



District Technical Review Workgroup - Instructional (DTRW-I)

AGENDA

March 8, 2018 - 1:00 – 3:00 p.m.

DAC Lakin Boardroom

- **Approval of February 8, 2018 Meeting Notes**

- **Curriculum Submissions**

MOORPARK COLLEGE

New Courses

		Units
ART M79C	Figure Sculpture III	3
ARTH M80	Internship in Art History	1-4
ARTH M122	Independent Study – Art History	0.5-3
CD M21	Infant and Toddler Development	3
EDU M08	Children’s Art within a Multicultural Perspective	3
ITAL M102	Elementary Italian II	4

Revised Courses

		Units
MUS M03	Introduction to Music Technology	3
MUS M05	Electronic Music	3

TOP/SAM Code Changes

ART M74	Glaze Design I	Non Occupational
ART M75	Glaze Design II	Non Occupational
ART M79B	Figure Sculpture II	Fine Arts, General Art

New Program

Certificate of Achievement in Songwriting	Units
	23

OXNARD COLLEGE

New Courses

		Units
ADS R125	Treatment of Eating Disorders	3
ADS R131	Abnormal Psychology	3
BUS R199A	Directed Studies in Business	.5-4
BUS R199B	Directed Studies in Business Lab	.5-4
CAOT R801	Keyboarding (Alpha and Numeric)	0
CAOT R802	Keyboarding for Speed and Accuracy	0
CHEM R199	Directed Studies in Chemistry	1-3
ENGR R130	Engineering Statics	3
ESL R048	Academic Listening and Speaking	4
ESL R801A	ESL Communication Skills	0
ESL R801B	ESL Reading Skills	0
ESL R801C	ESL Grammar and Writing	0
MATH R005	Intermediate Algebra for Statistics and Liberal Arts	5
MATH R015	Intermediate Algebra for STEM	6
MATH R098F	Algebra Support for MATH R115	2
MATH R098G	Algebra Support for MATH R105	2
MUS R109	Music of Latin America	3



TOP Code Changes

MUS R140 Recording I: The Fundamentals of Audio Technology 0614.00- 1005.00

New Programs

Associate in Science in Environmental Science for Transfer (Environmental Science AS-T)	Units
Associate in Science in Pre-Health Professions	42-44
Certificate of Achievement in Eating Disorders	58-63
Certificate of Achievement in Co-occurring Disorders	18
	18

VENTURA COLLEGE

Revised Courses

BUS V21	Administrative Assistant	Units
BUS V94	Business Office Skills <i>for Employment</i>	16
		4

TOP/SAM Code Changes

BUS V08	Computerized Accounting	Advanced Occupational
BUS V47	Sales Techniques	Non Occupational

CURRENT BUSINESS:

- Follow up from last meeting: Field Trips – N. Brown
- Standing Item: Update on CourseLeaf – Mike Rose/Dave Fuhrmann
- General Update: BP/AP 4102 – Career Technical Education Programs (handout at meeting)
- Letter Grade and Pass/No Pass Notation – M. Bowen
- Future Agenda Items

Next Meeting Date:

April 12, 2018 – DAC Boardroom, Camarillo, 1pm

ITEMS IN RESERVE:

- Articulation Officers
 - AP/BP 4235: Credit By Examination
 - Military Credit Discussion
 - Articulation with Adult Education
 - TAG Agreements/Current Articulation Agreements
- BP/AP 4222 – Remedial Coursework
- BP/AP 4020 – Curriculum Development
- T5 GE Pattern – T. Brabander
- Noncredit BP
- Common Core Numbering
- Coordinating DE Offerings

Ventura County Community College District

2017-2018 Academic Year
District Technical Review Workgroup – Instructional (DTRW-I)
Meeting Notes---DRAFT
Thursday, February 8, 2018 - 1:00 p.m. – 3:00 p.m.

- Members:** Chancellor’s Designee: Kim Hoffmans, Chair (VC)
 Faculty Co-Chair: Nenagh Brown (MC)
 Vice Presidents: Roy Vasquez (OC), Julius Sokenu (MC), Kimberly Hoffmans (VC)
 Faculty Chair/Co-Chairs of Curriculum Committees: Shannon Davis (OC), Jerry Mansfield (MC), Michael Bowen (VC)
 Articulation Officers: Shannon Davis (OC), Letrisha Mai (MC), Thao Brabander (VC), Traci Allen (MC Counseling – for L. Mai)
 Academic Senate Presidents: Diane Eberhardy (OC), Nenagh Brown (MC), Lydia Morales (VC)
 Administrative Officer to the Chancellor & Board of Trustees: Patti Blair (DAC)
- Guests:** Dave Fuhrmann
- Absent:** Letrisha Mai (on sabbatical Spring 2018), Patti Blair, Julius Sokenu, Roy Vasquez
- Recorder:** Sarah Ayala

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Welcome and Announcements	<i>Nenagh Brown welcomed everyone and the meeting commenced at 1:04pm.</i>			
Conference Call with CurriQunet (1:00-1:15 p.m.)	<p><i>Call did not take place as CurriQunet representatives did not call in. Dave Fuhrmann to send them email regarding data migration services and the costs associated.</i></p> <p><i>Additional Notes:</i> Contract has been signed with CourseLeaf CurriQunet is with us through January 2019, but we do not have a contract about data migration. We should look into our own backup as well. We should create a timeline for our plan during the switch. Anticipating a kick off conference call to set expectations, etc.</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Approval of January 11, 2018 meeting notes	<p>Page 2: Under OC Submission – “Santa Cruz” and Huntington Beach, not “Laguna”</p> <p>Page 5: Under Regional Report... add “C” to “CCCO” and “Title V” should be “Title 5”.</p> <p>Date at the top – should be 2018</p> <p>Minutes approved as amended.</p>			
Announcements	None			

CURRICULUM SUBMISSIONS

<p>New Degrees/Courses/Revised Courses</p> <p>Moorpark/Oxnard/Ventura Submissions</p>	<p><u>MOORPARK COLLEGE</u> No submissions</p> <p><u>OXNARD COLLEGE</u></p> <p>SAM Code Changes ESRM R100 Introduction to Environmental Science (D) Possibly Occupational (E) Non-Occupational</p> <p>TOP Code Changes IDS R102 Science, Technology, and Human Values 2205.00 2201.00</p> <p>MST R178 Geological Marine Resource Management 1920.00 1914.00</p> <p>FINAL RECOMMENDATION: <i>These revised courses will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval with changes discussed if necessary.</i></p>			
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VENTURA COLLEGE

New Courses

ART V02D Art of the Ancient Mediterranean 3
ART V09A Art of the Ancient Americas 3
BUS V61 Microsoft Word 3
BUS V62 Microsoft Excel 3
BUS V63 Microsoft PowerPoint 3
BUS V64 Computer Fundamentals and Productivity Tools 2
CJ V37 Introduction to Digital Forensics 3

Revised Courses

ART V11A Color and Design: Two Dimensional Design 3
ART V11B Color and Design: Color Theory and Practice 3
ART V15A Life Painting I 3

New Programs

A.S. Bookkeeping 18
Certificate of Achievement – Pre-Allied Health 12

TOP/SAM Code Changes

HED V22 Health and Social Justice ~~4306.00~~ **0837.00**
HMSV V96 Human Services Internship II
~~Occupational~~ **Possible Occupational**

ART V09A – C-ID is missing. Add “Aligned with ARTH 145”

*BUS Courses – aligned with noncredit courses that were recently brought forward to this committee
No labs on BUS V63 and BUS V64 – Department’s choice*

CJ V37 – C-ID is missing. Add “Aligned with ITIS 165”

ART V11A – add “UC” under transfer credit

ART V11B – add “UC” under transfer credit

ART 15A – add “aligned with C-ID ARTS 210”. Add “UC” under transfer credit.

AS Bookkeeping: Remove GE Line and Degree Total line.

	<p><i>Pre-Allied Health: Take back to department to see if they want this to be CTE. Holding from going to the Board until we hear from the Department. Michael Bowen to contact Dan Clark</i></p> <p><i>Top Codes/Sam Codes: Add course descriptions like the other ones for BOT approval</i></p> <p>FINAL RECOMMENDATION: <i>These new and revised courses will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval with changes discussed if necessary. HOLD Pre-Allied Health Program until we have heard back from the Department.</i></p>			
CURRENT BUSINESS				
<p>Discussion on 100% DE and field trips/site visits – M. Bowen</p>	<p><i>Field Trips/Site visits in courses that are 100% DE? How do we deal with this? Could you build an alternative into the course? This is a possibility, though that is not listed on the COR. Alternatives could be listed in the syllabus Do DE courses have to do District Field Trip form? Group thinks we need the clear definition of field trips – there is legal information in Title 5 – 55450 and 55451 Until a solid definition of field trip is brought to the committee, it should be ok to have a field trip/site visit on a 100% online class</i></p>			
<p>Informational Items: AP/BP review summary spreadsheet</p> <p>2016/2017 DTRW-I Goals and Accomplishments</p> <p>2017/2018 DTRW-I Goals and Accomplishments</p>	<p><i>Items presented for review Not ready to move forward with AP/BP 4222.</i></p> <p><i>No comments</i></p> <p><i>No comments</i></p>	<p>Put AP/BP 4222 in "Items In Reserve" on agenda</p>		

AP 4100: Graduation Requirements for Degrees and Certificates	<p><i>MC Registrar Dave Anter brought this to DTRW-SS</i> <i>Small changes in Associate Degrees and Associate Degrees for Transfer.</i> <i>DTRW-SS wanted DTRW-I to review the small changes.</i> <i>DTRW-I Committee supports changes. AP ready to go back to DTRW-SS and on to further committees.</i></p>			
AP 4255: Disqualification and Dismissal	<p><i>Is the name supposed to be changed at the top title? Is this an error?</i> <i>Recommendation: Have BP 4250 retitled - change middle word from “disqualification” to “dismissal”.</i></p> <p><i>Ok to go back to DTRW-SS. Recommend aligning AP title of 4255 with BP title of 4250 and to clarify operationally who petitions got through – ex at VC, they go through the VP of Student Services office. If it’s a different process on each campus, then have a more general language of “designated Vice President”.</i></p>			
T5 GE Pattern – T. Brabander	<p><i>Went to English and CTE programs to discuss proposal.</i> <i>CTE concerned that VC is moving faster on this proposal than the other colleges. Should we move forward at VC with the momentum, or wait for other campuses to catch up?</i> <i>Some are getting T5 confused with Guided Pathways</i> <i>Would like T5 to go to Curriculum Committee this month and back to DTRW-I for next month.</i></p> <p><i>MC brought it to CC as an information item. No vote. People wanted data. Response in general was good. Also brought it to various division meetings where response in general was not good.</i></p> <p><i>Recommendation: All colleges hold off on taking proposal to Academic Senates until Guided Pathways plan is done.</i></p>			
Pop Up Item	<p><i>Patti Blair maintains Board Policy chart.</i> <i>If anyone is interested in a copy of the chart, they are available.</i></p>			
Future Agenda Items	<p><i>No items were requested for the agenda at this time.</i></p>			
Adjournment	<p><i>N. Brown adjourned the meeting at 2:57 p.m.</i></p>			
Next Meeting Date:	<p><i>March 8, 2018– DAC Boardroom, 1pm</i></p>			

MOORPARK COLLEGE

CREDIT CURRICULUM

New Courses

		Units
ART M79C	Figure Sculpture III	3
ARTH M80	Internship in Art History	1-4
ARTH M122	Independent Study – Art History	0.5-3
CD M21	Infant and Toddler Development	3
EDU M08	Children’s Art within a Multicultural Perspective	3
ITAL M102	Elementary Italian II	4

Revised Courses

MUS M03	Introduction to Music Technology	3
MUS M05	Electronic Music	3

TOP/SAM Code Changes

ART M74	Glaze Design I	Non-Occupational
ART M75	Glaze Design II	Non-Occupational
ART M79B	Figure Sculpture II	Fine Arts, General Art

New Program

Certificate of Achievement in Songwriting	Units
	23

CREDIT CURRICULUM

New Courses

ART M79C Figure Sculpture III 3 units

Prerequisite: ART M79B

Class Hours: 1 lecture, 6 lab weekly

Expands further the technical and conceptual skills in the sculpting of the human figure from live models; materials include clay, wire, and mixed media. Continues the study of structure, proportion, and balance.

Emphasizes intermediate-level individual and self-expressive approaches to sculpting the human form.

Develops intermediate-level awareness of historical and contemporary concerns in figure sculpture.

Moorpark College Faculty has defined Figure Sculpture as a family of courses which includes ART M79A, M79B, M79C and M79D. A student may take a maximum of four (4) courses from a family. Applies to Associate Degree. Transfer credit: CSU; UC

ARTH M80 Internship in Art History 1 – 4 units

Prerequisite: Completion of or concurrent enrollment in one course in the discipline and instructor approval.

Class Hours: 3 – 12 lab weekly

Provides on-the-job learning to develop effective work habits, attitudes, and career awareness in paid or unpaid internships that are related to the discipline. Involves the development and documentation of learning objectives and the completion of an internship paper, presentation, or project. Includes both workplace supervisor and faculty adviser feedback and/or written evaluations. To take this course, contact the Career Transfer Center. Requires orientation session. Students receive one unit of credit for each 60 hours unpaid or 75 hours paid work. May enroll in up to 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

ARTH M122 Independent Study – Art History 0.5 – 3 units

Prerequisite: Completion of one course in Art and instructor approval.

Class Hours: 1.5 – 9 lab weekly

Allows independent study for students who wish to extend their knowledge of a particular area of Art History through research and study. Utilizes an approved independent project. Includes one-on-one work with instructor. Interested students should contact an ARTH instructor for assistance in developing a contract for learning about a specific topic. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission).

CD M21 Infant and Toddler Development 3 units

Recommended CD M02

Preparation:

Class Hours: 3 lecture

Examines infants and toddlers from pre-conception to age three including physical, cognitive, language, social, and emotional growth and development. Applies theoretical frameworks to interpret behavior and interactions between heredity and environment. Emphasizes the role of family and relationships in development. Meets CA Title 22 regulations for infant-toddler teachers and program directors. Approved for Continuing Education hours by the California Board of Registered Nursing, provider number 02811 for 30 contact hours. Applies to Associate Degree. Transfer credit: CSU

New Courses (continued)

EDU M08 Children's Art within a Multicultural Perspective 3 units
Recommended CD M02 and CD M14 or EDU M02

Preparation:

Class Hours: 3 lecture

Presents theoretical foundations and practices for designing art curricula that reflect P-12 educational state standards and common core standards. Emphasizes the creation of hands-on artistic projects, the importance of art in the child's development, and the understanding of multicultural art traditions in subject matter, materials, and processes. Provides opportunities for students to gain basic art skills, understand the creative process, and investigate the critique process. Examines supportive environments and selecting materials and experiences appropriate to individual children. Examines historical contexts and indigenous aesthetics as they relate to the development of primary skills and appreciation for art and the creative process. (Same course as CD M08.) Applies to Associate Degree and CA Child Development Permit. Transfer credit: CSU

ITAL M102 Elementary Italian II 4 units
Prerequisite: ITAL M101 or two years of high school Italian or equivalent

Class Hours: 4 lecture

Continues beginning Italian acquisition in a cultural context through listening, speaking, reading and writing. Emphasizes student interaction with authentic language in cultural context. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC

Revised Courses

MUS M03 Introduction to Music Technology 3 units
Recommended MUS M01

Preparation:

Class Hours: 2 lecture, 3 lab weekly

Introduces the concepts, techniques, terminology and uses of music technology. Addresses ethical, aesthetic, economic, and social problems in technology applications. Includes the use of current hardware and software for music notation, sequencing, synthesis, digital audio, and music performance and practice. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M05 Electronic Music 3 units
Recommended MUS M03

Preparation:

Class Hours: 2 lecture, 3 lab weekly

Introduces the techniques and elements of electronic music production. Includes topics such as synthesis, sampling, and MIDI sequencing. Requires the creation of compositions utilizing electronic music techniques. Applies to Associate Degree. Transfer credit: CSU; UC

TOP/SAM Code Changes

ART M74 Glaze Design I 3 units
 Prerequisite: ART M72
 Class Hours: 1 lecture, 6 lab weekly
 Examines glaze formulation and ceramic technology, including clays and kiln firing. Continues work in all forms of clay construction, techniques and design. Moorpark College Faculty has defined Ceramics Glazes as a family of courses which includes M74, and M75. A student may take a maximum of four (4) courses from a family. (Formerly ART M60F.) Applies to Associate Degree. Transfer credit: CSU; UC
 Note: TOP code change: ~~1002.00 Art~~ 1009.00 Applied Design. SAM Code change: ~~Non-Occupational~~.

ART M75 Glaze Design II 3 units
 Prerequisite: ART M74
 Class Hours: 1 lecture, 6 lab weekly
 Investigates glaze experimentation. Develops techniques for formulating new glazes, including firing at various temperatures. Moorpark College Faculty has defined Ceramics Glaze as a family of courses which includes ART M74, M75. A student may take a maximum of four (4) courses from a family. Applies to Associate Degree. Transfer credit: CSU; UC
 Note: TOP code change: ~~1002.00 Art~~ 1009.00 Applied Design. SAM Code change: ~~Non-Occupational~~.

ART M79B Figure Sculpture II 3 units
 Prerequisite: ART M79A
 Class Hours: 1 lecture, 6 lab weekly
 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 individual and self-expressive approaches to sculpting the human form. Develops further awareness of historical and contemporary concerns in figure sculpture. Moorpark College Faculty has defined Sculpture as a family of courses which includes ART M77, M78, M79A and M79B. A student may take a maximum of four (4) courses from a family. Applies to Associate Degree. Transfer credit: CSU; UC
 Note: TOP code change: ~~1001.00 Fine Arts, General~~ 1002.00 Art

New Programs

Certificate of Achievement in Songwriting

The Songwriting Certificate of Achievement provides students with fundamental tools, techniques, and best-practices necessary to succeed as a songwriter. Students explore lyric writing, melody, harmony, theory, arranging, and strategies employed by some of the most well-known songwriters. After successfully completing this certificate a student will be equipped with the tools necessary to start a career as a songwriter. Students may also be hired as a composer, recording artist, music producer, or arranger.

To obtain a Certificate of Achievement in Songwriting, students must complete the following:

REQUIRED CORE: Fundamental Courses - complete the following courses (11 units)		Units
MUS M02A	Music Theory I	3
MUS M02AL	Musicianship I	1
MUS M02B	Music Theory II	3
MUS M02BL	Musicianship II	1
MUS M11	Songwriting	3
Vocal Fundamentals - (2 units)		Units
MUS M13A	Fundamentals of Vocal Technique I	2
Instrumental Fundamentals – complete one course (2 units)		
MUS M25A	Class Piano - Beginning I	2
	or	
MUS M32	Class Guitar	2
Performance Ensemble - select and complete one course (1 unit)		Units
MUS M10	Concert Choir	1
MUS M18	Jazz Ensemble	1
MUS M21	Wind Ensemble	1
MUS M23	Moorpark Symphony Orchestra	1
Elective Courses - select and complete two courses (6 units)		Units
MUS M03	Introduction to Music Technology	3
MUS M05	Beginning Electronic Music	3
MUS M07	Introduction to Music Business	3
Capstone Requirement Units		
MUS M122	Independent Study-Music	1

Create and perform at least one original composition.

Total Units	23
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OXNARD COLLEGE

New Courses

		Units
ADS R125	Treatment of Eating Disorders	3
ADS R131	Abnormal Psychology	3
BUS R199A	Directed Studies in Business	.5-4
BUS R199B	Directed Studies in Business Lab	.5-4
CAOT R801	Keyboarding (Alpha and Numeric)	0
CAOT R802	Keyboarding for Speed and Accuracy	0
CHEM R199	Directed Studies in Chemistry	1-3
ENGR R130	Engineering Statics	3
ESL R048	Academic Listening and Speaking	4
ESL R801A	ESL Communication Skills	0
ESL R801B	ESL Reading Skills	0
ESL R801C	ESL Grammar and Writing	0
MATH R005	Intermediate Algebra for Statistics and Liberal Arts	5
MATH R015	Intermediate Algebra for STEM	6
MATH R098F	Algebra Support for MATH R115	2
MATH R098G	Algebra Support for MATH R105	2
MUS R109	Music of Latin America	3

TOP Code Changes

MUS R140	Recording I: The Fundamentals of Audio Technology	0614.00 1005.00
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New Programs

	Units
Associate in Science in Environmental Science for Transfer (Environmental Science AS-T)	42-44
Associate in Science in Pre-Health Professions	58-63
Certificate of Achievement in Eating Disorders	18
Certificate of Achievement in Co-occurring Disorders	18

New Courses

ADS R125 Treatment of Eating Disorders 3 units
 Hours: 3.0 lecture weekly

This course in eating disorders is designed to give students an understanding of the assessment and treatment of co-occurring eating disorders in various treatment settings (inpatient, day treatment, outpatient). The student will develop an understanding of the complexity and variety of eating disorders. The students will explore various philosophies regarding etiology and treatment for clients with eating disorders. *Field trips may be required.*

Transfer credit: CSU

ADS R131 Abnormal Psychology 3 units
 Hours: 3.0 lecture weekly
 C-ID: Aligned with PSY 120

This course surveys various definitions, causes, and treatment methods relative to abnormal behavior. This course also covers psychological, biological and sociocultural theories of abnormal behavior. Topics include: diagnosis of abnormal behavior, clinical syndromes, various forms of intervention and preventive strategies. *Field trips may be required. Same as PSY R131*

Transfer credit: CSU

BUS R199A Directed Studies in Business .5-4 units
 Hours: .5 to 4.0 lecture

This course is intended for students interested in furthering their knowledge of business on an independent-study basis. The student and instructor will work together to design course content and/or research. Meeting times will be determined by the instructor. *Field trips may be required.*

Transfer credit: CSU

BUS R199B Directed Studies in Business Lab .5-4 units
 Hours: 1.5 to 12.0 lab

This course is intended for students interested in furthering their knowledge of business on an independent-study basis. The student and instructor will work together to design course content and/or research. Meeting times will be determined by the instructor. *Field trips may be required.*

Transfer credit: CSU

CAOT R801 Keyboarding (Alpha and Numeric) 0 units
 Hours: .5 hours lecture, 1.5 hours lab weekly

This course is for the beginning student. This course provides instruction and development of fundamental skills in the operation of the keyboard including letter, number, symbol, special keys, and the numeric keypad. *Course is offered Pass/No Pass (P/NP) at student's option. This is a noncredit course, non-degree applicable.*

CAOT R802 Keyboarding for Speed and Accuracy 0 units
 Prerequisite: CAOT R801
 Hours: .5 lecture, 3.0 lab weekly

This course is designed to improve speed and accuracy in using the keyboard through development of proper technique, assessment of keyboarding deficiencies, and through individual practice to improve keyboarding deficiencies. It is for students who know the keyboard by touch but need more work on speed and/or accuracy. Drills for speed development and accuracy will be self-paced. *Course is offered Pass/No Pass (P/NP) at student's option. This is a noncredit course, non-degree applicable.*

CHEM R199 Directed Studies in Chemistry 1-3 units
 Prerequisites: CHEM R120 or CHEM R110 and concurrent enrollment in CHEM R120
 Hours: 3.0 to 9.0 lab weekly

This course is designed for students interested in furthering their knowledge of Chemistry on an independent study basis. These studies may require a combination of laboratory and library research. Project findings will be presented in a scientific poster format, video, protocol or research publication. *Field trips may be required.*
Transfer credit: CSU

ENGR R130 Engineering Statics 3 units
 Prerequisites: MATH R121 and PHYS R131
 Hours: 3.0 lecture weekly
 C-ID: Aligned with ENGR 130

Engineering Statics applies the principles of mechanics to rigid bodies in two and three dimensional equilibrium systems. Analytical and graphical solutions using force vectors and equivalent force systems to solve problems pertaining to friction, centroids, center of gravity, and moments of inertia for areas is the focus of this course.
Transfer credit: CSU

ESL R048 Academic Listening and Speaking 4 units
 Prerequisites: ESL R801A or placement as determined by the college's multiple measures assessment process.
 Hours: 4.0 lecture weekly

This course is intended for high-intermediate to advanced non-native English speakers who are able to hold a conversation in English. The course helps ESL students communicate more effectively in academic, professional, and social settings, and to adequately document oral presentations . Students will also develop listening, note-taking, and speaking skills, and strategies for success in the college environment. The course provides review of grammar, vocabulary, and idiomatic expressions. *Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option.*
Note: This is a compressed course that replaces ESL R044 and R046. Students may not receive credit in both ESL R046 and ESL R048.

ESL R801A	ESL Communication Skills	0 units
Advisory:	Placement as determined by the college's multiple measures assessment process.	
Hours:	3.0 lecture weekly	

This course is designed for non-native speakers of English at a high-beginning to low-intermediate level. The course provides listening and speaking practice used in conversational patterns and academic settings. The course also includes grammar points, vocabulary, note-taking, and pronunciation to develop language proficiency and build academic skills. The course emphasizes developing confidence in expressing oneself in English. *Field trips may be required. Course is offered on a Pass/No Pass (P/NP) basis only. This is a noncredit course, non-degree applicable.*

ESL R801B	ESL Reading Skills	0 units
Prerequisites:	ESL R801A or placement is determined by the college's multiple measures assessment process.	
Hours:	3.0 lecture weekly	

This is a low-intermediate level reading course for students learning English as a second language and native English speakers who need to develop basic reading and study skills. Topics included are comprehension skills, critical thinking, vocabulary development, context clues, note taking, and outlining and basic library research skills. *Field trips may be required. Course is offered on a Pass/No Pass (P/NP) basis only. This is a noncredit course, non-degree applicable.*

ESL R801C	ESL Grammar and Writing	0 units
Prerequisite:	ESL R801B or placement is determined by the college's multiple measures assessment process.	
Hours:	3.0 lecture weekly	

This course is designed for non-native speakers of English at a high-beginning to low-intermediate level. This course includes grammar and writing and further develops skills at the sentence level in academic and real-life situations. *Field trips may be required. Course is offered on a Pass/No Pass (P/NP) basis only. This is a noncredit course, non-degree applicable.*

MATH R005	Intermediate Algebra for Statistics and Liberal Arts	5 units
Prerequisites:	MATH R001 or MATH R010 or placement as determined by the college's multiple measures assessment process	
Hours:	5.0 lecture weekly	

This is a course in algebra designed to meet the intermediate algebra competencies for an AA or AS degree and to expose students to concepts and applications faced in statistics and liberal arts. *Course is offered Pass/No Pass (P/NP) at student's option.*

MATH R015 Intermediate Algebra for STEM 6 units
 Prerequisites: MATH R001 or MATH R010 or placement as determined by the college's multiple measures assessment process.
 Hours: 6.0 lecture weekly

This is a course in algebra for students intending to continue on towards Calculus. Emphasis is on applications of mathematics to science and logical problems. Students will learn to analyze and interpret problems while developing inductive and deductive logic skills to apply to verbal and quantitative problems. The topics include simplifying rational expressions, solving rational equations, solving problems and applications involving systems of three variables, graphing systems of inequalities in two variables, simplifying expressions involving positive, negative, and rational exponents, performing mathematical operations on radical expressions and solving radical equations, solving quadratic equations and their applications using multiple methods, graphing and evaluating elementary functions, using definitions, domain and range, algebra and composition of functions on related applications, solving elementary exponential and logarithmic equations and related applications. *Course is offered Pass/No Pass (P/NP) at student's option.*

MATH R098F Algebra Support for MATH R115 2 units
 Corequisite: MATH R115 or placement as determined by the college's multiple measures assessment process.
 Hours: 2.0 lecture weekly

This co-requisite support course is to be taken concurrently with Math R115, College Algebra. Emphasis is placed on foundational skills which are necessary for a student to successfully complete Math R115. This course offers support for College Algebra topics along with study skills development. *Course is offered on a Pass/No Pass (P/NP) basis only.*

MATH R098G Algebra Support for MATH R105 2 units
 Corequisite: MATH R105 or placement as determined by the college's multiple measures assessment process.
 Hours: 2.0 lecture weekly

This co-requisite support course is to be taken concurrently with Math R105, Introductory Statistics. Emphasis is placed on foundational skills which are necessary for a student to successfully complete Math R105. This course offers support for Introductory Statistic topics along with study skills development. *Course is offered on a Pass/No Pass (P/NP) basis only.*

MUS R109 Music of Latin America 3 units
 Hours: 3.0 lecture weekly

A survey of the diverse and rich musical traditions of Latin America from pre-colonialism to the present day. The course will study the origins, influences, and style within specific countries and regions such as Mexico, Brazil, the Andes, the Caribbean, the United States, and others. The course will highlight consistencies throughout Latin American musical culture, as well as the aesthetic and stylistic differences that make these varied musical traditions unique. *Field trips may be required.*
Transfer credit: CSU

TOP Code Changes

MUS R140	Recording I: The Fundamentals of Audio Technology	2 units
Hours:	1.0 lecture, 3 lab weekly	

This course is an introduction to audio recording. It covers fundamental concepts and techniques, including basic acoustics, signal flow, microphone principles and usage, studio equipment, signal processing, recording console functions, and multi-track recording procedures. *Field trips may be required.*

Transfer credit: CSU

Note: TOP Code changed from 0614.00 (Digital Media) to 1005.00 (Commercial Music)

New Programs

Associate in Science for Transfer in Environmental Science

Environmental Science integrates topics from biological sciences, physical sciences, geosciences, and public policy to understand the working of the earth's ecosystems and the impact of humans within those systems. Environmental Scientists apply scientific knowledge to understand complex environmental problems that impact the quality of life and develop solutions to protect, preserve, and sustain the natural environment.

Core Course		Units
ESRM R100	Introduction to Environmental Science	3

Select either Option 1 or Option 2

Option 1 (15 units)	Units	
BIOL R120	Principles of Biology I	4
BIOL R120L	Principles of Biology I Lab: Intro to Cellular and Molecular Biology	1
BIOL R122	Principles of Biology II	4
BIOL R122L	Principles of Biology II Lab	1
CHEM R120	General Chemistry I	5

Option 2 (15 units)		
BIOL R120	Principles of Biology I	4
BIOL R120L	Principles of Biology I Lab: Intro to Cellular and Molecular Biology	1
CHEM R120	General Chemistry I	5
CHEM R122	General Chemistry II	5

List A Units		
GEOL R101	Physical Geology	3
GEOL R101L	Physical Geology Lab	1

Choose one Statistics course and one Calculus course from the following (7-9 units):

MATH R105	Introductory Statistics	4
MATH R105H	Honors: Introductory Statistics	4
PSY R103	Beginning Statistics for Behavioral Science	3

Choose one Calculus course:

MATH R120	Calculus with Analytic Geometry I	5
MATH R106	Business Calculus	4

List B: select ECON and the appropriate physics series for the intended transfer institution (13 units).

ECON R102	Introduction to the Principles of Microeconomics	3
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and either

Physics Series 1 (10 units):

PHYS R131	Physics for Scientists and Engineers 1	5
PHYS R132	Physics for Scientists and Engineers 2	5

or

Physics Series 2 (10 units)

PHYS R101	College Physics 1	4
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AS-T in Environmental Science continued

PHYS R101L	College Physics 1 Laboratory	1
PHYS R102	College Physics 2	4
PHYS R102L	College Physics 2 Laboratory	1
Total Required Units		42 - 44

Associate in Science in Pre-Health Professions

This degree is designed for students interested in health care professions such as nursing, dental hygiene, chiropractic, physical therapy, or physician's assistant. It represents the preliminary coursework needed to be eligible for entrance to most health care programs. However, as specific requirements may vary between programs, students should work closely with a counselor to make sure they meet the needs of their specific program of choice.

Required Core Courses (23 units)		Units
BIOL R101	General Biology	3
or		
BIOL R101H	Honors: General Biology	3
BIOL R101L	General Biology Laboratory	1
ANAT R101	General Human Anatomy	4
PHSO R101	Human Physiology	5
MICR R100	Principles of Microbiology	3
MICR R100L	Principles of Microbiology Laboratory	2
Choose the Chemistry course appropriate for the intended healthcare program		
CHEM R104	General, Organic, and Biological Chemistry	5
CHEM R110	Elementary Chemistry	5
CHEM R112	Elementary Organic and Biological Chemistry	5
List A		
ENGL R101	College Composition	4
or		
ENGL R101H	Honors: College Composition	4
PSY R101	General Psychology	3
or		
PSY R101H	Honors: General Psychology	3
and		
PSY R108	Developmental Psychology	3
COMM R101	Introduction to Oral Communication	3
Choose one of the following Social Science courses (3 units):		
SOC R101	Introduction to Sociology	3
SOC R101H	Honors: Introduction to Sociology	3
ANTH R102	Introduction to Cultural Anthropology	3
ANTH R102H	Honors: Introduction to Cultural Anthropology	3
Choose one Critical Thinking course from the following (3-4 units):		
ENGL R102	Critical Thinking through Composition and Literature	4
ENGL R102H	Honors: Critical Thinking through Composition and Literature	4
ENGL R128	Advanced Composition and Critical Thinking Through Non-Fiction	3

PHIL R107	Introduction to Logic	3
PHIL R112	Symbolic Logic	3

Choose one course in Statistics from the following (3-4 units):

MATH R105	Introductory Statistics	4
MATH R105H	Honors: Introductory Statistics	4
PSY R103	Beginning Statistics for Behavioral Science	3
SOC R125	Statistics for the Behavioral and Social Sciences	3

Choose one course from American Institutions (3 units):

CHST R107	History of Mexicans in the United States	3
HIST R107	History of Mexicans in the United States	3
HIST R108	African-American History	3
HIST R117	History of American Women	3
HIST R130	History of the United States I	3
HIST R130H	Honors: History of the United States I	3
HIST R140	History of the United States II	3
HIST R140H	Honors: History of the United States II	3
POLS R100	Introduction to Politics	3
POLS R101	Government of the United States I: Institutions and Politics	3
POLS R102	Government of the United States: Institutions and Laws	3

Choose one course from General Education area C1 Fine/Performing Arts (3 units)

Choose one course from General Education area C2 Humanities (3-5 units)

Foreign language is strongly recommended

Choose one Physical Education activity course from General Education area E2 (1-2 units)

Choose one Health course from the following (3 units):

HED R105	CPR, AED, First Aid and Personal Safety	3
or		
HED R114	Introduction to Nutrition Science	3

Total Required Units 58 - 63

Certificate of Achievement in Eating Disorders

This certificate is designed to prepare students to enter the field of treatment providers to eating disorder clients in county, state, and federal programs. Emphasis will be given to the special knowledge, skills, and attitudes required for those who choose to work in the treatment of clients with eating disorders or other related human services.

Graduates completing this program will be qualified to apply for a number of certifications: C.A.T.C. (Certified Addictions Treatment Counselor) available from C.A.A.D.E.

Required Courses:		Units
ADS R103	Physiology and Pharmacology of Alcohol and Other Drugs	3
ADS R104	Addiction Counseling Theories and Techniques	3
ADS R113A	Co-Occurring Disorders I	3
ADS R113B	Co-Occurring Disorders II	3
ADS R115	Alcohol, Drugs, Eating Disorders and Nutrition	3
ADS R125	Treatment of Eating Disorders	3
Total Required Units:		18

Certificate of Achievement in Co-occurring Disorders

This certificate is designed to prepare students to enter the field of treatment providers to co-occurring disorder clients (i.e. substance use disorders with mental illness) in county, state, and federal programs. Emphasis will be given to the special knowledge, skills, and attitudes required for those who choose to work in the treatment of clients with co-occurring disorders or other related human services.

Graduates completing this program will be qualified to apply for a number of certifications: C.A.T.C. (Certified Addictions Treatment Counselor) available from C.A.A.D.E.

Required Courses:		Units
ADS R103	Physiology and Pharmacology of Alcohol and Other Drugs	3
ADS R104	Addiction Counseling Theories and Techniques	3
ADS R108	Alcohol/Drugs and Human Development	3
ADS R113A	Co-Occurring Disorders I	3
ADS R113B	Co-Occurring Disorders II	3
ADS R131	Abnormal Psychology	3
Total Required Units:		18

VENTURA COLLEGE

Revised Courses

BUS V21	Administrative Assistant	16 units
BUS V94	<i>Business Office Skills for Employment</i>	4 units

TOP/SAM Code Changes

BUS V08	Computerized Accounting	Advanced Occupational
BUS V47	Sales Techniques	Non Occupational

Revised Courses

BUS V21 Administrative Assistant 16 units
Recommended Preparation: Keyboarding skills
Hours: ~~46~~**13** lecture, ~~09~~ laboratory weekly
This course provides comprehensive training in the skills required of an administrative assistant including computer hard disk management, electronic and manual record management, and business software with an emphasis on integrating word processing, electronic spreadsheets, and presentations. Students will learn to use the Internet to create, organize, and process e-mail, share information and files, and effectively use search engines for e-commerce and job searches. Topics will include business communication skills, professional telephone techniques, keyboarding and calculating machines, interviewing techniques, resume preparation, job searches, and internships.
Formerly BIS V98.

BUS V94 ~~Business Office Skills~~ **for Employment** 4 units
Hours: lecture, laboratory 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.
Note: TOP code change: ~~0504.00 – Business and Commerce, General~~
0517.00 – Office Technology, Office

TOP/SAM Code Changes

BUS V08 Computerized Accounting 3 units
Prerequisite: BUS V03, or BUS V01A
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.
Note: SAM code change: ~~Advanced~~ Occupational

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.
Note: SAM code change: ~~Non~~ Occupational