are intended to be narrowly construed, meaning the course is either one that the athlete must be enrolled in to participate in the sport that is sponsored by the District or the course that is devoted to conditioning the athlete to safely participate in the competitive sport.

3) Intercollegiate academic or vocational competition course

Intercollegiate academic or vocational competition courses are very narrowly defined as courses that meet the following criteria:

- the course must be designed specifically for participation in non-athletic competitive events,
- the competition must be between students from different colleges,
- the competition must be sanctioned by a formal collegiate or industry governing body, AND
- the participation in the event must be directly related to the course as specified in the course content and objectives pursuant to subdivisions (a) or (b) of Title 5, Section 55002.

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 55041(c), 58161, 55041(a)(1), 55041(a)(2), 55041(a)(3).

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.

Active Participatory Courses and Repeatability

"Active participatory courses" are those courses where individual study or group assignments are the basic means by which learning objectives are obtained. Courses that are related in content (also known as "families") activities in which skill levels or variations are separated into distinct courses with different student learning outcomes for each level or variation. Courses eligible to be included in "families" are limited to physical education, visual arts, and performing arts.

While students will not in most cases be allowed to repeat a specific active participatory course, they can still enroll in a series of active participatory courses that are related in content for a maximum of four times. This limit applies even if the student receives a substandard grade or "W" during one or more enrollments, or if a student petitions for repetition due to extenuating circumstances, as defined herein, and by Title 5, Section 55045.

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.

Discipline faculty will be responsible for determining which courses will comprise families and these families of courses will be designated in the college's catalog along with enrollment limitations.

See Administrative Procedure 4225 for information on course repetition to alleviate substandard grades and special circumstances where students with passing grades may repeat courses not designated as repeatable.

APPENDIX XV ENROLLMENT PRIORITIES

The colleges of the Ventura County Community College District (VCCCD), (Moorpark College, Oxnard College, Ventura College) 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. This may be accomplished in different ways including, but not limited to, completing the online orientation or attending an in-person session; assessment through multiple measures including, but not limited to, evaluation of other college coursework, high school courses and grades, and informed self-placement which result in course placement recommendations for Math, English, and English as a Second Language; 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 educational planning activities based on criteria identified below; students who claim exemption will not be eligible for enrollment priority. The exemption criteria are as follows:

- Student has earned an Associate or higher degree.
- 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 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 or more serious academic sanction for two consecutive terms. Transfer units are not used to calculate enrollment priority.

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.
- 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 a college within the VCCCD.
- 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 at least one year, who have completed fewer than 90 units, are in good academic standing in the Ventura County Community College 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 Dual Enrollment students register behind other groups as designated by California Education Code, Section 76001 (e)(1). 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 (see tier7 below).

Assignment of Enrollment Priorities in the Ventura County Community College District

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;
 - CalWORKS
 - EOPS students
 - DSPS students
 - Foster youth and former foster youth
 - Homeless youth
 - Military Veterans and active duty personnel

NOTE: all continuing and returning students in the above groups must be in good academic standing; all new students in the above groups must have completed orientation, assessment, and an educational plan.

Foster Youth students are exempt from the unit and academic standards requirement.

2. Student athletes beyond their first semester, as verified by a designated athletics counselor, students currently participating in a First Year Experience cohort, and Associated Students elected and appointed officers from each college, as verified by the Associated Students' advisor. All continuing students must be in good academic standing; 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 and Middle College Dual Enrollment students.
- *Foster Youth students are exempt from the unit and academic standards requirement.
8. New students who have completed orientation, assessment, and an educational plan; and returning students who have not attended in at least one year, who have completed fewer than 90.5 units, are in good academic standing in the Ventura County Community College District, and have completed orientation, assessment, and an educational plan.
 9. Open registration for all students (excluding Special Admission Dual Enrollment students), including:
 - All students who have been placed on academic or progress probation or more serious academic sanction for two consecutive terms unless they successfully appeal for reinstatement of enrollment priority based on verifiable extenuating circumstances.
 - New and returning students who choose to be exempt from participating in orientation, assessment, and/or the development of a student educational plan (see exemption information above).
 - Continuing and returning students with more than 90 units unless they successfully petition for reinstatement of enrollment priorities.

10. Other Special Admission Dual Enrollment students not participating with an established Middle College.

DEFINITIONS

New Student: Matriculated as First-Time Freshman or First-Time Transfer.

Continuing Student: A student who has been enrolled in one or more of the two previous primary semesters.

Returning Student: A student who has been previously enrolled at any of the colleges in the District, but has not been enrolled for either of the previous two primary semesters. (Primary Semesters = Fall and Spring)

Special Admission Student: "Dual Enrollment" or a concurrently enrolled minor attending public, private, or home school who is also taking classes offered by a college in the District.

Foster Youth and Former Foster Youth: Persons whose dependency was established or continued by the court on or after the youth's 16th birthday and who are no older than 25 years of age at the commencement of the academic year.

Homeless Youth: A student under 25 year of age, who has been verified at any time during the 24 months immediately preceding the receipt of his or her application for admission by at least one of the following as a homeless child or youth:

- A homeless services provider, as defined in the Health and Safety Code, Section 103577(b)(3).
- The director of a federal TRIO program or Gaining Early Awareness and Readiness for Undergraduate Programs program, or a designee of that director.
- A financial aid administrator for an institution of higher education.
- Once “homeless youth” status is verified, it will remain in place as long as the student attends in the District, even with breaks in enrollment, until the student reaches the age of 25.

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 student 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 do to achieve their educational goal.

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.

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 Ventura County Community College District (VCCCD), (Moorpark College, Oxnard College, Ventura College), 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 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 less 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:
 11. Completing at least 12 semester units with a minimum 3.0 cumulative GPA, or
 12. Completing at least 15 semester units with a minimum 2.5 cumulative GPA, or
 13. 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, ensuring 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 Ventura County Community College District (VCCCD), including Moorpark College, Oxnard College and Ventura College, shall be free from all illegal drugs and paraphernalia and from the unlawful possession, use, or distribution of illicit drugs, paraphernalia 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 County Community College District (VCCCD) Smoking Policy

In the interest of the health and welfare of students, employees, and the public, smoking is banned during any instructional, programmatic, or official district or college function, in all District vehicles, in all District buildings, and within twenty feet of the exit or entrance of any building. Individual colleges may adopt a more restrictive policy.

The colleges of the VCCCD, (Moorpark College, Oxnard College, Ventura College) Smoking Policy - 100% Tobacco Free

Smoking, including the use of electronic smoking devices and the use of tobacco products, is prohibited on all property and in all indoor and outdoor spaces owned, leased, licensed, or otherwise controlled by VCCCD. Smoking, including the use of electronic smoking devices and the use of smokeless tobacco products, is prohibited in all vehicles owned by VCCCD, and at any event or activity on campus property. Furthermore, the use of nicotine products or nicotine delivery systems that are not regulated by the Food and Drug Administration (FDA) as cessation devices is prohibited in all indoor and outdoor spaces where smoking and tobacco use is prohibited. Products covered under this policy include, but are not limited to, cigarettes, cigars, pipes, water pipes (hookahs), electronic smoking devices such as electronic cigarettes and electronic hookahs, chewing tobacco, spit tobacco, snus, snuff, and dissolvable tobacco products. Violators shall be subject to appropriate disciplinary action – see Student Code of Conduct.

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 Ventura County Community College District (VCCCD) Chancellor, President of one of the VCCCD colleges, (Moorpark College, Oxnard College, Ventura 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 campus of the Ventura County Community College District (VCCC), (Moorpark College, Oxnard College, Ventura College), 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 campus' 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 campuses of the Ventura County Community College District (VCCCD), (Moorpark College, Oxnard College, Ventura College) often host events that are open to the public such as, but not limited to, graduation, athletic competitions, job fairs, speakers, and various activities held at the theatre. Those events are considered news events. Such an event may be photographed, video-taped or Webcast for purposes of archiving the event, educational use, or publicity. Students, staff and faculty who attend those events may have their image or voice captured on video, Webcast or photograph. Due to the nature of the events, the VCCCD college campuses have 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 or activity, 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.

APPENDIX XXII DISTANCE EDUCATION

Definition

Distance education means instruction in which the instructor and student are separated by time and/or distance and interact through the assistance of communication technology. This definition includes both partially online and fully online courses. All distance education is subject to the general requirements under Title 5 as well as the specific requirements of articles 55200 and 55204. In addition, instruction provided as distance education is subject to the requirements that may be imposed by the Americans with Disabilities Act (42 U.S.C. Section 121000 et seq.) and Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794 d).

The U.S. Department of Education defines distance education as education that uses one or more technologies to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor, either synchronously or a synchronously. (Title 34 Subtitle B, Chapter IV Part 600 Subpart A Section 600.2)

Distance Education Instruction Certification

Distance Education (DE) faculty must be certified to teach distance learning prior to being assigned a distance education course.

Course Approval

Each proposed or existing course offered by distance education shall be reviewed and approved separately. Separate approval is mandatory if any portion of instruction in a course replaces face-to-face time, or if an entire section of a course is designed to be provided through distance education.

The review and approval of new and existing distance education courses shall follow the curriculum approval procedures outlined in Administrative Procedure 4020, Program and Curriculum Development. Distance education courses shall be approved under the same conditions and criteria as all other courses.

Addendum to Course Outline

An addendum to the official course outline of record shall be completed if any portion of the instruction of a new or existing course is provided through distance education. The addendum must be approved according to the District C college curriculum approval procedures. The addendum must address the following:

- How course outcomes will be achieved in a distance education mode;
- How the portion of instruction delivered via distance education provides regular and effective contact between instructors and students; and
- How the portion of instruction delivered via distance education meets the requirements of the Americans with Disabilities Act (ADA) and Section 508 of the Rehabilitation Act of 1973.

Establishing Regular, Effective, and Substantive Faculty-Initiated Contact

Faculty will use the following practices of regular and substantive contact in their Distance Education courses:

Regular Announcements: Faculty should make general course related announcements to the students in their distance education classes on a weekly basis, whether by the announcement area in the Learning Management System or via e-mails to the entire class.

Establishing Expectations: Faculty will include in their syllabus or course orientation a description of the frequency and timeliness of instructor-initiated contact and feedback, as well as expectations for student participation. This should include the timeframe for responding to e-mails and phone calls, the timeframe for receiving feedback on student work, the timeframe for submission of assignments, and the expectations of discussion board postings required of the student. This information will be available to students on the first day of class.

Faculty-initiated Interaction: Faculty will regularly initiate interaction with students to determine that they have access to the course materials, that they understand the material, that they understand what is required of them, and that they are participating in the activities of the course. There are various ways of accomplishing this, including but not limited to, asynchronous discussion board forums with appropriate faculty input in the forum or grade book, synchronous chats, video conferencing, individualized contact via phone or e-mail, and, in the case of a hybrid course, in face-to-face meetings.

Timely Feedback on Student Work: Faculty will grade and provide feedback on student work within a reasonable timeframe. If discussion boards are required, students should be given guidelines at the outset of the course and feedback on their participation throughout the duration of the course.

Content Delivery: Faculty will provide content material either through online materials (in written, video, and/or audio forms) and/or through introductions to materials not created by the instructor (such as publisher-provided materials, web sites, streaming video, etc.).

Notifying Students of Faculty Unavailability/Offline Time: If the instructor must be out of contact briefly for any reason, notification to students will be made in the announcements area of the course and/or via e-mail that includes when the students can expect regular effective contact to resume. This should occur for any offline periods lasting longer than three business days.

Faculty Absence Notification: If a faculty member must be offline for a period of time that results in the faculty member not being able to meet his or her regular effective contact for any given week, this would be considered an absence and the Dean of the division in which the course is taught must be notified. Absences will be handled in accordance with the negotiated faculty contract.

Face-to-Face Forms of Contact: Faculty are encouraged to utilize the face-to-face forms of contact mentioned in Title 5, Section 55211 (e.g., group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, and library workshops), but to keep in mind that in the case of fully online classes it will not be possible for all students to attend such activities and these activities cannot be mandatory unless the course is hybrid and meetings times are announced in the schedule. Alternate online activities, such as those mentioned in the sections above, that entail instructor-student contact should be made available for such students who cannot attend.

Student to Student Contact: Faculty will ensure ongoing regular and effective student-to-student contact. Best practices include, but are not limited to, include implementing communication means for varied types of interaction in the course design, assigning and monitoring weekly assignments and projects that promote collaboration among students, posing questions in the discussion boards that encourage critical thinking skills and promote interaction, and monitoring student engagement to ensure that students participate with depth.

Enrollment, Attendance and Participation in Distance Learning Courses

Students will register and enroll in distance learning courses in the same manner as traditional courses.

Attendance will be determined through contact with instructors in the first week of the term; logging into the learning management system does not constitute active participation. Instructors may drop students from distance education courses for lack of active participation. Active participation may include, but is not limited to, writing in discussion forums, submitting assignments, taking quizzes and/or exams, or other interactive class activities.

Accessibility

Each course that is delivered through distance education must comply with up-to-date Section 508 accessibility requirements. All course content delivered via distance education must be accessible to all persons including those with disabilities. All activities and instructional media shall be accessible, including, but not limited to,

- a. accurately captioned videos
- b. transcribed audio files
- c. images that have alternative text
- d. readable course materials using effective font, color contrast, and spacing
- e. meaningful hyperlink text
- f. documents that are created in such a way that screen reading software is able to read them
- g. accessible synchronous communication
- h. prescribed accommodations that are followed for other graded course activities
- i. keyboard navigation.

Proctoring

Distance education courses may require exams to be taken in a proctored setting. Faculty members will clearly communicate in their syllabi any proctoring requirements along with options to complete.

Test Proctoring Fees

There is no authority that permits the District to charge students a fee to cover the costs of having someone present while students are taking tests.

Verification of Student Identity

Consistent with federal regulations pertaining to federal financial aid eligibility, the District must authenticate or verify that the student who registers in a distance education or correspondence education course is the same student who participates in and completes the course or program and receives the academic credit. The District will provide to each student, at the time of registration, a statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any.

The Chief Instruction Officer shall ensure the institution utilizes one or more of these methods to authenticate or verify student identity:

- a. Secure login and password to enable authenticated access to student information and course management system.
- b. Proctored examinations.
- c. New or other technologies and practices that are effective in verifying student identification.

Student Support Services

The colleges will assure that distance learners have reasonable access to student support services that are comparable to those services provided to on-campus learners.

APPENDIX XXIII CAMPUS SAFETY

A campus safety plan shall be developed and provided to students in written format and/or on campus websites.

Additionally, the office of the Ventura County Community College District (VCCCD) Police prepares and annually updates a report of all occurrences reported to campus police and/ or Campus Security Authorities (CSA) of, and arrests for, crimes that are committed on campus and that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication, and of all occurrences of noncriminal acts of hate violence reported to campus authorities. A written report will be submitted to the Board of Trustees.

Written records of noncriminal acts of hate violence shall include at least a description of the act of hate violence, the victim characteristics, and offender characteristics, if known.

Note: Education Code Section 67380 defines "hate violence" as: "any act of physical intimidation or physical harassment, physical force or physical violence, or the threat of physical force or physical violence, that is directed against any person or group of persons of the property of any person or group of persons because of the ethnicity, race, national origin, sex, sexual orientation, gender identity, gender expression, disability, or political or religious beliefs of that person or group." Section 67380 requires reporting of both occurrences reported to campus police or safety authorities of and arrests for crimes that involve hate violence (Section 67380(a)(1)(A)) and of "non-criminal acts of hate violence" (Education Code Section 67380(a)(1)(B)).

For purposes of reporting under the Clery Act, "hate crimes" includes domestic violence, dating violence, and stalking.

See Administrative Procedure (AP) 3500.

APPENDIX XXIV WORKPLACE VIOLENCE PLAN

The Ventura County Community College District (VCCCD) is committed to providing a safe work environment that is free of violence and the threat of violence.

Responding to Threats of Violence

The top priority in this process is effectively handling critical workplace incidents, especially those dealing with actual or potential violence.

Violence or the threat of violence against or by any employee of the District or any other person is unacceptable.

Should a non-employee on VCCCD property demonstrate or threaten violent behavior, he/she may be subject to disciplinary action.

Should an employee, during working hours, demonstrate or threaten violent behavior, he/she may be subject to disciplinary action.

The following actions are considered violent acts:

- Striking, punching, slapping or assaulting another person
- Fighting or challenging another person to fight
- Grabbing, pinching or touching another person in an unwanted way whether sexually or otherwise
- Engaging in dangerous, threatening or unwanted horseplay
- Possession, use, or threat of use of a firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, on District property, including parking lots, other exterior premises, District vehicles,

or while engaged in activities for the District in other locations, unless such possession or use is a requirement of the job

- Threatening harm or harming another person, or any other action or conduct that implies the threat of bodily harm
- Bringing or possessing any dirk, dagger, ice pick, or knife having a fixed blade longer than 2 1/2 inches upon the grounds, unless the person is authorized to possess such a weapon in the course of his/her employment, has been authorized by a District employee to have the knife, or is a duly appointed peace officer who is engaged in the performance of his/her duties
- Or any other use of force or threat of violence

Any employee who is the victim of any violent threatening or harassing conduct, any witness to such conduct, or anyone receiving a report of such conduct, whether the perpetrator is a VCCCD employee or a non-employee, shall immediately report the incident to his/her supervisor or other appropriate person, such as:

- Title IX Coordinator
- Campus Police or Other Law Enforcement (911)
- Human Resources Officer
- Sexual Harassment Facilitator
- Campus Security Authority

No one, acting in good faith, who initiates a complaint or reports an incident under the policy will be subject to retaliation or harassment.

Any employee reported to be a perpetrator will be provided both due process and representation before disciplinary action is taken.

In the event the District fears for the safety of the perpetrator or the safety of others at the scene of the violent act, Campus Police or 911 will be called.

See Administrative Procedure (AP) 3510.

APPENDIX XXV REPORTING OF CRIMES

Members of the Ventura County Community College District (VCCCD) who are witnesses or victims of a crime should immediately report the crime to Campus Police.

In the event an employee is assaulted, attacked, or menaced by a student, the employee shall notify his/her supervisor as soon as practical after the incident. The supervisor of any employee who is attacked, assaulted, or menaced shall assist the employee to promptly report the assault, attack, or menace to the College Police. The supervisor himself/herself shall make the report if the employee is unable or unwilling to do so. Reporting a complaint to local law enforcement will not relieve the District of its obligation to investigate all complaints of harassment.

The District will instruct members of the District Police Department to notify students and employees complaining of sexual violence of their right to file a sex discrimination complaint with the District in addition to filing a criminal complaint, and to report incidents of sexual violence to a Title IX Coordinator and/or the Vice Chancellor for Educational Services if the complainant consents.

The District shall publish warnings to the campus community about the following crimes:

- Criminal homicide – murder and non-negligent manslaughter;
- Criminal homicide – negligent manslaughter;
- Sex offenses – forcible and non-forcible sex offenses;

- Domestic violence, dating violence, and stalking;
- Robbery;
- Aggravated assault;
- Burglary;
- Motor vehicle theft;
- Arson;
- Arrests for liquor law violations, drug law violations, and illegal weapons possession;
- Persons who were not arrested for liquor law violations, drug law violations, and illegal weapons possession, but who were referred for campus disciplinary action for same;
- Crimes that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability and involve larceny-theft, simple assault, intimidation, destruction/damage/ vandalism of property, or any other crime involving bodily injury;
- Those reported to College Police; and
- Those that are considered to represent a continuing threat to other students and employees, or
- Any crime committed on campus.

VCCCD shall publish warnings to the campus community about crimes that are considered to represent a continuing threat to other students and employees in a manner that is timely and will aid in the prevention of similar crimes. The information shall be disseminated by Chief of Police in a manner that aids the prevention of similar crimes.

VCCCD shall annually collect and distribute statistics concerns crimes on campus. All college staff with significant responsibility for student and campus activities shall report crimes about which they receive information.

The Chief of Police shall publish an Annual Security Report every year by October 1 that contains statistics regarding crimes committed on campus and at affiliated locations for the previous three years. The Annual Security Report shall also include policies pertaining to campus security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, victims' assistance program, student discipline, campus resources and other matters. VCCCD shall make the report available to all current students and employees. VCCCD will also provide perspective students and employees with a copy of the Annual Security Report upon request. A copy of the Annual Security Report can be obtained by contacting the Chief of Police, Ventura County Community College District or at the Website address published in www.vcccd.edu/departments/police.

In the event that a situation arises, either on or off campus, that, in the judgment of the VCCCD Chancellor or Designee or Chief of Police, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the college e-mail system to students, faculty, staff and the campus's student newspaper. The information shall be disseminated by the Chancellor or Designee in a manner that aids the prevention of similar crimes.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Chancellor or Designee may also post a notice via campus-wide communication system and/or an appropriate VCCCD website, providing the community with more immediate notification.

The electronic bulletin board is immediately accessible via computer by all faculty, staff and students. Anyone with information warranting a timely warning should report the circumstances to the College Police, by phone or in person at the College police station. Contact, website and location information can be found through the District website and office: www.vcccd.edu.

VCCCD shall be required to provide a timely warning with respect to crimes reported to a confidential counselor.

If there is an immediate threat to the health or safety of students or employees occurring on campus, VCCCD shall follow its emergency notification procedures.

VCCCD shall annually collect and distribute statistics concerning crimes on campus. All college staff with significant responsibility for student and campus activities shall report crimes about which they receive information.

To report a crime:

Contact College Police and 911 (911 for emergencies only). Any suspicious activity or person seen in the parking lots or loitering around vehicles or inside buildings should be reported to the police department.

If the victim of a crime does not want to pursue action within the VCCCD System or the criminal justice system, the victim may still want to consider making a confidential report. With the victim's permission, a Campus Security Authority (CSA) can file a report on the details of the incident without revealing the victim's identity. The purpose of a confidential report is to comply with the victim's wish to keep the matter confidential, while taking steps to ensure the future

safety of the victim and others. With such information, VCCCD can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

The College Police encourage anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, the College Police Department police cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other campus security authorities as identified below. Confidential reports of crime may also be made to a Campus Security Authority (CSA).

Required reports to local law enforcement agency:

Any report of willful homicide, forcible rape, robbery, aggravated assault, sexual assault, hate crime, or any other crime, committed on or off campus, that is received by a campus security authority and made by the victim for the purposes of notifying the institution or law enforcement must be immediately, or as soon as practicably possible, disclosed to the local law enforcement agency. The report shall not identify the victim, unless the victim consents to being identified after the victim has been informed of his/her right to have his/her personally identifying information withheld. If the victim does not consent to being identified, the alleged assailant shall not be identified in the information disclosed to the local law enforcement agency.

See Board Policy (BP) 3515 Reporting of Crimes.



FACULTY AND ADMINISTRATION

FACULTY - Year indicates date of hire at Ventura College



Administration of the College

President

Dr. Kimberly Hoffmans

Academic Affairs

Vice President

Dr. Jennifer Kalfsbeek-Goetz

Student Affairs

Vice President

Dr. Damien Peña

Business Services

Vice President

Mrs. Cathy Bojorquez

Instructional Divisions and Services

Dean, English, Mathematics, and
Learning Resources

Vacant

Dean, Athletics, Kinesiology, Health,
Performing and Visual Arts

Vacant

Dean, Sciences

Mr. Dan Kumpf

Dean, Student Services

Dr. Marnie Melendez (Interim)

Dean, Library, Languages, Visual
Arts, American Ethnic Studies,
Behavioral and Social Sciences

Dr. Lisa Putnam

Deans, Career Education

Ms. Deborah Newcomb

Ms. Felicia Dueñas

Dean, Institutional Effectiveness

Mr. Phillip Briggs

Assistant Dean, Ventura College
East Campus

Dr. Jesús Vega

A

ADLMAN, ANDREA, Professor (1988)

Mathematics

B.S., Tufts University

M.A., California State University, Fullerton

AGUILAR, HEATHER, Professor (2016)

English

A.A., Ventura College

B.A., English, California Lutheran University

M.A., Education, Azusa Pacific University

California State Teaching Credential, English,

Azusa Pacific University

M.A., English, National University

ALAWDI, HAFEZ, Assistant Professor (2017)

Chemistry

B.A., M.S., California State University, Fresno

ALGIERS, KAMELIA, Professor (2006)

Biology

B.A., M.S., California State University, Northridge

ANDERSON, LISA WHELAN, Professor (1996)

Mathematics

B.S., California Polytechnic State University

San Luis Obispo

M.S., California State University, Northridge

ARQUILEVICH, GABRIEL D., Professor (1999)

English

B.A., University of Redlands

M.F.A., University of Massachusetts, Amherst

AYALA-GARCIA, LUIS A., Assistant Professor (2018)

EOPS/Counseling

A.A., Allan Hancock College

B.A., Brandman University

M.A., California Polytechnic State University,

San Luis Obispo

B

BARTEL, EMILY, Assistant Professor (2015)

Counseling

B.A., M.A.E., San Diego State University

BEARD, MICHELLE, Professor (2006)

Mathematics

B.S., Maranatha Baptist Bible College

M.S., University of Wisconsin, Whitewater

BEATTY, DONNA, Professor (2004)

Mathematics

A.A., Ventura College

B.A., M.S., California State University, Northridge

BENNETT, JACK, Professor (2013)

Mathematics

A.A., Orange Coast College

B.S., Loyola Marymount University

M.S., Ph.D., University of California, Riverside

BEYNON, SHARON, Professor (2010)

English

B.A., M.Ed., University of Texas, Austin

BITTL, ANN, Professor (2007)

Art History

A.A., Ventura College

B.A., University of California, Los Angeles

M.A., California State University, Northridge

BOJORQUEZ, CATHY, Vice President,

Business Services (2017)

B.S., California State University, Sacramento

M.S., Quinnipiac University

BORTOLIN, KEVIN, Professor (2011)

Philosophy

B.A., B.A., 1997 San Diego State University

MA, University of California, Santa Barbara

BOWEN, MICHAEL S, Professor (1991)

Mathematics / Physics

B.A., University of California, Berkeley

M.S., University of California, Los Angeles

BRANCA, STEPHANIE, Professor (2007)

Business

B.S., Bloomsburg University

M.B.A., Seton Hall University

BRANCIFORTE, CHLOE, Professor (2014)

Earth Science

B.S., State University of New York at Buffalo

M.S., South Dakota School of Mines and Technology

BRANDA-GHERARDI, MARIANA, Assistant Professor (2017)

Sociology

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BREWER, SCOTT, Professor (2013)

Counseling

A.A., Antelope Valley College

B.A., California State University, Northridge

M.A., University of California, Santa Barbara

BRIGGS, PHILLIP, Dean (2015)

Institutional Effectiveness

B.A., M.A., Arizona State University

BRINK, MEA (MARY), Assistant Professor (2021)

Accounting

B.A., Concordia University, Irvine

M.S.A., Grand Canyon University

BROCKER, ERIN, Associate Professor (2016)

Chemistry

B.S., Clemson University

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BUNDY, JANINE, Professor (2011)

Mathematics

B.S., California Polytechnic State University,

San Luis Obispo

M.B.A., California Lutheran University

M.S., California State University,

Channel Islands

C

CALLAHAN, MICHAEL, Professor (2004)

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CAPUANO, LUCY, Professor (1991)

Psychology

B.A., M.A., 1987, California State University,

Northridge

CARLANDER, DAVID, Associate Professor (2015)

English

M.F.A., California State University, Long Beach

CARRASCO NUNGARAY, MARIAN, Professor (1993)

Counseling

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M.L.I.S., San Jose State University**CASEY, SHEEHAN, Assistant Professor (2018)***Counseling*A.A., Pasadena City College
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M.S., California State University, Los Angeles
M.S., Azusa Pacific University**CHACON, VANESSA, Assistant Professor (2019)***Counseling*B.A., California State University, Northridge
M.A., California Lutheran University**CLARK, DANIEL D., Associate Professor (2015)***Biological Sciences*B.S., University of California, Los Angeles
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B.S., California State University, Fresno

CLARK, KRISTIN, Associate Professor (2015)*Chemistry*B.S., California State University, Long Beach
M.S., California State University, Long Beach
Ph.D., University of California, Santa Barbara**CLARK, MIKE, Professor (2004)***Welding*

Certified Welder, Southern Alberta Institute of Technology

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COFFEY, COLLEEN, Professor (2011)*History*A.A., Ventura College
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B.A., M.A., Mills College

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M.S., University of Arizona**GARCIA, JENNIFER, Professor (2006)***English*B.A., Concordia College
M.A., Claremont Graduate University**GARDNER, RUSSELL, Associate Professor (2017)***Automotive Technology*

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GARNER, JENNIFER, Professor (2014)*Biology*B.S., Weber State University
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INDEX

A

| | |
|---|---------------------------------|
| AA-T list | 50 |
| AB 540 | 12, 13, 14, 20, 303, 328 |
| AS-T list | 50 |
| Abbreviated Educational Plan | 34, 303, 333 |
| Academic calendar | Inside Front Cover |
| Academic counseling | 16, 32, 37, 319, 339 |
| Academic dishonesty | 29, 30, 2265, 294, 321 |
| Academic freedom | 30, 308, 333 |
| Academic policies | 23-30, 106, 305, 306 |
| Academic renewal without course repetition | 29, 340 |
| Academic year | 55, 303 |
| Acceptance of transfer coursework | 18 |
| Accounting | 48, 52, 60, 108, 148 |
| Accreditation | 7, 245, 253 |
| Acting | 49, 61, 279-281, 284 |
| Additional degrees | 58, 59 |
| Administration, college | 3, 352 |
| Administration of Justice for Transfer | 48, 50, 170 |
| Administrative Office Assistant | 48, 52, 60, 148 |
| Admissions and Records | 3, 32, 358 |
| Advanced Manufacturing | 49, 52, 229 |
| Advanced placement | 43, 75, 77, 92, 96-97, 249, 303 |
| Advertising | 42 |
| African Studies | 208 |
| Agriculture (AG) | 48, 83, 104, 108, 290, 295 |
| Agriculture Business for Transfer | 48, 50, 108 |
| Agriculture Field Supervisor | 48, 61, 290 |
| Agriculture Plant Science for Transfer | 48, 50, 109 |
| American Ethnic Studies (AES) | 3, 48, 83, 104, 118, 352, 359 |
| Anatomy (ANAT) | 48, 83, 104, 121 |
| Anatomy/Physiology (ANPH) | 48, 83, 104, 121 |
| Announcement of courses | 107 |
| Anthropology (ANTH) | 48, 61, 83, 104, 121 |
| Anthropology for Transfer | 48, 50, 121 |
| Appendices | 308 |
| Applied Technology and Employability Business Essentials | 48, 104, 297 |
| Applied Technology and Employability Career Exploration | 48, 104, 297 |
| Applied Technology and Employability Mathematics | 48, 104, 297 |
| Applied Technology and Employability Principles of Technology | 48, 104, 297 |
| Applied Technology and Employability Writing | 48, 104, 298 |
| Architecture (ARCH) | 48, 83, 104, 123 |
| Areas of emphasis for General Studies Patterns | 53-56, 303 |
| Art (ART) | 48, 83, 104, 127 |
| Arts and Humanities Emphasis | 49, 54, 56 |
| Art History for Transfer | 48, 50, 127 |
| Assessment | 3, 32, 35, 303, 334 |
| Assessment Office | 32 |
| Assistive Computer Technology (ACT) | 34, 48, 104, 136, 298 |
| Associate degrees | 47, 48, 51, 65, 303 |
| Associate degrees for transfer (ADT) | 47, 48, 50, 69, 303 |
| Associate in Arts (A.A.) | 47, 48, 52, 303 |
| Associate in Arts for Transfer (A.A.-T) | 47, 48, 50, 303 |
| Associate in Science (A.S.) | 47, 48, 52, 303 |
| Associate in Science for Transfer (A.S.-T) | 47, 48, 303 |
| Associate Teacher | 48, 60, 160 |
| Associated students | 41, 42, 312 |
| Astronomy (AST) | 48, 83, 104, 137 |
| Athletics | 3, 41, 46, 352, 359 |
| Attendance | 24 |
| Auditing classes | 27 |

| | |
|-----------------------------------|----------------------------|
| Automotive Career Education (ACE) | 48, 52, 104, 137, 140, 298 |
| Automotive (AUTO) | 48, 60, 137 |
| Automotive Technology | 48, 52, 60, 137 |

B

| | |
|---|--------------------------|
| Basic Law Enforcement | 49, 52, 60, 61, 263, 291 |
| Basic Needs Office | 3, 32, 36, 358 |
| Bilingual/Cross-Cultural Studies | 48, 52, 60, 143 |
| Biological Sciences | 48, 52, 60, 145 |
| Biomedical Device Manufacturing | 49, 60, 230 |
| Biology (BIOL) | 48, 83, 104, 144 |
| Biology for Transfer | 48, 108, 144 |
| Board of Trustees | 6 |
| Bookkeeping | 48, 52, 60, 149 |
| Building Inspection (Construction Technology) | 48, 52, 60, 166 |
| Business (BUS) | 48, 50, 108, 147 |
| Business Administration for Transfer | 48, 50, 147 |
| Business Management | 48, 52, 60, 149 |
| Business Office Skills | 48, 61, 151 |

C

| | |
|---|---------------------------------------|
| C-ID (Course identification numbering system) | 70-72, 105 |
| Cal Grant | 43, 67, 68, 325 |
| California College Promise Grant | 20, 22, 35-36, 43, 303, 325, 328, 335 |
| California State University (CSU) | 73-76 |
| CalWORKs | 3, 32, 35, 358 |
| Campus map | Inside Back Cover |
| Career Development Center | 3, 38, 46, 358 |
| Catalog rights | 57 |
| Ceramics | 48, 52, 60, 128 |
| Certificates of Achievement | 47, 48, 60 |
| Certificate of Competency | 47, 48, 61 |
| Certificates of Completion | 47, 48, 61, 290 |
| Certification of General Education | 63-65 |
| Cheating | 29, 321 |
| Chemistry (CHEM) | 48, 83, 104, 155 |
| Chicano Studies (CHST) | 48, 83, 104, 156 |
| Child Development (CD) | 48, 83, 104, 158 |
| Child Development Center | 3, 34, 358 |
| Civic Center | 3, 42 |
| Class cancellation | 57 |
| Classified staff | 358-359 |
| CNC Machine Operator | 49, 61, 230 |
| Co-curricular activities | 41 |
| Co-designated courses | 106 |
| Cognitively Diverse Learners (CDL) | 48, 104, 163, 299 |
| Commercial Art | 129 |
| Communication Studies (COMM) | 48, 83, 104, 163 |
| Communication Studies for Transfer | 48, 50, 163 |
| Competency requirements | 32, 55, 58 |
| Computer Science (CS) | 48, 83, 104, 165 |
| Comprehensive Educational Plan | 32, 34, 304, 333, 338 |
| Conduct, student | 320 |
| Construction Management (Construction Technology) | 48, 52, 60, 167 |
| Construction Technology (CT) | 48, 52, 60, 104, 166 |
| Continuous enrollment | 57 |
| Corequisites | 17, 103, 304 |
| Costume | 49, 61, 279 |
| Counseling services | 3, 34, 46 |
| Counseling (COUN) | 48, 83, 104, 170 |
| Course discipline abbreviations | 104 |
| Course identification | 103-105 |
| Course identification numbering system (C-ID) | 70-72, 105 |

| | |
|--|--------------------------|
| Course repetition | 29, 306, 340 |
| Courses not applicable for degree credit..... | 106 |
| Credit for Prior Learning..... | 92-101, 304 |
| Criminal Justice (CJ)..... | 48, 52, 60, 83, 104, 170 |
| CSU GE-Breadth..... | 63, 75, 76-77, 304 |
| Curriculum: courses, degrees, certificates, and awards | 47-49 |

D

| | |
|--|---------------------------------|
| Dance (DANC)..... | 48, 83, 104, 174 |
| Dean's list..... | 30 |
| Degrees, additional | 58 |
| DegreeWorks..... | 17, 304 |
| Diesel Engine Repair..... | 48, 60, 179 |
| Diesel Mechanics | 48, 178 |
| Directing..... | 49, 61, 280 |
| Directory, phone numbers..... | 3 |
| Disabled students program and services (DSPS)..... | 3, 335, 336, 345 |
| Dismissal | 24, 29, 304, 339 |
| Diversity in Culture Festival | 42 |
| Double counting | 57, 58, 77 |
| Drafting (DRFT) | 48, 83, 104, 182 |
| Drafting Technology..... | 48, 52, 60, 182 |
| Dream Act..... | 12, 20, 35-36, 67, 68, 113, 325 |

E

| | |
|--|------------------------------|
| Early Childhood Education for Transfer..... | 48, 50, 158 |
| East Campus | 1, 3, 44 |
| Economics (ECON)..... | 48, 83, 104, 184 |
| Economics or Transfer..... | 48, 50, 184 |
| Education (EDU)..... | 48, 83, 104, 185 |
| Educational Assistance Center (EAC) | 3, 30, 34, 46, 104, 187, 299 |
| Educational work load..... | 22, 304 |
| Electrician Trainee | 48, 61, 167 |
| Elementary Teacher Education for Transfer..... | 48, 50, 185 |
| Emergency Medical Services (EMS)..... | 48, 52, 60, 104, 188, 253 |
| Emergency Medical Technology (EMT) | 104, 189 |
| Engineering (ENGR)..... | 48, 52, 66, 83, 104, 189 |
| English (ENGL)..... | 48, 52, 82, 104, 191, 299 |
| English for Transfer..... | 48, 50, 191 |
| English as a Second Language (ESL) | 48, 104, 194, 299 |
| English for Multilingual Students (ENGM) | 49, 104, 199 |
| Environmental Science and Resource Management (ESRM) | 48, 84, 104, 200 |
| Environmental Studies | 49, 61, 200 |
| Evaluative Symbols..... | 25, 340 |
| Extended opportunity program and services (EOPS) | 3, 22, 35, 46, 345 |

F

| | |
|--|--------------------------|
| Faculty and Administration..... | 352-357 |
| Federal Pell Grant..... | 305, 306, 325 |
| Federal Supplemental Education Opportunity Grant (FSEOG) | 325 |
| Fees | 19 |
| Fees, refund of..... | 21 |
| Field trips | 103, 106 |
| Film (FILM)..... | 48, 83, 104, 126, 201 |
| Final examinations | 27 |
| Financial Aid/Programs | 3, 12, 22, 36, 67, 305 |
| Fine Arts..... | 48, 52, 60, 129 |
| Food Safety | 48, 52, 60, 61, 109, 291 |
| First Year Experience (FYE) | 3, 35, 46 |
| French (FREN)..... | 48, 83, 104, 202 |
| Full-time student..... | 305 |

G

| | |
|--------------------------------------|---------|
| General education options..... | 63 |
| General education philosophy | 64 |
| General education requirements | 65, 305 |
| General Admissions Procedures..... | 12 |

| | |
|---|------------------|
| General Studies | 49, 53-56, 65 |
| Geographic Information Systems (GIS)..... | 49, 83, 104, 202 |
| Geography (GEOG)..... | 49, 83, 104, 203 |
| Geography for Transfer | 49, 50, 203 |
| Geology (GEOL)..... | 49, 83, 104, 206 |
| Geology for Transfer | 49, 50, 206 |
| German (GERM)..... | 49, 83, 104, 207 |
| Global and International Studies | 49, 52, 208 |
| Glossary of college terms | 303 |
| Grade changes | 27 |
| Grade point average..... | 26, 305 |
| Grading system | 25-26 |
| Graduation application | 58 |
| Graduation requirements..... | 46-61 |
| Grievance, student..... | 315 |

H

| | |
|-----------------------------|--------------------------|
| Health Education (HED)..... | 49, 83, 104, 209 |
| Health Sciences (HS)..... | 49, 104, 212 |
| History (HIST) | 49, 83, 104, 212 |
| History for Transfer..... | 49, 50, 212 |
| History, college..... | 7 |
| Holistic Health | 54, 61, 217 |
| Holistic Studies..... | 49, 61, 218 |
| Housing services | 36 |
| Humanities (HUM) | 52, 65 |
| Human Services (HMSV) | 49, 52, 61, 83, 104, 219 |

I

| | |
|---|----------------------------|
| ICAN-JOB..... | 61, 294 |
| IGETC..... | 49, 58, 63, 67, 85-89, 291 |
| Incomplete | 25 |
| Innovative Cognitive Achievement Network/Journey Overcoming Barriers. 61, 294 | |
| Institutional Student Learning Outcomes..... | 9 |
| Intercollegiate Athletics (ICA) | 49, 83, 104, 219 |
| Interdisciplinary Studies (IDS) | 49, 83, 104, 221 |
| International students..... | 13, 17, 19 |
| International Students Services | 3, 36, 359 |
| Internet, use of | 30 |
| Internship | 49, 104, 221 |
| Intersegmental General Education Transfer Curriculum ... | 49, 58, 63, 67, 85-89, 291 |
| Italian (ITAL)..... | 49, 83, 104, 222 |

J

| | |
|-----------------------|------------------|
| Japanese (JAPAN)..... | 49, 83, 104, 222 |
|-----------------------|------------------|

K

| | |
|--------------------------------|------------------|
| Kinesiology (KIN)..... | 49, 84, 104, 222 |
| Kinesiology for Transfer | 49, 50, 222 |

L

| | |
|--|------------------|
| Learning Center | 3, 39 |
| Learning Resource Center..... | 40 |
| Learning Skills (LS)..... | 49, 104, 228 |
| Letter grading scale | 25 |
| Liberal Studies Emphasis | 56 |
| Library Instruction (LIB) | 49, 84, 104, 229 |
| Library..... | 3, 40 |
| Listening or recording devices, use of | 30 |
| Loans..... | 35, 305, 325 |

M

| | |
|-------------------------------------|------------------|
| Make-Up | 49, 61, 280 |
| Manufacturing Applications..... | 49, 61, 231 |
| Manufacturing Technology (MT) | 49, 104, 229 |
| Map, campus | 364, 365 |
| Math Center..... | 3, 40 |
| Mathematics (MATH)..... | 49, 84, 104, 232 |

| | |
|--|--------------------------|
| Mathematics for Transfer | 49, 50, 232 |
| Medical Assistant | 48, 52, 60, 150, 238 |
| Medical Insurance Billing | 48, 61, 151 |
| Medium and Heavy Duty Vehicle Repair | 48, 60, 179 |
| MESA | 3, 43, 305, 359 |
| Microbiology (MICR) | 49, 84, 104, 238 |
| Military service credit | 19 |
| Mission and Vision | 6, 8 |
| Multiple Majors | 57 |
| Music (MUS) | 49, 52, 60, 84, 104, 238 |
| Music for Transfer | 49, 50, 238 |
| Music Organizations | 41 |
| MyVCCCD | 17, 305 |

N

| | |
|--|------------------|
| Natural Sciences Emphasis | 54 |
| Noncredit Courses and Programs | 290-301 |
| Nondiscrimination | 310 |
| Non-mandatory fees | 21 |
| Nonpayment of fees | 20 |
| Nursing program requirements | 247-250 |
| Nursing Science (NS) | 49, 84, 104, 245 |
| Nutrition and Dietetics | 49, 252 |
| Nutrition and Dietetics for Transfer | 49, 50, 252 |

O

| | |
|-----------------------|----|
| Online services | 17 |
| Online tutoring | 40 |

P

| | |
|---|--------------------------|
| Paramedic (PM) | 49, 52, 60, 104, 253 |
| Paramedic program requirements | 254-255 |
| Parking | 21 |
| Pass/no pass options | 26, 103 |
| Personal counseling | 38 |
| Philosophy (PHIL) | 49, 84, 104, 256 |
| Philosophy for Transfer | 49, 50, 256 |
| Phone numbers, college services | 3 |
| Photography (PHOT) | 49, 52, 60, 84, 104, 258 |
| Physical Science (PHSC) | 49, 84, 104, 260 |
| Physical Science - Engineering Technology | 48, 52, 60, 189 |
| Physics (PHYS) | 49, 84, 104, 260 |
| Physiology (PHSO) | 49, 84, 104, 262 |
| Pirates Cove | 3, 37 |
| Plant Science | 48, 60, 112 |
| Plant Science for Transfer | 50, 109 |
| Police, campus | 3, 33, 318, 324, 358 |
| Police Science (POSC) | 49, 104, 262 |
| Police Science (Noncredit) | 49, 291 |
| Political Science (POLS) | 49, 84, 104, 266 |
| Political Science for Transfer | 49, 50, 266 |
| Pre-Allied Health | 60, 145 |
| Prerequisites | 17, 103, 105, 306 |
| President's Message | 2 |
| Privacy rights | 309 |
| Probation | 29, 306, 339 |
| Proficiency awards | 46, 47, 48-49, 61 |
| Psychology (PSY) | 49, 84, 104, 268 |
| Psychology for Transfer | 49, 50, 268 |
| Public Health Science for Transfer | 49, 50, 209 |
| Publicity code | 347 |

R

| | |
|---------------------------------|----------|
| Reading/Writing Center | 40 |
| Readmission | 29, 339 |
| Recommended preparation | 103, 306 |
| Recording devices, use of | 30 |
| Refund policy | 21 |
| Registration procedures | 16-17 |
| Repeatability | 105, 306 |
| Residence requirements | 13 |

S

| | |
|---|----------------------|
| Same-as (co-listed) courses | 106 |
| Scholarships | 3, 36 |
| Semester unit credit | 105 |
| Sexual assault | 318 |
| Sign Language (SL) | 49, 84, 104, 271 |
| Smoking policy | 347 |
| Social and Behavioral Sciences Emphasis | 54, 55, 65 |
| Social Justice Studies: Chicana/o Studies Emphasis for Transfer | 48, 50, 156 |
| Social Media Marketing | 48, 52, 60, 150 |
| Social Services Affiliate | 49, 61, 273 |
| Social Welfare Specialist | 49, 61, 273 |
| Social Work/Human Services (SWHS) | 49, 104, 271 |
| Sociology (SOC) | 49, 84, 104, 273 |
| Sociology for Transfer | 49, 50, 273 |
| Solicitation | 347 |
| Spanish (SPAN) | 49, 84, 104, 275 |
| Spanish for Transfer | 49, 50, 275 |
| Special programs | 42 |
| Stan Weisel Tutoring Center | 40 |
| STEM Harbor | 37 |
| Student Activities Program | 41 |
| Student Connect/Information Center (formerly Welcome Center) | 3, 39 |
| Student Education Plan (SEP) | 35, 67, 68, 307, 335 |
| Student Equity and Achievement (SEA) | 16, 334 |
| Student Health Center | 3, 37, 318, 333, 359 |
| Student organizations | 42, 312 |
| Student profile | 10 |
| Student right-to-know (campus security) | 324 |
| Student right-to-know (completion and transfer rates) | 324 |
| Student Services | 32 |
| Studio Arts for Transfer | 48, 50, 127 |
| Study Skills (SS) | 49, 104, 278 |
| Supervision | 48, 52, 60, 104, 151 |

T

| | |
|---|----------------------|
| Technical Theatre Production | 49, 61, 280 |
| Technology and Workplace Competencies | 61, 295 |
| Textbooks | 21, 40 |
| Theatre Arts (THA) | 40, 49, 84, 104, 278 |
| Theatre Arts for Transfer | 49, 50, 278 |
| Transcript requirements | 18 |
| Transcripts, requests for | 20, 307 |
| Transfer degrees | 50, 67-69 |
| Transfer information | 67-39 |
| Transfer requirements | 67-69, 307 |
| Tutoring | 3, 35, 40 |

U

| | |
|--------------------------------------|------------|
| Unit requirements for benefits | 22 |
| Units of credit | 24, 26, 32 |
| University of California | 78-89 |
| University Transfer Center | 3, 38, 45 |

V

Ventura College Identification Card 42

Ventura College Promise..... 20, 22, 325

Veterans Resource Center..... 3, 38

Veterans' educational benefits..... 36

Veterinary Assistant..... 48, 60, 112

Veterinary Science..... 284

Veterinary Technology 58, 52, 116

W

Water Science (WS) 49, 52, 60, 104, 284

Welding (WEL) 49, 84, 104, 286

Welding Technology 49, 52, 60, 287

Withdrawal from class 25, 26, 28

Work Experience (WEXP) 49, 104, 289

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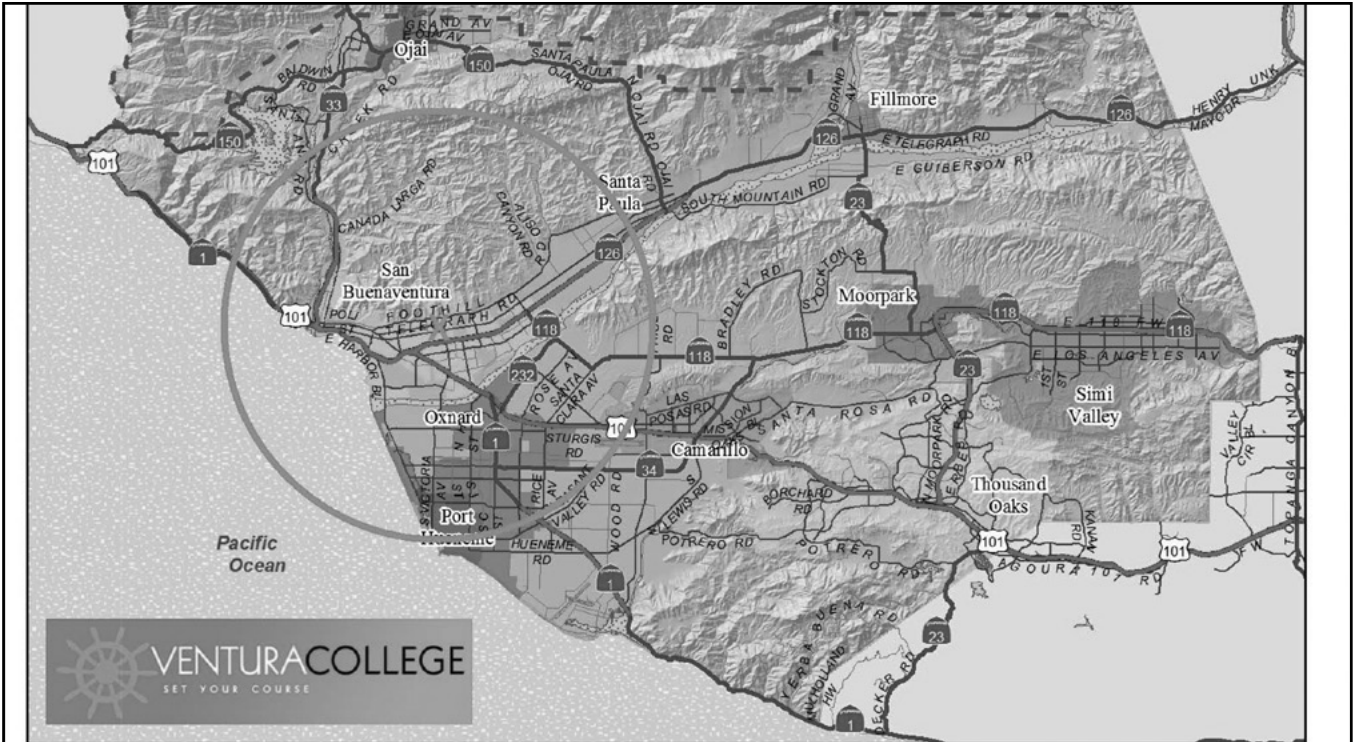
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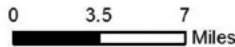
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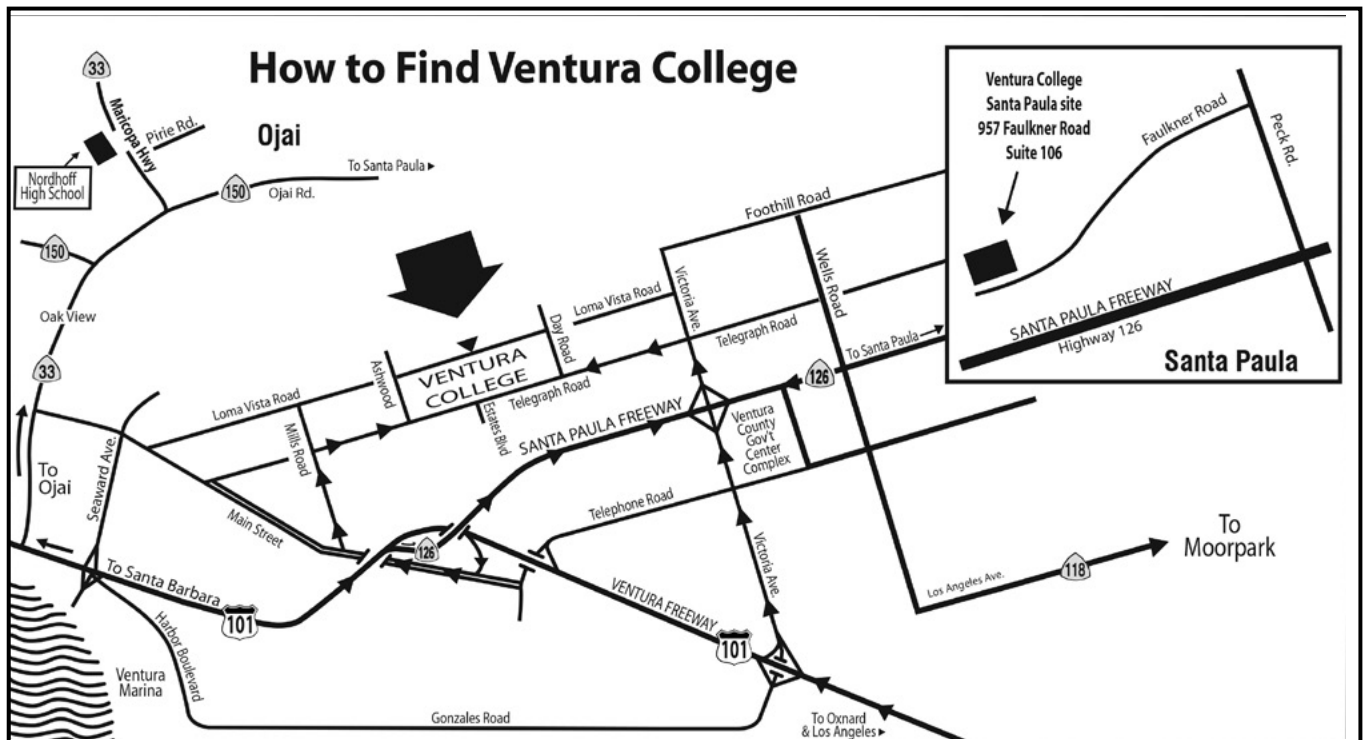
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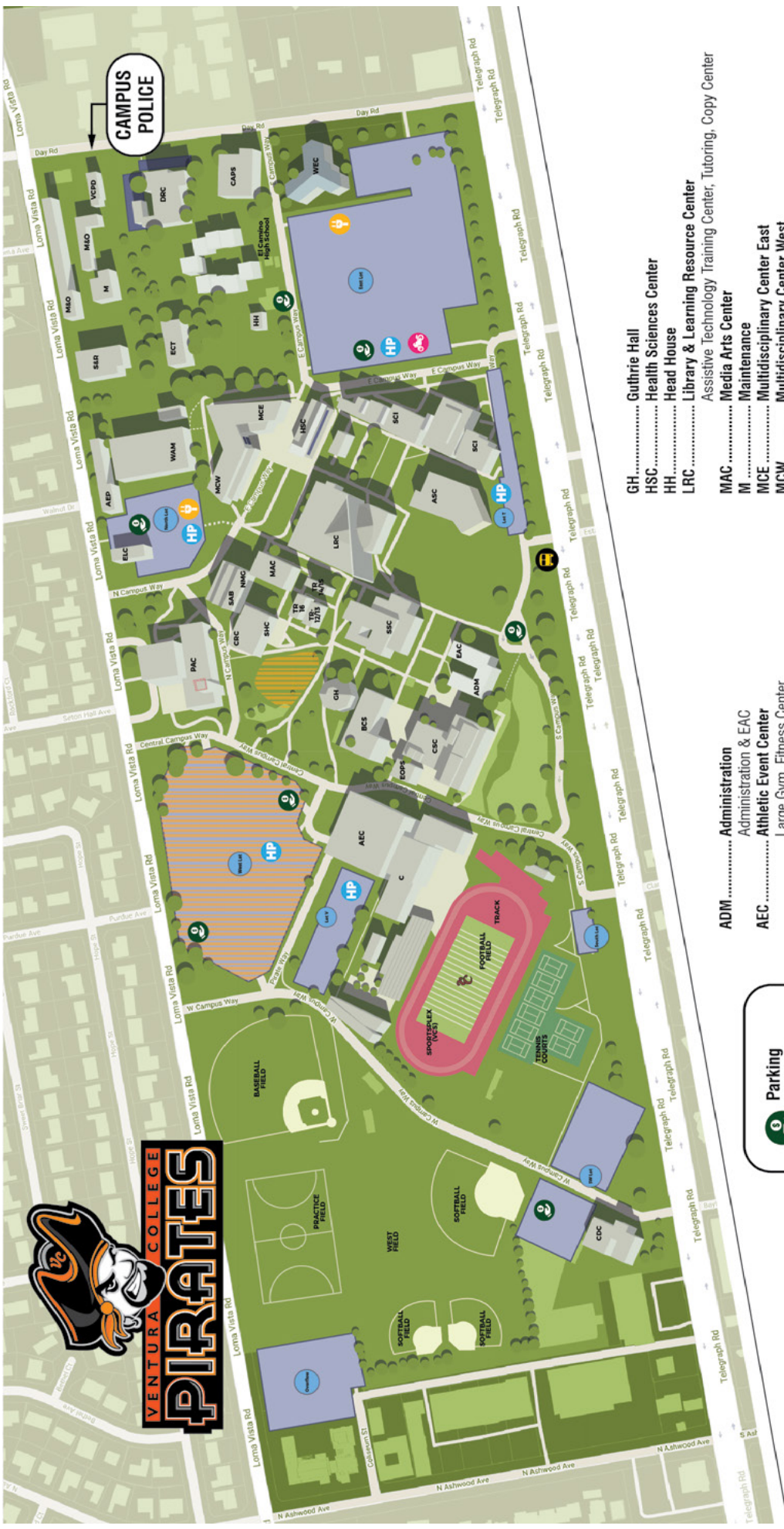
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- ADM Administration
- AEC Athletic Event Center
- AEC Large Gym, Fitness Center
- AEC Auto Education Center
- ASC Applied Science Center
- BCS Bookstore & Campus Services
- C Financial Aid, Basic Needs, VC Bookstore
- C Kinesiology/Small Gym
- CDC Orfalea Child Development Center
- CRC Creative Resources Center
- CSC Student Health Center
- CSC Campus Student Center
- CSC Assessment & Outreach, ASVC, CalWORKS, Food Pantry, FYE, Pirates Cove, SEA, Vending, Veterans Resource Center
- DRC Day Road Center
- DRC VC Foundation, District Economic Development, Institutional Effectiveness, Police
- ECT Environmental/Construction Technology
- ELC English Learning Center (Testing Center)
- EOP Extended Opportunities Programs & Services

- GH Guthrie Hall
- HSC Health Sciences Center
- HH Head House
- LRC Library & Learning Resource Center
- LRC Assistive Technology Training Center, Tutoring, Copy Center
- MAC Media Arts Center
- M Maintenance
- MCE Multidisciplinary Center East
- MCW Multidisciplinary Center West
- MCW Career Education, Vending
- NMG New Media Gallery
- PAC Performing Arts Center
- SAB Studio Arts Building
- SCI Sciences Building s
- SSC Student Services Center
- SSC Admissions & Records, Career Development Center, Counseling, International Students, Registration, Student Business Office, Student Connect, Student Information Center, University Transfer Center
- S&R Warehouse, Shipping & Receiving
- TR 12-13 Child Development Education (Between MAC & SSC Bldg.)
- TR 14-15 Trailer Classroom (Between MAC & SSC Bldg.)
- TR 16 Nursing Skills Lab (Between MAC & SSC Bldg.)
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- WAM Welding, Auto & Manufacturing
- WEC Wright Event Center



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