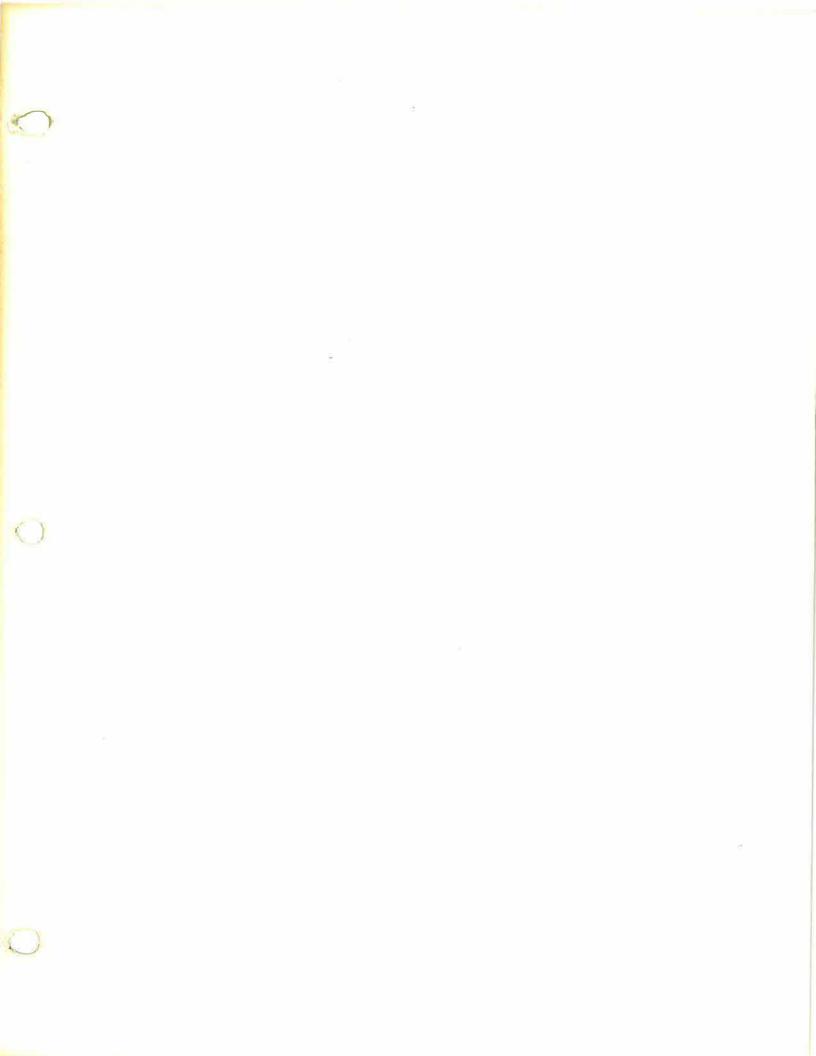
COLLEGE • OXNARD, CALIFORNIA OXNARD



oxnard college catalog

1975 - 1976 first year



OXNARD CENTER, 861 South B Street, Oxnard, CA 93030 Phone (805) 487-0711, 647-8780

CAMARILLO CENTER, 710 Arneill Road, Camarillo, CA 93010 Phone (805) 482-0723

OXNARD AIR FORCE BASE, 275 West Pleasant Valley Road, Camarillo, CA 93010

Phone (805) 647-8680

OXNARD COLLEGE ADMINISTRATIVE CENTER, 534 South A Street, Oxnard, CA 93030 Phone (805) 487-7539







oxnard college

Mailing Address:

Oxnard College Administrative Center 534 South A Street Oxnard, CA 93030 (805) 487-7439

Ventura County Community College District Board of Trustees:

Robert A. Addison E. T. Tom Jolicoeur Robert B. Lamb Celso S. Ovalle Dr. William M. Simpson

Administration:

Dr. Ray E. Loehr, Superintendent Dr. Arthur J. Schechter, President

Accreditation:

The programs and courses of Oxnard College have been approved by the California State Department of Education and by the Veterans' Administration. Public and private colleges and universities, including the University of California and the California State University College systems recognize credit earned in parallel courses at face value. An application for accreditation by the Western Association of Schools and Colleges has been initiated according to the procedures applicable to new public community colleges.

Member of:

American Association of Community and Junior Colleges California Community and Junior College Association California Community Colleges Western State Conference

Catalog Production:

Editors: Oxnard College Management Committee

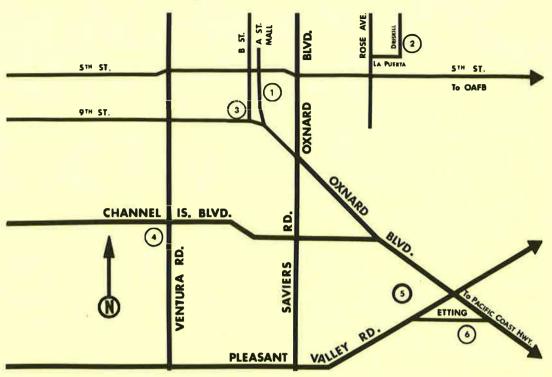
Copy Supervision: Peggy Cox Photographs: Gerald Olsen

Composition and Layout: COMARCO, Inc., Oxnard

Printing: Sinclair Printing, Alhambra



oxnard college locations



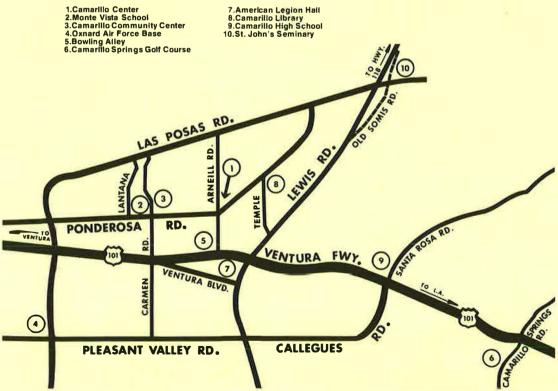
OXNARD COLLEGE OXNARD-PORT HUENEME AREA

Oxnard Center 861 S. B St. Administration Center 534 S. A St.

- Oxnard College Administration Center
 Rose Avenue School
 Oxnard College Oxnard Educational Center
 USN Seabee Base
 Oxnard College Site
 Ocean View Jr. High School

OXNARD COLLEGE CAMARILLO AREA

- 7.American Legion Hall 8.Camarillo Library 9.Camarillo High School 10.St. John's Seminary



college calendar

SUMMER SESSION, 1975 (two sessions)

June 9-13 June 16, Monday

June 16-19 July 4, Friday July 24-25 July 25, Friday

Registration period, first session Instruction begins, first session

Late registration and program changes, first session

Independence Day holiday Final exams, first session First session ends

July 21-25 July 28, Monday July 28-31

August 7-8 Sept. 1, Monday

Sept. 4-5 Sept. 5, Friday

Registration period, second session Instruction begins, second session

Late registration and program changes, second session

Final exams, eight-week classes

Labor Day holiday

Final exams, second session

Second session ends

FALL SEMESTER, 1975

Aug. 18-Sept. 8

Sept. 9, Tuesday Sept. 10, Wednesday

Sept. 10-25

Nov. 11, Tuesday Nov. 27-28

Dec. 22-Jan. 2 Jan. 5, Monday Jan. 22-29

Jan. 29, Friday

Registration period

Admission Day holiday Instruction begins

Late registration and program changes

Veterans Day holiday Thanksgiving Day holiday

Christmas holiday Classes resume Final exams Fall semester ends

SPRING SEMESTER, 1976

Jan. 12-30

Feb. 2, Monday

Feb. 2-14

Feb. 12, Thursday Feb. 16, Monday

April 4, Friday April 12-16

May 31, Monday June 4, 7-10

June 11, Friday

Registration

Instruction begins

Late registration and program changes

Lincoln's Birthday holiday Washington's Birthday holiday

Deadline to file application for 1976 June commencement

Easter vacation

Memorial Day holiday Final exams

Commencement





SUMMER SESSION, 1976 (two sessions)

June 7-11 June 14, Monday June 14-17 July 5, Monday July 22-23 July 23, Friday

July 19-23 July 26, Monday July 26-29 Aug. 5-6 Sept. 2-3 Sept. 3, Friday Registration period, first session Instruction begins, first session Late registration and program changes, first session Independence Day holiday Final exams, first session First session ends

Registration period, second session Instruction begins, second session Late registration and program changes, second session Final exams, eight-week classes Final exams, second session Second session ends



oxnard college philosophy

Pedants sneer at an education that is useful.

But if it is not useful, what is it?

Alfred North Whitehead Philosopher

A strong community college for the Oxnard Plains is in the making and its threads are present. The golden strands being the adoption of responsibility that all Oxnard College bound students shall have the opportunity:

- ... to attend
- ... to study
- ... to understand course work
- ... to be treated fairly regardless of race, creed, color, or sex
- ... to be counseled toward college objectives and career goals
- ... to learn a marketable skill
- ... to prepare for a successful entry into a four-year college or university

It is the belief of the college that the worlds of work and education are not separate. There must be a real connection between what the student will be doing when he or she finishes his or her program of study. Our society expects us to equip men and women for successful entry into the world of work, and it is the college's design to reinforce the notion of the dignity of work.

It is also believed that cultural and aesthetic activities are relevant in today's society and are to be fostered. College will strive to capitalize on good understandings and expectations which are present, and to build up better understandings and expectations when they are not present.

Oxnard College intends to look to the past to understand the present in order to produce a more successful future. It will strive to be innovative and responsible to the demands of society. Oxnard College will be responsive not only to community needs but to the needs of our larger society and to the world.

HISTORY

The need for having a community college on the Oxnard Plain has been recognized by the Oxnard, Camarillo. Port Hueneme communities and the governing board and the administrators of the Ventura County Community College District since the district was formed in 1962.

There was an understanding during those early years that a college would someday be built on the Oxnard Plain.

The next step was taken in 1968 when the district purchased 118 acres for Oxnard College.

Ventura College has offered classes at the Port Hueneme Seabee Base for a number of years. The first classes, under the Oxnard Center program, were offered in the fall of 1969 at the Ramona School.

That same fall (1969), the architectural firms of Fisher and Wilde of Ventura with Austin, Field and Fry were chosen to design the Oxnard College campus.

The Oxnard Center program was expanded in the fall of 1973 with the opening of the Oxnard Center at Eighth and B Streets. The Camarillo Center at Ponderosa Drive and Arneill Road was opened in February, 1974.

The 2000 A.D. Educational Master Plan and strong support from the Oxnard-Port Hueneme area focused attention on the need for the third community college in the district in the spring of 1974.





On March 26, 1974, college district trustees officially voted to build Oxnard College.

As of June, 1975, Oxnard College will be housed in off-campus facilities such as the Oxnard Center, Camarillo Center, Oxnard Air Force Base, the Special Projects Division in Ventura, Port Hueneme Seabee Base, Rose Avenue School, Monte Vista Intermediate School, Ocean View Junior High School and other locations.

FIRST BUILDINGS

The first three permanent buildings on the Oxnard College site are expected to be ready for classes in the fall of

They will be:

Learning Resources Center - This one-story building with a mezzanine in the library will have library facilities, audio-visual center, TV studio, room for supporting services, office and seven general classrooms.

General Classroom Building - There will be 20 classrooms in this one-story building including 13 lecture-type classrooms and seven labs for life sciences, physical sciences, a language lab and a lab for business (typing and shorthand). Agriculture and engineering technology will be taught in this building which will be H shaped.

Physical Education Building - This will be the first part of the PE complex. It will include: Showers and lockers for classes, restrooms, first aid station, room for equipment storage and three indoor areas for individual and group PE activities, plus faculty offices.

The fourth building to be built will be the Occupational Education building for occupational-type programs including allied health and public and personal services. It also will house the student counseling services. This building is expected to be ready for the fall of 1979.

specific objectives

A. CURRICULUM

Consistent with the philosophy of providing educational opportunities, access to information, and the development of competencies, Oxnard College offers the following educational programs designed to meet the needs of those who choose to enroll.

General Education

Recognizing that man is more than a mere unit of production, and that students must learn to live as well as earn a living, Oxnard College emphasizes the values of general education. To this end, then, it is essential that a student develop a command of the written and spoken language; understand mathematics; have knowledge of the structure and function of the human body; develop an understanding of the history and political institutions of the United States; learn to appreciate beauty, form, and color; perceive his own roles and understand the society in which he lives, and become familiar with the elements of the scientific method.

Preparation for Transfer

Oxnard College provides programs and courses that satisfy the lower division requirements at four-year colleges and universities in general education and in a wide variety of pre-professional fields. Special care is exercised to see that these courses and programs are parallel with those offered at senior colleges and universities and that they do, in fact, transfer with full credit. Articulation with senior colleges and universities is a joint responsibility of faculty and administration.



3. Occupational Education

Preparation for employment is an important and legitimate function of higher education. Oxnard College recognizes the changing nature of industrial society and, therefore, is committed to specific preparation, as well as broad-gauge occupational training that prepares for tomorrow as well as today. Occupational programs ae designed to provide entry-level skills, technical skills, technical knowledge that will permit employment mobility as changes occur, and general education that is the footing upon which specialized training is erected.

4. Developmental Programs

Oxnard College seeks to meet the needs of those who choose to enroll, but who are not fully prepared for the demands of college level instructional programs. Since the learning process takes place via the use of words and numbers, all students must develop command of the written and spoken language, as well as a degree of mastery of mathematical processes. Those who lack these skills will not find equal opportunity in the college classroom. Those students are, therefore, offered a well-programmed chance to improve, including developmental reading, vocabulary building, oral communication, basic mathematics, and logic.

5. Counseling and Guidance

A program of counseling and guidance is provided so that every student may recognize his capabilities and limits, develop his educational goals, select wisely from offerings of the college and lay a foundation for career interests.

6. Community Services

Service to the community is a significant function with all public two-year community colleges. An important part of the service is to provide lectures, dramatic and musical programs and make its facilities available for use of responsible organizations in the community.

admission procedure

1. Application for Admission: An application for admission may be obtained by contacting;

Oxnard College (Administrative Center) 534 South A Street Oxnard, CA 93030 487-7539

Oxnard College (Oxnard Center) 861 South B Street Oxnard, CA 93030 487-0711, 647-8780

Oxnard College (Camarillo Center) 710 Arneill Road Camarillo, CA 93010 482-0723

The application should be completed promptly and returned.

 As Oxnard College uses Social Security numbers for students identification, all students should be prepared to present their Social Security cards at the time of enrollment.



- 3. Students expecting to receive the Associate of Arts degree or Associate of Science degree should furnish complete transcripts of past academic work to the Dean of Admission and Records.
- 4. Placement of students in classes is based on high school experience and alternative sources showing educational and employment backgrounds. Some subject areas such as English and Math, for example, may require placement tests of a student.
- 5. Counseling. Counselors will be available to advise students on which classes they might take in line with their interests and objectives. Appointments for extensive academic counseling should be made before registration for classes begins. If a student wishes to take in excess of 18 units, he must solicit the permission of the Dean of Instruction.
- 6. Registration of classes. Class schedules will be published prior to the summer sessions and fall and spring semester. Please follow the instructions outlined in these schedules. Registration will be held at both the Oxnard Center and Camarillo Center. The dates of registration are shown in the College Calendar in the front of the catalog.
- 7. Those students under 18 years of age enrolling at Oxnard College who have not attended a California school previously must show evidence of immunization for measles and polio when registration.
- 8. Late registration will take place for two weeks after the beginning of instruction for the fall and spring semester.







admissions eligibility residency requirements

Oxnard College admits any high school graduate or person 18 years of age or older who is capable of profiting from the instruction offered. Special students disqualified from other institutions must petition, through the Dean of Student Personnel Services.

The California state law effective May 1, 1973, regarding student residency requirements, indicates the following:

- A. Each person enrolled in or applying for admission to a California community college is, for purposes of admission and/or tuition, classified as a district resident, a non-district resident or a non-resident.
- B. If a student is classified as a district resident or a non-district resident, the student shall be admitted to the college without non-resident tuition. Students classified as non-residents will be required to pay a tuition fee fixed each year by the California State Legislature. The fee has been established for the 1975-76 school year at \$38.00 per unit, for a maximum fee per semester of \$570.00 for 15 or more units. This fee must be paid prior to enrollment in the college.
 - C. A district resident is a person who, after attaining his eighteenth birthday, has resided within California for at least one year prior to the first day of instruction, and is a Ventura County resident at the time of enrollment.
 - D. A non-district resident is a student who has lived in California for more than one year, but whose residence is in a territory that is not in a community college district.
 - E. A non-resident student is one who does not have residence in the state for more than one year prior to the resident determination date.

For the purpose of determining residence status, a residence determination date is established for each term or semester by the District Board of Trustees. For 1975-76 the residence determination dates are as follows:

First summer session - June 14, 1975 Second summer session - July 28, 1975 Fall semester - September 10, 1975 Spring semester - February 2, 1976

Because of the complexity in the interpretation of these laws, students having difficulty in determining their residency should contact the Dean of Student Personnel Services.

interdistrict permits

Interdistrict attendance agreements and notices of restriction for the fiscal year 1974-75 which are in effect as of April 1, 1974 (the purpose of this notice is to meet the requirement of Education Code Section 25505.5).

Students whose legal residence is in the Ventura County Community College Disrict must apply for a permit to attend any of the community college districts listed below.



Students with legal residence in the community college districts listed below must present permits for attendance in the Ventura County Community College District from the district in which they reside.

Butte Community College District Cabrillo Community College District Cerritos Junior College District Foothill Community College District Fremont-Newark Community College District Glendale Community College District Los Angeles Community College District Marin Junior College District Mendocino Community College District Merced Community College District Monterey Peninsula Community College District Mt. San Jacinto Junior College District Redwoods Community College District Riverside Community College District Saddleback Community College District San Francisco Community College District San Joaquin Delta Community College District San Jose Community College District San Mateo Junior College District Santa Barbara Junior College District Santa Clarita Community College District Siskiyou Joint Community College District Victor Valley Community College District West Hills Junior College District Yuba Community College District

foreign students

Those students granted permission to attend, under the quota system, must adhere to the following procedure.

- A. Submit a completed application for admission.
- B. Provide evidence of proficiency in the use of the English language. Students are required to complete the Test of English as a Foreign Language (TOEFL) and achieve a score of at least 505. For information, they should write:

Educational Testing Service Box 899 Princeton, N.J. 08540

- C. State a specific objective.
- Submit a letter of recommendation and transcripts from preparatory schools and colleges previously attended.
- E. Submit a confidental statement of finance.
- F. Submit a health statement from an American physician. This statement must include a TB X-ray result.
- G. Immigration Department Form I-20A will be issued only after all other prerequisites for admission have been met.



H. Payment of tuition fee prior to enrollment (for the 1975-76 school year, tuition has been established at \$38.00 per unit, with a maximum of \$570.00 per semester, for 15 or more units).

Oxnard College attempts to select for admission only those foreign students who are above average in scholastic achievement and personal qualifications.

expenses

Expenses will vary from year to year and fee schedules are subject to change. Student expenses for the 1974-75 school year are listed for your information.

Tuition

Tuition is required for non-resident students only (out-of-state or out-of-country). The 1975-76 fee schedule has been established at \$38.00 per unit with a maximum of \$570.00 for 15 or more units per semester.

Health Fee

The Ventura County Community College District Board of Trustees has established a required health fee for all students enrolling in the college. The schedule for the 1974-75 school year is as follows:

Fall Semester Day Students: \$3.75
Fall Semester Evening Students: \$2.00

Summer School Day and Evening Students: \$1.00

Parking Fee

Although the Ventura County Community College District Board of Trustees has established a parking fee for those students who wish to park a vehicle on-campus, NO fee will be required for those students attending the Oxnard College campus.

Textbooks and Supplies

By state law, the College is prohibited from furnishing free textbooks or supplies to students. These items may be purchased at minimum cost, This expense varies from \$50 to \$75 per semester per student.

There may be extra fees for instructional materials and services. See registration publication for details.

Transcripts

Students are permitted three transcripts for Oxnard College without charge. Additional requests for transcripts are \$1.00 each.

financing your way through college

The expenses you have in college can be met from a number of sources. Some students either work themselves or are supported by their parents. Those who cannot depend upon such sources have a number of alternatives available to them. These include federal and state scholarships, grants and loans, veterans benefits, benefits for children of disabled veterans, social security and vocational rehabilitation benefits and scholarships, grants and



scholarships from the college. In addition, the college has a student employment placement service. To apply for financial aid of any kind, application must be made on a form supplied by the college. Applications should be made before May 10, 1975. Later applications will be considered on the basis of the availability of funds.

GRANTS

These are available and have to be applied for by the deadline indicated. These are not loans and do not require repayment. If you maintain full-time status, carry at least 12 units and satisfactory grades you will keep your eligibility for a grant. Some grants available are as follows:

> CALIFORNIA EXTENDED OPPORTUNITY PROGRAM GRANT (EOP): For students handicapped by social and economic disadvantages. Family income of \$6,000 or less per year. Amount up to \$800 per year. To apply obtain an application form from the Financial Aid Office and return it. This grant must be matched with other forms of Financial Aid.

> SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG): The SEOG program is a federal program for students of EXCEPTIONAL FINANCIAL NEED who without the grant would be unable to continue their education. Students are eligible to apply if they are enrolled at least half-time as an undergraduate or vocational student in an educational institution participating in the program. Graduate students are not eligible. If the student receives an SEOG, it cannot be less than \$200 or more than \$1,500 a year. Normally, an SEOG may be received for up to four years. However, the grant may be received for five years when the course of study requires the extra time. The total that may be awarded is \$4,000 for a four year course of study or \$5,000 for a five year course.

Apply to the Federal Government for:

BASIC EDUCATIONAL OPPORTUNITY GRANTS (BEOG): The BEOG Program makes funds available to eligible students attending approved colleges, community/junior colleges, vocational schools, technical schools, hospital schools of nursing, and other eligible post-secondary institutions. In academic year 1975-76, Freshmen, Sophomore, and Junior students may apply for a Basic Grant if they are entering an eligible post-secondary educational institution for the first time after April 1, 1973 and are enrolling on a full-time basis. To apply for a Basic Grant, the student must complete a form called Application for Determination of Basic Grant Eligibility. Copies of the application are available from post-secondary educational institutions, high schools, public libraries, Talent Search and Upward Bound projects, or by writing to BEOG, Box 2468, Washington, D.C. 20013. The completed form should be sent to BEOG, Box 2264, Washington, D.C. 20013.

LOANS

NATIONAL DIRECT STUDENT LOAN (NDSL): The NDSL Program is a federal loan program for students who are enrolled at least half-time in a participating post-secondary institution and who need a loan to meet their educational expenses. They may borrow a total of: (a) \$2,500 if enrolled in a vocational program or if they have completed less than two years of a program leading to a bachelor's degree; (b) \$5,000 if they are an undergraduate student who has already completed 2 years of study toward a bachelor's degree. (This total includes any amount borrowed previously under NDSL for undergraduate study.) Repayment begins 9 months after graduation or leaving school for other reasons. The student may be allowed up to 10 years to pay back the loan. During the repayment period 3 percent interest will be charged on the unpaid balance of the loan principal. No payments are required for up to three years while serving in the Armed Forces, Peace Corps, or VISTA, or for any time the student returns to at least half-time study.

FEDERALLY INSURED STUDENT LOAN: The Guaranteed Student Loan Program enables the student to borrow directly from a bank, credit union, savings and loan association, or other participating lender who is willing to make the educational loan. In California the loan is insured by the Federal Government. Students may apply for a loan if they are enrolled or have been accepted for enrollment at least half-time in an eligible college or university, a school of nursing, or a vocational, technical,



trade, business, or home study school. Students do not need a high school diploma in order to borrow. The maximum that may be borrowed is \$2,500 a year (the amount varies according to the policy of the lending agency). Interest cannot be more than 7 percent. The total amount that may be borrowed for undergraduate or vocational study is \$7,500. The total is \$10,000 for graduate study alone or in combination with undergraduate study. If the student does not quality for Federal interest benefits, they may still borrow, but will have to pay their own interest from the time they take out the loan until it is paid off. The loan must be repaid. Payments begin between 9 and 12 months after graduating or leaving school. Students may take up to 10 years to repay. The amount of the student's payments depends upon the size of his debt, but they must pay at least \$360 a year. Payments do not have to be made for up to 3 years while the student serves in the Armed Forces, Peace Corps, or VISTA, or for any time the student returns to full-time study.

COLLEGE WORK STUDY

COLLEGE WORK STUDY PROGRAM (CWS): The CWS program, also a federal program, provides jobs for students who have great financial need and who must earn a part of their educational expenses. Students may apply if they are enrolled at least half-time as a graduate, undergraduate, or vocational student in an approved post-secondary educational institution. The educational institution which participates in College Work Study arranges jobs on campus or off campus with a public or private nonprofit agency, such as a hospital. If the students are found to be eligible, they may be employed for as many as 40 hours a week. In arranging a job and determining how many hours a week the student may work under this program, the financial aid officer will take into account: (1) the need for financial assistance: (2) the class schedule; and (3) the student's health and academic progress. In general, the salary received is at least equal to the current minimum wage and may be as much as \$3.50 an hour.

STUDENT EMPLOYMENT

Part-time jobs, both on and off campus, can be arranged by the institution's Student Employment Office to assist students in meeting educational costs. The jobs are often related to a student's particular major or interest. Although Student Employment offices fill many jobs, it is impossible to predict for any student what success he will have in securing a job. Employment needs should be discussed as soon as possible after registering at the particular institution.

employment services

Students seeking part-time or permanent employment should apply at the Oxnard Center and the Camarillo Center. In the area of part-time employment, special emphasis is placed on locating work for which the student has been trained in order to relate his work experience to his vocational objectives. The placement service is available to current students, former students, and graduates.

Referrals for placement are made on the basis of qualities demonstrated by the student during his college attendance. Since employers rely upon the college to furnish them with information helpful in evaluating applicants, the office works in close cooperation with department heads and instructors. Application should be made in person at the Oxnard Center and the Camarillo Center. Announcements of job opportunities will be posted.

advanced placement

High school students planning to enroll in college courses must secure prior approval from their high school principal, and shall be required to file an approved advanced placement form before being permitted to register.



student services and procedures

COUNSELING AND GUIDANCE

A variety of counseling services is provided at Oxnard College to assist students during their college career. Counselors are available to aid each student in making his own important decision by helping him examine his abilities, attitudes and values, and evaluate his goals and make his own decisions concerning educational and career directions.

Specific Counseling services include personal counseling, group counseling, career development, academic guidance, and information regarding graduation requirements and requirements for transfer to the state college and universities.

ACADEMIC GUIDANCE AND PERSONAL COUNSELING

Selection of classes and the planning of academic programs is primarily the student's responsibility. The counselor's role is that of a resource person. A student is assigned a counselor and can drop in to see him at any time for a quick question or make an appointment for a longer session. The Counselor's office schedule is posted on his door. Feel free to consult him at any time, Pamphlets and booklets are also available to aid the student with his academic planning.

CAREER DEVELOPMENT GUIDANCE

It is important for students to have available information on the many various career opportunities open to them. A comprehensive program for guidance and career development is being developed, and will be located at the various centers. There is a career counselor available to discuss particular career courses and problems. In addition, the students will also find in each center a receptionist able to help locate career materials and arrange for participation in career guidance activities.

veterans

The Veterans Readjustment Act of 1966 (PL 89-358) provides educational assistance for veterans who served on active duty for a period of more than 180 days, any part of which occurred after January 31, 1955.

The monthly basic educational assistance allowance for training may be paid on a full-time (12 units), three-quarter time (9 units), and half-time (6 units) basis.

Applications for these benefits may be obtained at the Veterans Office.

The Veterans Clerk or Veterans Representative will be available to help you with the filing of your application.

health services

Plans to offer health services are being formulated by the college administration and will be included in the schedule of classes for the summer sessions and the fall and spring semesters.



handicapped

Oxnard College is vitally interested in providing education to all segments of the public, including the handicapped. Special plans are being formulated to provide special services for the handicapped. Please check with the college counseling office.

re-entry program

This program is designed to help people make the transition from varied backgrounds into college and to provide a warm and supportive atmosphere while making this change. There are specific courses available to such students some of which are listed below. Individual needs will determine which courses are relevant to the returning student.

Personal Growth 1 and 2 English 5 Math 9 English 101 Enalish 6 Psychology 106 Health Science

student organizations

A student organization will be developed at Oxnard College during the first year of operation. This organization will carry major responsibilities for student government, campus organization, and the student activities program in general. Broad aims of this program are in close harmony with objectives of the college to provide for opportunities for personal development, group cooperation, development of leadership and enrichment of college life. Oxnard College will offer a planned program of cultural, professional and recreational activities. All students are encouraged to participate in activities of their interests such as student government, music, forensics, athletics, publications and the club program.

For more information, please contact the Dean of Student Personnel Services.

academic policies

GRADING SYSTEM

The quality of a student's work will be measured by a grading system as follows:

Excellent

R - Good

Average

Minimum passing

Failing

Incomplete

W - Withdraw

CR - Credit

NC - No Credit

4 grade points per unit

3 grade points per unit

2 grade points per unit

1 grade point per unit

0 grade points per unit

0 grade points (no unit credit granted)

O grade points (no unit credit granted)

0 grade points (unit credit granted)

0 grade points (no unit credit granted)





Courses taken credit-no credit are disregarded in calculating grade point average. However, units earned on a credit basis shall be counted as elective credit toward satisfaction of curriculum requirements.

INCOMPLETE GRADES

A grade of I (incomplete) is given to those students who fail to complete the required work of the course because of extenuating circumstances, e.g., missing the final examination because of illness, or who have petitions granted to take late examinations.

If the student makes up the incomplete work within one semester, the instructor will assign a new letter grade. After one semester, if the incomplete work is not made up, the I grade automatically is converted to a grade of W.

DROPPING A COURSE

The student may drop a course at any time during the semester. No grade check will be made during the first six weeks. Beginning with the seventh week, a student may be dropped with a W or with an F, at the discretion of the instructor. The student dropping a course should notify his instructor and/or record the drop promptly in the Records Office.

CREDIT-NO CREDIT

The student may enroll in specified courses under either the letter grading system or the credit-no credit grading system (except as indicated in the second paragraph). In both systems, the student participates in the course as a regular student. Under the credit-no credit system, if in the instructor's judgement the student satisfactorily completes the material (C grade or better), he will be assigned a credit grade for the course. If in the instructor's judgement, the student does not satisfactorily complete the course material, a no-credit grade will be assigned. A student may not enroll in more than 9-1/2 units of credit-no credit courses in any one semester. Also, a student may not accummulate more than 20 units toward graduation under the credit-no credit system of grading.

All remedial courses, institutes, orientation courses and work experience courses will be under the credit-no credit system.

REPEATED COURSES

A course in which a grade of C or better has been earned may not be repeated except as stated in the catalog course description or following a prolonged lapse of time between a prerequisite course and a subsequent course. A student must confer with the appropriate college administrative officer before repeating a course in which he has received a C or better letter grade. Any course in which a grade of D or F was earned may be repeated for the purpose of improving the recorded grade. The first grade may be lined through and omitted from the computation of cumulative grade point average. The second grade earned in such cases of repetition shall become the grade considered in computing the grade point average.

CREDIT BY EXAMINATION

Granting unit credit for a course by examination is based on the principle that previous experience, training, or instruction is the equivalent of a specific course taught in the college. If an examination indicates that the student possesses adequate equivalency and mastery of the subject, credit may be granted. The student's record shall show course identification and the number of units granted by examination; no letter grades shall be awarded. Each division of the college determines which of its courses for which credit by examination may be granted.



Exception to the above may be made when necessary to meet provisions of California state law or the rules and regulations of state agencies governing programs of the California Community Colleges.

For the purpose of this policy, a course shall mean an organized area of instruction of one semester's duration as described in the college catalog with units designated, and which is regularly offered on the schedule of classes. Regularly offered shall mean a frequency of not less than once in two years.

Credit by examination may be granted only to a student who is registered at the college and is in good standing.

The amount of unit credit granted by examination to an individual shall not count toward requirements of residency.

DEAN'S LIST

Special recognition is accorded students who complete a program of 12 or more units with a 3.50 grade point average or higher during a semester. These students are placed on the Dean's List and given appropriate recognition on campus and in the community.

WITHDRAWAL FROM COLLEGE

It is the student's responsibility to formally clear his record if he withdraws from college before the end of the semester. Grades at the time of withdrawal will be recorded according to the rules governing dropping of courses.

probation-dismissal policy

A. INTRODUCTION

Probation-dismissal principles and policies are designed to assist students to make progress toward realistic educational, vocational, and personal goals. Each student who chooses to enroll should be encouraged to take advantage of the opportunity to realize his full potential. Limitations regarding programs, courses, and unit loads are consistent with the philosophy of providing an opportunity to succeed. The following principles and policies are consistent with the provisions of the Education Code and Title 5 of the California Administrative Code.

B. PRINCIPLES GOVERNING THE ADMINISTRATION OF ADMISSION-PROBATION-DISMISSAL POLICIES

- High school graduates or persons 18 years of age or older, capable of profiting from the educational programs offered shall be admitted by the colleges of the District.
- The admissions officer at each college shall have the responsibility of administering probation-dismissal policies.
- Probation-dismissal policies, as applied to individual students, are to be administered in such a manner as to respect the integrity and privacy of the student.
- 4. A dismissed student who applies for readmission must make a written statement supporting his readmission. A student who is readmitted must, with the assistance of a counselor, undertake a thorough reassessment of his educational and vocational goals which shall be made a matter of record.
- A student transferring to a Ventura County Community College District college from another college is subject to the same probation-dismissal policies as Ventura County Community College District students.





- Admission to graded classes is conditional until complete transcripts have been received from previous schools and colleges attended.
- A student subject to dismissal has the right of appeal for a review of his case.

C. RULES GOVERNING ACADEMIC PROBATION

- A student placed on probation shall be provided individual counseling and guidance services, including regulation of his program according to subject matter prerequisites, aptitude and achievement.
- A student will be placed on probation when his cumulative or semester grade averages fall below
 Computations will be based on all college work attempted.
- 3. A student will be placed on probation when he has accumulated no-credit grades in at least one-half but not three-fourths of the units attempted under the credit-no credit system, or when, in the previous semester, he received no-credit grades in at least one-half but not three-fourths of the units attempted under the credit-no credit system.
- A newly entering student who is not a high school graduate shall be placed on probation.
- 5. A newly entering student who is a high school graduate, but whose high school average for the last three years of high school attendance was less than 2.00 for all subjects attempted (excluding physical education and military sciences), shall be placed on probation.

D. RULES GOVERNING DISMISSAL

- A student who does not meet District academic standards is subject to dismissal. Rules governing dismissal apply to any student who has attempted twelve (12) or more semester units or the equivalent.
- A student shall be subject to dismissal when his grade averages for three consecutive semesters fall below 1.75. Computations will be based on all college work attempted.
- A student shall be subject to dismissal when he has received no-credit grades in three-fourths or more of the units attempted under the credit-no credit system.
- A student who, after two semesters of attendance, is deficient 20 grade points or more, shall be subject to dismissal.
- 5. A student dismissed under the above rules shall not be reinstated until a minimum of one semester (or two quarters) has elapsed after the dismissal.

E. EXCEPTIONS TO DISMISSAL

- An exception to dismissal may be made in the event of extreme and unusual circumstances that can be documented by evidence provided by the student.
- 2. At each college of the District, a committee shall be established representing admissions, counseling, and instruction to rule on exceptions in the application of dismissal policies.

work experience education

Work experience is designed and intended to enhance formal classroom instruction with work which could be considered a laboratory extension of the classroom. As such the work station must be related to the student's major. Examples would be a peace officer who is taking Administration of Justice, or a Business Management-Merchandising Option student who is working as a sales person in a retail store.

Expected results should be greater student motivation because of his fuller comprehension of the relation between theory and practice, and for the younger student an easier transition from school into the working world.



A student may enroll in Work Experience if he is enrolled in at least one course of his major, which is related to the work station, or if the student has previously completed at least twelve units in his major. Students enrolling for Work Experience must be enrolled in at least eight (8) units including Work Experience.

Work Experience credit will not count toward the required courses in the major unless specifically indicated in the catalog, but it will count for elective credit. Where specifically indicated, a maximum of 4 units may be applied towards the required courses of a curriculum pattern. These units will fully or partially transfer to approximately 30 percent of state colleges. These units will count toward an A.A. or an A.S. degree at Oxnard College.

Work Experience classes will normally be graded as credit-no credit and will bear the course number 99 preceded by the major designation, such as Sup 99.

A student may enroll in from one to four units per semester, with the total number of units accumulated at the college not to exceed 16 units based on the following formula:

One unit of credit for every 75 hours of job related work per semester. This is approximately equal to one unit of credit per five (5) hours of work per week for a semester. This may be paid or unpaid work.

99A-1 May be repeated in any combination to a total of 16 units

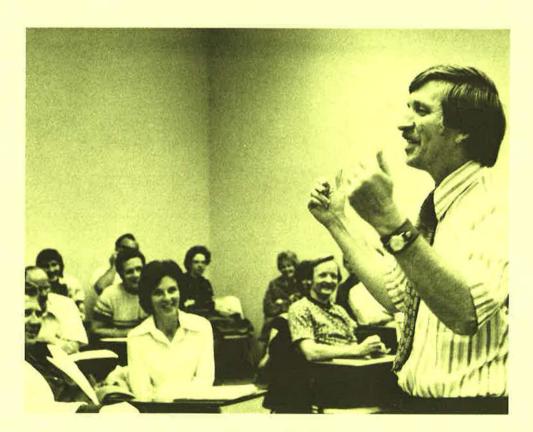
B-2

C-3

D-4

The specific requirements for Work Experience are established by the department offering the Work Experience Program. These specific requirements may be obtained from the Counselor or department involved.

As a valid college class, Work Experience units do count toward Veterans Benefits.





certificates of achievement

A certificate of achievement will be granted to any student who meets the following requirements.

- A. Units of Work The satisfactory completion of not less than 24 units of work chosen from the designated required courses of a major within the occupational curriculums will be the basis for the awarding of a certificate.
- B. Residence Requirements The completion of six semester units in residence at Oxnard College with attendance at Oxnard College in the semester during which the Certificate of Achievement is completed. Exception: Any student seeking a Certificate of Achievement from Oxnard College may submit all course work applicable from Moorpark and/or Ventura College to be counted toward the Certificate of Achievement requirement.
- C. Scholarship Requirements The attainment of a C (2.00) average for all work is required for this certificate.
- D. Application for Certificate The student must file a formal written application in the Records Office.
- E. Where there are not 24 units listed in a specific curriculum, the remaining units shall be selected from the Elective Courses of that Occupational Program area with the consent of the Office of Instruction.
- F. Your counselor will have more specific information.

a.a. degree requirements

ASSOCIATE OF ARTS DEGREE

- A. Basic Requirements
 - 1. Completion of 60 semester units with a cum. GPA of not less than 2.00.
 - 2. A 2.00 GPA in all work in residence which applies to the degree.
 - 3. The completion of 12 semester units in residence at Oxnard College with attendance at Oxnard College in the semester during which graduation requirements are completed. Exception: Any student seeking a degree from Oxnard College may submit all course work applicable from Moorpark and/or Ventura College to be counted toward the degree requirement.
 - 4. A major consisting of at least 18 semester units in a specified field of study (curriculum patterns) as approved by the Office of Instruction. Specific curriculum patterns are available through counselors or the Office of Instruction. A student who meets the requirements for transfer to a four-year college or university, and who has completed lower division subject requirements of the major is assumed to have met major requirements for an Associate of Arts degree.

In designated occupational curricula, the Associate of Arts degree may be conferred in the specified field of study, such as electronics, business, nursing, etc.





- B. General Education Requirements (See General Education Course List for specific courses)
 - 1. The completion of at least 24 units of general education, in addition to those units used to satisfy the requirements in the major field of study. At least 15 units shall be completed in areas a through d.:
 - a. Humanities (2 courses) requiring at least one course in Fine or Performing Arts.
 - Social Science (2 courses) requiring one course in American History or one course in American Institutions (See General Education Course List).
 - c. Natural Science (2 courses).
 - Learning Skills (2 courses) requiring at least one course in written communications and one course from other learning skills.
 - e. Two courses selected from PE activities, Health or First Aid regardless of age no exemptions.

a.s. degree requirements

ASSOCIATE OF SCIENCE DEGREE

- A. Basic Requirements
 - 1. Completion of 60 semester units with a cum. GPA of not less than 2.00.
 - 2. A 2.00 GPA in all work in residence which applies to the degree.
 - 3. The completion of 12 semester units in residence at Oxnard College with attendance at Oxnard College in the semester during which graduation requirements are completed. Exception: Any student seeking a degree from Oxnard College may submit all course work applicable from Moorpark and/or Ventura College to be counted toward the degree requirement.
 - 4. A major consisting of at least 24 semester units in a specified field of study (curriculum patterns) as approved by the Office of Instruction. Specific curriculum patterns are available through counselors or the Office of Instruction. The Associate of Science degree may be granted only in the fields of engineering, physical and biological sciences, or vocational-technical curriculums described in the catalog.
- B. General Education Requirements (See General Education Course List for specific courses)
 - 1. The completion of at least 15 units of general education, in addition to those units used to satisfy the requirements (areas a and b below) in the major field of study as listed below:
 - a. A minimum of one course in each of the following areas:

Humanities (1 course) Social Sciences (1 course) Natural Sciences (1 course)

- Two courses in Learning Skills, requiring at least one course in written communication; one additional course in other learning skills.
- 2. The completion of at least two courses selected from PE activities, Health or First Aid regardless of age no exemptions.



general education degree requirements

Oxnard College will certify to California State University and College systems that students who have completed the 40 unit General Education package will have met the requirements of the State University and Colleges in General Education. Proper planning should normally enable students to satisfy the California State Colleges and University System General Education breadth requirements concurrently with the requirements for graduation from Oxnard College.

transfer information

Students may complete their program of freshman and sophomore courses at Oxnard College prior to transferring to a senior institution. Admission practices to four-year institutions are continually in the process of change. Students should therefore exercise care in checking entrance requirements at the college to which they intend to transfer. Oxnard College students who maintain the scholarship indicated below may expect to make a satisfactory transfer to the institution of their choice.

TO STATE COLLEGES: Students eligible for the State college on the basis of their high school record may transfer to the State college at any time as long as their community college grade-point average is 2.00 or better.

Students who were ineligible for the State college on the basis of their high school record will be admitted to the State college upon completion of 60 units of community college work and a 2.00 grade-point average. Students may transfer a maximum of 70 community college units to State colleges.

TO THE UNIVERSITY OF CALIFORNIA: Students eligible for admission from high school will be admitted to the University at any time as long as their community college grade-point average is 2.00 or better. Students ineligible for admission because of high school subject deficiencies may establish eligibility by completing the required courses with a C or better, and completing a minimum of 12 college units with at least a 2.00 grade-point average. Students ineligible for admission from high school because of grade-point deficiency may establish eligibility by taking a minimum of 56 acceptable units with a grade-point average of 2.00 or better.

Students may transfer a maximum of 70 community college units to the University of California.

SEMESTER UNIT VALUES - The semester unit value of the course is shown by a number (or numbers in the case of year courses) following the title of the course. 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. The standard credit allowance per semester for the course is stated in the description.

In order to meet specific needs in certain subject matter areas in the summer session and in the extended day program, the hours of instruction in some courses are changed and the credit changed proportionately. When an offering is changed from the hours and units as stated in the catalog, in the appropriate current class schedule the course will be identified by an x following the course number i.e., HE 10x.

TRANSFERABILITY - Courses that carry a number between 100 and 199 are expected to transfer for baccalaureate credit to four year institutions. Courses that carry a number between 1 and 99 may be transferable by some colleges and universities but the individual senior institution or a counselor



should be consulted to determine the transferability of a specific course. Since most of these latter courses are not ordinarily offered in the university or four-year college, they may not be applicable to the requirements for the baccalaureate degree.

A list of courses designated as appropriate for baccalaureate credit to the California State University and Colleges is available in the Admissions Office.

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

course descriptions

The following section includes a description of courses which the Board of Trustees has authorized the college to offer. Each course description is headed by a title line stating the course number, title, and units per semester. The second line contains a statement of prerequisites, if any.

general agriculture

Ag 6A-B-C-D - CALIFORNIA AGRICULTURE AND HORTICULTURE STUDIES

1-1-1-1 Units

Prerequisite: Agriculture Major - consent of instructor 56 hours field study per semester

A survey of the Agriculture and Horticulture industries throughout California. Visitations to production, processing, marketing, and service agencies. Course work to be concluded in the week long field trip to various parts of California. Meals and lodging shall be responsibility of the student.

Ag 10 A-B-C-D - AGRICULTURE PROJECTS

1-2-3-4 Units

Prerequisite: Agriculture Major 1 hour lecture, 3-12 hours laboratory, (hours arranged proportional to number of units) weekly

The planning, development, and carrying out of an individual agriculture project under the supervision of a faculty advisor. An organized program to enable the student to gain practical skills and experiences in agriculture. Records required of each student.

agriculture business management

Ag 11 - AGRICULTURE SALES AND SERVICE

3 Units

Prerequisite: None 3 hours lecture weekly

Growth and opportunities in agriculture sales. Factors involved in developing sales programs for the farm operation. Application of successful selling principles, practices, and techniques in providing farm operators with agricultural materials, supplies, equipment and services; customer relations, and psychology; field trips required.

Ag 12 - AGRICULTURAL MARKETING

3 Units

Prerequisite: None 3 hours lecture weekly

Principles of marketing agricultural products, market functions, channels market institutions; introduction to cooperative marketing, cost of marketing, marketing problems by commodities, marketing policy and trends; market orders, agreements, regulatory and legal aspects. Field trips required.



25

Ag 13 - BUSINESS PRACTICES IN LANDSCAPE HORTICULTURE

3 Units

Prerequisite: None 3 hours lecture weekly

Practical business problems in various branches of Ornamental Horticulture, including estimating, sales and service, public relations, budgets, record keeping, and advertising. Field trips may be required.

agricultural mechanics

Ag 21 A-B - AGRICULTURAL MECHANICS

2-2 Units

Prerequisite: None

1 hour lecture, 3 hours laboratory weekly

The selection, care, and use of hand and small power tools common to agriculture. A development of skills in the use of the various tools and materials of carpentry, masonry, plumbing, electricity, and metal.

Ag 22 - AGRICULTURAL MACHINERY

3 Units

Prerequisite: None

2 hours lecture, 3 hours laboratory weekly

The selection, operation, maintenance and trouble shooting of machinery common to agriculture. The calibration and setup of soil preparation, chemical application, planting, harvesting and materials handling equipment.

Ag 23 - AGRICULTURAL CONSTRUCTION

3 Units

Prerequisite: None

2 hours lecture, 3 hours laboratory weekly

The economical planning and selection of materials for construction typical to agriculture and farming. Bills of materials, cost estimation, measurements for mechanical, masonry, and structural construction. Individual and group projects required.

Ag 24 - SMALL ENGINES

2 Units

Prerequisite: None

1 hour lecture, 3 hours laboratory weekly

Basic principles of internal combustion engines with emphasis on the practical application of knowledge and developed skills to maintain and rebuild small engines. The function and repair of ignition, fuel, starting and other systems related to small engines including valve grinding, honing of cylinder walls and ringing of pistons. Field trips and laboratories required.



Ag 25 - TRACTOR AND EQUIPMENT OPERATIONS

3 Units

Prerequisite: None

2 hours lecture, 3 hours laboratory weekly

Agricultural and industrial tractor types, operation, selection, trouble shooting and minor maintenance. Application to related equipment stressing operation of units in practical situations.

Ag 26 - AGRICULTURAL AND INDUSTRIAL POWER

3 Units

Prerequisite: None

2 hours lecture, 3 hours laboratory weekly

Agricultural and industrial power units and systems. Their function, application, measurement, trouble shooting, maintenance, repairs and testing. Including gasoline, liquified petroleum gas, diesel, electric, steam, hydraulic, and other types of power units.

agriculture technology

Ag 31A-B - HAND SKILL-AG MECHANICS

1-1 Unit

Prerequisite: None

3 hours lecture-laboratory weekly

The selection, care and use of hand and small power tools common to agriculture. Shop safety and the proper use of shop equipment is also emphasized. Field trips may be required. This course is operated on a continuous enrollment plan and graded on a credit-no credit basis.

Ag 32A-B-C - AG MACHINERY SKILL AND OPERATION

1-1-1 Unit

Prerequisite: None
3 hours laboratory weekly

The use, selection, function, calibration, field set-up, maintenance and operation of various farm machinery, including plows, subsoilers, discs, incorporaters, bed shapers, seed planters, chemical applicators, and cultivators and harvestors. This course is operated on a continuous enrollment plan and graded on a credit-no credit basis. Field trips may be required.



Ag 33A-B-C-D-E-F - METAL FABRICATION AND WELDING

1-1-1-1-1 -1 Unit

Prerequisite: None 3 hours laboratory weekly

A course in basic principles, safety aspects, equipment and techniques of Oxy-Acetylene welding, arc welding and metal fabrication practice through practical exercises, direct application and repair of actual agricultural equipment. This course is operated on a continuous enrollment plan and graded on a credit-no credit basis. Field trips may be required.

Ag 34A-B-C - AGRICULTURE CONSTRUCTION FUNDAMENTALS AND SKILLS

1-1-1 Units

Prerequisite: None 3 hours laboratory weekly

A course in planning, estimating, selection, care and use of materials and equipment typical to agriculture. This course provides instruction in material estimates, cost estimates and equipment requirements as related to various agriculture and farming operations. This course is operated on a continuous enrollment plan and graded on a credit-no credit basis. Field trips may be required.

Ag 35A-B-C - AGRICULTURE TRACTOR OPERATION AND MAINTENANCE

1-1-1 Units

Prerequisite: None
3 hours lecture-laboratory weekly

The maintenance and operation of various tractors commonly found in an agriculture operation. Included in the course are standard service procedures, the adjustments of the tractor to different operating needs and the hitching of rear mounted equipment to the tractor. Maintenance is stressed in this course. Field trips may be required. This course is operated on a continuous enrollment plan and graded on a credit-no credit basis.

Ag 36A-B-C-D - TRUCK DRIVING AND MAINTENANCE

1-1-1-1 Unit

Prerequisite: None

3 hours lecture-laboratory weekly

Truck driving and maintenance leading to a C-1 or C-2 License. Pertinent sections of the California Vehicle Code relative to the operation of Class 1 and Class 2 vehicles on the road will be covered. Also covered will be the actual operation of heavy duty trucks and equipment and the preventive maintenance of this equipment. Both diesel and gasoline trucks will be used. Field trips will be required. This course is operated on a continuous enrollment plan and graded on a credit-no credit basis.



Ag 37A-B-C-D-E-F-G-H-I-J - AGRICULTURAL POWER EQUIPMENT AND DIESEL REPAIRS

2-2-2-2-2 2-2-2-2-2 Units

Prerequisite: None 6 hours lecture-laboratory weekly

The principles of operation, repair procedures, service techniques, and trouble-shooting of equipment common to agriculture. The course provides instruction in repair of engines (both gasoline and diesel), clutches, transmission, power trains, tracks and wheels, steering systems of tractors and trucks from basic to journeyman level. Field trips may be required. This course is operated on a continuous enrollment plan and graded on a credit-no credit basis.

Ag 39A-B-C-D - HEAVY VEHICLES AND AGRICULTURE EQUIPMENT CLUSTER

1-18 Units

Prerequisite: None 40 hours weekly

A course for students who have immediate job goals in mind. This program is a full-time, all-day, 40 hours per week offering. Credit will be awarded for course within the program that are successfully completed. Courses for which credit may be given included Ag 31, 32, 33, 34, 35, 36, 37 also included for credit would be Math 9 and Engl 5. This course is operated on a continuous enrollment plan and graded on a credit-no credit basis.

animal science

Ag 41 - INTRODUCTION TO ANIMAL SCIENCE

3 Units

Prerequisite: None

2 hours lecture, 3 hours laboratory weekly

Basic considerations of popular breeds of beef, sheep, swine, and dairy cattle, the animal industry in the U.S. and California, selection, feeding, breeding, care, marketing, and management of livestock; efficiency factors for the various enterprises within the breeds of livestock. Field laboratories and trips required.

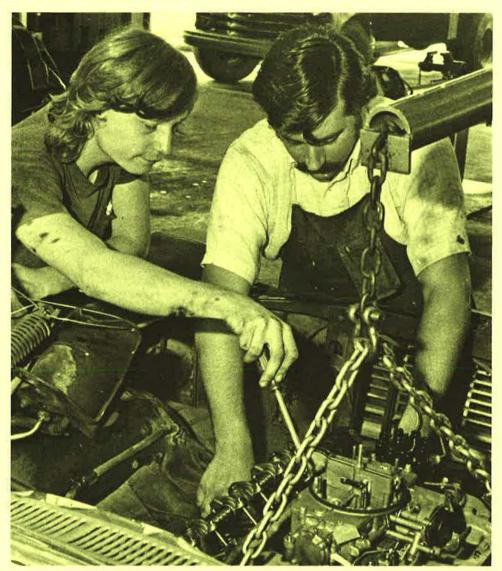
Ag 42 - LIVESTOCK MANAGEMENT

4 Units

Prerequisite: Ag 41 or consent of instructor 3 hours lecture, 3 hours laboratory weekly

Animal nutrition, breeding and selection as applied to livestock; livestock selection, pedigree and performance evaluation, common disease and parasites of livestock; sanitation practices, management of facilities, sources and record keeping principles. Field laboratories and trips required.





Ag 43 - HORSE HUSBANDRY

3 Units

Prerequisites: None

2 hours lecture, 3 hours laboratory weekly

Care of horse and equipment, use and nomenclature of animals and equipment, types of breeds and use, appreciation of riding animal and its relationship to the environment. Field trips to local equine centers.

Ag 44 - EQUITATION

2 Units

Prerequisite: None

1 hour lecture, 3 hours laboratory weekly

Beginning riding techniques, care and use of horse and equipment, safety and first aid, types of riding and equipment, appreciation of the animal, and its relationship to the environment. Field trips and laboratories required.



citrus-avocados - other fruit

Ag 51 - CITRUS PRODUCTION

3 Units

Prerequisite: None

2 hours lecture, 3 hours laboratory weekly

Growing and marketing oranges, lemons, and grapefruit; origin, distribution and economic importance of citrus fruits; varieties, pest and disease control, harvesting, frost protection, soil, fertilizer and irrigation requirements; field laboratory work in tree and fruit identification, citrus testing, seed extraction and growing, budding, pruning, cultural practices, and orchard heating. Field trips and laboratories required.

Ag 52 - AVOCADO PRODUCTION

3 Units

Prerequisite: None

2 hours lecture 3 hours laboratory weekly

Industry development, environmental requirements, variety adaptation, propagation, tree training, cultural requirements, soil management practices, and production economics. Field laboratories and trips required.

Ag 53 - ORCHARD MANAGEMENT

3 Units

Prerequisite: Ag 51 or Ag 52

2 hours lecture, 3 hours laboratory weekly

Factors or management relating to the efficient operation of citrus and avocado orchards; site selection and development; effect of cultural practices on production and quality of fruit; management decisions and programs; calendar of operations, harvesting and marketing; emphasizing investment, labor, cost of production, and sales of fruit products. Field laboratories and field trips required. Two Saturday field trips.

Ag 54 - PACKING HOUSE MANAGEMENT

3 Units

Prerequisite: Ag 51 or Ag 52 2 hours laboratory weekly

Citrus and avocado packing house management techniques; packing house organization, equipment, materials, and methods of processing fruit; regulatory aspects of fruit quality, grades, and standards; cost and time studies; market method; use and manufacturing of products from citrus and avocados. Field laboratories and trips required. Two Saturday field trips.



Ag 55 - CALIFORNIA FRUIT GROWING

4 Units

Prerequisite: None

3 hours lecture, 3 hours laboratory weekly

Production practices, areas of production, suitable varieties, harvest and processing of important deciduous subtropical fruit crops. Fruit identification, pruning, propagating and management practices. Grapes, peaches, apricots, olives, plums, apples, fig, kiwi, pistachio, macademia, cherimoya and others will be investigated. Field trips and practical laboratories included.

crop production

Ag 61 - CROP PRODUCTION I

3 Units

Prerequisite: None

3 hours lecture. 3 hours laboratory weekly

Economic importance, adaptation, propagation, cultural practices, harvesting, processing and marketing of major vegetable and field crops in California. Emphasis on winter crops grown in Ventura County. Field practice in the growing of selected crops, control of pests, irrigating, fertilizing, harvesting, grading and processing. Field practice and trips required.

Ag 62 - CROP PRODUCTION II

3 Units

Prerequisite: None

2 hours lecture, 3 hours laboratory weekly

Typical field and vegetable crops produced in the spring and summer in Ventura County. Economic importance, adaptation, propagation, cultural practices, harvesting, processing and marketing. Field practice and trips required.

Ag 63 - COMMERCIAL SEED AND FLOWER PRODUCTION

3 Units

Prerequisite: None

2 hours lecture, 3 hours laboratory weekly

Breeding, production and processing of commercial and certified seed; seed laws and seed agencies; cut flower production, marketing and use. Field trips and outdoor laboratories required.



landscape horticulture

Ag 66 - LANDSCAPE HORTCULTURE

3 Units

Prerequisite: None 3 hours fecture weekly

Plant morphology, plant climates, soils and amendments, plant nutrients, common plant pests and diseases, general pruning practices, general turfgrass identification, general turfgrass problems, ground covers and their uses, general estimating problems, general planting of trees and shrubs. Field trips may be required.

Ag 67- RECREATIONAL LANDSCAPE CONSTRUCTION

2 Units

Prerequisite: None 2 hours lecture weekly

The fundamentals of construction as applied to recreational landscape construction projects. The use of materials in landscape construction. Installation techniques, tools, equipment, structures, plumbing, masonry, electricity, surveying, grading, sprinklers, and drainage systems as used in landscape construction. Contracts and specifications writing, legal aspects of the recreational landscape industry. Field trips required. Laboratory recommended.

AG 67L- RECREATIONAL LANDSCAPE CONSTRUCTION LABORATORY

1 Units

Prerequisite: Ag 67 or concurrent enrollment 3 hours laboratory weekly

Ag 68 - ENVIRONMENTAL IRRIGATION

2 Units

Prerequisite: None 2 hours lecture weekly

A study of the basic water needs for plants and the relationship of soil, water and the quality of water. Principles of basic sprinkler system and design and an introduction to operation of various irrigation equipment including automatic time-operated systems and mechanical systems and their maintenance. Field trips required. Laboratory recommended.



Ag 68L - ENVIRONMENTAL IRRIGATION LABORATORY

1 Unit

Prerequisite: Ag 68 or concurrent enrollment 3 hours laboratory weekly

Ag 69 - PARK AND GOLF COURSE MANAGEMENT

2 Units

Prerequisite: Ag 66 2 hours lecture weekly

A course in the maintenance of public parks and golf courses with special emphasis on developing skills in irrigation, care of plants and turf found in recreation areas. Yearly programming of labor, supplies and equipment. Of special interest to park and recreation majors. Field trips required. Laboratory recommended.

Ag 69L - PARK AND GOLF COURSE MANAGEMENT LABORATORY

1 Unit

Prerequisite: Ag 69 or concurrent enrollment 3 hours laboratory weekly

Ag 70 - ORNAMENTAL TREES

2 Units

Prerequisite: None 2 hours lecture weekly

Identification, growth habits, cultural requirements, and use of ornamental trees adapted to the environment of Southern California. The care and management of trees used in the landscape, planting, pruning, spraying, staking, cabling, guying, bracing, cavity work including use of ropes and safety in tree climbing. Field trips required. Laboratory recommended.

Ag 70L - ORNAMENTAL TREES LABORATORY

2 Units

Prerequisite: Ag 70 or concurrent enrollment * 6 hours laboratory weekly

Ag 71 - TROPICAL, FLOWERING PLANTS, ORNAMENTAL VINES AND BEDDING PLANTS

2 Units

Prerequisite: None 2 hours lecture weekly

Identification, selection, growth habits, cultural requirements and use of ground covers, vines and bedding plants adapted to the environment of Southern California. The care and management of these plants and their use in the landscape. Planting, irrigating, fertilizing and spraying. Field trips required. Laboratory recommended.



Ag 71L - TROPICAL, FLOWING PLANTS, ORNAMENTAL VINES AND BEDDING PLANTS LABORATORY

1 Unit

Prerequisite: Ag 71 or concurrent enrollment 3 hours laboratory weekly

Ag 72 - ORNAMENTAL SHRUBS AND GROUND COVERS

2 Units

Prerequisite: None 2 hours lecture weekly

Identification, growth habits, cultural requirements and use of ornamental shrubs adapted to the environment of Southern California. The care and management of shrubs used in landscape. Planting pruning, 2nd spraying. Field trips required. Laboratory recommended.

Ag 72L - ORNAMENTAL SHRUBS AND GROUND COVERS LABORATORY

1 Unit

Prerequisite: Ag 72 or concurrent enrollment 3 hours laboratory weekly

Ag 73 - ENVIRONMENTAL LANDSCAPE DESIGN

2 Units

Prerequisite: None 2 hours lecture weekly

Basic principles of landscape design; studies in form, space, color, texture, scale, balance, unity, and contrast; materials used in landscape development; site analysis, design problems, use of plants; location and function of landscape structures in the plan. Field trips required. Laboratory recommended.

Ag 73L - ENVIRONMENTAL LANDSCAPE DESIGN LABORATORY

1 Unit

Prerequisite: Ag 73 or concurrent enrollment 3 hours laboratory weekly

Ag 74 - TURFGRASS IDENTIFICATION AND INSTALLATION

2 Units

Prerequisite: None 2 hours lecture weekly

Identification, selection, growth habits, uses, and cultural requirements of turfgrass varieties adapted to Southern California. Site and soil preparation, common installation practices. Field trips required. Laboratory recommended.



Ag 74L - TURFGRASS IDENTIFICATION AND INSTALLATION 1 Unit LABORATORY

Prerequisite: Ag 74 or concurrent enrollment 3 hours laboratory weekly

Ag 75 - TURFGRASS MANAGEMENT

2 Units

Prerequisite: Ag 74 2 hours lecture weekly

Proper management procedures for turfgrass varieties as used in Southern California. Irrigation methods and systems, fertilizers, insect, disease and weed control, thatching, aerifying, top dressing and overseeding. Use of mechanical equipment in turfgrass maintenance as applied to golf courses, parks, schools and private properties. Field trips required. Laboratory recommended.

Ag 75L - TURFGRASS MANAGEMENT LABORATORY

1 Unit

Prerequisite: Ag 75 or concurrent enrollment 3 hours laboratory weekly

Ag 76 - LANDSCAPE CONSTRUCTION

2 Units

Prerequisite: None 2 hours lecture weekly

The rules, regulations, and licensing laws, set forth by the State of California, governing landscape contractors. Practices in supervising men and applying approved techniques in landscape construction. Field trips required. Laboratory recommended.

Ag 76L - LANDSCAPE CONSTRUCTION LABORATORY

1 Unit

Prerequisite: Ag 76 or concurrent enrollment 3 hours laboratory weekly

Ag 77 - LANDSCAPE CONTRACTING PRINCIPLES

2 Units

Prerequisite: None 2 hours lecture weekly

Cost finding and estimating for landscape trades. Principles and practices in supervising men and applying approved techniques in landscape construction. Field trips required. Laboratory recommended.



Ag 77L - LANDSCAPE CONTRACTING PRINCIPLES LABORATORY

1 Unit

Prerequisite: Ag 77 or concurrent enrollment 3 hours laboratory weekly

landscape maintenance

Ag 81 - PRINCIPLES OF LANDSCAPE MAINTENANCE

3 Units

Prerequisite: None

2 hours lecture, 3 hours laboratory weekly

Train students for employment in professional landscape maintenance with particular reference to selection and culture of plants, pest control, turf management, and selection and use of tools and equipment.

Ag 82 - SOILS AND FERTILIZERS

3 Units

Prerequisite: None

2 hours lecture, 3 hours laboratory weekly

An exploratory course in the fundamentals of plant, soil, water and fertilizer relations. This course is primarily designed for those employed in the landscape industry or other agriculture fields who desire further training in the agriculture sciences.

Ag 83 - PEST AND DISEASE CONTROL

3 Units

Prerequisite: None

1 hour lecture, 6 hours laboratory weekly

Symptoms, identification, and methods of control of the principle diseases, pests, and weeds of importance in agriculture and around the home; bird and rodent control; materials, equipment, and application methods, with emphasis on chemical, biological and cultural control and prevention.

Ag 84 - ORNAMENTAL SHRUBS AND TREES, VINES, GROUND COVERS AND FLOWERING PLANTS

3 Units

Prerequisite: None

2 hours lecture, 3 hours laboratory weekly

Identification, growth habits, cultural requirements, and use of ornamental shrubs, vines, ground covers and trees adapted to the climates of California and Ventura County.



Ag 85 - TURFGRASS MAINTENANCE

3 Units

Prerequisite: None 2 hours lecture, 3 hours laboratory weekly

Turf varieties, identification, uses, irrigation methods and systems, fertilizers, insect, disease and weed control mechanical equipment and management of the major turfgrasses in California. Applications to golf courses, parks, schools and private properties.

Ag 86 - OPERATION AND OPERATOR MAINTENANCE OF LANDSCAPE MAINTENANCE RELATED EQUIPMENT

3 Units

Prerequisite: None 9 hours laboratory weekly

The selection, operation, and operator maintenance of the hand and power driven equipment used in the landscape maintenance field.

Ag 87 - LANDSCAPE MAINTENANCE EQUIPMENT

2 Units

Prerequisite: None 2 hours lecture weekly

A course in the operation and operator maintenance of mowers, tillers, shredders and other landscape maintenance equipment. Field trips required. Laboratory recommended.

Ag 87L - LANDSCAPE MAINTENANCE EQUIPMENT LABORATORY

1 Unit

Prerequisite: Ag 87 or concurrent enrollment 3 hours laboratory weekly

Ag 89 A-B-C-D - LANDSCAPE MAINTENANCE CLUSTER

1-18 Units

Prerequisite: None 40 hours weekly

A course for students who have immediate job goals in mind. This program is a full-time, all day, 40 hour per week offering. Credit will awarded for courses within the program that are successfully completed. Courses for which credit may be given include Ag 81, 82, 83, 84, 85, 86. Also included for credit would be Math 9 and Engl 5. This course is operated on a continuous enrollment plan and graded on a credit-no credit basis.



pest management

Ag 91A-B-C - INTRODUCTION TO PEST MANAGEMENT

1-1-1 Units

Prerequisite: None

2 hours lecture weekly (1 unit per 6 weeks)

Industry requirements, laws, regulations, Pest Control licensing - 6 weeks Safety practices, biocides, environmental issues - 6 weeks Equipment and calibrations - 6 weeks

Course covers basic information for State Pest Control Operators, Pest Control Advisors, Pest Control Applicators and Pest Control Pilots examinations. Those completing entire program will receive applicators certification.

Ag 92 - INSECTS AND DISEASES OF PLANTS

3 Units

Prerequisite: None

2 hours lecture, 3 hours laboratory weekly

Symptoms, identification and control of common insects and diseases as applied to agricultural and horticulture crops. Natural, cultural mechanical and chemical controls; management techniques toward prevention of pest problem. Field trips and laboratories required.

Ag 93 - WEEDS AND DEFOLIANTS

3 Units

Prerequisites: None

2 hours lecture, 3 hours laboratory weekly

Identification and control methods for common California weed pests. Herbicides, their characteristics and uses. Plant defoliation needs and techniques as applied to agricultural crop production. Field laboratories and trips required.

Ag 94 - PLANT GROWTH REGULATORS, VERTEBRATE PESTS AND NEMATODES

3 Units

Prerequisites: None

2 hours lecture, 3 hours laboratory weekly

Uses of plant growth regulators in agriculture and landscape horticulture. Chemical compounds, application techniques; rodent and bird problems, life habits, identification, control methods and materials. Environmental concerns. Nematode identification, sampling techniques, control methods. Field laboratories and trips required.



Ag 95 - INTEGRATED BIOLOGICAL CONCEPTS

2 Units

Prerequisite: None 2 hours lecture weekly

Basic principles of biological control as applied to agriculture production, Integrated management techniques. Insectary operation, typical biological pest techniques. Field trips and laboratories included.

Ag 96 - PEST PROTECTION OPERATION

2 Units

Prerequisite: Ag 91 or consent of instructor 1 hour lecture, 3 hours laboratory weekly

Calibration and operation of typical pest control equipment; setting up and management programs; pesticide formulations and evaluation; equipment use and maintenance; safety practices. Field trips and laboratories required.

Ag 97 - ENVIRONMENTAL PESTS AND DISEASE CONTROL

2 Units

Prerequisite: None 2 hours lecture weekly

A study of local plant diseases, insects, weeds, and vertebrate pests, with ability to recognize symptoms and causes, to learn life cycles, host and habitat relationships and methods of control. Field trips required. Laboratory recommended.

Ag 97L - ENVIRONMENTAL PESTS AND DISEASE CONTROL 1 Unit LABORATORY

Prerequisite: Ag 97 or concurrent enrollment 3 hours laboratory weekly

Ag 98A - WORKSHOP IN AGRICULTURE SCIENCES

1/2-3 Units

Prerequisite: None

lecture-laboratory as required by unit formula

A consideration, in depth, of current problems in the various fields of technical agriculture, as required and requested by employees and interested persons in that particular area. Designed to provide flexibility to meet the rapidly changing demands of the industry, and to provide sequence for existing programs.

Ag 98B - WORKSHOPS IN ENVIRONMENTAL SCIENCES

1/2-3 Units

Prerequisite: None

lecture-laboratory as required by unit formula

A consideration, in depth, of current problems in the various fields of Natural Resources or Landscape Horticulture as requested or required by employers and interested persons in that particular area.



Ag 99A-B-C-D - AGRICULTURE WORK EXPERIENCE

1-2-3-4 **Units**

Prerequisite: Agriculture major. Enrolled concurrenty in an agriculture course related to work experience or consent of instructor.

99 A-1 May be repeated in any combination to a total of 16 units.

C-3

D-4

5-20 hours laboratory (hours arranged proportional to number of units) weekly

Supervised off-campus placement for practical work experience related to the student's major. An opportunity to integrate classroom study with practical on-the-job experiences relevant to the student's academic program and vocational goals.

general agriculture

Ag 103 - PLANT BIOLOGY

3 Units

Prerequisite: None

2 hours lecture, 3 hours laboratory weekly

A study of the practical aspects of plants and their growth, environmental relationships, physiology, structures, function, reproduction, and evolution. Basic concepts of biology as illustrated by the study of plants. Identification and study of important economic crops and plants. Independent study projects and field laboratories; field trips included.

Ag 104 - SOIL AND PLANT NUTRITION

4 Units

Prerequisite: None

3 hours lecture, 3 hours laboratory weekly

Physical, chemical and biological properties of soil: influences on soil by climate, parent materials, topography, time and microorganisms; methods of evaluating soil and soil use: soil, water, plant and fertilizer relationships; fertilizer composition, manufacture, distribution and application techniques; field laboratories and trips required.

Ag 105 - IRRIGATION AND SURVEYING

3 Units

Prerequisite: None

2 hours lecture, 3 hours laboratory weekly

Application of good irrigation practices in agriculture. Soil, water. plant relationships; water measurement; water quality and drainage; pumps; irrigation systems. Basic surveying, land measurement, differential and profile lending; contour and plane table mapping; land surveying and identification; fundamentals of land grading; contour grading and layouts. Field trips and laboratories required.



air conditioning and refrigeration

AC 1 - AIR CONDITIONING AND REFRIGERATION FUNDAMENTALS I

4 Units

Prerequisite: Acceptance into Heating and Air Conditioning Program 2 hours lecture, 6 hours laboratory weekly

A basic course covering the fundamental principles of Air Conditioning and Refrigeration equipment. Different types of equipment will be studied to emphasize these variations and to indicate what type of equipment is preferred for specific applications. The student will be introduced to the tools and techniques, including soldering and brazing.

AC 2 - AIR CONDITIONING AND REFRIGERATION FUNDAMENTALS II

4 Units

Prerequisite: Completion of AC 1 or consent of instructor 2 hours lecture, 6 hours laboratory weekly

A basic course covering the fundamental principles of Air Conditioning and Refrigeration equipment. Different types of equipment will be studied to emphasize variations and to indicate what type of equipment is preferred for specific applications. The student will be introduced to the tools and techniques, including soldering and brazing.

AC 3 - AIR CONDITIONING AND REFRIGERATION-COMMERCIAL AND INDUSTRIAL REFRIGERATION SERVICE

8 Units

Prerequisite: Completion of AC 1, 2 with grade of C or better or consent of instructor 3 hours lecture, 12 hours laboratory weekly

An advance course of study on the application of the skills necessary to service major Air Conditioning appliances, walk-in freezers and refrigeration installations.

AC 4 - AIR CONDITIONING AND REFRIGERATION-AIR CONDITIONING ESTIMATING AND LAYOUT

8 Units

Prerequisite: Completion of AC 1, 2, 3 with grade of C or better or consent of instructor. 3 hours lecture, 12 hours laboratory weekly

Sizing of equipment and layout of duct systems for residential, commercial and industrial air conditioning systems.



AC 5 - AIR CONDITIONING AND REFRIGERATION HYDRONICS-WATER TREATMENT

8 Units

Prerequisite: Completion of AC 1, 2, 3, 4 with grade of C or better or consent of instructor 3 hours lecture, 12 hours laboratory weekly

Service procedures for hot water, low pressure steam and chilled water circulating systems. Repair maintenance of pumps and controls related to these systems. Public relations with the public and company.

AC 89 A-B-C-D - AIR CONDITIONING AND REFRIGERATION 1-18 Units CLUSTER

Prerequisite: Consent of instructor 40 hours weekly

A course for students who have immediate job goals in mind. The program is a full-time, all day offering. Credit will be awarded for courses within the program that are successfully completed. Courses that may be completed are AC 1,2,3,4,5, Math 9 and Engl 5. This course is operated on a continuous enrollment plan and graded on a credit - no credit basis.

AC 98 - AIR CONDITIONING AND REFRIGERATION WORKSHOPS

1/2 -10 Units

Prerequisite: Consent of instructor lecture and/or laboratory as required by unit formula

Specialized workshops designed to update air conditioning and refrigeration personnel as required for in-service training requirements in specific subject matter areas. Unit credit determined by length of instruction of the workshop as defined by current credit standards; total workshop credit limited to 10 units. Field trips may be required.

AC 99 A-B-C-D - AIR CONDITIONING AND REFRIGERATION WORK EXPERIENCE

1-2-3-4 Units

Prerequisite: AC99 A-1 May be repeated in any combination to a total of 16 units.

B-2 C-3

D-4

5-20 hours laboratory (hours arranged proportional to number of units) weekly

Supervised off-campus placement for practical work experience related to the student's major. An opportunity to integrate classroom study with practical on-the-job experiences relevant to the student's academic program and vocational goal.



allied health dental assisting

DA 1 - INTRODUCTION TO DENTAL ASSISTING 1

3 Units

Prerequisite: None 3 hours lecture weekly

To orient the dental assisting student to the profession of dental assisting to opportunity and responsibilities in the areas of dental assisting and to review anatomy and physiology relevant to dental practice.

respiratory care

RESPIRATORY CARE TECHNICIAN PROGRAM CERTIFICATION CURRICULUM

Respiratory care is an allied health specialty employed in the treatment, management, control, and care of patients with deficiencies and abnormalities associated with respiration.

The certification program in Respiratory Care is intended to develop the necessary knowledge and skills basic to functions of Certified Respiratory Care Technicians in the daily care of patients.

The courses offered within the certification curriculum are intended as a basis for an associate in science degree program. Courses are taken on campus concurrently with supervised respiratory care clinical experience within Ventura County.

The program has applied for accreditation by the American Medical Association Council of Allied Health.

For successful completion of the program, a minimum grade of C in all Respiratory Care and Allied Health Sciences is mandatory. To be eligible for the national certification exam, the candidate must meet the requirements of the certification program and nine months clinical experience beyond graduation.



admission requirements

Admission to the Respiratory Care Technician Program is selective and candidates are accepted on the basis of past scholastic achievement and assessment of other references.

 High school graduation within the past 7 years with a 2.5 GPA is required and must include Chemistry with a minimum grade of C

or

A minimum of 12 units of college work with a 2.25 GPA including Anatomy & Physiology or Bacteriology with a minimum grade of C within the past year.

2. Completion of one year of high school chemistry with laboratory (chemistry course must be completed prior to application although high school students enrolled in second semester chemistry may apply).

10

College chemistry course (Chemistry 20 at Oxnard or Ventura, Chemistry 12 at Moorpark). A grade of C is required in any of these chemistry courses.

- 3. Proficiency in general mathematics as evidenced by a score of 9 on general math placement exam.
- 4. Proficiency in English as evidenced by a score of 142 on the English placement test.
- Evidence of good physical and emotional health (college form). Physical and dental examination forms must be on file before final acceptance. All immunizations must be started by September 1.
- 6. Personal references (college form).
- 7. Personal interview with Respiratory Care Technician Department.
- 8. Priority shall be given to college district residents who qualify. Applications for the Respiratory Care Technician Program are available after academic screening is completed by the counseling division. Only those candidates who have been processed by counseling will be given application to the Respiratory Care Technician Program.
- 9. Students on academic probation are ineligible.

RC 1 - INTRODUCTION TO RESPIRATORY CARE THEORY

2 Units

Prerequisite: Admission to program 2 hours lecture weekly

Presents the fundamental principles on which Respiratory Care is based; history, current status and future role among the health delivery team. Current concepts of Respiratory Therapy will be viewed and the students will see how this health specialty functions in relation to other paramedical technologies. Physician lectures will be scheduled.



RC 2 - INTRODUCTION TO RESPIRATORY CARE PROCEDURES

8 Units

Prerequisite: Concurrent enrollment with RC 1 2 hours lecture, 18 hours laboratory weekly

This course is designed to present the student with the necessary knowledge and skill required in the proper use of current respiratory therapy equipment. Included in this course will be the introduction and use of composition gas cylinders, reducing devices, flowmeters, aerosol devices, humidification devices, conventional and ultrasonic nebulizers, positive pressure breathing units, and emergency mechanical aids.

RC 3 - FUNDAMENTALS OF RESPIRATORY CARE THEORY

2 Units

Prerequisite: RC 1 with grade of C 2 hours lecture weekly

This course is designed to enable the student to develop knowledge of the structure and function of the respiratory and circulation systems, the mechanics and regulation of respiration, the composition of gases, and the transport of oxygen and carbon-dioxide in the blood. Included, also, is a study of the normal and abnormal cardio-respiratory conditions in adults and infants, clinical disease of the heart and lungs, and the management of cardio-respiratory emergencies. Physician lectures as scheduled,

RC 4 - FUNDAMENTALS OF RESPIRATORY CARE PROCEDURES

8 Units

Prerequisite: Concurrent enrollment with RC 3 2 hours lecture, 18 hours laboratory weekly

A continuation of RC 2 includes accelerated study of respirators and ventilators, the principles of operation and design, methods of airway management, patient evaluation and monitoring, prolonged ventilation procedures, and chest physiotherapy techniques.

RC5 - RESPIRATORY CARE FIELD EXPERIENCE

3 Units

Prerequisite: Full time respiratory therapy student 1 hour lecture, 6 hours field experience weekly

Students are assigned a department of respiratory therapy in an accredited hospital within Ventura County for six weeks during the summer. Experiences include phases of respiratory therapy work learned during the first year. Students will not be expected to perform those duties normally given staff therapists; however, the work given the students will be performed under stringent and competent supervision, and evaluations completed to determine quality of work.





anthropology

Anth 101 - INTRODUCTION TO PHYSICAL ANTHROPOLOGY

3 Units

Prerequisite: None 3 hours lecture weekly

An introduction to human biology and physical anthropology, with emphasis on human genetics, evolution of man, the origins of culture, primate behavior, and human variation.



Anth 102 - INTRODUCTION TO CULTURAL ANTHROPOLOGY

3 Units

Prerequisite: None 3 hours lecture weekly

An introduction to the study of human society with emphasis on the development and changes of cultures, concepts and methods of studying culture, and an introduction to the cultures of some non-Western societies.

Anth 199 A-B - DIRECTED STUDIES IN ANTHROPOLOGY

1-3/1-3 Units

Prerequisite: A course in the specific field with a recommending grade and consent of instructor

1-3 hours tutorial weekly

Designed for selected students who are interested in furthering their knowledge of anthropology on an independent study basis. Assigned problems will involve library, laboratory and field work. Maximum of 6 units.

art

Art 101 - ART APPRECIATION

3 Units

Prerequisite: None 3 hours lecture weekly

A one-semester survey to acquaint the student with the major periods and styles of art of the western world and to develop understanding of the visual arts. Field trips and/or museum visitations may be required.

Recommended for the general student.

Art 102-103 - ART HISTORY

3-3 Units

Prerequisite: None 3 hours lecture weekly

Survey of the history of art of the western world from prehistoric times to the present; emphasis on techniques of producing art as well as on examination of the key figures in art history. Field trips and/or museum visitations may be required.

Required of all art majors.



Art 104-105 - COLOR AND DESIGN

2-2 Units

Prerequisite: Art 104 for 105 4 hours lecture-laboratory weekly

A basic course providing a thorough background in the use of design principles; specific problems in line, shape, texture and form; emphasis on color theory and its practical applications. Field trips may be required.

Art 106-107 - DRAWING AND COMPOSITION

2-2 Units

Prerequisite: Art 106 for Art 107 6 hours lecture-laboratory weekly

Basic drawing experience stressing graphic representation of objects through a variety of media and techniques; particular emphasis upon the fundamental means of pictorial composition. Field trips may be required.

Art 108-109 - PAINTING

2-2 Units

Prerequisite: Art 104, 105, 106, 107, Art 108 for 109 6 hours lecture-laboratory weekly

An intermediate course pertaining to the nature of structural and expressive values in contemporary painting; practice in the building of form, control of pictorial order, and the uses of color and light; emphasis on technical competence and individual concepts; experimentation with traditional and newer painting materials. Field trips may be required.

Art 199 A-B - DIRECTED STUDIES IN ART

1-3/1-3 Units

Prerequisite: A course in the specific field with a recommending grade and consent of instructor

1-3 hours tutorial weekly

Designed for selected students who are interested in furthering their knowledge of art on an independent study basis. Assigned problems will involve library and field work. Maximum of 6 units.



astronomy

Ast 101 - ELEMENTARY ASTRONOMY

3 Units

Prerequisite: None 3 hours lecture weekly

A general introduction to astronomy with a detailed study of our solar system, the planets, sun, moons, comets, meteorites, etc., and their relationship to stars and galaxies of the universe; examination of astronomical beliefs which have influenced man's thinking and his related problems to space travel. Descriptive analysis of all known laws which are relevant to the dynamics of the universe. Field trips to observatories and a planetarium are required.

automotive

AM 1 - AUTOMOTIVE SERVICE INDUSTRY AND THE FOUR CYCLE ENGINE

4 Units

Prerequisite: None 8 hours lecture-laboratory weekly

Introduction to the Automotive Repair Industry, including tools, safety, hardware and the principles of the four cycle engine, its components, systems, and construction. Includes the disassembly, repair and reassembly, of automotive engines, valve grinding, measuring and testing procedure. Field trips may be required.

AM 2 - THE AUTOMOTIVE CRANKING AND CHARGING SYSTEM

3 Units

Prerequisite: None

6 hours lecture-laboratory weekly

A study of the automotive charging and cranking systems beginning with the basis of electricity and magnetism and progressing to the testing procedures and equipment used to trouble-shoot and diagnose problems within the systems. Field trips may be required.

AM 3 - ENGINE TUNE-UP AND DIAGNOSTIC PROCEDURES

6 Units

Prerequisite: None

12 hours lecture-laboratory weekly

This course covers automobile tune-up procedures, ignition systems, fuel systems and the use of various testing instruments such as the ocilloscope and the Infra-Red Exhaust Analyzer. Field trips may be required.



AM 4 - AUTOMOTIVE EMISSION CONTROL

3 Units

Prerequisite: None

3 hours lecture-laboratory weekly

This course will cover a brief history of air pollution, automotive emission control, the laws, and the control system such as crank case, exhaust, evaporative loss, Nox, and retro-fit devices. Also covered will be the use of infrared and other test equipment and preparation for the State Emission Control Installer License. Field trips may be required.

AM 5 - BRAKE MECHANICS

3 Units

Prerequisite: None

6 hours lecture-laboratory weekly

A study of the automobile brake system including hydraulics and friction principles, drum and disc brakes, and the operation of shop equipment, tools and guages. Prepares student for California Class C brake license test.

AM 6 - FRONT END MECHANIC

3 Units

Prerequisite: None

6 hours lecture-laboratory weekly

This course teaches the student the procedures of automotive wheel alignment, wheel balancing, component reair and replacement. Field trips may be required.

AM 89 A-B-C-D - IMPORTED AND DOMESTIC AUTOMOTIVE 1-18 Units MECHANICS

Prerequisite: None 40 hours weekly

A course for students who have immediate job goals in mind. This program is a full-time, all day, 40 hour per week offering. Non-transfer credit will be awarded for courses within this program that are successfully completed. Courses for which credit may be given include AM1,2,3,4,5. Also included for credit would be Math 9 and Engl 5. Field trips may be required. This course is operated on a continuous enrollment plan and graded on a credit/no credit basis.

AM 98 - AUTOMOTIVE WORKSHOPS

1/2 - 10 Units

Prerequisite: Consent of instructor

Lecture and/or laboratory as required by unit formula

Specialized topics designed to inform or update interested persons in various disciplines within the auto repair industry. Field trips may be required. Unit credit determined by the length of the course.



AM 99 A-B-C-D - MECHANICS WORK EXPERIENCE

1-2-3-4 Units

Prerequisite: Consent of instructor

AM 99 A-1 May be repeated in any combination to a total of 16 units

B-2

C-3

D-4

5-20 hours laboratory (hours arranged proportional to number of units) weekly

Supervised off-campus practical work experience related to automotive service and repair.

automotive body repair

AB 1 - INTRODUCTION TO AUTOMOTIVE BODY AND FENDER REPAIR

5 Units

Prerequisite: None

2 hours lecture. 9 hours laboratory weekly

A course in the fundamentals of auto repair including the following: Arc and Oxy-acetylene welding, roughing-out and metal finishing, use of body fillers, sanding, masking, priming and painting techniques.

AB 2 - INTERMEDIATE AUTOMOTIVE BODY AND FENDER REPAIR

5 Units

Prerequisites: AB 1 or consent of instructor 2 hours lecture, 9 hours laboratory weekly

Special problems in repair of automobiles. Use of advanced techniques with materials such as steel, aluminum and plastic. Special painting methods.

AB 3 - ESTIMATING AUTOBODY DAMAGE AND REPAIR

5 Units

Prerequisite: AB 1,2 or equivalent

2 hours lecture, 9 hours laboratory weekly

An advanced course in the techniques of estimating and repair of heavy damage autobody and chassis. Emphasis will be placed upon business management techniques as applied to the estimating of repairs.



AB 4 - ADVANCED AUTOBODY COLLISION AND DAMAGE 5 Units REPAIR

Prerequisites: AB 1.2 or equivalent 2 hours lecture, 9 hours laboratory weekly

An advanced course in the techniques of estimating and repair of heavy damage to autobody and chassis. Emphasis is placed on automobile frame, sectioning, straightening and advanced welding. Student autobody projects will be in the scope of complete automotive total wrecks.

AB 98 - AUTO BODY WORKSHOPS

1/2-10 Units

Prerequisite: Consent of instructor Lecture and/or laboratory as required by unit formula

Specialized topics designed to inform or update interested persons in the various disciplines within the auto body repair industry, Field trips may be required.

AB 99A-B-C-D - AUTO BODY WORK EXPERIENCE

1-2-3-4

Units

Prerequisite: Consent of instructor

AB 99A-1 May be repeated in any combination to a total of 16 units

99B-2 99C-3

990-4

5-20 hours laboratory (hours arranged proportional to number of units) weekly

Supervised off-campus practical work experience related to auto-body collision repair. Field trips may be required.

biology

Biol 101 - PRINCIPLES OF BIOLOGY

4 Units

Prerequisite: Chem 101

3 hours lecture, 3 hours laboratory weekly

Introduction to principles of molecular and cellular biology; diversity of organisms.



Biol 102 - PRINCIPLES OF BIOLOGY

4 Units

Prerequisite: None

3 hours lecture, 3 hours laboratory weekly

Organismic and population biology.

Biol 103 - GENERAL BIOLOGY

3 Units

Prerequisite: Not recommended for biology majors nor for students who have completed or are enrolled in a Botany or Zoology course. Not open to students enrolled in or who have completed Biol 101 or 102.

2 hours lecture, 3 hours laboratory weekly

Principles of biology, the cell, diversity of organisms, nutrition, respiration, circulation and coordination.

Biol 104 - GENERAL BIOLOGY

3 Units

Prerequisite: Biol 103

2 hours lecture, 3 hours laboratory weekly

Genetics, reproduction, embryology, evolution, ecological relationships and biogeography.

Biol 105 - GENERAL BOTANY

5 Units

Prerequisite: None

3 hours lecture, 6 hours laboratory weekly

A study of the general concepts of plant form and function including the consideration of characteristics and life cycles of some of the algae, fungi, mosses, ferns, cone bearing and flowering plants. Techniques for growing and propagation of plants are covered.

Biol 106 - MAN AND HIS ENVIRONMENT

3 Units

Prerequisite: None 3 hours lecture weekly

A study of biotic principles which form the basis for understanding man's relationship with his environment. Includes human ecology, population and pollution problems, human genetics, biology of face, and human evolution and behavior.



Biol 107 - ANATOMY AND PHYSIOLOGY

5 Units

Prerequisite: None; however, high school Biology and Chemistry 101 or General Biology (with laboratory) or equivalent and Chemistry (with laboratory) are strongly recommended.

4 hours lecture, 3 hours laboratory weekly

This course consists of a systematic approach to the structure and function of mammals, with special attention given to man. This course stresses the highly integrated nature of structure and function with special attention being given to the pathological as well as the normal state. The laboratory is equally divided between general mammaliary anatomy and selected physiological exercises with special attention given to human structure and function. This course is designed primarily for allied health majors (registered nursing, X-ray techology, licensed vocational nursing, medical technology, etc.), some transfer majors and Physical Education majors.

Biol 108 - MARINE BIOLOGY

4 Units

Prerequisite: High school biology with a grade of B or better or consent of instructor

3 hours lecture, 3 hours laboratory weekly

A survey of biological activities of marine organisms. Includes an introduction to physical oceanography, ecology, and energy flow within the marine environment, as well as some basic biological concepts using marine eco-systems as examples. Pollution and conservation of the marine environment will also be considered. This course satisfies the laboratory biological science transfer requirement for universities and state colleges.

accounting

Bus 1 - SECRETARIAL ACCOUNTING

3 Units

Prerequisite: None

5 hours lecture-laboratory weekly

Secretarial accounting is designed for the student interested in clerical or bookkeeping work. The course provides the fundamentals of double-entry bookkeeping theory and application.

Not open to students who have passed Bus 101.



Bus 2 - PREPARATION FOR ACCOUNTING

3 Units

Prerequisite: None

5 hours lecture-laboratory weekly

An extensive presentation of the debit-credit principle as applied to double entry bookkeeping, and to journalizing and posting. This course provides training for those who need some knowledge of bookkeeping to prepare for advanced courses in accounting.

Bus 4 - ANALYSIS OF FINANCIAL STATEMENTS

3 Units

Prerequisite: Bus 101A, Bus 101B or consent of instructor 3 hours lecture weekly

Basic considerations in analysis of balance sheets and income statements, ratios, analysis by internal and external comparisons, consolidated statements, budgets and projections.

Bus 5 - PERSONAL FINANCE

3 Units

Prerequisite: None 3 hours lecture weekly

Basic course designed to improve student's management of personal financial affairs. Problem solving and practical experience in the development of budgets, investments, insurance, loans, taxes, social security, etc.

Bus 6 - INCOME TAX ACCOUNTING

3 Units

Prerequisite: None 3 hours lecture weekly

Deals with tax laws, accounting procedures, and preparation of individual Federal and California income tax returns. The student is taught to prepare returns for all classes of taxpayers whose income is derived from wages, self-employment, and other sources.

Bus 7 - INCOME TAX ACCOUNTING WORKSHOP

2 Units

Prerequisite: None

4-1/2 hours lecture-laboratory weekly

A nontechnical presentation of information needed in preparing returns for individuals, partnerships, and corporations, with emphasis on the individual's return.



laccounting



Bus 8 - VOLUNTARY INCOME TAX ASSISTANCE

2 Units

Prerequisite: None

21 hours lecture plus 30 hours laboratory (by arrangement)

The VITA program includes professionally trained volunteers that will assist in the preparation of income tax returns for individual residency in the low income areas of the community. (The course will be taught in the evening).

business law and protection

Bus 11 - SURVEY OF BUSINESS LAW

3 Units

Prerequisite: None. Not open to students who have completed Bus 111A or Bus 111B with a grade of C or better 3 hours lecture weekly

This course is designed for the non-transfer student. The course covers the development of business law, the methods of its enforcement, contracts, negotiable instruments, sales, bailments, and agency and employment.

Bus 12 - CONSUMER LAW

3 Units

Prerequisite: None 3 hours lecture weekly

Law for the consumer or layman surveying citizens rights and alligations in our society. Practical application of law to common business transactions, Guest speakers when appropriate.

Bus 13 - GREAT CONSUMER CONTEST

3 Units

Prerequisite: None 3 hours lecture weekly

This course is designed to provide consumer education and prepare the student for more intelligent purchasing and allocation of financial resources.

Bus 14 - FAMILY RISK MANAGEMENT

2 Units

Prerequisite: None 2 hours lecture weekly

A course designed to provide student with the ability to successfully deal with a variety of consumer risks. Items to be covered include civil liability and the law; property risks; home, auto, medical and life insurance; Social Security and estate planning.



Bus 15 - SMALL CLAIMS & CIVIL PROCEDURES

3 Units

Prerequisite: None 3 hours lecture weekly

Procedures for collecting money through small claims court and civil court. Discusses how to act, prosecute or defend oneself in small claims court and procedures in the event of a civil suit.

Bus 16 - FIRE MARINE & ALLIED LINES INSURANCE

2 Units

Prerequisite: None 2 hours lecture weekly

Detailed analysis of coverages, policy provisions and concepts common to property insurance. Included are contracts and forms of the Standard Fire Policy, Extended Coverage Endorsement, Dwelling and Contents Form, General Property Form, Business Interruption Forms, personal Articles Floater, and Bailees' Customers Policy. Emphasis also is placed on special aspects including mortgage interest and loss adjustment provisions.

business administration

Bus 20 - PUBLIC RELATIONS

3 Units

Prerequisite: None 3 hours lecture weekly

Covers essentials for organizing and operating a public relations program. Includes study of the relations of the community, customers, stock holders, and news media. Evaluates communication techniques used to improve public relations and create a favorable public image.

Bus 21 - INSTALLMENT CREDITS

3 Units

Prerequisite: Bus 22 or consent of instructor 3 hours lecture weekly

Qualifications of installment credit, loan interview techniques, installment sales and inventory financing, servicing loans, advertising, and business development. Guest speakers and field trips when appropriate.



Bus 22 - PRINCIPLES OF BANK OPERATIONS

3 Units

Prerequisite: None 3 hours lecture weekly

Covers the fundamentals of bank functions. A study of bookkeeping operations involving the day to day banking activities, various bank services such as loans, savings, trusts, legal considerations, the Federal Reserve System, and related governmental controls. Guest speakers and field trips when appropriate.

Bus 23 - COMMERCIAL BANK TELLER TRAINING

3 Units

Prerequisite: None 3 hours lecture weekly

Covers commercial banking operations; negotiable instruments utilized by commercial banking; provides the student with the capability to recognize a check and various kinds of endorsements, proper cash control and delineation of the duties of teller window operation. Guest speakers and field trips when appropriate.

Bus 24 - FUNDAMENTALS OF ESCROW

3 Units

Prerequisite: None 3 hours lecture weekly

Covers the function; principles, and methods of escrows involving title to real and personal property. Introduces escrow terminology, forms, and procedures.

Bus 25 - ESCROW PROCEDURES

3 Units

Prerequisite: Bus 24 or consent of instructor 3 hours lecture weekly

This is an advanced escrow course covering the more unusual and complex types of escrows and evaluating the possible solutions. Emphasis is on real estate transactions, with some personal property and bulk sales also analyzed.

retail-marketing

Bus 30 - BUSINESS MATHEMATICS

3 Units

Prerequisite: None 3 hours lecture weekly

Review of basic fundamentals, speedbuilding, thought problems to prepare student for complex business oriented problems. Computations include payroll taxes, discounts, and interest calculations.



Bus 31 - CALCULATING MACHINES

3 Units

Prerequisite: None

5 hours lecture-laboratory weekly

Development of usable skill in the operation of the 10-key printing calculator, the electronic printing calculator, and the electronic display calculator with memory features. Practice is given in solving complex business problems.

Bus 32 - GROCERY CHECKING

4 Units

Prerequisite: None

6 hours lecture-laboratory weekly

This course is to train or retrain a person for gainful employment as an operator of a cash register with emphasis on proper checkstand procedure. Students will be qualified to meet entry level standards of the retail checking industry. Field trips when appropriate.

clerical

Bus 40 - BUSINESS COMMUNICATIONS WORKSHOP

1 Unit

Prerequisite: None 16 hours per semester

Practical application of communication skills in writing, speaking, and listening, with adequate coverage of sentence structure, punctuation; spelling, usage, proofreading, and editing.

Bus 41A - BEGINNING TYPEWRITING

2 Units

Prerequisite: Not open to students who have credit for one semester of typing in any other school

5 hours lecture-laboratory weekly

Instruction on the mastery of the keyboard, numbers, and special keys. Develops fundamental skills in the operation of the typewriter. Speed and control of errors are stressed.

Bus 41B - BEGINNING TYPEWRITING

2 Units

Prerequisite: Bus 41A or equivalent 5 hours lecture-laboratory weekly

Practice is given in simple business letters and tabulations. Instruction on manuscript typing is emphasized at the end of the semester. Permits students to achieve a minimum speed of 35 gross words a minute for five minutes.



Bus 42 - INTERMEDIATE TYPING

3 Units

Prerequisite: Bus 41B with a grade of C, or one year of high school typing, or speed of 35 words a minute for five minutes 5 hours lecture-laboratory weekly

Develops speed and accuracy in typing and provides training in letter placement, manuscript typing, and tabulation. Special units on typing technical forms and correspondence typical of a general office; accounting, government, legal, and medical office are included.

Bus 43 - FILING 2 Units

Prerequisite: Ability to type recommended 2 hours lecture-laboratory weekly

This course offers practical filing experience in major systems. The student learns filing rules, becomes acquainted with modern filing supplies and equipment, and is introduced to records management. Field trips when convenient.

Bus 44 - RECORDS MANAGEMENT

2 Units

Prerequisite: None

4 hours lecture-laboratory weekly

Study of the management of business records from the filing step to the actual purchasing of equipment and supplies; including file cabinets, folders, file labels, etc. An up-to-date look at the modern office with slides, films, speakers, and field trips.

Bus 45 - DUPLICATING

2 Units

Prerequisite: Typing speed of at least 30 wpm or consent of instructor 2 hours lecture-laboratory weekly

This course offers instruction and practical experience in the use of mimeoscope, mimeograph, fluid process, and photocopy. Field trips when appropriate.

Bus 46 - JOB PERSONALITY AND PREPARATION

2 Units

Prerequisite: Sophomore standing 2 hours lecture weekly

This is a course in personality and human relations in business. The emphasis is on job applications, resumes, interviews, follow-up procedures, and Civil Service Test review.



Bus 47 - JOB PERSONALITY AND PREPARATION WORKSHOP

1 Unit

Prerequisite: None

Lecture-laboratory as required by unit formula

This is a course for secretaries and clerical workers to learn how to write letters of application and resumes, to prepare for interviews, and to take tests. It also emphasizes personal adjustment on the job for greater success.

stenography

Bus 50 - BEGINNING SHORTHAND

4 Units

Prerequisite: Bus 41A or 41B or typing speed of 40 wpm 5 hours lecture-laboratory weekly

Basic principles of reading and writing shorthand. Introduces shorthand theory principles, develops dictation speeds from 60 to 80 words a minute and develops the ability to transcribe shorthand notes accurately. A beginning course in Gregg-Shorthand (Diamond Jubilee).

Bus 51 - INTERMEDIATE SHORTHAND

4 Units

Prerequisite: Bus 50 or 1 year of high school shorthand, or consent of instructor 5 hours lecture-laboratory weekly

Reviews shorthand theory, develops dictation speeds from 80 to 110 words a minute for three minutes, and develops mailable copy transcription skills. Extensive dictation of new material requiring transcription. An intermediate course in Gregg Shorthand (Diamond Jubilee).

Bus 52 - SPEED BUILDING AND TRANSCRIPTION

4 Units

Prerequisite: Grade of C or better in Bus 51. or one year of high school shorthand, and typing speed of 50 wpm or consent of instructor 5 hours lecture-laboratory weekly

Specialized dictation and transcription and an intensive review of shorthand principles. Various techniques used in mastery of technical vocabularies and speed in reading and writing shorthand from dictation are included. Field trips to office and equipment shows when convenient.



Bus 53 - GREGG SHORTHAND REVIEW

2 Units

Prerequisite: Previous training in Shorthand 3 hours lecture-laboratory weekly

Course is designed as a quick, yet thorough review of Gregg Shorthand for those who have previously studied the system. Designed for students who need basic theory review and speed building practice.

Bus 54 - STENOSCRIPT ABC SHORTHAND

2 Units

Prerequisite: None

1 hour lecture, 2 hours laboratory weekly

Stenoscript ABC Shorthand is a phonetic system of shorthand based on the learning of 43 easy rules. These rules are presented in the first seven lessons - the remainder of the semester is spent in taking dictation. A speed of 80 wpm can be attained with comparatively little effort, while a speed of 100 wpm is attainable by earnest study.

Bus 55 - MACHINE SHORTHAND I

4 Units

Prerequisite: Bus 41A-B or typing speed of 40 wpm 4 hours lecture, 1 hour laboratory weekly

Introduction of keyboard and theory, plus speed development up to 60 wpm. Machine shorthand applies shorthand theory to a compact (22 keys) keyboard. Dictation of practice material.

Bus 56 - MACHINE SHORTHAND II

4 Units

Prerequisite: One semester of machine shorthand or consent of instructor 4 hours lecture, 1 hour laboratory weekly

Develop dictation rate from 80 to 120 words per minute and transcription rate of 60 percent of typing rate with 95 percent accuracy.

Bus 57 - OFFICE MACHINE TRANSCRIPTION	2 Units
Bus 58 - MEDICAL MACHINE TRANSCRIPTION	2 Units
Bus 59 - LEGAL MACHINE TRANSCRIPTION	2 Units

Prerequisite: Typing speed of 35 wpm or better 3 hours lecture-laboratory weekly

Transcription of dictation from belts and/or cassettes to achieve mailable letters at an acceptable production rate. Medical Option: case histories, surgical lab and reports with review of specialized medical vocabulary. Legal Option: Legal documents and communications with review of legal terminology.



word processing

Bus 60 - WORD PROCESSING/MAGNETIC TAPE

2 Units

Prerequisite: Typing speed of at least 40 wpm 4 hours lecture-laboratory weekly

Provides training on the IBM Magnetic Tape typewriter. Students are given basic operational instruction to learn to type documents for updating, revising, and storing.

Bus 61 - WORD PROCESSING/MAGNETIC CARD

2 Units

Prerequisite: Typing speed of at least 40 wpm 4 hours lecture-laboratory weekly

Training on the IBM Magnetic Card typewriter. Basic machine operation and practical experience on the machine for various office related jobs.

Bus 62 - WORD PROCESSING: MACHINE TRANSCRIPTION 3 Units

Prerequisite: Bus 41B or equivalent speed of 45 wpm. Satisfactory score on punctuation & spelling test

2 hours lecture, 3 hours laboratory weekly

Practice will be given in the process of using transcribing machines and the art of listening. English usage & business procedures are emphasized. Student will be given extensive practice in spelling & punctuating business letters and forms.

Bus 63 - WORD PROCESSING: OFFICE MANAGEMENT & SUPERVISION

3 Units

Prerequisite: Bus 60, Bus 61 or consent of instructor 3 hours lecture weekly

This course is designed to train students to be office managers or administrative secretaries. The use of magnetic tape typewriters, computers, and other electronic equipment has sharpened the focus upon information handling and word processing. The emphasis is upon having adequate information in the most usable form. Student will be presented with the fundamental principles and successful practices used in getting office work accomplished. The managerial viewpoint is stressed. Encompassed in this approach is the ability to recognize a situation requiring managerial action, determining the alternate actions that might be taken, deciding upon the particular action to follow, and putting the decision into effect.



secretarial

Bus 70 - SECRETARIAL PROCEDURES

3 Units

Prerequisite: Minimum typing speed of 50 wpm. Shorthand is highly recommended for students enrolling in this course 4 hours lecture-laboratory weekly

This course offers instruction and practical application in clerical office techniques and procedures, including receptionist duties, telephone techniques, fundamentals of filing, and office correspondence. Field trips to offices and equipment shows when convenient.

Bus 71 - SECRETARIAL SKILLS REFRESHER

1-7 Units

Prerequisite: None

1-7 hours laboratory weekly

These mini-courses are designed to refresh skills in one or more of seven areas: basic filing, calculating machine operation, transcribing machine operation, basic communications, Civil Service testing, typewriting, shorthand, and fundamentals of spelling.

Bus 72 - MEDICAL TERMINOLOGY

3 Units

Prerequisite: Typing speed of at least 30 wpm 3 hours lecture weekly

Teaches the spelling, definition, and pronounciation of medical terms with emphasis on prefixes, suffixes, and roots of the medical terms.

Bus 73 - ADVANCED MEDICAL TERMINOLOGY

3 Units

Prerequisite: Bus 72 or consent of instructor 3 hours lecture weekly

Develops advanced knowledge of medical vocabulary by providing intensive training in spelling, pronounciation, and definitions of medical terminology with emphasis on the body systems. Field trips where appropriate.

Bus 74 - MEDICAL OFFICE PROCEDURES

3 Units

Prerequisite: Bus 42, typing at least 40 wpm, or consent of instructor 4 hours lecture-laboratory weekly

Practice is given in typing a variety of medical forms and in machine transcription of medical dictation. Career opportunities in medical, dental, and related paramedical fields are emphasized.



Bus 75 - ADVANCED MEDICAL OFFICE PROCEDURES

3 Units

Prerequisite: Bus 74

4 hours lecture-laboratory weekly

This course offers practical training in medical office procedures, codes of ethics, and various records. The concentration is on financial and insurance records and forms. Field trips where appropriate.

Bus 76 - MEDICAL INSURANCE

3 Units

Prerequisite: None 3 hours lecture weekly

Develops an understanding of the leading types of medical insurance with intensive instruction and drill in completing medical insurance forms for Blue Cross, Blue Shield, Workmen's Compensation, State Disability, Medi-Cal, Medicare, etc.

Bus 77 - LEGAL SECRETARIAL TRAINING

3 Units

Prerequisite: Typing, shorthand optional 3 hours lecture weekly

Develops legal vocabulary. Provides training in techniques of completing legal forms and handling law office procedures such as court filing, necessary progress of cases, and preparing legal documents.

workshops

Bus 89 - MULTI-CLERICAL SKILLS PROGRAM

1-18 **Units**

Prerequisite: None 40 hours weekly

To train students who have immediate job goals in mind, the varied clerical skills needed to become secretaries, office clerks, etc. The program is a full-time, all day offering. Credit will be awarded for courses given within the program that are successfully completed. Courses that may be completed are Bus 2, 30, 31, 41A, 41B, 42, 43, 50, 51, 57, 58, 59, 60, 61, 70, 72, 73, 74, 75, 76, 77, 140, Math 9 and English 5. Field trips may be required. This course is operated on a coninuous enrollment plan and graded on a credit-no credit basis.

Bus 98 - BUSINESS WORKSHOPS

1/2-10 Units

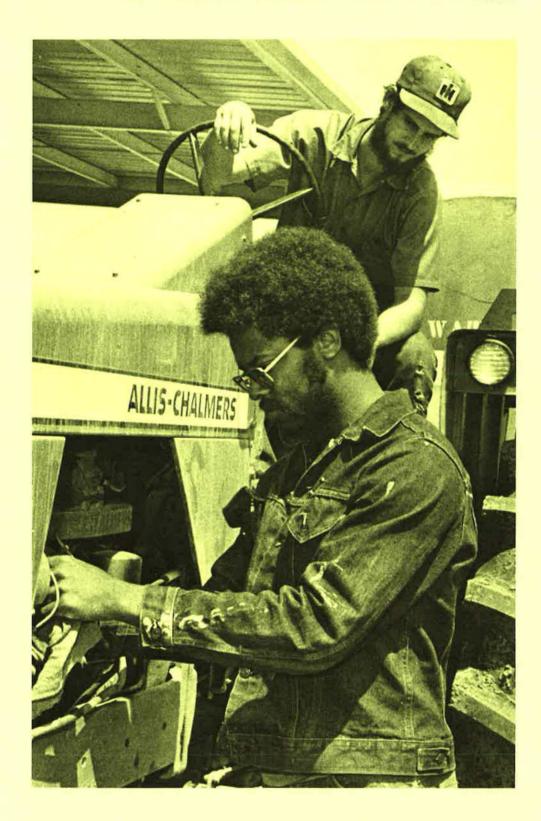
Prerequisite: None

Lecture-laboratory hours as per formula

Specializing topics designed to inform or update interested persons in various disciplines within the field of business. Unit credit determined by length of courses.



business III



Bus 99 A-B-C-D - BUSINESS WORK EXPERIENCE

1-2-3-4 Units

Prerequisite: A-1 May be repeated in any combination to a total of 16 units

B-2

C-3

D-4

5-20 hours laboratory (hours arranged proportional to number of units) weekly

Supervised off-campus placement for practical work experience related to the student's major (this includes all business majors, data processing majors and real estate majors). An opportunity to integrate classroom study with practical on-the-job experience relevant to the student's academic program and vocational goals.

accounting

Bus 101A - ACCOUNTING PRINCIPLES

3 Units

Prerequisite: One year of high school bookkeeping or consent of instructor 3 hours lecture weekly

Basic principles of accounting as a foundation for advanced study, and as a vocational skill; the accounting cycle, vouchers system; problems involved in accounting for notes, expenses, assets, payroll, and for sole proprietorship; partnership; corporation; or manufacturing enterprises.

Bus 101B - ACCOUNTING PRINCIPLES

3 Units

Prerequisite: Grade of C or better in Bus 101A 3 hours lecture weekly

Continues and concludes the introductory phase of accounting. Surveys accounting problems and procedures unique to partnerships and corporations. Included are sections on managerial financial analysis for decision making in business and the Federal Income Tax.

Bus 102 - MANAGERIAL ACCOUNTING

3 Units

Prerequisite: Bus 101 with grade C or better or consent of instructor 3 hours lecture weekly

This course emphasizes how accounting data can be interpreted and used by management in planning and controlling business activities of the firm. The use of accounting data by investors is discussed wherever appropriate.



business law and protection

Bus 111A - BUSINESS LAW I

3 Units

Prerequisite: Sophomore standing recommended 3 hours lecture weekly

Includes a general review of law and society and specifically stresses the law of contracts, personal property and bailments, consumer protection, real property, and estates and wills.

Bus 111B - BUSINESS LAW II

3 Units

Prerequisite: None 3 hours lecture weekly

Includes the study of agency and employment, sales, insurance, partnerships, corporations, negotiable instruments, bankruptcy, and the inter-relationship of government and business.

business administration

Bus 120 - INTRODUCTION TO BUSINESS

3 Units

Prerequisite: None 3 hours lecture weekly

This course examines important concepts of business including such topics as investments, insurance, real estate, budgeting, and accounting. The laws affecting proprietorships, partnerships, and corporations will be studied.

Bus 121 - BUSINESS ORGANIZATION AND MANAGEMENT

3 Units

Prerequisite: None 3 hours lecture weekly

Basic functions of a business organization and manager's responsibilities in planning, organizing, directing, controlling, coordinating, and executing the organizations objectives.

Bus 122 - PERSONNEL MANAGEMENT AND HUMAN RELATIONS

3 Units

Prerequisite: None 3 hours lecture weekly

A study of employer-employee relationships, recruiting, resumes, selection, training, development, morale, wage and salary administration, unions, job evaluation, and fringe benefits.



Bus 123 - SMALL BUSINESS MANAGEMENT

3 Units

Prerequisite: None 3 hours lecture weekly

The role of the small businessman in the American economy, training in the various functions of business including organizing and staffing, advertising, selling, budgeting, and personnel for retail stores, service firms, and industrial organizations. Guest speakers and field trips where appropriate.

Bus 124 - MANAGEMENT INFORMATION SYSTEMS

3 Units

Prerequisite: None 3 hours lecture weekly

Analysis and design of an information retrieval system for management decision-making based upon computer techniques. File organization, Electronic Data Processing, and Integrated Data Processing are included.

retail marketing

Bus 130 - SALESMANSHIP

3 Units

Prerequisite: None 3 hours lecture weekly

Covers the fundamental principles of wholesale and speciality selling, with emphasis on the techniques of selling, the salesmanship areas emphasized are: sales personality, sales planning, securing prospects, counseling buyers, handling objections, and learning public relations. Speakers, films, and field trips where appropriate.

Bus 131 - RETAIL MERCHANDISING

3 Units

Prerequisite: None 3 hours lecture weekly

Merchandising activities in small and large businesses are considered from the standpoint of merchandising control and budgeting, buying and selling, leasing, distributing and advertising. Speakers, films, and field trips where appropriate.

Bus 132 - MARKETING MANAGEMENT

3 Units

Prerequisite: None 3 hours lecture weekly

Market management from the viewpoint of the manager who researches and plans the product, organizes his staff, and controls the sales, advertising, and channels of distribution. Case problem approach is emphasized.



Bus 133 - ADVERTISING

3 Units

Prerequisite: None 3 hours lecture weekly

Consists of a practical application of the principles of advertising for both large and small businesses. Includes advertising theory, layout production, printing, and production processes. Field trips where appropriate.

clerical

Bus 140 - BUSINESS COMMUNICATIONS

3 Units

Prerequisite: None 3 hours lecture weekly

Applies practical psychology in dealing with people through business correspondence. The course gives the student practice in writing the basic types of letters used in business: inquiry, response, sales, order, remittance, customer relations and employment techniques.

Bus 147 - ADVANCED TYPING

3 Units

Prerequisite: Bus 42 or its equivalent, two years of high school typing, or a speed of 50 words a minute.
5 hours lecture-laboratory weekly

Student applies typing skills to advanced typing projects using modern methods, equipment, materials, and business forms. Introduction is given to the MC/ST and the MT/ST. Students should attain a minimum speed of 60 words a minute.

chemistry

Chem 20 - ELEMENTARY CHEMISTRY

4 Units

Prerequisite: Math 1 with a grade of C or better 4 hours lecture weekly

Fundamental theories, laws and techniques of inorganic and organic chemistry, together with their more important applications, as a basis for advanced study; drill in chemical formulas, equations and calculations. Most curricula require both chemistry lecture and laboratory.



Chem 20L - ELEMENTARY CHEMISTRY LABORATORY

1 Unit

Prerequisite: Credit or concurrent enrollment in Chem 20 3 hours laboratory weekly

An introduction to laboratory techniques. The experiments illustrate typical chemical reactions and the principles covered in the lecture.

Chem 101 - GENERAL CHEMISTRY

3 Units

Prerequisite: Chem 20 or high school chemistry with a grade of C or better and Math 1 or equivalent with a grade of C or better
3 hours lecture weekly

Chemistry 101 is a study of the fundamental chemistry principles and their applications with particular attention to introductory structural chemistry, stoichiometry, solutions and equilibrium.

Chem 101L - GENERAL CHEMISTRY LABORATORY

2 Units

Prerequisite: Credit or concurrent enrollment in Chem 101 6 hours laboratory weekly

The laboratory provides the students with experience in applying the principles developed in the lecture. Quantitative experiments are emphasized and qualitative analysis is used.

Chem 102 - GENERAL CHEMISTRY

3 Units

Prerequisite: Chem 101 and Math 3 or equivalent with grades of C or better 3 hours lecture weekly

Chem 102 considers detailed study of chemical equilibrium, kinetics, electrochemistry, and various important elements and their compounds with emphasis on relevance in the general and scientific background development of a student.

Chem 102L - GENERAL CHEMISTRY LABORATORY

2 Units

Prerequisite: Credit or concurrent enrollment in Chem 102 6 hours laboratory weekly

The laboratory provides the students with experience in applying the principles developed in the lecture. Qualitative analysis is used to illustrate the principles of equilibrium.



Chem 10 - MAN'S CHEMICAL ENVIRONMENT

3 Units

Prerequisite: None 3 hours lecture weekly

Designed as part of the general educational requirements in physical science for non-science majors with basic coverage of man's natural environment from the special and fundamental vantage point that chemistry provides. Fundamentals of atomic and kinetic theories are developed to provide a conceptual framework for interpretation of environmental changes. Scientific thinking is considered and related to everyday thought with special emphasis on chemical behavior of matter. The strengths and limitations of science are considered with some exposure to social and philosophical implications. Local field trips, oral and written reports.

early childhood studies

ECS 5 - CROSS CULTURAL EXPERIENCES WITH CHILDREN AND FAMILIES

3 Units

Prerequisite: None

1 hour lecture, 6 hours laboratory weekly

Participation in the guidance and care of young children in families representing various cultural backgrounds. Involvement with agencies serving children and families. Opportunity for individual study in areas of special interest.

ECS 104 - CHILD GROWTH AND DEVELOPMENT I

3 Units

Prerequisite: None 3 hours lecture weekly

A study in depth of the social, emotional and physical development of the normal child in relation to the home and the early years of school; special attention to prenatal and infant development.

ECS 105 - CHILD GROWTH AND DEVELOPMENT II

3 Units

Prerequisite: HE 104 3 hours lecture weekly

Knowledge and understanding of how the social, intellectual, physical and emotional growth of the baby and young child affects the chid from infancy to adolescence; emphasis on the relationship of early childhood development to the child's later functioning academically, psychologically and socially in school, with his peers, and in his family.



ECS 106 - CHILD, FAMILY AND COMMUNITY

3 Units

Prerequisite: None 3 hours lecture weekly

Pattern of child-rearing in contemporary society. Interaction of family and community, Significance of personal and social values in family life and community action. Individual and social resources for family health and welfare and improving child development.

economics

Econ 1 - THE AMERICAN ECONOMY

3 Units

Prerequisite: None 3 hours lecture weekly

A survey of the American economy with emphasis on the development, functioning, and significance of economic institutions of concern to citizens. The monetary system, consumer-producer relationships, the role of government and fiscal policy, business cycle, international funds, and unemployment are examined in detail.

Econ 2 - INTRODUCTION TO BUSINESS AND ECONOMICS

3 Units

Prerequisite: None 3 hours lecture weekly

This course explores important concepts of business and economics by applying them to today's events in the world, the U.S. and Ventura County. Ideas about profits, supply and demand, money, insurance, costs, pricing, and management will be examined. Emphasis will be placed on the practical use of these concepts in one's everyday life. This class might be called Econcepts of Business.

Econ 101 - PRINCIPLES OF MACROECONOMICS

3 Units

Prerequisite: None 3 hours lecture weekly

Students will develop a method of thinking about daily events by exploring macro-economic theory and applying it to current issues. An examination of economic growth and of our economy as a circulatory system; reasons for unemployment and inflation. Students will also analyze the taxing, spending, and money policies used by the government to affect the economy and analyze the use of money and banking in our economy.



Econ 102 - PRINCIPLES OF MICROECONOMICS

3 Units

Prerequisite: None 3 hours lecture weekly

Students will develop a method of thinking about daily events by exploring micro-economic theory and applying it to current issues. Demand and supply forces that determine prices and the effects of those prices on human behavior; how big and small businesses make their pricing and production decisions and how those decisions affect society. Economic reasons for environmental pollution and possible solutions from the point of view of cost-benefit analysis. Students will also study the distribution of national income, the coordination of international trade, and the creation of periodic crisis in the international monetary system.

Econ 199A-B - DIRECTED STUDIES IN ECONOMICS

1-3/1-3 Units

Prerequisite: A course in the specific field and consent of the instructor 1-3 hours tutorial weekly

Designed for the curious and responsible student who has already demonstrated sufficient proficiency in economics. Intent is to permit by means of independent study the student's further pursuit of economics. Maximum of 6 units.

english

Engl 1 - BASIC COMMUNICATIONS

3 Units

Prerequisite: None 3 hours lecture weekly

Training in the various media of communication; reading, writing, listening, and speaking, including current literature. Opportunity for written expression is emphasized through required papers and reports.

Engl 2 - BASIC COMMUNICATIONS

3 Units

Prerequisite: None 3 hours lecture weekly

Study of modern literature: the short story, the drama, the novel, and poetry. Opportunity for written expression is emphasized through required written reports and critical judgments,



Engl 3 - TECHNICAL REPORT WRITING

3 Units

Prerequisite: None 3 hours lecture weekly

Training for business, technical and engineering students in technical and scientific writing, including preparation of written reports, memoranda, and specifications; review of fundamentals of grammer and usage.

Engl 4 - ENGLISH AS A SECOND LANGUAGE

3 Units

Prerequisite: None

4 hours lecture, 1 hour laboratory by arrangement

This course offers specialized help to the foreign speaker. The classroom activities and lab work, which will help the student control and work toward a mastery of the structure of English, will be organized along the following hierarchy of language priorities: listening comprehension, reading, writing, oral facility, pronunciation.

This course will be graded on a credit-no credit basis only.

Engl 5A-B-C-D - STUDY SKILLS

3-3-3-3

Units

Prerequisite: None

5 hours lecture-laboratory weekly

A program for the student whose English entrance scores indicate a need to improve his study skills for successful completion of college English courses. Through availability of special reading, writing and listening materials, through special assistance with materials and machines, and in an atmosphere conducive to study, a student will be able to improve in reading, writing and listening and in other study skills areas that contribute to his proficiency in college work.

A student's individual needs will be determined by diagnostic tests so that his program within the center is designed to give the best utilization of his time and energy.

Engl 6A-B-C - BASIC READING

3-3-3 Units

Prerequisite: None

3 hours lecture, 1 hour laboratory weekly

This is a reading program for those students whose reading performance, reading test scores, or self-evaluation indicate a need to improve their basic reading and study skills.

Engl 101 - COLLEGE COMPOSITION AND LITERATURE

3 Units

Prerequisite: Consent of Counselor 3 hours lecture weekly

Training in the development of skills in reading and in written expression, especially expository themes, including optional training in research techniques and preparation of a research paper. This course is designed to develop competence in rhetorical skills.



Engl 102 - COLLEGE COMPOSITION AND LITERATURE

3 Units

Prerequisite: Consent of Counselor 3 hours lecture weekly

Introduction to the study of literature: short story, poetry, drama, and novel; further training in expository writing resulting from close reading and analysis of literature.

Engl 103 - CREATIVE WRITING

3 Units

Prerequisite: Engl 101 or 102 or consent of Counselor 3 hours lecture weekly

A study of the literary forms - the essay, short story, poetry, and drama - presented from the standpoint of critical background and theory for each form; practice in writing original works; discussion and analysis of student's work.

Engl 104 - SURVEY OF ENGLISH LITERATURE I

3 Units

Prerequisite: Engl 101 or 102 or consent of Counselor 3 hours lecture weekly

A survey of English literature in its cultural framework from Anglo-Saxon times to the end of the eighteenth century, covering the heroic age, the Renaissance, and neo-classicism. Appropriate field trips. Eligible students may take this course for credit-no credit.

Engl 105 - SURVEY OF ENGLISH LITERATURE II

3 Units

Prerequisite: Engl 101 or 102 or consent of Counselor 3 hours lecture weekly

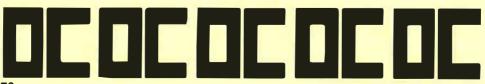
A survey of English literature in its cultural and political framework from the beginning of the nineteenth century to the early twentieth century, covering the Romantic, Victorian, Edwardian, and Georgian periods of literature. Appropriate field trips. Eligible students may take this course for credit-no credit.

Engl 106 - INTRODUCTION TO THE SHORT STORY

3 Units

Prerequisite: Engl 101 or 102 or consent of Counselor 3 hours lecture weekly

The emphasis in this course is on close critical reading of the short story. Discussions will be centered around the importance and function of plot, characterization, atmosphere, theme, symbol in the short story. Eligible students may take this course for credit-no credit.



Engl 107 - SURVEY OF AMERICAN LITERATURE I

3 Units

Prerequisite: Engl 101 or 102 or consent of Counselor 3 hours lecture weekly

Significant American writers from the early 17th century to 1865, with emphasis on the intrinsic political, social, and intellectual trends of the periods they represent.

Recommended as an elective for majors in the humanities, history or education. Eligible students may take this course for credit-no credit.

Engl 108 - SURVEY OF AMERICAN LITERATURE II

3 Units

Prerequisite: Engl 101 or 102 or consent of Counselor 3 hours lecture weekly

Significant American writers from 1865 to the present, with emphasis on the intrinsic political, social and intellectual trends of the periods they represent.

Recommended as an elective for majors in the humanities, history or education. Eligible students may take this course for credit-no credit.

Engl 109 - BLACK LITERATURE

3 Units

Prerequisite: Engl 101 or 102 or consent of Counselor 3 hours lecture weekly

An analytical, in-depth study of the literature of the black experience in the United States. Eligible students may take this course for credit-no credit.

Engl 110 - WOMEN IN LITERATURE

3-3 Units

Prerequisite: Engl 101 or 102 or consent of Counselor 3 hours lecture weekly

An examination of the images, roles, and identities of women in literature and a study of the contribution of women to a variety of literary genres. The course content will be thematically organized with different emphasis to be announced in the semester class schedule.

The course will be offered concurrently on two levels; a transfer course requiring in-depth written literary analysis and a credit-no credit non-transfer course stressing appreciation.

Engl 111 - SHAKESPEARE

3 Units

Prerequisite: Engl 101 or 102 or consent of Counselor 3 hours lecture weekly

A survey of twelve plays, including romantic comedies, chronicles, tragedies, dark comedies, and romances, lectures, critical papers and class discussions.



Engl 112 - CONTEMPORARY NOVELS

3 Units

Prerequisite: Engl 101 or 102 or consent of Counselor 3 hours lecture weekly

Reading and analysis of post-World War II novels, American and foreign, selected in view of their popularity as well as their innovative importance and literary quality.

Engl 113 - FAR AND NEAR: THE LITERATURE OF THE EAST 3 Units

Prerequisite: Engl 101 or 102 or consent of Counselor 3 hours lecture weekly

A survey of Asian literature representing the highest achievement, of the cultures of Arabia, Persia, India, China, and Japan. Emphasis is put on historical milieu, artistic forms, and contributions to modern thought.

Engl 114 - LITERARY CRITICISM AND ANALYSIS

3 Units

Prerequisite: Engl 101 or 102 or consent of Counselor 3 hours lecture weekly

A study of the several types of literary criticism and an examination of the different approaches used in analyzing literary works. Special emphasis will be placed on the literary work and the author, the literary work and the reader, and the literary work in relation to its age.

Engl 115 - THE LITERATURE OF MYSTICISM, MEDITATION, 3 Units AND MADNESS

Prerequisite: Engl 101 or 102 or consent of Counselor 3 hours lecture weekly

Mysticism, meditation, and madness as seen in a survey of modern and historical literature. These three extreme states of being will be studied as methods of emotional and rational self-expression. Besides the literature, supplementary readings in psychology, religion, and philosophy will be used as additional sources. Some authors covered are Blake, Hopkins, Katka, Hesse, Nin, and Castaneda.

Engl 116 - COMIC SATIRE

3 Units

Prerequisite: Engl 101 or 102 or consent of Counselor 3 hours lecture weekly

Humor and critical wit are blended to examine man and his institutions. Comic elements, forms, movements, and situations focus on the picaresque rogue and the anti-hero found in representative novels from the beginning of this literary form to the present. Develops an increased perception of the impact and significance of comic realism.



Engl 117 - MEXICAN LITERATURE IN TRANSLATION

3 Units

Prerequisite: Engl 101 or 102 or consent of Counselor 3 hours lecture weekly

A one semester survey of Mexican-Literature in translation. The novel, the short story, the essay, the poem, and the song will be covered from pre-Columbia times to the present with an emphasis on the period from 1910 to the present.

Engl 199A-B - DIRECTED STUDIES IN ENGLISH

1-3/1-3

Prerequisite: A course in the specific field and the consent of the instructor 1-3 hours tutorial weekly

Designed for selected students who are interested in furthering their knowledge of English on an independent basis. Assigned problems will involve library, laboratory, and field work. Maximum of 6 units.





fire science

FSc 1 - INTRODUCTION TO FIRE SCIENCE*

3 Units

Prerequisite: None 3 hours lecture weekly

An introduction to the Fire Service and Fire Protection; career opportunities in fire protection and related fields; history of fire protection; fire loss analysis, public, quasi-public and private fire protection services; specific fire protection functions, fire chemistry and physics. Field trips may be required.

FSc 2 - FUNDAMENTALS OF FIRE PREVENTION*

3 Units

Prerequisite: FSc 1 or consent of instructor 3 hours lecture weekly

Organization and function of the fire prevention organization; inspection; surveying and mapping procedures; recognition of fire hazards; engineering a solution of the hazard; enforcement of the solution; public relations as affected by fire prevention. Field trips may be required.

FSc 3 - FIRE HYDRAULICS*

3 Units

Prerequisite: FSc 1 or consent of instructor 3 hours lecture weekly

Review of basic mathematics; hydraulic laws and formulas as applied to the fire service; application of formulas and mental calculation to hydraulic problems; water supply problem; underwriter's requirements for pumps. Field trips may be required.

FSc 4 - FIRE COMPANY ORGANIZATION AND PROCEDURE*

3 Units

Prerequisite: FSc 1 or consent of instructor 3 hours lecture weekly

Review of fire department organization; fire company organization; the company officer; personnel administration; communication; fire equipment; maintenance; training; fire prevention; company fire fighting; records and reports. Field trips may be required.

FSc 5 - HAZARDOUS MATERIALS I*

3 Units

Prerequisite: FSc 1 or consent of instructor 3 hours lecture weekly

Review of basic chemistry; storage, handling, laws, standards, and fire-fighting practices pertaining to hazardous solids, liquids and gases.



FSc 6 - BUILDING CONSTRUCTION FOR FIRE PROTECTION* 3 Units

Prerequisite: FSc 1 or consent of instructor

3 hours lecture weekly

Fundamental building constrution and design; fire protection features; special considerations. Field trips may be required.

FSc 7 - FIRE APPARATUS AND EQUIPMENT

3 Units

Prerequisite: FSc 1 or consent of instructor 3 hours lecture weekly

Driving laws; driving technique; construction and operation of pumping engines, ladder trucks, aerial platforms, specialized equipment; apparatus maintenance. Field trips may be required.

FSc 8 - FIRE INVESTIGATION I

3 Units

Prerequisite: FSc 1 or consent of instructor 3 hours lecture weekly

Introduction to arson and incendiarism, arson laws, and types of incendiary fires; methods of determining fire cause, recognizing and preserving evidence, interviewing and detaining witnesses; procedures in handling juveniles; court procedure and giving court testimony. Field trips may be required.

FSc 9 - FIRE PROTECTION EQUIPMENT AND SYSTEMS

3 Units

Prerequisite: FSc 1 or consent of instructor 3 hours lecture weekly

Portable fire extinguishing equipment; sprinkler systems; protection systems for special hazards; fire alarm and detection systems. Field trips may be required.

FSc 10 - FIRE FIGHTING TACTICS AND STRATEGY

3 Units

Prerequisite: FSc 1 or consent of instructor 3 hours lecture weekly

Review of fire chemistry, equipment and manpower, basic fire-fighting tactics and strategy; methods of attack; preplanning fire problems. Field trips may be required.



FSc 11 - HAZARDOUS MATERIALS II

3 Units

Prerequisite: FSc 1 or consent of instructor 3 hours lecture weekly

A second semester course in hazardous materials covering storage, handling, laws, standards, and fire-fighting practices, with emphasis on fire fighting and control at the company officer level. Field trips may be required.

FSc 12 - RELATED CODES AND ORDINANCES

3 Units

Prerequisite: FSc 1 or consent of instructor 3 hours lecture weekly

Familiarization with national, state, and local laws and ordinances which influence the field of fire prevention. Field trips may be required.

FSc 13 - RESCUE PRACTICES

3 Units

Prerequisite: FSc 1 or consent of instructor 3 hours lecture weekly

The human body, emergency care of victims, childbirth, artificial respiration, toxic gases, chemicals and diseases, radioactive hazards, rescue problems, and techniques. Field trips may be required.

FSc 14 - BASIC FIRE SCIENCE FOR RECRUITS

10 Units

Prerequisite: None 4 hours lecture, 18 hours laboratory weekly

Introduction to basic fire protection, suppression, prevention, tactics, strategy, hazardous materials, equipment and rescue. Field trips may be required.

FSc 98A-B-C-D - FIRE SCIENCE WORKSHOP

1/2-10 Units

Prerequisite: Employment as a Fireman Lecture and/or laboratory as required by unit formula

Specialized workshops designed to update fire fighting personnel as required for in-service training requirements in specific subject matter areas. Unit credit determined by length of instruction of the workshop as defined by current credit standards: total workshop credit limited to 10 units. Field trips may be required.



FSc 99 - FIRE SCIENCE WORK EXPERIENCE

1-2-3-4 Units

Prerequisite: Consent of instructor

FSc 99 A-1 May be repeated in any combination to a total of 16 units

B-2

C-3

D-4

5-20 hours laboratory (hours arranged proportional to number of units) weekly

Supervised off-campus placement for practical work experience related to the student's major. An opportunity to integrate classroom study with practical on-the-job experience relevant to the student's academic program and vocational goals.

*Required courses for Associate of Science degree or Certificate of Achivement. FSc 14 not required for those employed in the fire service.

geography

Geog 101 - ELEMENTS OF PHYSICAL GEOGRAPHY

3 Units

Prerequisite: None 3 hours lecture weekly

The mutual relationships which exist between man and his physical environment; world patterns of natural features - climate, land forms, soils, vegetation, native animal life, water and mineral resources; map reading and interpretation. Field trips as required by instructor. (May be scheduled on Saturday.)

Geog 102 - ELEMENTS OF CULTURAL GEOGRAPHY

3 Units

Prerequisite: Geog 101 recommended 3 hours lecture weekly

Introduction to the broad field of geography - its objectives, principal divisions, basic principles, and applications to present-day world problems; understanding human society in relation to the earth environment with emphasis on the cultural elements; geographic analysis of the major world regions. Field trips as required by instructor. (May be scheduled on Saturday.)

Geog 103 - INTRODUCTION TO WEATHER AND CLIMATE

3 Units

Prerequisite: None 3 hours lecture weekly

Non-technical study of the earth's atmospheric phenomena; the basic weather elements -temperature, pressure, and moisture of the atmosphere; practice in the observation of weather conditions and the recording of data; investigation into the causes of weather and the world climate pattern. Field trips as required by instructor. (May be scheduled on Saturday.)



Geog 104 - GEOGRAPHY OF CALIFORNIA

3 Units

Prerequisite: None 3 hours lecture weekly

An introduction to the geography of California - its natural setting of mountains, valleys, deserts and coastline, and how Man has 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. Emphasis will be on the mutual relationships which exist between the natural setting and Man and his use of this setting. Course is especially recommended for teachers and education majors.

geology

Geol 101 - PHYSICAL GEOLOGY

3 Units

Prerequisite: None 3 hours lecture weekly

An introductory study of the structure and materials of the earth and the dynamic forces, such as volcanism, mountain-building, earthquakes, plate tectonics, weathering and erosion, which have formed and shaped this earth from its earliest history. The course is designed to make students more aware of the nature and processes of this ever-changing earth. Field trips to view local geology are required. (May be scheduled for a Saturday.)

Geol 101L - PHYSICAL GEOLOGY LABORATORY

1 Unit

Prerequisite: Geol 101 or concurrent enrollment 3 hours laboratory weekly or an 8 week lab at 3 hours week with four-day field trip.

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 to local sites required.

Geol 102 - HISTORICAL GEOLOGY

3 Units

Prerequisite: Geol 101 3 hours lecture weekly

Geologic history of the earth; evolution of its continents, ocean basins, and major landforms; development of plant and animal life as revealed in the fossil record; emphasis on the geology of the Ventura basin. Field trips to view local geology are required. (May be scheduled for a Saturday.)



Geol 103 - INTRODUCTION TO OCEANOGRAPHY

3 Units

Prerequisite: None 3 hours lecture weekly

Broad survey of the field of oceanography, the Science of the Seas. Discusses the major fields that comprise oceanography which includes the geography and geology of the ocean basins and coastlines, the dynamic forces of plate tectonics, the characteristics and work of waves, currents, and tides, properties of sea water, life in the seas, and methods of oceanographic exploration. Field trips to local areas. (May be scheduled for a Saturday.)

Geol 104 - GEOLOGY OF THE NATIONAL PARKS AND MONUMENTS

3 Units

Prerequisite: None 3 hours lecture weekly

A survey of the philosophy of physical and historical geology as interpreted through the study of several of the National Parks and Monuments. Emphasis will be on understanding the geologic processes which have shaped the present landscape, with considerable use made of rock and fossil specimens, films, slides and maps.

health science

HS 101 - HEALTH AND SOCIETY

2 Units

Prerequisite: None 2 hours lecture weekly

Consideration of the nature and function of health in our social pattern. An analysis of major health problems designed to contribute to the student's understanding of his role as an individual and as a contributing member of the community's efforts to implement the advances of medicine and the health sciences.

HS 102 - HEALTH CONCERNS IN ADULT RELATIONSHIPS

2 Units

Prerequisite: None 2 hours lecture weekly

Consideration of the health interrelationships of male/female partnerships: birth control, childbearing, male/female menopauses, venereal diseases, female/male hormonal cycles, prostate occurances. Course work will include attitudenal as well as factual health information of partnering.



HS 103 - WOMEN'S HEALTH

2 Units

Prerequisite: None 2 hours lecture weekly

Consideration of the nature and function of women's health in our society. An analysis of major female health problems designed to contribute to the student's understanding of the woman's role as an individual and contributing member of the community's efforts to implement the advances of medicine and the health sciences.

HS 104 - FAMILY HEALTH AND HOME NURSING

3 Units

Prerequisite: None 3 hours lecture weekly

This course consists of studying recent national trends in family health, identification and treatment of common diseases in the home; equipment, foods, and first aid methods for treating diseases, drug use, accidents and conditions involving handicapped individuals and pregnancy; and methods of preventative care against diseases in families.

HS 105 - SAFETY AND FIRST AID

2 Units

Prerequisite: None 2 hours lecture weekly

The development of positive attitudes toward safety and the application of the concepts of what constitutes safe living, the prevention of shock, unconsciousness, poisons, fractures, dressings and bandages, care and treatment of athletic injuries. Successful completion of this course qualifies for the standard or the advanced American Red Cross First Aid to the Injured certificate.

HS 106 - THE TRAINER AND ATHLETIC INJURIES

2 Units

Prerequisite: None

1 hour lecture, 3 hours laboratory weekly

An introductory course in the basic concepts and skills of the Athletic Trainer. Training room practice, medical aspects of Athletic Training, athletic therapy modalities, strength, conditioning and rehabilitation and diagnostic techniques. Practical experience is provided in taping and for the prevention and care of the athletically injured.



history

Hist 101 - UNITED STATES HISTORY

3 Units

Prerequisite: None 3 hours lecture weekly

A thematic and problems approach to a survey of American history. Consideration is focused on the historical development of institutions and values that shape present-day America. Topics include: democratic government; the use of nature; work; political and social reform; experiences of discrimination based on sex, race, and nationality; contributions of individuals and groups. This course satisfies Degree requirements in American Institutions.

Hist 102 - SOCIAL AND POLITICAL HISTORY OF THE UNITED 3 Units STATES I

Prerequisite: None 3 hours lecture weekly

Survey of the creation and development of American Society to 1865. Analysis of the impact of both individuals and groups, evaluation of issues of religion, race, reform, revolution, responsive government, sectionalism, and expansion. This course satisfies Degree requirements in American Institutions.

Hist 103 - SOCIAL AND POLITICAL HISTORY OF THE UNITED 3 Units STATES II

Prerequisite: None 3 hours lecture weekly

An evaluation of social and political adjustment from 1865 to the present. Significant historical events and issues that affect contemporary Americans are surveyed and analyzed by examining significant individuals and groups. Such issues and events as westward expansion, industrial development, ethnic confrontations and contributions, religious toleration, social and political reform movements, and international involvements are explored.

The year sequence of History 102-103 is required for History majors and recommended for other students who want a thorough survey of the political and social development of the United States: either semester may be taken independently. This course satisfies Degree requirements in American Institutions.

Hist 104 - HISTORY OF CALIFORNIA

3 Units

Prerequisite: None 3 hours lecture weekly

A survey of the Native American, Spanish, Mexican, and American periods of California with consideration of political, social and cultural developments.



Hist 105 - AN INTRODUCTION TO WESTERN CIVILIZATION I

3 Units

Prerequisite: None 3 hours lecture weekly

A survey of important events and developments in western civilization from prehistory through the sixteenth century; readings and discussions on important ideas, institutions, and contributions.



Hist 106 - AN INTRODUCTION TO WESTERN CIVILIZATION II 3 Units

Prerequisite: None 3 hours lecture weekly

A survey of important events and developments in western civilization from the seventeenth century to modern times; continued readings and discussions on important ideas and institutions.

Hist 107 - HISTORY OF THE MEXICAN PEOPLE IN THE SOUTHWEST

3 Units

Prerequisite: None 3 hours lecture weekly

A survey of the history of the Mejicano from the pre-Columbian period to the present providing a background for contemporary issues, concerns, and problems of Mexican-Americans. Emphasis will be on the Mexican settlement of the region and the contributions of the Mejicano to the development of the five South-western states (Arizona, California, Colorado, New Mexico and Texas). This course satisfies degree requirements in American Institutions.

Hist 108 - AFRO-AMERICAN HISTORY

3 Units

Prerequisite: None 3 hours lecture weekly

Analysis of the history of the Black in the United States from the African background to the present with special emphasis on contemporary implications on historical events. Considers the major roles played and contributions made both collectively as a people and as specific individuals in the development of the United States of America as well as institutions, trends, movements and problems affecting Black America.

Hist 109 - THE HERITAGE OF MEXICO

3 Units

Prerequisite: None 3 hours lecture weekly

This course presents major historical developments and pesonalities which have shaped the Mexican nation, with emphasis on the culture and customs of the people throughout their history, plus important events in the relationships between Mexico and the United States. A significant portion of the course deals with the role of the Mexican and Mexican-American in contemporary USA.



Hist 113 - MODERN RUSSIA: AN INTRODUCTION

Prerequisite: None 3 hours lecture weekly

The basic social and political development of Russia since 1801, with emphasis on the origins of the Bolshevik Revolution and the continuity of Russian civilization.

Hist 114 - MODERN ASIA: CHINA, INDIA, AND JAPAN

3 Units

3 Units

Prerequisite: None 3 hours lecture weekly

Changes in traditional Chinese, Japanese, and Indian civilizations in the 19th century and the emergence of China. India, and Japan as world powers in the 20th century.

Hist 115 - HISTORY OF THE AMERICAS I

3 Units

Prerequisite: None 3 hours lecture weekly

A study of Spanish, Portuguese, French and English conquest, exploration and colonization of the new world, and the main developments in Colonial life in each area up to independence.

Hist 116 - HISTORY OF THE AMERICAS II

3 Units

Prerequisite: None 3 hours lecture weekly

A study of the comparative development of the American nations since independence, considering their constitutions, leadership, religions, relations with each other, and their adjustment to the principle of democracy.

Hist 117 - HISTORY OF AMERICAN WOMEN

3 Units

Prerequisite: None 3 hours lecture weekly

Evaluation of the historical development of women's roles in American life, from early Indian cultures to 20th century suburbia. Literary ideals, legal realities, pro- and anti-feminist forces; the impact of women on national values and actions.



Hist 199 A-B - DIRECTED STUDIES IN HISTORY

1-3/1-3 Units

Prerequisite: A course in the specific field with a recommending grade and consent of instructor

1-3 hours tutorial weekly.

Designed for selected students who are interested in furthering their knowledge of history on an independent study basis. Assigned problems will involve library and field work. Maximum of 6 units.

consumer economics

HE 10 - CONSUMER AND LEGISLATION

3 Units

Prerequisite: None 3 hours lecture weekly

Identification of ways legislation affects the consumer. Ways of understanding legislation practices and procedures. Participation in legislative action at various levels.

HE 11 - MARKETPLACE AND EQUAL RIGHTS

3 Units

Prerequisite: Economics 101 and 102 3 hours lecture weekly

The consumer's role in the U.S. economy; marketing and pricing procedures; trends in income distribution; factors affecting financial decision-making; responsible consumer behavior; public and private agencies and organizations for consumer welfare; consumer education.

HE 12 - CONTEMPORARY CONSUMER ISSUES AND FAMILIES

3 Units

Prerequisite: None 3 hours lecture weekly

Establishing personal-family income distribution pattern related to individual's values and goals; effective consumer buying; current major consumer issues; regulations, legislation and organizations dealing with the consumer role. Survey of community consumer resources.

HE 13 - FOOD ECONOMICS AND THE WORLD ECONOMY

3 Units

Prerequisite: Economics 101 and 102 3 hours lecture weekly

Food production and food distribution as they relate to food consumption and to nutrient values. Factors affecting price and quality. Food buying for home and institutions.



HE 14 - CONSUMER CONCEPTS AND COMMUNITY SERVICES

3 Units

Prerequisite: None

1 hour lecture, 6 hours laboratory weekly

Clarification of goals and values of each individuals consumer. Identification of community consumer sources and the evaluation of community needs.

the world of food and nutrition

HE 20 - FOODS AND WORLD CULTURE

3 Units

Prerequisite: None 3 hours lecture weekly

Art and science of foods and their consumption in relation to historical, national, geographical, social and religious customs. An understanding of distinctive cuisine of various selected cultures. Assessment of dietary customs in relation to nutritional needs.

HE 21 - FOODS, FADS, AND AMERICA'S HEALTH

3 Units

Prerequisite: None 3 hours lecture weekly

Reliable and unreliable health information sources, present research and current controversies on common health problems and dietary inter-relationships.

HE 22 NUTRITIONAL CONCEPTS FOR ALL AGES

3 Units

Prerequisite: None 3 hours lecture weekly

Basic principals of nutrition. Significance of nutrition for growth and development from conception. Nutrition education experiences with young children and senior citizen groups.

HE 23 - NUTRITION IN HEALTH AND DISEASE

3 Units

Prerequisite: None 3 hours lecture weekly

Diet as it relates to maintaining health during pregancy, lactation, infancy, childhood and aging; regaining health following childhood or nutritional deficiency diseases. Planning special diets to meet individual needs.



HE 24 - COMMUNITY NUTRITION

3 Units

Prerequisite: None

1 hour lecture, 6 hours laboratory weekly

Dietary needs of children, youth and aged. Role and fundamental nutrients and their practical application to meet personal needs. Community feeding program experience through identification and evaluation of these programs.

HE 39 - CREATIVE STITCHERY

2 Units

Prerequisite: None

1 hour lecture, 3 hours laboratory weekly

The course would stimulate the creativity of women to design and make handcrafted items for their homes and family and teach the skills required for making and designing these items. Included will be projects in burlap stitchery, needlepoint, patchwork, quilting, dollmaking, dollclothes tips, crewel stitchery, macrame, crocheting, and decopage.

HE 98 A-B-C - INSTITUTE IN CONSUMER EDUCATION

1-1-1 Units

Prerequisite: None

16 hours lecture each unit

Three short-term lecture series in Consumer education with stresses on Clothing and Textiles, Foods, and Household goods. Designed for homemakers on restricted incomes.

HE 101 - FAMILY LIFE STYLES IN AMERICAN SOCIETY

3 Units

Prerequisite: None 3 hours lecture weekly

Family life styles expressed in time use, family member roles and patterns of consumption by people belonging to microcultures common to the Southern California area. Patterns of family life as essential influence upon the home economist's role.

HE 102 - FAMILIES AND COMMUNITY SERVICES

3 Units

Prerequisite: None 3 hours lecture weekly

Trends and nature of public and private agencies helping people with home and family living problems; the particular involvement of home economists. Problems of providing meaningful direction and help and written publications for homemakers and people in helping professions.



HE 103 - SENSITIVITY TRAINING FOR FAMILY INTERACTIONS

3 Units

Prerequisite: None 3 hours lecture weekly

Theories relating to small group interactions. Understanding of self and others for more effective family relationships, interpersonal and small group interactions. Individual assessments regarding developmental problems. May be repeated for credit. Seminar

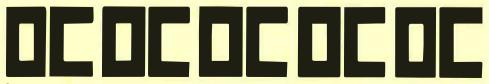


HE 107 - PREPARATION FOR MARRIAGE

2 Units

Prerequisite: None 2 hours lecture weekly

Study of marriage readiness, marriageability, mate selection, and the competencies necessary for the creation of a home environment conducive to achieving marriage and family goals.



HE 130 - APPAREL SELECTION AND GROOMING

3 Units

Prerequisite: None

2 hours lecture, 3 hours laboratory weekly

Applications of the principles of design and color harmonies in selection of clothing. Wardrobe and personal grooming and analysis is coordinated pertaining to individual skeletal structure, personality and individual requirements. Exercise and physical movement analysis are integrated into the course with students receiving physical education credit.

HE 135 - INTERIOR DECORATING

3 Units

Prerequisite: None. Art 104A recommended. 3 hours lecture weekly

Principles and elements of design and color as applied to home interiors. Materials, organization, and arrangement as related to living needs. Offers basic praparation for students who plan to seek employment in the field of interior design. Field trips will be required.

HE 136 - FLAT PATTERN DESIGN

3 Units

Prerequisite: None

2 hours lecture, 3 hours laboratory weekly

Principles and techniques of constructing the basic pattern, original design and construction of a garment using flat pattern methods. Designed to enable the students to create original patterns and garments of appropriate fabrics.

hotel and restaurant

H&R - HOTEL & RESTAURANT ORIENTATION

1 Unit

Prerequisite: None
1 hour lecture weekly

A lecture course on the organization and job potential of various types of food service establishments. An understanding of the education and experience required of the job positions available from top management down to kitchen helpers.



H&R 2A-2B - BASIC FOOD PREPARATION I-II

2-2 Units

Prerequisite: None

1 hour lecture, 3 hours laboratory weekly

The study and laboratory experience of a quantity food operation. The introduction and application of the principles of good cookery to quantity food production. Emphasizing high production standards, attractive service, use of proper equipment and proper utilization of time. Use of left-overs, methods of food preservation and recipe standardization will be covered.

H&R 3 - SUPERVISION OF FOOD PRODUCTION

2 Units

Prerequisite: H&R 2A/B

1 hour lecture, 3 hours laboratory weekly

The lecture, laboratory experience in the fundamentals of food production and cookery, emphasizing high standards of production. Includes the preparation of small quantities of the various food groups, and the understanding of the principles underlying their preparation, principles of work-simplification.

H&R 4 - RESTAURANT OPERATIONS

3 Units

Prerequisite: H&R 2A/B 3 hours lecture weekly

Principles and practice of operating a restaurant. Covers such areas as location, organization, capital, equipment standards and labor. Experience is given in operating different areas in the cafeteria.

H&R 5 - FOOD AND BEVERAGE MANAGEMENT AND SERVICE

3 Units

Prerequisite: H&R 2A 3 hours lecture weekly

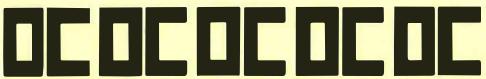
The material in the course is designed to familiarize the student with principles and procedures that have been proven in actual operations. Sufficient background information will be provided to help the student obtain a good grasp of these so that he may apply them most readily to present and future situations.

H&R 6 - FOOD PURCHASING

3 Units

Prerequisite: H&R 2A 3 hours lecture weekly

This course provides training in the duties, organization, and policies of the purchasing function in a hotel and restaurant establishment. Instruction is given in the proper techniques for purchasing of foods, food standards and appropriate legislation, comparative and competitive buying of meats, staples, vegetables and canned and frozen foods.



H&R 7 - MENU PLANNING

1 Unit

Prerequisite: None
1 hour lecture weekly

Examines the basic principles of menu making. Consideration is given to all phases of menu planning, merchandising and control. Factors affecting the planning of a menu will be discussed, including types of operation, seasons of the year, clientele, equipment, and personnel available.

H&R 8 - BEGINNING BAKING

1 Unit

Prerequisite: None 3 hours laboratory weekly

This course provides instruction to students in the methods and procedures involved in preparing, baking, and decorating a variety of bakery products including breads, cakes and pastry.

H&R 9 - SANITATION AND ENVIRONMENTAL CONTROL

2 Units

Prerequisite: None 3 hours lecture weekly

A lecture-laboratory demonstration course to acquaint the student with the basic principles of microbiology and how to apply this knowledge to the need for personal cleanliness; cause, control and investigation of illnesses caused by food contamination; sanitary practices in food preparation; proper dishwashing procedures; sanitation of kitchen, dining room and all equipment; cleaning materials and procedures; garbage and refuse disposal.

H&R 10 - FOOD AND COST CONTROL

2 Units

Prerequisite: H&R 2A/B 2 hours lecture weekly

A study of food control and its importance, covering essential records and information for cost control, the importance of ordering, receipt of goods, inventories, storerooms, issues, standardized recipes and proper food preparation in the control of costs, Number and utilization of kitchen employees to labor costs. Percentage distribution of costs.

H&R 11 - STORAGE, SAFETY AND EQUIPMENT

2 Units

Prerequisite: None 3 hours lecture weekly

This course will acquaint the student in a lecture demonstration situation with the proper methods for receiving and storage of food and equipment in a food service; proper safety precautions, elementary first aid; the use and care of both small and large equipment, and elements of kitchen planning.



H&R 12 - WORK IMPROVEMENT/SCHOOL CAFETERIA WORKERS

2 Units

Prerequisite: None. Recommended for food services workers especially in school cafeterias, 2 hours lecture weekly

To provide cafeteria workers and others interested in food services with the principles of motion economy and work simplification. Specifically to study work-improvement principles of food service operations and their application to job breakdown and process and chart diagrams, all toward the goal of solving lunchroom problems.

H&R 13 - GOURMET COOKING FOR PROFESSIONAL COOKS

Prerequisite: Working cook or permission of instruction 1 hour lecture, 3 hours laboratory for 8 weeks

Epicurean cooking for working cooks. Guest chefs will demonstrate their skill with a gourmet styles food selection. Following each demonstration the students will cook and prepare a selection of menu items and evaluate the results.

H&R 14 - INSTITUTIONAL FOOD SERVICE

3 Units

1 Unit

Prerequisite: None

1 hour lecture, 6 hours laboratory weekly

Principles of operating an Institutional Food Service, a lecture-laboratory situation teaching organization, administration, policies, financing and controls.

H&R 15 - FRONT OFFICE PROCEDURE

3 Units

Prerequisite: None 3 hours lecture weekly

An introduction to the operation of Hotel Motel establishment. Understanding of procedures of operation such as front desk operation, housekeeping, legal problems, and food services. Duties of the typical functions of each aspect of the organization are discussed and reviewed.

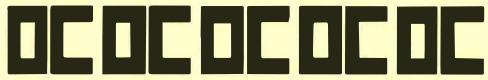
H&R 98 - HOTEL AND RESTAURANT WORKSHOPS

1/2 - 10 Units

Prerequisite: Consent of instructor

lecture and/or laboratory as required by unit formula

Specialized workshops designed to train or update workers in the hotel and restaurant field. Content of these courses will be designed specifically for the participants. Total workshop credit limited to 10 units.



H&R 99 - HOTEL AND RESTAURANT WORK EXPERIENCE

1-2-3-4 Units

Prerequisite: Consent of instructor

H&R 99 A-1 May be repeated in any combination to a total of 16 units

B-2

C-3

D-4

5-20 hours laboratory (hours arranged proportional to number of units) weekly

Supervised off-campus placement for practical work experience related to the student's major. An opportunity to integrate classroom study with practical on-the-job experience relevant to the student's academic program and vocational goals.

industrial maintenance mechanic

IMM 1 - ORIENTATION, SAFETY, AND FIREFIGHTING

1 Unit

Prerequisite: None

2 hours lecture-laboratory weekly

Individual instruction, graded on credit-no credit basis. Prepares students to actively enter the Industrial practices. This course is operated on a continuous enrollment plan. Field trips may be required.

IMM 2 - HANDWORK, CARPENTRY, AND CONCRETE

2 Units

Prerequisite: IMM1

4 hours lecture-laboratory weekly

Instruction on an individualized basis, graded on a credit-no credit basis. Instruction in the proper use of common shop hand tools and power tools in the construction of carpentry and concrete projects. Repair and replacement of wooden and concrete buildings, forms, and facilities. Field trips may be required. This course is operated on a continuous enrollment plan.

IMM 3 - PLUMBING AND REFRIGERATION

2 Units

Prerequisite: IMM1

4 hours lecture-laboratory weekly

Instruction on an individualized basis, graded on a credit-no credit basis. Introduction to common tools, equipment and materials used in Industrial plumbing. Introduction to refrigeration systems, components, and functions. Emphasis is on repairing plumbing and refrigeration systems. Field trips may be required. This course is operated on a continuous enrollment plan.



Prerequisite: IMM 1

4 hours lecture-laboratory weekly

Instruction on an individualized basis, graded on a credit-no credit basis. Fundamentals of AC and DC circuits, motors and generators. Emphasis is on maintenance and repair of electrical equipment commonly used in industry. Field trips may be required. This course is operated on a continuous enrollment plan.

IMM 5 - INTERNAL COMBUSTION ENGINES, BOILERS, PUMPS AND COMPRESSORS

1 Unit

Prerequisite: IMM 1

2 hours lecture-laboratory weekly

Instruction on an individualized basis, graded on a credit-no credit basis. Basic fundamentals of components, operation and maintenance of internal combustion engines, boilers, pumps and compressors. Field trips may be required. This course is operated on a continuous enrollment plan.

IMM 6 - HARDWARE AND SCREW THREAD FUNDAMENTALS

1 Unit

Prerequisite: IMM 1

2 hours lecture-laboratory weekly

Instruction on an individualized basis, graded on a credit-no credit basis. Study of the various types of hardware fasteners, with emphasis on screw thread systems. Identification, measurement, use and actual production of common screw threads. Field trips may be required. This course is operated on a continuous enrollment plan.

IMM 7 - SHEET METAL FABRICATION

1 Unit

Prerequisite: IMM 1

2 hours lecture-laboratory weekly

Instruction on an individualized basis, graded on a credit-no credit basis. Study of the types of sheet metal, sheet metal fabrication and equipment. Construction of sheet metal projects required. Field trips may be required. This course is operated on a continuous enrollment plan.

IMM 8 - OXY-ACETYLENE, ARC, TIG & MIG WELDING

2 Units

Prerequisite: IMM 1

4 hours lecture-laboratory weekly

Instruction on an individualized basis, graded on a credit-no credit basis. Basic uses of oxy-acetylene torches and equipment, including welding, brazing, and cutting various metals. Basic uses of Arc, TIG and MIG welding processes and equipment. Field trips may be required. This course operated on an continuous enrollment plan.



IMM 9 - BLUEPRINT READING, MECHANICAL DRAWING, AND PRECISION MEASURING

1 Unit

Prerequisite: IMM 1

2 hours lecture-laboratory weekly

Instruction on an individualized basis, graded on a credit-no credit basis. Fundamentals of blueprint reading and mechanical drawing including the construction of mechanical drawings for various projects. Fundamentals of various precision measuring instruments, including micrometers, vernier calipers and gauge blocks. Field trips may be required. This course is operated on a continuous enrollment plan.

IMM 10 - METALS AND HEAT TREATING

1 Unit

Prerequisite: IMM 1

2 hours lecture-laboratory weekly

Instruction on an individualized basis, graded on a credit-no credit basis. Fundamentals of metallurgy including composition, alloys, methods of manufacturing and various methods of heat treating common steels. Field trips may be required. This course is operated on a continuous enrollment plan.

IMM 11 - BANDSAWS, DRILLS, LATHES, MILLS & GRINDERS

3 Units

Prerequisite: IMM 1

6 hours lecture-laboratory weekly

Instruction on an individualized basis, graded on a credit-no credit basis. Fundamentals of various types of bandsawing machines, operations and saw blades. Includes speeds and feeds and various set-ups for a variety of materials. Fundamentals of various types of drill presses, construction and use. Includes set-ups, speeds and feeds and various operations performed on the drill press. Fundamentals of lathe construction and operation. Emphasis is on proper set-up, speeds and feed and tool grinding for various materials. Fundamentals of milling machine construction and operation. Emphasis is on proper set-ups, speeds and feeds, use of accessories and tools for various materials. Fundamentals of precision grinding operations. Emphasis is on the use of basic grinding machines including bench grinder, surface grinder, I.D.-O.D. grinder and tool and cutter grinder. Field trips may be required. This course is operated on a continuous enrollment plan.

IMM 12 - MACHINE REPAIR AND LUBRICANTS

2 Units

Prerequisite: IMM 1

4 hours lecture-laboratory weekly

Instruction on an individualized basis, graded on a credit-no credit basis. Fundamental machine construction, diagnosing and repairing various types of machinery including power transmission systems with emphasis on fitting bearings and component parts together. Study of various types of lubricants, their uses and applications. Field trips may be required. This course is operated on a continuous enrollment plan.



IMM 89 A-B-C-D - MAINTENANCE MECHANICS CLUSTER

1-18 **Units**

Prerequisite: None 40 hours weekly

A course for students who have immediate job goals in mind. This program is operated full-time eight hours a day, five days per week. Credit will be awarded for courses within the program successfully completed. Courses for which credit may be given include Industrial Maintenance Mechanics I-12. Also included for credit are Math 9 and English 5. Field trips may be required. This course is operated on a continuous enrollment plan and graded on a credit-no credit basis.

IMM 98 - TECHNICAL WORKSHOPS

1/2 - 10 Units

Prerequisite: Consent of instructor Lecture-laboratory as required by unit formula

Specialized workshops designed to train or update workers in the maintenance mechanics field. Content of these courses will be designed specifically for the participants. Unit credit will be determined by the length of the workshop as defined by current credit standards. Total workshop credit limited to 10 units.

IMM 99 A-B-C-D - MAINTENANCE MECHANIC WORK EXPERIENCE

1-2-3-4 Units

Prerequisite: IMM 99 A-1 May be repeated in any combination to a total of 16 units

B-2

C-3

D-4

5-20 hours laboratory (hours arranged proportional to number of units) weekly

Supervised off-campus placement for practical work experience related to the student's major. An opportunity to integrate classroom study with practical on-the-job experience revelant to the student's academic program and vocational goals.

instructional associate

IA 1 - INSTRUCTIONAL ASSOCIATE

3 Units

Prerequisite: None 3 hours lecture weekly

An introduction to the role of the Instructional Associate in a school setting. This course will include the study of children in each grade of school, how they learn, the curriculum, school facilities, and the function of the Instructional Associate in this structure. Field trips may be required.



IA 2 - MULTIMEDIA MATERIALS AND EQUIPMENT

3 Units

Prerequisite: None 3 hours lecture weekly

The value and use of various AV equipment will be demonstrated. Equipment includes 16mm projector, filmstrips, slides, tapes, overhead transparencies, and methods for duplicating printing materials. Attention given to classroom materials production such as games and charts.

IA 3 - LANGUAGE DEVELOPMENT-ESL

3 Units

Prerequisite: None 3 hours lecture weekly

The fundamental techniques of developing vocabulary, language patterns, and conversational skills of English or other languages. Field trips may be required.

IA 4 - TEACHING METHODOLOGY FOR READING

3 Units

Prerequisite: IA 1 or consent of instructor 3 hours lecture weekly

This course will focus on methods and procedures for remediating academic problems in our school population. Special emphasis will be placed on helping students who have reading problems. Field trips may be required.

IA 5 - THE EXCEPTIONAL CHILD

3 Units

Prerequisite: IA 1 or consent of instructor 3 hours lecture weekly

An introduction into the role of the exceptional child in the school setting. This course will include the study of gifted, learning disabled, mentally retarded, behavior disordered and physically handicapped children. Special emphasis will be placed on the Instructional Associate's ability to recognize and understand exceptional children. Field trips may be required.

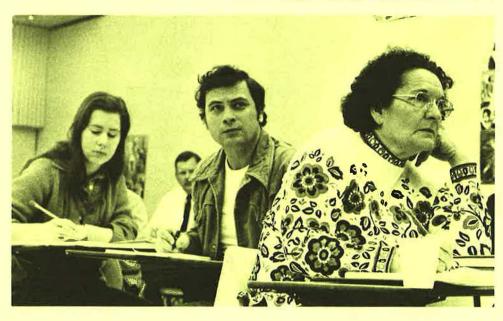
IA 6 - TEACHING METHODOLOGY FOR MATH

3 Units

Prerequisite: None 3 hours lecture weekly

This course will focus on methods and procedures that will enable the Instructional Associate to lend greater assistance to the teacher in remediating academic problems. Special emphasis will be placed on helping students with problems in mathematics. Field trips may be required.





IA 98 A-B-C-D - INSTRUCTIONAL ASSOCIATE WORKSHOP

1/2 - 10 Units

Prerequisite: None

lecture and/or laboratory as required by unit formula

Specialized workshops designed to update Instructional Associates as required and to better prepare pre-service Instructional Associates for their occupational roles. The workshops will be designed to include, but not be restricted to, subject areas such as aiding in the teaching of subject matter areas such as mathematics, reading, writing, music, crafts, science, etc. There will be a major emphasis on assisting students with linguistic and cultural difficulties that retard the learning process.

Unit credit determined by length of instruction and outside assignments as defined by current credit standards; total credit not to exceed 10 units. Field trips may be required.

IA 99 A-B-C-D - INSTRUCTIONAL ASSOCIATE WORK EXPERIENCE

1-2-3-4 Units

Prerequisite: IA 99 A-1 May be repeated in any combination to a toal of 16 units

B-2

C-3

D-4

Supervised off-campus placement for practical work experience related to the student's major. An opportunity to integrate classroom study with practical on-the-job experience relevant to the student's academic program and vocational goals.



math

Math 1 - ELEMENTARY ALGEBRA I

2 Units

Prerequisite: Arithmetic competence and concurrent enrollment in Math 2 5 hours lecture weekly

Number sets, operation with signed numbers, linear equations, graphing, systems of equations, ratio, proportional and variations.

Math 2 - ELEMENTARY ALGEBRA II

3 Units

Prerequisite: Math 1 with a grade of C or better, or 1 year of high school Algebra with a grade of C or better; or concurrent enrollment in Math 1 3 hours lecture weekly, if taken separately from Math 1

5 hours lecture weekly, if taken separately from Math 1 5 hours lecture weekly. If taken concurrently with Math 1

Factoring, fractions, exponents, radicals, and quadratic equations.

Math 3 - GEOMETRY

3 Units

Prerequisite: Math 1 with a grade of C or better or equivalent 3 hours lecture weekly

Sets, real numbers, lines and planes, triangles, congruence, proof, geometric inequalities, parallel and perpendicular lines, polygons, similarity, circles, locus, construction and mensuration.

Math 4 - INTERMEDIATE ALGEBRA

4 Units

Prerequisite: Math 2 with a grade of C or better; or equivalent completed within the last two years with a grade of B or better
4 hours lecture weekly

Review of elementary algebra; advanced factoring, rational algebraic operations, solution of equations, exponents and radicals, functions and graphs, quadratic equations, exponential and logarithmic functions, complex numbers sequences and series.



Math 9 - FUNDAMENTALS OF ARITHMETIC

3 Units

Prerequisite: See catalog description 3 hours lecture weekly

Review of the basic mathematical skills and fundamental operations as applied to integers, common and decimal fractions, and percentage; emphasis on the understanding of arithmetical and mathematical processes; introduction to algebra and the use of formula,

Anyone who has received a grade of C or better in Math 4 or equivalent (2 years of high school Algebra) or a Math course for which Math 4 is a prerequisite, may not enroll in Math 9 without the consent of instructor.

Math 101 - EXPLORING MATHEMATICAL IDEAS

3 Units

Prerequisite: None 3 hours lecture weekly

An exploration of some of the many fascinating topics in mathematics, included will be a survey of number sequence, polygons, curves, logarithms, counting principles, probability, statistics and topology.

This course is designed for those who have a limited background in Mathematics and would like to learn more about this most interesting field of human mental development.

Math 102 - PRINCIPLES OF MATHEMATICS

3 Units

Prerequisite: Math 1 and Math 3 or plane geometry and one year high school Algebra. (Math 3 may be taken concurrently)
3 hours lecture weekly

Language of sets; systems of numeration; the nature of numbers and the fundamentals of operations; the domain of integers; the fields of rational, real and complex numbers. Will satisfy credential requirements for elementary and junior high teachers and/or general education option under basic studies. Not open to students majoring in the physical sciences or mathematics.

Math 104 - COLLEGE ALGEBRA AND TRIGONOMETRY

5 Units

Prerequisite: Math 3 and Math 4 or plane geometry and one and one-half year of high school

5 hours lecture weekly

An integrated course in college algebra and trigonometry designed to prepare the student for calculus with analytic geometry. Real number systems, sets, inequalities, systems of equations and inequalities, matrices and determinants, functions and relations, circular functions, trigonometric functions and applications, inverse relations, complex numbers, exponential and logarithmic functions, theory of equations, sequences and series, mathematics induction and binomial theorem.



Math 105 - ELEMENTARY STATISTICS

3 Units

Prerequisite: Math 4, or equivalent, with grade of C or better 3 hours lecture weekly

Descriptive statistics useful to business, education, psychology, and engineering students; measures of central tendency; measures of variations; the Gaussian distribution; logical inference and prediction; and regression, correlation, and non parametric tests.

Math 106 - MATHEMATICAL ANALYSIS

3 Units

Prerequisite: Math 104 or Math 105 and Math 3 with a grade of C or better 3 hours lecture weekly

A short course in analytic geometry and calculus for students in business, social science and biology. Topics covered are functions, limits, analytic geometry, differential calculus including related rates, maxima and minima; integral calculus including area and other applications; some principles of trigonometry.

Math 120-121 - CALCULUS WITH ANALYTIC GEOMETRY I, II 4-4 Units

Prerequisite: Math 104 grade of C or better. or equivalent; Math 120 with grade of C or better for Math 121
4 hours lecture weekly

Elements of analytic geometry and calculus with applications; inequalities, functions, limits and continuity, rectangular coordinate system, points, lines, locus, differentiation and integration of algebraic and transcendental functions with applications, vectors in a plane, conic sections, parametic equations, and polar coordinates.

Math 122 - CALCULUS WITH ANALYTIC GEOMETRY III

4 Units

Prerequisite: Math 121 with grade of C or better 4 hours lecture weekly

Solid analytic geometry, vectors in three dimensions, multiple integrals, partial differentiation, infinite series, introduction to differential equations.

motorboat mechanics

OMM-1 - INTRODUCTION TO MOTORBOAT MECHANICS

4 Units

Prerequisite: None

6 hours lecture-laboratory weekly

Selection, maintenance and trouble shooting of common outboard motors. Functions of outboard motor systems, their adjustment and repair. Emphasis is placed on practical application of course material as it applies to the outboard motor mechanic industry. Field trips may be required.



OMM2 - ADVANCED MOTORBOAT MECHANICS

4 Units

Prerequisite: OMM1

6 hours lecture-laboratory weekly

A continuation of OMM 1. Emphasis will be placed on repair and rebuilding of outboard engines and 1.0 units. Field trips may be required.

music

Mus 101 - FUNDAMENTALS OF MUSIC

3 Units

Prerequisite: None

4 hours lecture-laboratory weekly

Designed for the student with little or no prior understanding in music who wishes to learn to read music. The objective of this course is to gain a basic understanding of scales, intervals, chords, key signatures, time signatures, musical symbols, and an introduction to the piano keyboard.

Mus 102 A-B-C-D - MUSIC THEORY

4-4-4-4 Units

Prerequisite: Mus 101 or equivalent

5 hours lecture weekly

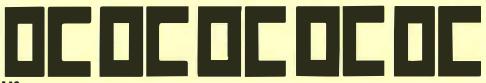
A study of music fundamentals, formation of scales, study of chords, harmonic progression, contrapuntal techniques, sight reading and ear training.

Mus 103 - MUSIC APPRECIATION

3 Units

Prerequisite: None 3 hours lecture weekly

Survey of Western musical history from the Renaissance to the present, Special emphasis on the understanding and enjoyment in listening with an introduction to the principles employed in music.



Mus 104 - MUSIC HISTORY AND LITERATURE

3 Units

Prerequisite: None 3 hours lecture weekly

This course traces the changes of style and the technique of music composition from Gregorian chant through such developments as medieval organum the secular song and dance music of the Middle Ages and Renaissance; the polyphony of Dufay, Josquin, Lassus, and palestrina; the Italian and English madrigal, the Baroque opera and concerto grosso through the 18th century contributions of Vivaldi, Handel, and Bach. The emphasis is on listening and analyzing for style characteristics and on the correlation of musical developments with those in the other arts of the time. Recommended for music majors.

Mus 105 - MUSIC HISTORY AND LITERATURE

3 Units

Prerequisite: None 3 hours lecture weekly

A study of the changing styles, techniques, and forms of music from the middle of the 18th century to the present. Recommended for music majors.

Mus 106 - CHOIR 2 Units

Prerequisite: Consent of instructor 3 hours rehearsal weekly

The learning and performing of choral music for all interested men and women. The choir participates in musical events on campus and in the community.

Mus 107 A-B-C-D - APPLIED MUSIC STUDY-PIANO

1-1-1-1

Units

Prerequisite: None for Mus 107A, for Mus 107B, for Mus 107C, 107B, for Mus 107D, 107C, 3 hours laboratory weekly

These courses start with fundamentals of piano playing and continue through accompaniments, studies in piano literature, to reading choral scores, improvisation and harmonization of melodies. Students who have satisfied Mus 101 with a passing grade may start their piano course with Mus. 107B.

Mus 108 A-B-C-D - APPLIED MUSIC STUDY-KEYBOARD

1-1-1-1

Units

Prerequisite: Completed or concurrent enrollment in Music 107; 1 private lesson weekly (minimum 15 weeks per semester) and 1 hour lecture-laboratory weekly



Mus 111 A-B-C-D - APPLIED MUSIC STUDY-VOICE

1-1-1-1 Units

Prerequisite: Concurrent enrollment in one music activity course and consent of instructor 1 hour lecture-laboratory weekly

Mus 112 A-B-C-D - APPLIED MUSIC STUDY-INSTRUMENTS

1-1-1-1 Units

Prerequisite: Concurrent enrollment in one music activity course and consent of instructor of Chamber Music: 1 private lesson weekly (minimum 15 weeks per semester) and 1 hour lecture-laboratory weekly

Private instruction and individual practice. Qualifying and final examinations by music staff required.

Mus 113 A-B-C - CHAMBER MUSIC

1-1-1 Units

Prerequisite: Consent of instructor 2 hours rehearsal weekly

Development of chamber groups to study the literature written for ensemble groups; to perfect and perform these compositions at student recitals. Performance required.

Mus 115 - BLACK EXPERIENCE IN THE FINE ARTS

3 Units

Prerequisite: None 3 hours lecture weekly

A course designed for students wishing to increase their knowledge and understanding of music, art, poetry, dance, and theater as they relate to contemporary Black society.

Mus 116 - ORCHESTRAL MANAGEMENT

3 Units

Prerequisite: None 3 hours lecture weekly

This course is designed for those students who have musical talent but feel that they would not like to become teachers, performers or drop-outs from the music program. There are other areas in which to continue a music career and Orchestral Management is one of these. The student must satisfy the general music requirements. Field trips, working with the Ventura Symphony and Youth Sumphony are also required for the major. The setting up of concerts given through the Performing Arts Department, managing the musical activities courses, meeting advertisement deadlines, are also a part of this course.



Mus 117 A-B-C-D - STAGE BAND

1-1-1-1 Units

Prerequisite: None, Enrollment subject to review by instructor. 3 hours laboratory weekly

Practical experience in performing music in popular and jazz styles arranged for stage band.

Mus 118 A-B-C-D - INTRODUCTION TO GUITAR

1-1-1-1

Units

Prerequisite: None 3 hours laboratory weekly

Fundamentals of guitar and related musicianship. Basic technique and repertoire unique to the folk guitar. Chordal accompaniment to folk singing will be emphasized. Students furnish own instrument.

Mus 119 - SURVEY OF JAZZ AND POPULAR MUSIC

2 Units

Prerequisite: None 2 hours lecture weekly

A study of the history of jazz from its origins to the present day. Influential composers, instrumentalists, singers and arrangers. Popular music and its background.

Mus 199 A-B - DIRECTED STUDIES IN MUSIC

1-3/1-3

Units

Prerequisite: A course in the specific field and the consent of the instructor 1-3 hours tutorial weekly

Designed for the selected students who are interested in furthering their knowledge of music on an independent study basis. Assigned problems will involve library, laboratory, and field work. Maximum of 6 units.

personal growth

The Personal Growth program provides the opportunity for people to meet in small groups in order to share mutual concerns. These people are given a chance to expand personal communication and work toward problem solving in an informal atmosphere with a professional counselor as facilitator.



PG 1 - CAREER DEVELOPMENT

2 Units

Prequisite: None

2 hours lecture weekly (9 weeks)

This class assists one in systematically examining the components of career choice. The class will focus on career awareness, personal awareness, and educational awareness as they relate to the process of career choice. Planning skills and self-assessment instruments will help identify tentative career possibilities.

PG 2 - RAP FOCUS

2 Units

Prerequisite: None

2 hours seminar weekly (9 weeks)

Each semester a variety of RAP groups focusing on specific topics is offered. The group meetings provide an opportunity to share thoughts, feelings, and concerns in such areas as marriage, human sexuality, women's awareness, or personal communication in a small group of people with similar interests. The Schedule of Classes lists the specific focus topics offered each semester.

philosophy

Phil 101 - INTRODUCTION TO PHILOSOPHY

3 Units

Prerequisite: None 3 hours lecture weekly

This course attempts to clarify the nature of the philosophic enterprise and the place of philosophy in intelligent living. At least two of the following areas are surveyed: metaphysics (study of reality), epistemology (nature of knowledge), political philosophy, aesthetics, philosophy of science and philosopher of religion. An effort is made to relate the thoughts of the philosopher directly to the experiences and vital concerns of the beginning student.

Phil 102 - INTRODUCTION TO ETHICS

3 Units

Prerequisite: None 3 hours lecture weekly

An introduction to the nature of ethical theory, the main types of ethical theory developed in the West; the problems involved in the continuing quest for a more nearly adequate ethical theory for contemporary man together with suggestions for progress toward this goal.



Phil 103 - SURVEY OF WORLD RELIGIONS: EAST

3 Units

Prerequisite: None 3 hours lecture weekly

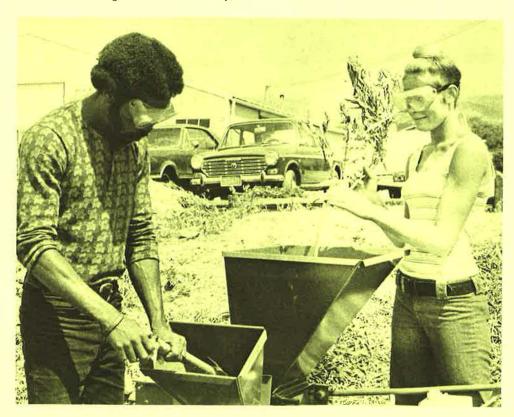
The origin and historical development of the major ideas of the world's Eastern religious traditions including Hinduism,, Buddhism, Taoism, Confucianism, and Zen.

Phil 104 - SURVEY OF WORLD RELIGIONS: WEST

3 Units

Prerequisite: None 3 hours lecture weekly

The origin and historical development of the major ideas of the world's Western religious traditions including Judaism, Christianity, and Islam.



Phil 105 - THE GREAT PHILOSOPHERS, I

3 Units

Prerequisite: None 3 lecture hours weekly

An introduction to philosohy from a historical perspective. This course considers the ideas which have had a dominant impact on Western civilization, their logical development, and their influence on contemporary society. It begins with the birth of science and philosophy in ancient Greece and continues to the development of Christian philosophy through the Middle Ages. Special emphasis given to Socrates, Plato, and Aristotle.



Phil 106 - THE GREAT PHILOSOPHERS, II

3 Units

Prerequisite: None 3 lecture hours weekly

An introduction to philosophy from a historical perspective. This course considers the ideas which have had a dominant impact on Western civilization, their logical development, and their influence on contemporary society. It begins with the birth of the modern mind and the rise of science in the Rennaisance and continues to the present day. Special emphasis given to the schools of rationalism, empiricism, critical philosophy, and existentialism.

physical education

Physical Education is not a requirement for enrollment in the college. However, students who wish to earn an Associate of Arts degree must successfully complete two courses chosen from: Health Science or Physical Education activity courses.

Summer school Physical Education classes may count toward fulfilling the requirements for Associate of Arts degree.

GRADUATION REQUIREMENTS FOR THE ASSOCIATE OF ARTS DEGREE

EXEMPTIONS & PETITIONS - A student may be exempted from the physical education activity requirement for graduation if (1) he or she has attained their 18th birthday prior to the first day of class or (2) if he or she has a medically excused disability approved by the school physician.

REPETITION FOR CREDIT - The college policy for repeating courses for credit applies to ALL BEGINNING PHYSICAL EDUCATION ACTIVITY COURSES. You may repeat all intermediate and advanced courses along with varsity sports for additional course credit. Students are encouraged to enroll in a variety of activities which have carry-over value.

UNIFORM REQUIREMENTS - The uniform or costume appropriate for the course is required of all students. Standardized activity uniforms and other appropriate activity costumes are available in the student bookstore.



PE 101 A-B - BEGINNING TEAM SPORTS

1 Unit

Prerequisite: None 3 hours activity weekly

Techniques, strategies, rules of team sport in season, with opportunity to participate in the intramural program.

PE 101A - Fall Semester--flag football, volleyball, basketball. PE 101B - Spring Semester--basketball, soccer, rugby, softball.

PE 102 - BEGINNING WRESTLING

1-1/2 Units

Prerequisite: None

1 hour lecture, 2 hours activity weekly

Introduction of wrestling as an educational medium which gives the student opportunity for self-expression. This student is taught takedowns, rides, escapes and falls.

PE 103 - BEGINNING RUGBY

1-1/2 Units

Prerequisite: None

1 hour lecture, 2 hours activity weekly

Developement of skill in playing rugby. The course covers rules and the fundamental skills of passing, running, kicking, and tackling. Offensive and defensive strategy is also included in the course.

PE 104 - BEGINNING SOCCER

1-1/2 Units

Prerequisite: None

1 hour lecture, 2 hours activity weekly

Development of skills in playing the game of soccer, including the rules, techniques and strategy of playing the game.

PE 105 - BICYCLE RIDING

1-1/2 Units

Prerequisite: Access to a lightweight bicycle. 1 hour lecture. 2 hours activity weekly

An introduction to cycling as a lifetime sport. To make the student aware of the physiological benefits derived from bicycling.



beginning co-educational activities

PE 106 - SWIMMING FOR FITNESS

1-1/2 Units

Prerequisite: Basic swimming ability 1 hour lecture, 2 hours activity weekly

This course is designed to improve swimming techniques of swimmers. Emphasis will be placed on endurance training for improved cardiovascular fitness and weight control. Attention will also be given to survival techniques and emergency procedures.

PE 107 - BACKPACKING & OUTDOOR SURVIVAL

2 Units

Prerequisite: Physical fitness level for mountain hiking and adequate backpacking equipment for participation.

1 hour lecture, 3 hours activity weekly

Introduction to backpacking, equipment, clothing, food and recipes, menus and food lists, cooking, safety and survival on the trail, in camp, ecology, preparation and participation in backpacking trips required.

PE 108 - CO-ED SOFTBALL

1 Unit

Prerequisite: Good Health 3 hours activity weekly

Co-educational instruction and participation in the basic skills and strategy of slow pitch

PE 109 - INTRODUCTION TO KARATE

1-1/2 Units

Prerequisite: None

1 hour lecture, 2 hours activity weekly

A course designed to teach the basic art of self-defense and insight into the meaning and origin of Karate.

PE 110 - ARCHERY

1-1/2 Units

Prerequisite: None

1 hour lecture, 2 hours activity weekly

Development of skill in archery, including rules, etiquette, safety factors, and techniques of archery.



PE 111 - BEGINNING BADMINTON

1-1/2 Units

Prerequisite: None

1 hour lecture, 2 hours activity weekly

Development of skill in playing badminton, including rules, etiquette, techniques of playing badminton.

PE 112 - BOWLING

1 Unit

Prerequisite: None 3 hours activity weekly

Development of skill in bowling, including rules, etiquette, safety features, and techniques. Class is conducted off campus.

PE 113 - GOLF 1-1/2 Units

Prerequisite: None

1 hour lecture, 2 hours activity weekly

Development of skill in playing golf. The course covers etiquette, rules, and techniques of playing golf.

PE 114 - TENNIS 1-1/2 Units

Prerequisite: None

1 hour lecture, 2 hours activity weekly

Development of skill in playing tennis. The course covers beginning skills, etiquette, rules and techniques of play.

PE 115 - SAILING 1-1/2 Units

Prerequisite: None

1 hour lecture, 2 hours activity weekly

An introduction to the theory and techniques involved in sailing small sloop rigged boats. An introduction to racing rules and tactics will also be included.

PE 116 - BEGINNING MODERN DANCE

1-1/2 Units

Prerequisite: None

1 hour lecture, 2 hours activity weekly

Development of proficiency of modern dance technique, skills and development of an understanding and appreciation of modern dance as an art form.



PE 117 A-B - FOLK & SQUARE DANCE -- ETHNIC DANCE

1-1/2 1-1/2 Units

Prerquisite: None

1 hour lecture, 2 hours activity weekly

Development of Ethnic dance skill, understanding and appreciation. Experiences in Folk. Square and Round dancing.

PE 118 - ADAPTIVE PHYSICAL EDUCATION

1 Unit

Prerequisite: None 3 hours activity weekly

A special course designed to meet the needs of students who are unable to participate in regular physical education activity classes. Students will be classified by the college physician as to the type of physical activity in which they may participate. Each student is given individual attention in terms of adapted and recreational activities suited to his or her needs. May be repeated for credit.

PE 119 - BEGINNING BALLET

1-1/2 Units

Prerequisite: None

1 hour lecture, 2 hours activity weekly

An introduction to basic ballet techniques. Classes will include exercise at the barre to develop flexibility, strength, control and resiliance and center practice of simple Port des Bras. Adage and Allegro combinations.

PE 120 - BEGINNING VOLLEYBALL

1-1/2 Units

Prerequisite: None

1 hour lecture, 2 hours activity weekly

Development of basic skills in playing volleyball including rules, techniques of playing power volleyball.

PE 121 - BEGINNING MODERN JAZZ

1-1/2 Units

Prerequisite: None

1 hour lecture, 2 hours activity weekly

Development of proficiency in jazz technique and skills and development of an understanding and appreciation of jazz as a dance form.



PE 122 - JOGGING FOR FITNESS

1 Unit

Prerequisite: None 3 hours activity weekly

This course is designed to help the individual improve his physical health and general well being. The course is open to all students. Emphasis will be placed on endurance training with a gradual increase of running. Special attention will be given to cardiovascular fitness and weight control.

PE 123 - INTRODUCTION TO YOGA

1-1/2 Units

Prerequisite: None

1 hour lecture, 2 hours activity weekly

Hatha Yoga, an eastern approach to physical well-being that includes relaxation techniques, specific therapy for body control, good health, and some techniques for mental and emotional control. Background of Hatha Yoga and diet will also be covered.

PE 124 - TAI CHI CHUAN

1 Unit

Prerequisite: None 3 hours activity weekly

Tai chi Chuan is an ancient Chinese system of isometric dance forms consisting of 108 movements carried out in a slow, continuous, rhythmic sequence inducing health, relaxation, and peace of mind. Actual dynamic movements of Tai Chi Chuan will be learned and practiced.

beginning women's activities

PE 125 - SELF-DEFENSE & BODY MECHANICS

1-1/2 Units

Prerequisite: None

1 hour lecture, 2 hours activity weekly

A course designed to increase the knowledge and understanding of the use of the body in its defense. Also involves the principles of fitness and body movements and the development and maintenance of a high level of efficiency.

PE 126 - TUMBLING - FLOOR EXERCISE

1-1/2 Units

Prerequisite: None

1 hour lecture, 2 hours activity weekly

Development of proficiency in elementary skills of tumbling and gymnastics with principles of fitness and the development and maintenance of a high level of efficiency. Emphasis on the development of proficiency in the elementary skills of apparatus.



PE 127 - BEGINNING TEAM SPORTS FOR WOMEN

1 Unit

Prerequisite: None 3 hours activity weekly

Techniques, strategies, rules of team sports in season, with opportunity to participate in the intramural program. Emphasis on flag football, volleyball, and basketball.

PE 128 - WRA VARSITY VOLLEYBALL FOR WOMEN

3 Units

Prerequisite: None

1 hour lecture, 9 hours activity weekly

Open to women interested in competitive volleyball and competing in a junior college league. Instruction given in techniques, strategies and rules.

PE 129 - WRA VARSITY TRACK & FIELD FOR WOMEN

3 Units

Prerequisite: None

1 hour lecture, 9 hours activity weekly

Open to women interested in competing in track and field events at the junior college level, instruction in techniques and rules.

intermediate activities

PE 130 - INTERMEDIATE BICYLE RIDING

1-1/2 Units

Prerequisite: PE 105 and access to a lightweight bicycle. 1 hour lecture. 2 hours activity weekly

An advanced presentation to the benefits derived from cycling as a lifetime sport. To make the student more aware of the physiological benefits acquired from bicycling.

PE 131 - INTERMEDIATE BACKPACKING & OUTDOOR SURVIVAL

2 Units

Prerequisite: PE 107 and physical fitness level for mountain hiking and adequate backpacking equipment for participation.

1 hour lecture, 3 hours activity weekly

A more advanced participation in backpacking activities to include equipment, clothing, food and recipes, menus and food list, cooking, safety and survival on the trail, in camp, ecology, preparation and participation in backpacking trips required.



PE 132 - INTERMEDIATE BODY CONDITIONING (MEN)

1-1/2 Units

Prerequisite: PE 101

1 hour lecture, 2 hours activity weekly

Advanced techniques and skills of the principles of fitness and the development and maintenance of a high level of efficiency.





PE 133 - INTERMEDIATE BADMINTON (CO-ED)

1-1/2 Units

Prerequisite: PE 111 or intermediate skills test 1 hour lecture, 2 hours activity weekly

Advanced techniques and strategies in badminton including participation in competitive tournaments and ladders.

PE 134 - INTERMEDIATE GOLF (CO-ED)

2 Units

Prerequisite: PE 113 or consent of instructor 1 hour lecture, 3 hours activity weekly

Advanced techniques and skills development with special emphasis on links play. Students are assigned play on local courses at their own expense. NOTE: The evening sections of golf meet only 2 hours and receive 1/2 unit.

PE 135 - INTERMEDIATE TENNIS

2 Units

Prerequisite: PE 114 or consent of instructor 1 hour lecture, 3 hours activity weekly

Development of higher proficiency and performance of tennis skills with special emphasis on game strategy and techniques.

PE 136 - ADVANCED TENNIS

2 Units

Prerequisite: Beginning and Intermediate tennis or consent of instructor 1 hour lecture, 3 hours activity weekly

Advanced techniques and theory of playing tennis - strategy of tournament playing.

PE 137 - INTERMEDIATE MODERN DANCE

2 Units

Prerequisite: PE 117 or consent of instructor 1 hour lecture, 3 hours activity weekly

A continuing study of modern dance with technique emphasis upon combination of basic skills. Study of the dance phrase with integration of the elements of rhythm, design, dynamics, and motivation change.

PE 138 - INTERMEDIATE TRACK (CO-ED)

1-1/2 Units

Prerequisite: Consent of instructor 1 hour lecture, 2 hours activity weekly

Advanced technique and strategies in track and field. A continuing development of a high degree of skill is emphasized in the preparation for a competitive season. Special attention will be given to the research of the skills needed for the proficiency in the sport. This is a requirement for varsity track candidates.



PE 139 - INTERMEDIATE VOLLYBALL

1-1/2 Units

Prerequisite: Playing ability in volleyball 1 hour lecture, 2 hours activity weekly

Advanced techniques and strategies in playing power volleyball at the six, four and two man levels. A continuing development of high skills is emphasized.

PE 140 - INTERMEDIATE KARATE

1-1/2 Units

Prerequisite: PE 109 or consent of instructor 1 hour lecture, 2 hours activity weekly

Development of skill in the advanced fundamentals and techniques of Karate.

PE 141 - INTERMEDIATE SOCCER

1-1/2 Units

Prerequisite: PE 104

1 hour lecture, 2 hours activity weekly

Advanced techniques and skills in the game of soccer.

PE 142 - INTERMEDIATE JOGGING

1 Unit

Prerequisite: PE 112 3 hours activity weekly

This course will develop one's cardiovascular system and take a closer examination of training methods.

PE 143 - INTERMEDIATE RUGBY

1-1/2 Units

Prerequisite: PE 103

1 hour lecture, 2 hours activity weekly

Advanced development of the skills in playing rugby. The course covers advanced skills in passing, kicking, and offensive and defensive strategy.

PE 144 - INTERMEDIATE ARCHERY

1-1/2 Units

Prerequisite: PE 110

1 hour lecture, 2 hours activity weekly

A continuing study of archery with technique emphasis upon advanced skills.



125

PE 145 - INTERMEDIATE BOWLING

1 Unit

Prerequisite: PE 112 3 hours activity weekly

Advanced techniques and strategies in bowling and participation in competitive events.

PE 160 - VARSITY CROSS COUNTRY

3 Units

Prerequisite: Permission of instructor 1 hour lecture. 9 hours activity weekly

Varsity sports are highly competitive and require an advanced degree of skill. Students engaged in varsity sports should expect to compete against other institutions, travel, and put in additional hours beyond the normal activity load. Varsity sports meet the P.E. activity requirement.

PE 161 - VARSITY GOLF (MEN)

3 Units

Prerequisite: Meet the requirements for athletic eligibility in the Western State Conference and/or coach's permission

1 hour lecture, 9 hours activity weekly

Varsity sports are highly competitive and require an advanced degree of skill. Students engaged in varsity sports should expect to compete against other institutions, travel, and put in additional hours beyond the normal activity load. Varsity sports meet the P.E. activity requirements.

PE 162 - VARSITY TENNIS

3 Units

Prerequisite: Meet the requirements for athletic eligibility in the Western State Conference and/or coach's permission.

1 hour lecture, 9 hours activity weekly

Varsity sports are highly competitive and require an advanced degree of skill. Students engaged in varsity sports should expect to compete against other institutions, travel, and put in additional hours beyond the normal activity load. Varsity sports meet the P.E. activity requirement.

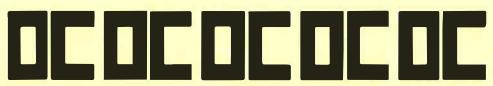
PE 163 - VARSITY TRACK

3 Units

Prerequisite: Meet the requirements for athletic eligibility in the Western State Conference and/or coach's permission.

1 hour lecture, 9 hours activity weekly

Varsity sports are highly competitive and require an advanced degree of skill. Students engaged in varsity sports should expect to compete against other institutions, travel, and put in additional hours beyond the normal activity load. Varsity sports meet the P.E. activity requirements.



PE 164 - VARSITY BASKETBALL

3 Units

Prerequisite: Meet the requirements for athletic eligibility in the Western State Conference and/or coach's permission

1 hour lecture, 9 hours activity weekly

Varsity sports are highly competitive and require an advanced degree of skill. Students engaged in varsity sports should expect to compete against other institutions, travel, and put in additional hours beyond the normal activity load. Varsity sports meet the P.E. activity requirement.

PE 165 - VARSITY SOCCER

3 Units

Prerequisite: Meet the requirements for athletic eligibility in the Western State Conference and/or coach's permission

1 hour lecture, 9 hours activity weekly

Varsity sports are highly competitive and require an advanced degree of skill. Students engaged in varsity sports should expect to compete against other institutions, travel, and put in additional hours beyond the normal activity load. Varsity sports meet the P.E. activity requirement.

PE 170 - MEN'S PROFESSIONAL ACTIVITIES I

2 Units

Prerequisite: Consent of instructor and/or enrolled in PE major/minor program

1 hour lecture, 4 hours laboratory weekly

Development of skills, safety habits, appreciation and knowledge of rules, strategy, and background of the following activities: rugby, soccer. speedball, tumbling, and wrestling.

PE 171 - WOMEN'S PROFESSIONAL ACTIVITIES I

2 Units

Prerequisite: Consent of instructor and/or enrolled in P.E. major/minor program 1 hour lecture, 4 hours activity weekly

An orientation to the field of physical education and development of skills, safety habits, appreciation and knowledge of rules, strategy, and background of the following activities: body mechanics, calisthenics and tumbling.

PE 172 - MEN'S PROFESSIONAL ACTIVITIES II

2 Units

Prerequisite: Consent of instructor and/or enrolled in P.E. major/minor program 1 hour lecture, 4 hours laboratory weekly

Development of skills, safety habits, appreciation and knowledge of rules, strategy and background of the following activities: archery, badminton, basketball, golf, lead-up games, volleyball.



PE 173 - WOMEN'S PROFESSIONAL ACTIVITIES II

2 Units

Prerequisite: Consent of Instructor and/or enrolled in P.E. major/minor program 1 hour lecture, 4 hours laboratory weekly

An orientation to the field of dance in physical education and development in skills, appreciation and knowledge of modern dance and basic dance forms including background information.

PE 174 - MEN'S PROFESSIONAL ACTIVITIES III

2 Units

Prerequisite: Consent of instructor and/or enrolled in P.E. major/minor program 1 hour lecture, 4 hours laboratory weekly

Development of skills, safety habits, appreciation and knowledge of rules, strategy, and background of the following activities: baseball, football, softball, tennis, track and field.

PE 175 - WOMEN'S PROFESSIONAL ACTIVITIES III

2 Units

Prerequisite: Consent of instructor and/or enrolled in P.E. major/minor program 1 hour lecture, 4 hours laboratory weekly

Development of skills, safety habits, appreciation and knowledge of rules, strategy and background of the following activities: Marching, tennis, badminton, archery and track and field

PE 176 - WOMEN'S PROFESSIONAL ACTIVITIES IV

2 Units

Prerequisite: Consent of instructor and/or enrolled in P.E. major/minor program 1 hour lecture, 4 hours laboratory weekly

Orientation to field of physical education and development of skills, safety habits, appreciation and knowledge of rules, strategy, and background of the following activities: volleyball, softball, soccer and field hockey.

PE 180 A-B - DANCE PRODUCTION (CO-ED)

1-2 Units

Prerequisite: Beginning and Intermediate Modern Dance and/or consent of instructor. 1 hour lecture, 1-3 hours laboratory weekly

Practical experience in the many phases of dance concert and demonstration, i.e., choreography, staging, make-up, costumizing, set designing and construction, lighting, and publicity.

PE 181 - INTRODUCTION TO PHYSICAL EDUCATION (CO-ED)

2 Units

Prerequisite: None 2 hours lecture weekly

A general survey of the field of Physical Education; exploration of the aims, objectives, scope and contemporary values of Physical Education, project and field work required.



PE 182A-B - SPORTS OFFICIATING (MEN)

2-1/2-2-1/2 Units

Prerequisite: None

2 hours lecture, 1 hour laboratory weekly

Instruction and laboratory experience in sports officiating for men. Proficiency ratings required to successfully complete the course PE 182A during the fall semester - football, basketball, soccer, wrestling, PE 182B during the spring semester - track, baseball, rugby, volleyball.

PE 183A-B - WOMEN'S SPORTS OFFICIATING

2-1/2-2-1 /2 Units

Prerequisite: Consent of instructor and enrolled in P.E. major/minor program 2 hours lecture, 3 hours laboratory weekly

Instruction and laboratory experience in sports officiating for women.

183A - Fall semester - Individual sports

183B - Fall semester - Team Sports.

Offered alternate fall semesters.

PE 184 - BASKETBALL THEORY

2 Units

Prerequisite: Advanced basketball 1 hour lecture, 3 hours activity weekly

Development of advanced skills in basketball and the theory behind different styles of play. Including studying of films, drills, rules and techniques of coaching.

PE 185 - FOOTBALL THEORY

2 Units

Prerequisite: Advanced football ability 1 hour lecture, 3 hours activity weekly

Development of advanced skills in football and the theory behind the different styles of play, including studies of films, drills, rules and techniques of coaching.

PE 186 - BASEBALL THEORY

2 Units

Prerequisite: Advanced baseball ability 1 hour lecture, 3 hours activity weekly

Development of advanced skills in baseball and the theory behind the methods and styles of play. Class members will participate in summer baseball program with lab assignments and will have weekly lectures including films and guest lecture to facilitate instruction.



PE 187 - CREATIVE MOVEMENT ACTIVITIES FOR CHILDREN 3 Units

Prerequisite: None

2 hours lecture, 3 hours activity weekly

A presentation of methods and materials which parents and teachers of pre-school and early elementary-aged children can utilize in encouraging and directing creative movement experiences, in the school, home, or various organizations.

PE 199A-B - DIRECTED STUDIES IN P.E.

1-3/1-3 Units

Prerequisite: A course in the specific field and the consent of the instructor 1 - 3 hours tutorial weekly

Designed for selected students who are interested in furthering their knowledge of physical education on an independent study basis. Assigned problems will involve library, laboratory, and field

Maximum of 6 Units.

physical science

Phys Sci 1 - INTRODUCTION TO PHYSICAL SCIENCE

3 Units

Prerequisite: Math 1 or equivalent or consent of instructor 2 hours lecture, 3 hours laboratory weekly

Experimental approach to the nature of the physical world, emphasizing the basic principles of Chemistry and Physics and the ways in which these principles affect matter. Representative topics to be investigated include properties of matter, mixtures and their separations, radioactivity, atomic and molecular theories, and energy.

physics

Ph 1A-1B - TECHNICAL PHYSICS

5-5 Units

Prerequisite: High School algebra with grade of C or higher or Math 4. 4 hours lecture, 3 hours laboratory weekly

Mechanics, heat, electricity, magnetism, sound, light and atomic energy with emphasis on technical applications in industry. A rigorous but non-calculus course in basic applied physics. Required of all technical majors.



Ph 2 - APPLIED PHYSICS

1 Unit

Prerequisite: Consent of instructor and/or high school algebra 16 hours lecture for 1 unit

A description of the basic principles of physics and science. The emphasis will be on the study of mechanics to include motion, forces, work and energy. The principle mode of learning will be lecture-demonstrations, discussions, problem solving and simple directed experiments.

Ph 3 - APPLIED PHYSICS

1 Unit

Prerequisite: Physics 2 or consent of instructor 16 hours lecture for 1 unit

A description of the basic principles of physics. The emphasis will be on properties of materials, temperature, heat and optics. The principle modes of learning will be lecture-demonstration, discussions, problem solving and simple directed experiments.

Ph 4 - APPLIED PHYSICS

1 Unit

Prerequisite: Ph 3 or consent of instructor 16 hours lecture for 1 unit

A description of the basic principles of physics. The emphasis will be upon electricity and magnetism. The principle modes of learning will be lecture-demonstration, problem solving and simple directed experiments.

Ph 101 - GENERAL PHYSICS

5-5 Units

Prerequisite: High School mathematics through trigonometry or Math 104 (may be taken concurrently); Ph 101 required for Ph 102
3 hours lecture, 3 hours laboratory weekly

First semester - An introduction to mechanics, heat, sound and optics. A descriptive course with some quantitative work. Demonstration lectures and solution of problems. A course designed to meet the needs of medical, dental optometry, and liberal arts students. The role of the laboratory is defined and basic arts of planning, execution, analysis and synthesis in experimentation is practiced.

Ph 102 - GENERAL PHYSICS

Second semester - An introduction to electricity, atomic, nuclear and relativistic physics. Demonstrations, lectures, assignment of problems, and laboratory experiments. A continuation of Ph 101.



Ph 110 - DESCRIPTIVE PHYSICS

3 Units

Prerequisite: Math 1 or equivalent

3 hours lecture weekly (3 hours laboratory recommended, but not required)

Primarily a minimal-mathematical description of the basic principles of physics, using discussions, lecture-demonstrations, oral and written reports.

Ph 110L - THE ARTS OF EXPERIMENTAL INVESTIGATION

1 Unit

Corequisite: Concurrent enrollment in Ph 110 3 hours laboratory weekly

A laboratory course to accompany Ph 110. The role of the laboratory in solving problems is defined and basic arts of planning, execution, analysis and synthesis in experimentation is practiced. Basic measurement skills of determining time, mass, lengths and charge are required.

Ph 111 - MECHANICS OF SOLIDS AND FLUIDS

5 Units

Prerequisite: Math 120; corequisite; Math 121, high school Physics or equivalent, or written consent of instructor

4 hours lecture, 3 hours laboratory weekly

An introductory study of statics and dynamics of particle, rigid bodies, plus an introduction to hydrostatics and hydrodynamics. This course uses calculus and vector analysis and is intended for majors in physics, engineering, chemistry, or mathematics.

Ph 112 - ELECTRICITY AND MAGNETISM

5 Units

Prerequisite: Ph111, Math 121; corequisite, Math 122 4 hours lecture, 3 hours laboratory weekly

An introduction to electricity and magnetism. Emphasis is placed on understanding of field theory and applications of calculus. Topics include: gravitational, electric and magnetic field; Coulomb's Law; Gauss' Law; Faraday's Law; Amperes Law; Biot-Savart law; Ohms Law; A.C. and D.C. circuits; and introductory electronics.



Ph 113 - HEAT, SOUND, OPTICS AND MODERN PHYSICS

5 Units

Prerequisite: Ph 111 Mathematics 121, 122 4 hours lecture, 3 hours laboratory weekly

An introduction to geometrical optics, wave motion (sound and light), physical optics, thermodynamics. Selected topics in quantum mechanics and special relativity are discussed at an elementary level. The solution of problems in vector calculus and differential equations is demonstrated.

Ph 199 A-B - DIRECTED STUDIES IN PHYSICS

1-3/1-3 Units

Prerequisite: A course in the specific field with a recommending grade and consent of instructor

1-3 hours tutorial weekly

Designed for selected students who are interested in furthering their knowledge of physics on an independent study basis, Assigned problems will involve library, laboratory, and field work.





political science

PSc 101 - INTRODUCTION TO POLITICAL IDEAS AND INSTITUTIONS

3 Units

Prerequisite: None 3 hours lecture weekly

The course consists of a consideration of the theoretical and practical political concerns of individuals and institutions and will raise questions regarding man in his political life. Fulfills the State requirements in American Institutions.

PSc 102 - COMPARATIVE GOVERNMENT

3 Units

Prerequisite: None 3 hours lecture weekly

The course will survey a number of selected governments in Europe, Asia, Africa and the Americas in order to identify both the similarities and differences of mans attempt to grapple with governmental problems throughout the world.

PSc 103 - IDEAS AND POLITICS OF THE AMERICAN PEOPLE

3 Units

Prerequisite: None 3 hours lecture weekly

The course is designed to survey and analyze the main political ideas, institutions, and people at work in the United States, today, both in their state, national, local and foreign activities. Fulfills the State requirements in American Institutions.

PSc 104 - INTRODUCTION TO INTERNATIONAL RELATIONS

3 Units

Prerequisite: None 3 hours lecture weekly

The course is concerned to explore the official and unofficial connections between governments and peoples of the world and the traditions, policies and institutions which bind them together or hold them apart, with particular reference to the problems of war, peace, and change.

PSc 105 - CURRENT ISSUES IN DOMESTIC AND FOREIGN POLITICS

3 Units

Prerequisite: None 3 hours lecture weekly

The course is designed to blend elements of political theory with the world of political problems and action at the individual, state, national and international level.



PSc 106 - POLITICS AND ECONOMICS

3 Units

Prerequisite: None 3 hours lecture weekly

A survey of selected problem areas in which the impact of the economic realm upon the political is significant.

PSc 107 - STATE AND LOCAL POLITICS AND ADMINISTRATION

3 Units

Prerequisite: None 3 hours lecture weekly

A survey of state and local units of governments, with emphasis on the dynamics of political interrelations, and the various aspects of governing local and governmental units. The importance of intergovernmental coordination will be discussed within the context of historical, social, economic, and geographic factors and influences.

PSc 199A-B - DIRECTED STUDIES IN POLITICAL SCIENCE 1-3/1-3 Units

Prerequisite: A course in the specific field and consent of instructor. 1-3 hours tutorial weekly

Designed for selected students who are interested in furthering their knowledge of political science on an independent study basis. Assigned problems will involve library, laboratory, and field work. Maximum of 6 units.

psychology

Psych 101 - GENERAL PSYCHOLOGY

3 Units

Prerequisite: None 3 hours lecture weekly

A survey of the subject matter of psychology. Subject areas will include philosophy of science, heredity, and environment, growth and development, motivation, emotion, learning, personality, and mental health. Designed for those not majoring in psychology. Students preparing for careers in teaching, for social sciences, or other people-oriented careers should take this course. A student should not take both Psych 101 and Psych 102.



Psych 102 - INTRODUCTION TO PSYCHOLOGY

3 Units

Prerequisite: None 3 hours lecture weekly

An introduction to the subject matter of psychology with emphasis on scientific method, growth and development, sensation and perception, motivation and emotion, learning and cognition, personality, mental health. Individual project is included. Designed particularly for students majoring in psychology. A student should not take both Psych 101 and Psych 102.

Psych 103 - INTRODUCTION TO EXPERIMENTAL/ PHYSIOLOGICAL PSYCHOLOGY

4 Units

Prerequisite: None 4 hours lecture weekly

An introduction to experimental methodology in psychology with an emphasis on the scientific method, basic descriptive statistics and the physiological bases of behavior. Individual experimental study or special project is included. Designed as a second course for psychology majors.

Psych 104 - PSYCHOLOGY OF INTERPERSONAL RELATIONSHIPS

3 Units

Prerequisite: None 3 hours lecture weekly

A course designed to encourage the exploration of the individual. Emphasis will be on the practical use of psychological principles in developing self-understanding and in improving interpersonal relationships. Special emphasis will be on the nature of man, human needs and goals, the processes of personal and social adjustment, and mental health.

Psych 105 - CHILD PSYCHOLOGY

3 Units

Prerequisite: None 3 hours lecture weekly

The focus of this course will be on the psychology of children as well as on basic principles of developmental psychology. The major emphasis will be on the personal, societal, and cultural forces important in the shaping of personality.

Psych 106 - SOCIAL PSYCHOLOGY

3 Units

Prerequisite: None 3 hours lecture weekly

A study of human social relationships. Topics of study include personal interaction, structure and leadership, role and status, fads and fashions, attitude, formation and change, communication and propaganda, nature of prejudice and social change. Stress is placed upon methods of easing group tensions and solving current problems.



IIIIIIIIIIIIIIII psychology

Psych 107 - THE PSYCHOLOGY OF WOMEN

3 Units

Prerequisite: None 3 hours lecture weekly

This course explores the psychological, physiological, and sociological determinants of female psychology. Included in this exploration are such topics as sex role development, role conflicts, common sterotypes of women, women as a minority group, female sexuality, and the psychological implications of the women's liberation movement.

Psych 189A-Z - TOPICS IN PSYCHOLOGY

1.5 Units

Prerequisite: Consent of instructor lecture-laboratory as required by unit formula

A course considering specialized, specific topics in psychology which are not covered in great detail in the general psychology course offerings. Topics to be offered from time to time include: Adolescence, Abnormal Psychology, Aging, Drugs and Behavior, Parapsychology, Mental Retardation, Modern Therapies, Human sexuality, Behavior Modification, Hypnosis, Humanisitic Psychology, Sex roles and Socialization, Death and Dying, Biological-Feedback, Aggression and Violence, Childhood Disorders.





Psych 199A-B - DIRECTED STUDIES IN PSYCHOLOGY

1-3/1-3 Units

Prerequisite: A course in the specific field and consent of instructor

1-3 hours tutorial weekly

Designed for selected students who are interested in furthering their knowledge of psychology on an independent study basis. Assigned problems will involve library, laboratory, and field work. Maximum 6 units.

public services

PS 98 - PUBLIC SERVICES WORKSHOPS

1-10 Units

Prerequisite: None

Lecture and/or laboratory as required by unit formula

Specialized workshops designed to update public services pesonnel as required for in-service training requirements in specific subject matter areas. Unit credit determined by length of instruction of the workshop as defined by current credit standards; total workshop credit limited to 10 units. Field trips may be required.

real estate

RE 1 - REAL ESTATE PRINCIPLES

3 Units

Prerequisite: None 3 hours lecture weekly

Practical study of California real estate law to assist real estate salesman and real estate brokers designed to provide the necessary knowledge required of candidates for the California Real Estate Salesman's Examination.

RE 2 - LEGAL ASPECTS OF REAL ESTATE

3 Units

Prerequisite: RE 1 or equivalent* 3 hours lecture weekly

Practical study of California real estate law to assist real estate salesmen and brokers in avoiding the legal problems which arise in conjunction with real estate transactions, case study methods are utilized.



RE 3 - REAL ESTATE PRACTICES

3 Units

Prerequisite: RE 1 or equivalent*
3 hours lecture weekly

Techniques of operating a real estate business with emphasis on the daily activities of brokers and salesmen; emphasis on securing and qualifying prospects, obtaining listings, and legal factors in the real estate transaction.

RE 4 - REAL ESTATE APPRAISAL I

3 Units

Prerequisite: RE 1 or equivalent* 3 hours lecture weekly

A first course in real estate appraisal confined largely to residential property with an introduction to investment property valuation; methods and techniques for determining value for loan and insurance purposes; case study situations and actual field work.

RE 5 - REAL ESTATE APPRAISAL II

3 Units

Prerequisite: RE 4 or equivalent* 3 hours lecture weekly

Development of skill and judgment in the selection and use of all methods and mechanics of the income approach to the valuation of income-producing properties: apartments, commercial, industrial, and special use properties; land. Acquisition of ability to analyze major types of real estate investments and rate their feasibility.

RE 6 - REAL ESTATE FINANCE

3 Units

Prerequisite: RE 1 or equivalent*
3 hours lecture weekly

Practical study and analysis of money markets, interest rates, and real estate financing, with actual case illustrations demonstrating lending policies, problems and rules involved in financing real property, including residential, multi-family, commercial, and special purpose properties.

RE 7 - REAL ESTATE ECONOMICS

3 Units

Prerequisite: RE 1 or equivalent* 3 hours lecture weekly

Economic trends in real estate and land use; dynamic factors which create values in real estate: background for more specialized courses in real estate operation and techniques.



RE 98 - REAL ESTATE WORKSHOPS

1/2-10 Units

Prerequisite: Consent of instructor

Lecture and/or laboratory as required by unit formula

Specialized workshops designed to update real estate personnel as required for in-service training requirements in specific subject matter areas. Unit credit determined by length of insruction of the workshop as defined by current credit standards; total workshop credit limited to 10 units. Field trips may be required.

RE 99A-B-C-D - REAL ESTATE WORK EXPERIENCE

1-2-3-4 Units

Prerequisite: Consent of instructor

RE 99A-1 May be repeated in any combination to a total of 16 units

B-2

C-3

D-4

5-20 hours laboratory (hours arranged proportional to number of units) weekly

Supervised off-campus placement for practical work experience related to the student's major. An opportunity to integrate classroom study with practical on-the-job experience relevant to the student's academic program and vocational goals.

*Equivalence to RE 91 can be possession of a California Real Estate Sales License or ability to take the broker's examination.

recreation

Recreation is an accepted major force in social well-being. As we move closer toward the leisure age, opportunities increase steadily in this field. The role of the community college program is to prepare students for leadership positions in the field of recreation. This role involves the preparation of the student for both early entry into the field and/or transfer to a four-year program to continue their education toward a Bachelor's or Master's degree.

It is advised that students meet with faculty members so that they might plan general education elective courses that compliment their A.A. program in recreation.

Rec 98 - RECREATION WORKSHOPS

1/2-10 Units

Prerequisite: Consent of insructor

Lecture and/or laboratory as required by unit formula

Specialized workshops designed to update recreation pesonnel as required for in-service training requirements in specific subject matter areas. Unit credit determined by length of instruction of the workshop as defined by current credit standards; total workshop credit limited to 10 units, Field trips may be required.



Rec 99A-B-C-D - RECREATION WORK EXPERIENCE

1-2-3-4 Units

Prerequisite: Consent of instructor

Rec 99A-1 May be repeated in any combination to a total of 16 units

B-2

C-3

D-4

5-20 hours laboratory (hours arranged proportional to number of units) weekly

Supervised off-campus placement for practical work experience related to the student's major. An opportunity to integrate classroom study with practical on-the-job experience relevant to the student's academic program and vocational goals.

Rec 101 - SOCIAL RECREATION

3 Units

Prerequisite: None 3 hours lecture weekly

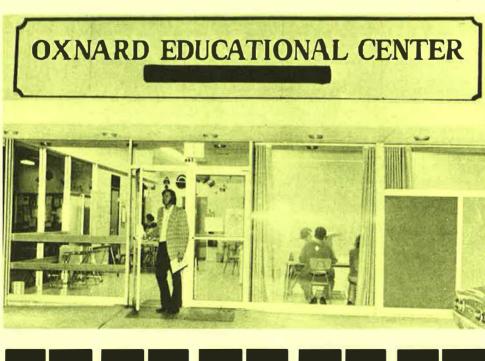
A theory and activity course designed to allow students social development and integration through participation in social recreation activities. Low organized games for all ages will be emphasized. One off-campus activity presentation may be required.

Rec 102 - OUTDOOR RECREATION

3 Units

Prerequisite: None 3 hours lecture weekly

This course will include work in forestry, ecology, conservation, outdoor skills, and leadership techniques in outdoor recreation agencies. An overnight field trip is required.





Rec 103 - RECREATIONAL PERFORMING ARTS

3 Units

Prerequisite: None

2 hours lecture, 3 hours laboratory weekly

Instruction will be focused on the organization and supervision aspects, rather than the performance aspects of rhythmics, puppetry, pageantry, cultural activities, storytelling, and singing.

Rec 104 - RECREATION FIELD EXPERIENCE

3 Units

Prerequisite: Consent of instructor

1 hour lecture, 6 hours laboratory weekly

Students gain practical experience in an agency appropriate to the students career interest.

Rec 105 - INTRODUCTION TO RECREATION AND LEISURE

3 Units

Prerequisite: None 3 hours lecture weekly

This course is an introduction to the broad field of recreation and leisure activities emphasizing its influence on contemporary American Life. Basic historical and philosophical foundations and an orientation into the profession will be offered.

Rec 106 - RECREATION PROGRAM PLANNING

3 Units

Prerequisite: None 3 hours lecture weekly

The theory and methodology in planning and conducting organized recreation programs in public and private agencies will be examined. Several agency visitations may be required.

Rec 107 - RECREATION LEADERSHIP

3 Units

Prerequisite: Consent of instructor or enrolled in Recreation as major/minor program 2 hours lecture, 3 hours laboratory weekly

The principles of human dynamics as they apply to effective face-to-face and group leadership will be studied. The emphasis is on leadership techniques, application to various situations, and evaluation. Lab work consists of program observation and leadership.

Rec 199A-B - DIRECTED STUDIES IN RECREATION

1-3/1-3 Units

Prerequisite: Consent of instructor 1-3 hours tutorial weekly

This independent study class allows the student a closer examination of a particular recreation activity, concept, or problem.



sociology

Soc 101 - INTRODUCTION TO SOCIOLOGY

3 Units

Prerequisite: None 3 hours weekly

Study of human behavior in the context of social systems; consideration of sociology as a science; emphasizes basic factors such as group structures, socialization, culture, class, institutions, demography, and social change.

Soc 102 - SOCIAL PROBLEMS

3 Units

Prerequisite: None 3 hours lecture weekly

Provides a theoretical framework for understanding contemporary problems in social disorganization and deviant behavior, particularly in the U.S. Exxamination of the social structural sources of social problems; discussion of existing programs and policies as well as tentative ones aimed at their solution. Individual library research or project with community agency may be assigned.

Soc 103 - RACIAL AND ETHNIC GROUP RELATIONS

3 Units

Prerequisite: None 3 hours lecture weekly

Analysis of patterns of prejudice and discrimination in the United States; their nature, sources, consequences; strategies for their reduction. Specific examination of majority-minority relations among the major racial and cultural groups in the United States.

Soc 104 - SOCIOLOGY OF SEXUAL ROLES IN U.S. HISTORY

3 Units

Prerequisite: None 3 hours lecture weekly

A sociological survey of sexual roles in U.S. society covering the socialization process that creates such roles, the current importance of sexual status in the major institutions and the implications of the present social movement on the future structure of urban society.

Soc 105 - AGING IN THE UNITED STATES

3 Units

Prerequisite: None 3 hours lecture weekly

An introduction to gerontology. Course will be a survey of cultural values and social organization that affect the status and treatment of aging people in the United States. Emphasis will be placed upon the interrelationships between social attitudes, the economic system and the political system on the lifestyle of the aged.



Soc 106 - MARRIAGE AND THE FAMILY

3 Units

Prerequisite: None 3 hours lecture weekly

A study of the institution of marrage as a significant social unit throughout the world. Sexuality, dating, mate selection, courtship, engagement, marriage, martial conflicts, (sources and resolution of) and parenthood are analyzed functionally and transculturally.

Soc 199A-B - DIRECTED STUDIES IN SOCIOLOGY

1-3/1-3 Units

Prerequisite: A course in the specific field and the consent of the instructor

1-3 hours tutorial weekly

Designed for selected students who are interested in furthering their knowledge of sociology on an independent study basis. Assigned problems will involve library, laboratory, and field work. Maximum of 6 units.





spanish

Spn 1 - CONVERSATIONAL SPANISH

3 Units

Prerequisite: None 3 hours lecture weekly

An introductory course for non-native speakers of Spanish. Emphasis on basic vocabulary and structures necessary for daily conversation. Elementary principle of grammar and usage will be presented as needed. Designed for students who wish to use Spanish in practical situations. A preliminary course for transfer students who have no language background at all.

Spn 2 - CONVERSATIONAL SPANISH

3 Units

Prerequisite: Spn 1 or consent of instructor 3 hours lecture weekly

The second semester course for non-native speakers of Spanish designed for students who have some basic conversational Spanish but who wish to continue work in this area. Emphasis on vocabulary building and greater oral fluency with grammar principles introduced as needed

Spn 3 - CONVERSATIONAL SPANISH

3 Units

Prerequisite: Spn 2 or consent of instructor 3 hours lecture weekly

Third semester course emphasizes correct oral communication in Spanish with oral presentations and discussions on a variety of topics. Students should be able to maintain a conversation in Spanish with a native speaker. Emphasis on vocabulary and more complicated usage.

Spn 4 - CONVERSATIONAL SPANISH

3 Units

Prerequisite: Spanish speaking background 3 hours lecture weekly

Practice in oral communication skills for the student with a Spanish speaking background. Emphasis on correct usage and pronunciation and enrichment of vocabulary. A method of keeping the cultural heritage more alive.



Spn 101-102 - ELEMENTARY SPANISH

4-4 Units

Prerequisite: For Spn 101, consent of counselor, for Spn 102, Spn 101 or 2 years of high school Spanish with grades of C or better 5 hours lecture weekly

An introduction to the language and culture of the Spanish-speaking world designed for students who have had no formal training in Spanish. Emphasis will be given to oral communication and then to reading and writing. Basic vocabulary and grammar are studied as well as various aspects of the Spanish culture.

Spn 103-104 - INTERMEDIATE SPANISH

4-4 Units

Prerequisite: For Spn 103, Spn 102 or three years of high school Spanish with grades of C or better; for Spn 104, Spn 103 or 4 years of high school Spanish.

5 hours lecture weekly

Further study of the language and culture through reading and listening to a variety of works. Discussion of these works and other topics will give continued practice and development of oral skills. Vocabulary growth will be stressed as well as review and refinement of grammar principles.

Spn 105-106 - SPANISH FOR THE SPANISH SPEAKING

4-4 Units

Prerequisite: A speaking knowledge of the Spanish language 5 hours lecture weekly

A study of communication skills in Spanish for students who are from Spanish speaking backgrounds. Emphasis on vocabulary building and correct usage in speaking and writing; a study of the basic principles of grammar is included. Both semesters increase the proficiency in understanding, speaking, reading and writing Spanish. Special attention will be given to the needs of the native speakers.

Spn 107 - HISPANIC CULTURE AND CIVILIZATION

3 Units

Prerequisite: 1 year college Spanish or a reading ability in Spanish 3 hours lecture weekly

Reading and discussion in Spanish of the civilization and culture of the Spanish speaking countries. Designed to maintain communication skills and to give a background in the art, history, music, literature, customs and traditions of the Spanish speaking people.

Spn 199A-B - DIRECTED STUDIES IN SPANISH

1-3/1-3 Units

Prerequisite: A course in the specific field and consent of instructor 1-3 hours tutorial weekly

Designed for selected students who are interested in furthering their knowledge of Spanish on an independent study basis. Assigned problems may involve library and field work with consultation and review in Spanish with the supervising instructor. Maximum of 6 units.



speech

Oral communication, Speech, or Rhetoric as it was once called, is one of the oldest and most revered of the liberal arts. In addition to studying the history of oration and debate from Pericles and Cicero to the present, students now enter such specialized fields as speech therapy (working with mentally retarded, deaf and hard of hearing, and psychologically disturbed), child welfare, psychology, and counseling.

Spch 1 - BASIC SPEECH

2 Units

Prerequisite: None 2 hours lecture weekly

Development of ability to communicate thought-feeling messages and to perceive, interpret and appropriately respond to the thinking and feeling of others. Activities - field trips, role-playing, participating in discussion groups using parliamentary procedures, presenting reports and speeches, reading aloud and critical listening and evaluation - are oriented to problem and roles likely encountered by the active participant in today's society.

Spch 101 - INTRODUCTION TO ORAL COMMUNICATION

3 Units

Prerequisite: None 3 hours lecture weekly

Training and practice in the basic principles of effective oral communication through participation in public speaking, group discussion, and oral reading; emphasis on developing constructive attitudes, organized thinking, proper use of voice and body, and discriminative listening.

Spch 102 - ADVANCED ORAL COMMUNICATION

3 Units

Prerequisite: Speech 101 or consent of instructor 3 hours lecture weekly

Experience in various types of persuasive rhetoric; reporting, exposing, arguing, debating, working in parliamentary procedure and oratory. Study of rhetorical theories and history of public address. Investigation of stylistic devices, emphasis on audience analysis, utilization of motives and speech purposes. Emphasis on completeness and validity of support through planned research of speech topics.

Spch 103 - PROCESS OF COMMUNICATION

3 Units

Prerequisite: None 3 hours lecture weekly

Lectures, discussions, and dialogues which proceeds through analysis of contemporary psychological-sociological views of the scope and purposes of human communication in groups; factors involved in the process of communicating, and the role of language in human behavior. Emphasis is placed on the process of interpersonal communication.



Spch 104 - VOICE AND DICTION

3 Units

Prerequisite: None 3 hours lecture weekly

Voice and Diction is designed to give the student a basic introduction to the nature and principles of voice production and speech sounds. Individual speech improvement instruction and practice in correct breathing, voice control and diction. The study of correct pronunciation, and enunciation, including the study of dialects, foreign and regional. This course is designed for students in drama, forensics, broadcasting and self-improvement.

Spch 105 - ORAL INTERPRETATION OF LITERATURE

3 Units

Prerequisite: Spch 101 or consent of instructor 3 hours lecture weekly

Principles and techniques of oral reading of prose and poetry with understanding and appreciation; evaluation of the literature selected for reading.

Spch 106 - CRITICAL ANALYSIS OF SPEECHES

3 Units

Prerequisite: Spch 101 or consent of instructor 3 hours lecture weekly

Introduction to the process of rhetorical criticism and the analysis of speed texts. Practice in writing speech criticisms from tapes, records and daily newspapers.

Spch 107 - ARGUMENTATION AND DEBATE

3 Units

Prerequisite: Spch 101 or consent of instructor 3 hours lecture weekly

Principles of rhetorical arguments; using evidence, detecting fallacies in arguments, preparing briefs, and delivering persuasive arguments. Extensive research is expected for effective formulation and critical analysis of persuasive discourse. Tournament participation is provided.

Spch 108 - SPEAKING ENGLISH AS A SECOND LANGUAGE

3 Units

Prerequisite: Native language other than English 3 hours lecture weekly

For students with foreign language background stressing speaking of English, pronunciation, idiomatic expression, intonation, phraseology, inflection, grammer, vocabulary building, oral composition, and some emphasis will be placed on United States customs. Tape recording may be made as an aid to the correction of foreign dialects.



Spch 109 - READERS THEATRE

3 Units

Prerequisite: None 3 hours lecture weekly

The concepts and practices or oral interpretation of literature. Supervised activities in performing reader theatre before community and college audiences.

Spch 110 - THE DELIBERATIVE PROCESS

2 Units

Prerequisite: None 2 hours lecture weekly

The nature and function of deliberative speaking in public meetings. Parliamentary law based upon Robert's Rules of Order. Practical application of parliamentary procedure in the groups. An understanding of the procedures of conducting meetings in a democratic society. Especially applicable to business majors, speech majors, officers of the student government, and members of community service clubs.

Spch 111 - INTRODUCTION TO MASS MEDIA

3 Units

Prerequisite: Eligibility for Engl 101 or consent of instructor 3 hours lecture weekly

Concern with understanding the media. History of the medium, governmental and social controls. Critical analysis of mass media. This course will not help the student to qualify for an FCC license.

Spch 112A-B-C-D - FORENSICS: TOURNAMENT SPEAKING

1-1-1-1

Units

Prerequisite: Consent of instructor 1 hour lecture weekly

Students may receive credit for their work in any of the college tournament events: Expository Speaking; Persuasive Speaking; Impromptu Speaking; Extemporaneous Speaking; Reader's Theater; Oral Communication of Literature; Rhetorical Criticism and Analysis; Debating, and any other event that may be offered at a given tournament. Students are expected to participate in said tournament which take place on weekends throughout the college year.

Spch 198 - SPECIAL PROJECTS IN COMMUNICATION

1/2-10 Units

Prerequisite: None

Lecture and/or laboratory as required by unit formula

Designed to meet the specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.



supervision

Sup 1 - BASIC PSYCHOLOGY FOR SUPERVISORS

3 Units

Prerequisite: Sup 101 3 hours lecture weekly

A practical psychology course designed to give insight into employee and supervisory behavior; emphasis is on the perception, motivation, learning processes, emotions, and attitudes. Field trips may be required.

Sup 2 - HUMAN RELATIONS (DEVELOPING SUPERVISORY LEADERSHIP)

3 Units

Prerequisite: Sup 101 and 1 3 hours lecture weekly

A course in techniques of effectively dealing with others - especially in the work situation; emphasis is on developing sensitivity toward others and in application of management principles to interpersonal relationships. Field trips may be required.

Sup 3 - SUPERVISOR'S RESPONSIBILITY FOR MANAGEMENT OF PERSONNEL

3 Units

Prerequisite: Sup 101 and 1 3 hours lecture weekly

An advanced course in the techniques and principles of recruitment, testing, selection, placement, orientation, training, merit promotion, appraisal of performance, and counseling. Field trips may be required.

Sup 4 - LABOR MANAGEMENT RELATIONS

3 Units

Prerequisite: Sup 101 3 hours lecture weekly

A practical course in employee-management relations including the supervisor's responsibilities in dealing with employee groups. Discussion of the development of modern labor organizations and related legislation. Field trips may be required.



Sup 5 - WORK SIMPLIFICATION

3 Units

Prerequisite: Sup 101 3 hours lecture weekly

The supervisor's responsibility for job methods improvement. The basic principles of work simplification administration and the problems involved. Motion study fundamentals for supervisors. Time study techniques. Field trips may be required.

Sup 6 - COST CONTROL FOR SUPERVISORS

3 Units

Prerequisite: Consent of instructor 3 hours lecture weekly

Determination of costs in industry; cost control and related factors - materials, waste, salvage, quality control, quantity, control of time; supervisor's responsibility for costs. Field trips may be required.

Sup 7 - JOB ANALYSIS FOR WAGE ADMINISTRATION

3 Units

Prerequisite: Sup 101 or consent of instructor 3 hours lecture weekly

History of wages, inequalities in rates of pay; management and the union movement toward a fair wage plan; the supervisor and job descriptions, job specifications, job evaluation and job classifications; wage plan devised by the Department of Labor; the Federal Employment Service; wage administration and the line organization. Field trips may be required.

Sup 8 - SAFETY TRAINING AND FIRE PREVENTION

3 Units

Prerequisite: Consent of instructor 3 hours lecture weekly

Problems of accidents and fire industry; management and supervisory responsibility for fire and accident prevention; accident reports and supervisor; fire prevention; machine guarding and personnel protective equipment; State Industrial Accident Code and Fire Regulations; first aid department and the line supervisor's responsibility; job instruction and safety carriers and the Insurance Rating Bureau; advertising and promoting a safety and fire prevention program. Field trips may be required.

Sup 9 - DEVELOPING THE EMPLOYEES THROUGH TRAINING

3 Units

Prerequisite: Sup 101 and 1 8 hours lecture weekly

An intensive course exploring the supervisor's responsibility for training and developing his employees; methods and techniques of developing career progression plans and programs; instruction on-the-job; technical and management development needs fulfilled through in-house and outside sources. Field trips may be required.



Sup 10 - MANAGEMENT CONTROLS AND THE SUPERVISOR

Prerequisite: Sup 101 3 hours lecture weekly

The systems approach to management; basic controls and modern control systems application and theory; some exploration of PERT and GANTT techniques and variations of these methods; relationships and interdependency of input-control-processor-feedback-filters-and output. Field trips may be required.

Sup 11 - READING IMPROVEMENT

1 Unit

3 Units

Prerequisite: Consent of instructor 1 hour lecture weekly

Techniques to increase reading rate and effectiveness. Field trips may be required.

Sup 12 - ORAL COMMUNICATIONS

3 Units

Prerequisite: Consent of instructor 3 hours lecture weekly

Effective speaking and listening; kinds of supervisory communications; accuracy in expressing ideas; understanding what is communicated; intent and effect; planning a meeting, the agenda; conference-leading techniques. Field trips may be required.

Sup 13 - COMMUNICATION WRITING FOR SUPERVISORS

3 Units

Prerequisite: Sup 12 or consent of instructor 3 hours lecture weekly

Review of grammar, punctuation, sentence structure, paragraphing; writing of business letters, reports, memos, bulletins, manual; format, content, structure of written materials. Field trips may be required.

Sup 98 - SUPERVISION WORKSHOPS

1/2-10 Units

Prerequisite: Fulfilling or anticipating supervisory position Lecture and/or laboratory as required by unit formula

Specialized workshops designed to update supervisors or those anticipating promotion as required for in-service training requirements in subject matter areas such as, but not restricted to, motivation, employee development management by objectives, performance appraisal, etc. Unit credit determined by length of instruction of the workshop as defined by current credit standards; total workshop credit limited to 10 units. Field trips may be required.



Sup 99A-B-C-D - SUPERVISION WORK EXPERIENCE

1-2-3-4 Units

Prerequisite: Sup 99A-1 May be repeated in any combination to a total of 16 units

B-2 C-3

D-4

5-20 hours laboratory (hours arranged proportional to number of units) weekly

Supervised off-campus placement for practical work experience related to the student's major. An opportunity to integrate classroom study with practical on-the-job experience relevant to the student's academic program and vocational goals.

Sup 101 - ELEMENTS OF SUPERVISION

3 Units

Prerequisite: None 3 hours lecture weekly

A basic introductory course covering in general terms the total responsibilities of a supervisor, such as organization, duties and responsibilities, human relations, grievances, training, rating, promotion, quality and quantity control, management and employee relations, safety, etc. Field trips may be required.



Sup 102 - ORGANIZATION AND MANAGEMENT

3 Units

Prerequisite: Sup 101 3 hours weekly

An in-depth exploration of effective methods and techniques of organization and utilization of modern management tools such as charts, graphs, manuals, procedures, and job descriptions. Field trips may be required.



urban studies

Urban 98 - URBAN STUDIES WORKSHOPS

1/2-10 Units

Prerequisite: Consent of instructor Lecture-laboratory as required by unit formula

Specialized workshops to update those employed in the urban studies field. Content of these courses will be designed specifically for the participants. Total workshop credit will be limited to 10 units.

Urban 99A-B-C-D - URBAN STUDIES WORK EXPERIENCE

1-2-3-4 Units

Prerequisite: PA 99A-1 May be repeated in any combination to a total of 16 units

B-2

C-3

D-4

5-20 hours laboratory (hours arranged proporational to number of units) weekly

Supervised off-campus placement for practical work experience related to the student's major. An opportunity to integrate classroom study with practical on-the-job experience relevant to the student's academic program and vocational goals.

Urban 101 - INTRODUCTION TO GOVERNMENT ADMINISTRATION

3 Units

Prerequisite: None 3 hours lecture weekly

An introduction to the elements, principles and trends in public administration; government and the administrative process as means of accomplishing public goals. Field trips may be required.

Urban 102 - PUBLIC PERSONNEL ADMINISTRATION

3 Units

Prerequisite: Urban 101 or consent of instructor 3 hours lecture weekly

Study of principles and practices of personnel management - the procurement, development, maintenance and use of an effective work force. Field trips may be required.



Urban 103 - ELEMENTS OF GOVERNMENT FINANCE

3 Units

Prerequisite: None 3 hours lecture weekly

A non-technical introduction to the elements of public finance; the fiscal processes of financing public improvements in an equitable and efficient manner without loss of growth. Field trips may be required.

Urban 104 - ADMINISTRATIVE LAW AND PROCEDURE

3 Units

Prerequisite: Urban 101 or 103 or consent of instructor 3 hours lecture weekly

An introduction to the law concerning the powers and procedures of administrative agencies. The transfer of power from legislatures to agencies, the exercise of power by the agencies, and review of administrative action by the courts. Field trips may be required.

Urban 105 - PLANNING, PROGRAMMING, BUDGETING

3 Units

Prerequisite: Urban 103 or consent of instructor 3 hours lecture weekly

The presentation of a financial management process which discusses planning, budgeting, accounting, and reporting as specific individual processes to be incorporated into public financial functions. Field trips may be required.

Urban 106 - CONTEMPORARY URBAN ISSUES

3 Units

Prerequisite: None

2 hours lecture, 3 hours laboratory weekly

An interdisciplinary course focusing on the variety of current issues related to the urban setting such as: housing, education, law enforcement, racial conflict, pollution, land use and open space, urban renewal, and the government structure and finance necessary to meet the needs of people in the urban setting. Emphasis will be placed on field research in addition to lectures and library study.

Urban 107 - INTRODUCTION TO THE HUMAN SERVICES

3 Units

Prerequisite: None 3 hours lecture weekly

An introductory course identifying and examining the multi-fold programs and activities of public and voluntary social welfare agencies and helping services. The key roles of these organizations in modern society is studied in depth. Students will give oral and/or written reports on the functions of the various agencies and services, the many facets of their operations and the effects they produce on individuals and groups who are influenced by them.



Urban 108 - HUMAN DEVELOPMENT IN THE SOCIAL ENVIRONMENT

3 Units

Prerequisite: None 3 hours lecture weekly

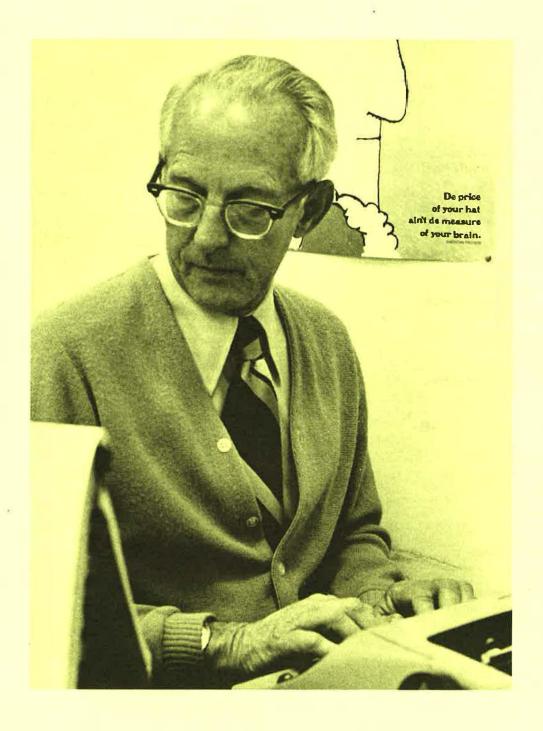
An analysis of the developmental behaviors associated with each stage in human development, and the way the social environment helps or impedes this development. This course will examine examples of disruptive influence on human development and the means evolved by human service agencies to minimize these disruptive influences. Agencies and groups whose purpose is to combat various kinds of disruptive effects at different stages of human development will be visited for observation.

Urban 109 - URBAN PLANNING PRACTICES

3 Units

Prerequisite: None 3 hours lecture weekly

This course is intended to introduce the student to the functions of a planning agency, to the nature and development of the general plan and to the elements needed to implement the general plan (circulation, housing, open spaces, land use, conservation, public buildings), and to the tools for general plan implementation which affect land use. Includes a review of the operation and problems of urban renewal. The course will provide a working knowledge of planning techniques for an individual intending to work at a paraprofessional level in planning, and is recommended for students intending to work in engineering, public administration, public works or utilities.



-A-

-C-

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Agriculture	Citrus-Avocado
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Aids and Scholarships11	Clothing, Pattern Design
Air Conditioning & Refrigeration42	Clubs
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Anthropology47	College Philosophy
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Astronomy50	Course Descriptions
Athletics	Course Repeating
Attendance	Creative Writing
Automotive	Credit by Examination
Avocado-Citrus-Other Fruit31	Credit-No Credit
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