



OXNARD COLLEGE
CATALOG
1978-79

OXNARD COLLEGE CATALOG

1978-1979



OXNARD COLLEGE LOCATIONS

OXNARD COLLEGE CAMPUS

4000 South Rose Avenue, Oxnard, CA 93030

Phone (805) 487-7785 or 659-0370

CAMARILLO CENTER

710 Arneill Road, Camarillo, CA 93010

Phone (805) 482-0723

OXNARD EDUCATIONAL CENTER

861 South B Street, Oxnard, CA 93030

Phone (805) 487-7785 or 659-0370

SAVIERS CENTER

3471 South Saviers Road, Oxnard, CA 93030

Phone (805) 487-7785 or 659-0370

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VENTURA COUNTY COMMUNITY COLLEGE DISTRICT INSTRUCTION CALENDAR 1978-79

| First Week | | | | | Second Week | | | | | Third Week | | | | | Fourth Week | | | | |
|------------|---|---|---|---|-------------|---|---|---|---|------------|---|---|---|---|-------------|---|---|---|---|
| M | T | W | T | F | M | T | W | T | F | M | T | W | T | F | M | T | W | T | F |

SUMMER 1978

| | | | |
|------------------------|----------------|----------------|-----------------------|
| June 12 13 14 15 16 | 19 20 21 22 23 | 26 27 28 29 30 | July 3 4 5 6 7 |
| 10 11 12 13 14 | 17 18 19 20 21 | 24 25 26 27 28 | August 31 1 2 3 4 |
| 7 8 9 10 11 | 14 15 16 17 18 | 21 22 23 24 25 | Sept 28 29 30 31 1 |

| |
|-------------------|
| Sept 4 5 6 7 8 |
|-------------------|

(Non-Instructional Week)

ACADEMIC YEAR 1978-79

| ACADEMIC YEAR 1978-79 | | | | | | | | | | | | | | | Total Days | Teaching Days | | | | | |
|-----------------------|----|----|----|----|----------------|----|----|----|----|----------------|----|----|----|----|----------------|---------------|-----|----|----|----|----|
| September | | | | | | | | | | October | | | | | 20 | 20 | | | | | |
| ① | 12 | 13 | 14 | 15 | 18 | 19 | 20 | 21 | 22 | 25 | 26 | 27 | 28 | 29 | | | 2 | 3 | 4 | 5 | 6 |
| 9 10 11 12 13 | | | | | 16 17 18 19 20 | | | | | 23 24 25 26 27 | | | | | 30 31 1 2 3 | | | | | 20 | 20 |
| 6 7 8 9 10 | | | | | 13 14 15 16 17 | | | | | 20 21 22 23 24 | | | | | 27 28 29 30 1 | | | | | 20 | 17 |
| 4 5 6 7 8 | | | | | 11 12 13 14 15 | | | | | 18 19 20 21 22 | | | | | 25 26 27 28 29 | | | | | 20 | 10 |
| January | | | | | | | | | | | | | | | | | | | | 20 | 19 |
| 1 | 2 | 3 | 4 | 5 | 8 | 9 | 10 | 11 | 12 | 15 | 16 | 17 | 18 | 19 | 22 | 23 | 24 | 25 | 26 | | |
| 29 30 31 | | | | | 1 2 3 4 5 | | | | | 12 13 14 15 16 | | | | | 19 20 21 22 23 | | | | | 17 | 15 |
| 26 27 28 1 2 | | | | | 5 6 7 8 9 | | | | | 12 13 14 15 16 | | | | | 19 20 21 22 23 | | | | | 20 | 20 |
| 26 27 28 29 30 | | | | | 2 3 4 5 6 | | | | | 9 10 11 12 13 | | | | | 16 17 18 19 20 | | | | | 20 | 15 |
| 23 24 25 26 27 | | | | | 30 1 2 3 4 | | | | | 7 8 9 10 11 | | | | | 14 15 16 17 18 | | | | | 20 | 20 |
| 21 22 23 24 25 | | | | | 28 29 30 31 1 | | | | | 4 5 6 7 8 | | | | | 11 12 13 14 15 | | | | | 20 | 19 |
| | | | | | | | | | | | | | | | TOTALS | 200 | 176 | | | | |

SUMMER 1979

| | | | |
|------------------------|----------------|-------------------------|---------------|
| June 18 19 20 21 22 | 25 26 27 28 29 | July 2 3 4 5 6 | 9 10 11 12 13 |
| 16 17 18 19 20 | 23 24 25 26 27 | August 30 31 1 2 3 | 6 7 8 9 10 |
| 13 14 15 16 17 | 20 21 22 23 24 | Sept. 27 28 29 30 31 | 3 4 5 6 7 |

- (Boxed days)-Classes not in session
- ⏟ (Underscored)-Final exam dates
- ⏟ (Dotted box)-Contractual days (no instruction)
- (Circled days)-
 - Sept. 11, Fall Semester begins
 - Feb. 5, Spring Semester begins

Sept. 22-Fall late registration ends
Feb. 16-Spring late registration ends

Jan. 31, Fall Semester ends
June 15, Spring Semester ends
June 15, Graduation
Fall Semester teaching days (89)
Spring Semester teaching days (87)
Instructor contractual dates:
Fall Semester 9/11/78-2/1/79
Spring Semester 2/2/79-6/15/79
Emergency dates:
Dec. 18, 19, 20
Apr. 9, 10, 11



COLLEGE CALENDAR

SUMMER SESSION, 1978

| | |
|-----------------|---|
| June 12-16 | Registration |
| June 19 | Instruction begins |
| June 19-21 | Late registration and program adjustments |
| July 4, Tuesday | Independence Day holiday |
| July 27-28 | Final Examination period |
| July 28, Friday | Summer Session ends |

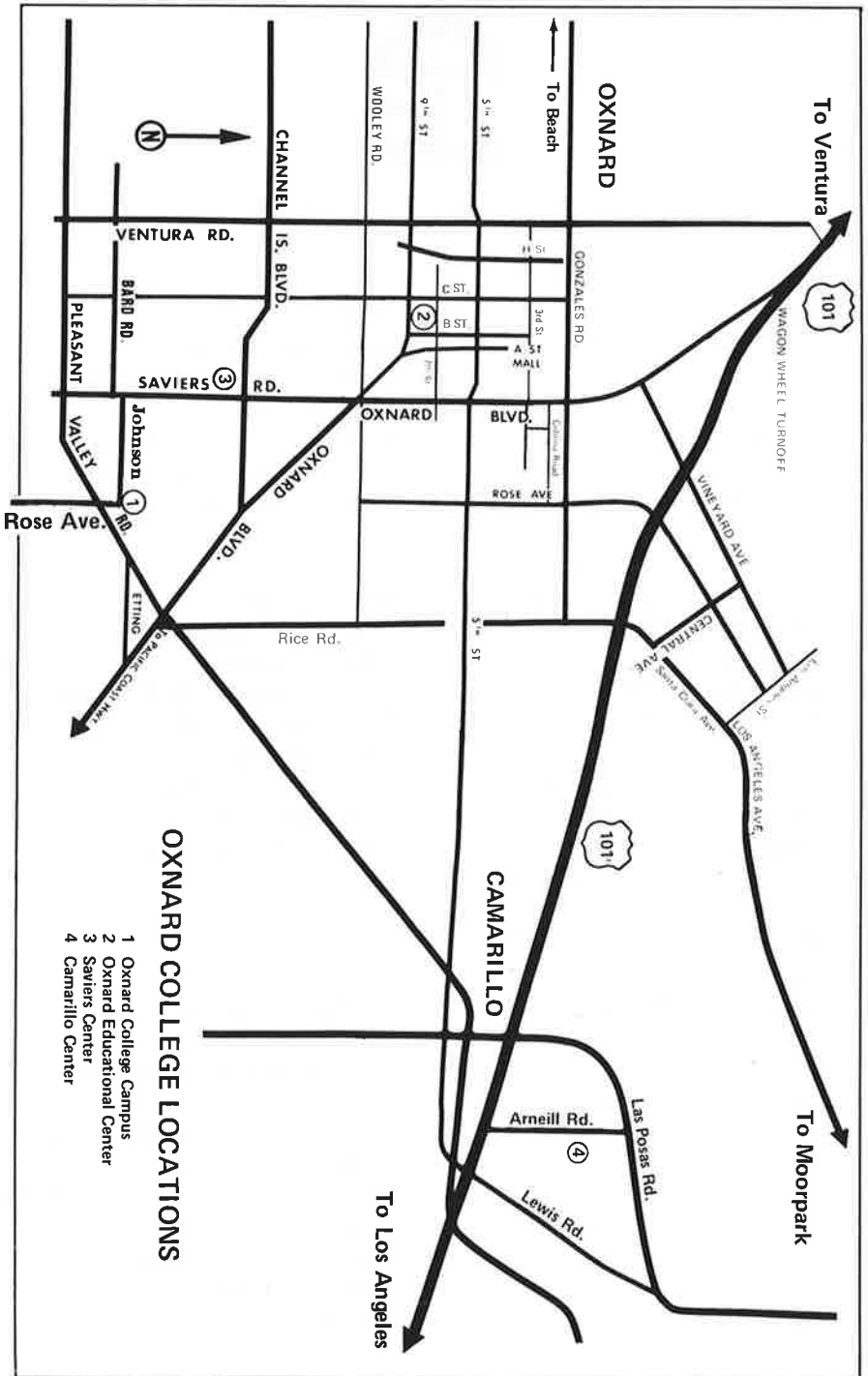
FALL SEMESTER, 1978

| | |
|-------------------------------|---------------------------|
| August 28-31, September 1,5,6 | Registration |
| September 11, Monday | Instruction begins |
| September 7-22 | Late registration |
| September 14-22 | Program adjustment period |
| November 10, Friday | Veterans' Day holiday |
| November 23-24 | Thanksgiving holidays |
| December 18-January 1 | Christmas holidays |
| January 2, Tuesday | Classes resume |
| January 24-31 | Final Examination period |
| January 31, Wednesday | Fall Semester ends |

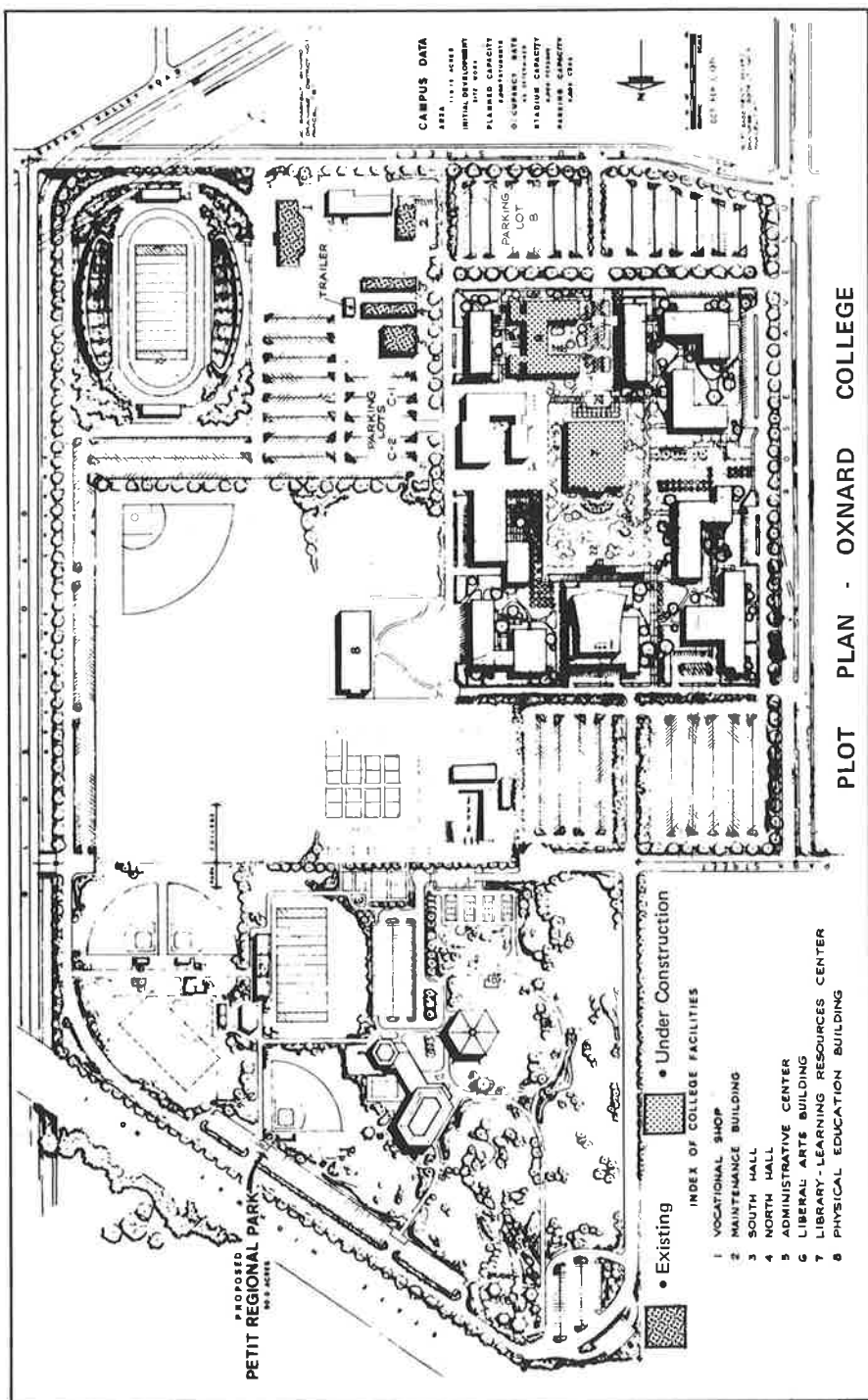
SPRING SEMESTER, 1979

| | |
|---------------------|---|
| January 23-31 | Registration |
| February 5, Monday | Instruction begins |
| February 1-20 | Late registration |
| February 7-20 | Program adjustment period |
| February 12, Monday | Lincoln's Birthday holiday |
| February 19, Monday | Washington's Birthday holiday |
| April 9-13 | Easter vacation |
| May 4, Friday | Deadline to apply for June 1979 A.A. or A.S. Degree |
| May 28, Monday | Memorial Day holiday |
| June 8-15 | Final Examination period |
| June 15 | Commencement |

OXNARD COLLEGE LOCATIONS



OXNARD COLLEGE MASTER PLAN



GENERAL INFORMATION

NATURE OF THE COLLEGE

Oxnard College is a public community two-year college, part of the California state system of higher education. As such, and in keeping with the policies of both the State Legislature and the Ventura County Community College District Board of Trustees, the college exists to serve members of the community who are high school graduates or who are over the age of 18 and capable of profiting from instruction, and who seek an education.

PHILOSOPHY OF THE COLLEGE

*Wise I may not call them; for that is a great
name that belongs to God alone, -- lovers of
wisdom or philosophers is their modest and
befitting title.*

Socrates

Oxnard College is dedicated to the philosophy of providing education that will fill the many needs of the post-high school population of the Ventura County Community College District. We recognize that the process of education is unending and that the search for better education and better instruction is continuous.

As a comprehensive public junior college, Oxnard College is committed to many functions, including, but not limited to, the transfer function, the occupational training function, the adult education function, the general education function, the developmental function, the guidance and counseling function, the community services function, and the cocurricular function.

It is also believed that cultural and aesthetic activities are relevant in today's society and are to be fostered. Oxnard College will strive to

emphasize good understandings and expectations which are present, and to develop 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.

SPECIFIC OBJECTIVES

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.

1. General Education

Recognizing that people are more than mere units 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 students 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 their own roles and understand the society in which they live; and become familiar with the elements of the scientific method.

2. 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 are 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 all students may recognize their capabilities and limits, develop their educational goals, select wisely from offerings of the college and lay a foundation for career interests.

6. Physical Development

Physical health and development is a vital part of education, for alertness of mind and soundness of body are fundamental requirements of the whole person. Programs in health and hygiene, as well as home and family management are offered in addition to a variety of courses in physical education. Students have the opportunity to participate in a number of intercollegiate sports activities.

7. 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 facilities available for use by responsible organizations in the community.

HISTORY OF THE COLLEGE

Oxnard College is embarking on its fourth full year of operation in 1978-79. The need for a community college serving the Oxnard Plain has been recognized by the Oxnard, Camarillo, and Port Hueneme communities and the Governing Board and administration of the Ventura County Community College District, however, since the district was formed in 1962.

Founded on the understanding established in those early years, a 118-acre college site was purchased in 1968. In 1969, the first classes offered under an Oxnard Center concept were offered at Ramona School in Oxnard. In the same year, the architectural firms of Fisher and Wilde of Ventura and Austin, Field, and Fry of Los Angeles were chosen to design the Oxnard College campus.

The Oxnard Center program expanded in the fall of 1973 with the opening of the Oxnard Educational Center at 9th and B Streets in Oxnard, under the direction of Ventura College; in February, 1974, a Camarillo Center opened under the auspices of Moorpark College.

The 2000A.D. Educational Master Plan and strong support from the Oxnard-Port Hueneme area focused attention on the need for a third college in the spring of 1974, and trustees officially voted to build Oxnard College on March 26, 1974.

The College officially opened its doors in June, 1975, for its first summer session, utilizing the Oxnard and Camarillo centers begun by the other two colleges in the district, and adding classes at a variety of sites throughout the Oxnard Plain. By mid-Fall, 1975, Oxnard College had more than 4,400 students enrolled and during the Spring semester that number was even higher—in all likelihood a record enrollment for first-year community colleges in this State.

During its second and third years of operation, relocatable classroom buildings, a vocational shop building, and an administrative center were erected and occupied on site, as was a trailer facility housing many student personnel services. The first permanent campus buildings are expected to be ready for classes in 1979. They are a liberal arts building housing 20 classrooms plus science and business laboratories, and a Library/Learning Resources Center which will house the library, Learning Center, some general classrooms, and administrative offices.

ACCREDITATION

The programs and courses of Oxnard College have been approved by the California State Department of Education and approved for Veterans' benefits. Public and private colleges and universities, including the University of California and the California State University and Colleges systems, recognize credit earned in parallel courses at face value.

Oxnard College has applied for full accreditation by the Western Association of Schools and Colleges.

MEMBERSHIPS

Oxnard College is a member of the American Association of Community and Junior Colleges, the California Community and Junior College Association, the California Community Colleges, and the Western State Conference.

COMMUNITY SERVICES

Service to the community is a significant function of all public two-year colleges, and an important part of this service is providing the public with information about the college and its programs and activities. At Oxnard College, this function is the responsibility of the Office of Community Services, which produces information and various publications describing the college and its programs, and functions as a booking office for the faculty speakers' bureau. The office also plans and coordinates the various cultural events sponsored by the College, organizes and administers a series of short, community service courses covering a variety of subjects of community interest, and coordinates public use of college facilities.

AFFIRMATIVE ACTION/TITLE IX REQUIREMENTS

The Ventura County Community College District and Oxnard College are committed to providing an equal opportunity for admission, student financing, student support facilities and activities, and employment regardless of race, color, religion, sex, age, or national origin.

PRIVACY RIGHTS GOVERNING STUDENT RECORDS

The colleges in this District establish and maintain information on students relevant to admission, registration, academic history, career, student benefits or services, extra-curricular activities, counseling and guidance, discipline or matters related to student conduct, and shall establish and maintain such information required by law.

Right of Access

Any currently enrolled or former student has a right to access to any or all student records relating to the student maintained by this District. The editing or withholding of such records is prohibited except as provided by law.

Requests for access shall be in writing, addressed to the Dean of Student Personnel Services at the college of attendance. Requests by students to inspect and review records shall be granted no later than 15 days following the date of request. The inspections and review shall occur during regular school hours. The Dean of Student Personnel Services shall notify the student of the location of all official records which have been requested and provide personnel to interpret records where appropriate.

Student records are maintained in a manner to insure privacy of all such records and the colleges in this district shall not, except as authorized, permit any access to or release of any information therein.

Access to student records may be permitted to any person for whom the student has executed written consent specifying the records to be released and identifying the party to whom the records may be released. Information concerning a student shall be furnished in compliance with a court order. The college shall make a reasonable effort to notify the student in advance of such compliance if lawfully possible within the requirements of the judicial order.

Students may request copies of records for review. A fee of \$1 will be charged per page per copy.

Directory Information

The colleges in this District maintain directory information which may be released: student's name, address, telephone number, and date and place of birth, major field of study, class schedule, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous public and private school attended by the student.

Students may indicate that directory information which **shall not be released** providing written notification is given the Dean of Student Personnel Services at the college of attendance at the time of enrollment or earlier if the activity occurs prior to the opening of school.

Challenge

Any student may file a written request with the President of the College or designee to remove student records which the student alleges to be: (1) inaccurate, (2) an unsubstantiated conclusion of inference, (3) a conclusion or inference outside of the observer's areas of competence, (4) not based on personal observations of the named person with the time and place of the observation noted. Allegations which are sustained shall be expunged, and the record removed and destroyed.

Students filing a written request shall be provided a hearing and receive, in writing, a decision either sustaining or denying the allegations. Allegations which have been denied by the College may be further appealed to the Superintendent of the Ventura County Community College District and designee, the Assistant to the Superintendent on Student Personnel Services. Allegations which have been denied by the Superintendent may be further appealed to the governing board of the Ventura County Community College District who shall meet with the student, within 30 days of receipt of such appeal, to determine whether to sustain or deny the allegations. All decisions of the governing board shall be final.

STUDENT CODE OF CONDUCT AND DUE PROCESS

Following is the College's Code of Student Conduct and Statement of Academic Due Process.

I. STUDENT CONDUCT

A. Preliminary Action

1. The Dean of Student Services shall receive and may issue any charge of alleged misconduct made against a student by another student, or by a member of the College staff. Such person shall sign and submit a written statement specifying the time, place, and nature of the alleged misconduct.

2. The Dean shall confer with the student to advise of the charge, and the sanctions therein. The Dean shall explain to that person the individual rights and privileges guaranteed by college regulations and state laws.
 3. The Dean may also procure information relating to the charge from the student and other persons. Whenever appropriate, the Dean shall assess, or cause to have assessed, damage to property and injury to persons, or other forms of misconduct.
 4. At this point, the Dean may take any of the following actions:
 - a. Dismiss the charge for lack of merit.
 - b. Issue a verbal warning or a registered letter of reprimand.
 - c. Place the student on probation, temporary exclusion, or suspension.
 - d. Recommend expulsion to the College President, the Superintendent, and the Board of Trustees.
 - e. Remand the case to formal hearing.And the Dean shall file an incident report to the College President.
 5. The student will notify the Dean of intentions to:
 - a. Abide by the Dean's decision.
 - b. Initiate a formal hearing.
 6. If the student wishes a formal hearing, the Dean shall arrange for a meeting of the Student Conduct Hearing Committee within 72 hours, or as soon as practicable, to consider:
 - a. An appeal of the charges of alleged misconduct.
 - b. An appeal of the sanctions imposed by the Dean.
- B. Formal Hearing
1. The Student Conduct Hearing Committee, hereafter referred to as the Hearing Committee, shall be set up as follows:
 - a. One student appointed by the Associated Students' President.
 - b. One faculty member appointed by the Academic Senate President.
 - c. One administrator appointed by the College President.
 - d. The Dean will serve as a non-voting Chairperson recorder for the Hearing Committee.

- e. Upon notification of the committee composition, each party is allowed one peremptory challenge. The appointing authority shall appoint a replacement.
 2. The Hearing Committee shall conduct its proceedings according to the procedural standards specified in the Statement on Academic Due Process (following).
- C. Final Action
1. Upon the conclusion of the findings and of the recommendations of the Hearing Committee, the Chairperson shall transmit them to both parties and submit a report to the President of the College.
 2. The President of the College may:
 - a. Concur with the Committee's decision.
 - b. Render a new decision.
 3. If either party is dissatisfied with the President's decision, it may be appealed to the Superintendent, and to the Board of Trustees, for final disposition.

II. STATEMENT OF ACADEMIC DUE PROCESS

- A. All issues will be processed in the sequence of preliminary action, informal conciliation, formal hearing, and final action, within a reasonable time schedule.
- B. The committee responsible for the formal hearing on the issue shall conduct its proceedings as follows, unless otherwise provided for:
 1. The committee shall receive a signed written charge specifying the time, place, and nature of the charge, and transmit a copy to each party with due notification of rights and responsibilities in the procedure for disposing the charge.
 2. The Chairperson of the committee shall state the charge. The Hearing Committee shall hear testimony, examine witnesses, and receive all available evidence pertaining to the charge.
 3. Both parties shall have the right to present statements, testimony, evidence, and witnesses. Each party shall have the right to be represented by counsel and to question witnesses and testimony.

4. The accused person may be present at the hearing and be represented by an individual chosen by the accused.
5. The person making the charge shall assume the burden of proof.
6. The hearing shall be closed to the public.
7. The committee shall judge the relevancy and weight of testimony and evidence. It shall make its findings of fact, limiting its investigation to the formal charge. It may also make recommendations for disposition of the charge.
8. A transcript of the proceeding shall be kept in a confidential file and shall be available at all times to the accused person.

The following references to governing codes will be of informative value.

- A. Physical or verbal abuse of any person, or the threat of such physical abuse (Ed. Code 10602).
- B. Use or possession of alcohol, narcotics, or other dangerous drugs; or participation in gambling on campus (Ed. Code 10603, Business and Professions Code 25603).
- C. Violation of College and District regulations (Ed. Code 10604).
- D. Willful damage to or theft of college property, or property of faculty, of guests or of students (Ed. Code 10606).
- E. Willful obstruction or disruption of instructional activities, administrative procedures, or service functions (Ed. Code 16675, Penal Code 415.5).
- F. Cheating or plagiarism in connection with an academic program (Board Policy 4.06f).
- G. Failure to meet or maintain required class standards may result in dismissal from class (Board Policy 7.08C).
- H. Failure to comply with directions of College officials acting in the performance of their duties (Penal Code 626.5).

- I. Any person, not a student, nor a College employee, nor one transacting lawful business at the College is enjoined from being on the College campus (Penal Code 626.6).
- J. Any kind of misconduct is subject to suspension, and if serious enough, to expulsion (Ed. Code 10605).
- K. All grades given by a teacher, in the absence of error, fraud, bad faith, or incompetency, shall be final (Ed. Code 10753).



ACADEMIC POLICIES

Admission Procedure

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 Admissions and Records. The admissions procedure is as follows:

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

Oxnard College Saviers Center
3471 S. Saviers Rd.
Oxnard, CA 93030
487-7785

The application should be completed promptly and returned.

2. **Social Security** numbers are used for student identification, so all students should be prepared to present their Social Security cards at the time of enrollment. If a student does not possess a Social Security number, a student number will be assigned.
3. **Transcripts:** Students should furnish complete transcripts of past academic work to the Office of Admissions and Records, 3471 S. Saviers Rd., Oxnard, CA 93030.
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. First-time students who wish to enroll in more than six units must see a counselor before registering. If a student wishes to take in excess of 18 units, he or she must solicit the permission of the Dean of Student Personnel Services.

6. **Registration:** 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 in both Oxnard and Camarillo. The dates of registration are shown in the College Calendar in the front of this catalog.
7. **Late registration** will take place for approximately two weeks after the beginning of instruction for the Fall and Spring semesters.

Advanced Placement For High School Students

In accordance with the California Education Code, high school students who are in their junior or senior year are permitted to enroll in college courses for the Fall and Spring semesters. Summer Session is limited to students who have completed their junior (11th grade) year in high school. An approved advanced placement form, signed by the high school principal or designee, is required before a student is permitted to register.

Attendance

All students admitted to Oxnard College are expected to attend classes regularly, both because continuity of attendance is necessary to both individual and group progress in any class, and because financial support of the College is dependent upon student attendance.

Absence for any reason does not relieve the student from the responsibility of completing all class requirements. For a returning absentee, the College does not designate absence as "excused" or "not excused." It takes the position that, since regular attendance is the student's responsibility, the instructor may evaluate the absence in terms of the class requirements and take whatever reasonable action is deemed necessary.

AUDITING CLASSES—The policy of Oxnard College, and the Ventura County Community College District, is that auditors are not permitted in credit classes. All those regularly attending Oxnard College classes must be registered students.

Residency Requirements

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 1978-79 school year at \$48.00 per unit, for a maximum fee per semester of \$720.00 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 the 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 residence 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 1978-79 the residence determination dates are as follows:

Summer session - June 11
Fall semester - September 10
Spring semester - February 4

Because of the complexity in the interpretation of these laws, students having difficulty in determining their residency status should contact the Dean of Admissions and Records.

Interdistrict Permits

Students whose legal residence is in the Ventura County Community College District must present permits for attendance before completing registration for classes in the college districts listed below.

Students whose legal residence is in a Community College District listed below must present permits for attendance before completing registration for classes listed in the Ventura County Community College District.

The purpose of this list is to meet the requirements of Education Code 25505.5

Barstow Community College District
Butte Community College District
Cabrillo Community College District
Cerritos Community College District
Coachella Valley Community College District
Compton Community College District
Foothill De Anza Community College District
Fremont-Newark Community College District
Glendale Community College District
Los Angeles Community College District
Marin Community College District
Mendocino Community College District
Merced Community College District
Mt. San Jacinto Community 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 Community College District
Santa Barbara Community College District
Santa Clarita Community College District
Siskiyou Joint Community College District
Victor Valley Community College District
West Hill Community College District
West Kern Community College District
Yuba Community College District

Foreign Students

Foreign students are admitted under a quota system, must have permission from the Dean of Admissions to register, and must follow this procedure:

1. Submit a completed application for admission.
2. 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 write:

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

3. State a specific objective.
4. Submit a letter of recommendation and transcripts from preparatory schools and colleges previously attended.
5. Submit a confidential statement of finance.
6. Submit a health statement from a California licensed physician which must include TB chest X-ray results.
7. Interview and clear with the Director of the College Health Services.
8. Show proof of major medical insurance.
9. Sign a student statement of understanding and responsibility.
10. Immigration Department Form 1-20A will be issued only after all other prerequisites for admission have been met.
11. Payment of tuition fee prior to enrollment (for the 1978-79 school year, tuition has been established at \$48.00 per unit with a maximum fee of \$720.00 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 1978-79 school year are listed for your information.

TUITION

Tuition is required for non-resident students (out-of-state and out-of-country) and out-of-district students. Tuition for non-resident students for 1978-79 has been established at \$48.00 per unit with a maximum of \$720.00 for 15 or more units per semester.

Non-Resident Tuition Fee Refund Procedure

Eligibility and amount of tuition fee refund are determined by the date the student officially applies for a refund through the Records Office. Refunds shall require the approval of the Dean of Admissions and Records.

Refunds are determined by the number of units for which there has been original financial charges. **NO** refunds shall be authorized beyond the third week of the summer session nor beyond the fourth week of the regular semester.

The Dean of Admissions and Records shall compute the amount of the refund and notify the Campus Business Office in writing as to the amount of the refund. The student shall be refunded by check through the Campus Business Office within a reasonable time following official notification.

(See Non-Resident Tuition Fee Schedule on page 25.)

Non-Resident Tuition Fee 1978-79 Refund Schedule

| Units Enrolled | Tuition Charge | 1st Week Refund | | 2nd Week Refund | | 3rd Week Refund | | 4th Week Refund |
|---------------------|-------------------|-----------------|----------|------------------|------------------|-----------------|---------|-----------------|
| | | Reg. | SS | Reg. | SS | Reg. | SS | * Reg. Only |
| $\frac{1}{2}$ | \$ 24.00 | \$ 24.00 | \$ 24.00 | \$ 18.00 | \$ 12.00 | \$ 12.00 | \$ 6.00 | \$ 6.00 |
| 1 | 48.00 | 48.00 | 48.00 | 36.00 | 24.00 | 24.00 | 12.00 | 12.00 |
| $1\frac{1}{2}$ | 72.00 | 72.00 | 72.00 | 54.00 | 36.00 | 36.00 | 18.00 | 18.00 |
| 2 | 96.00 | 96.00 | 96.00 | 72.00 | 48.00 | 48.00 | 24.00 | 24.00 |
| $2\frac{1}{2}$ | 120.00 | 120.00 | 120.00 | 90.00 | 60.00 | 60.00 | 30.00 | 30.00 |
| 3 | 144.00 | 144.00 | 144.00 | 108.00 | 72.00 | 72.00 | 36.00 | 36.00 |
| $3\frac{1}{2}$ | 168.00 | 168.00 | 168.00 | 126.00 | 84.00 | 84.00 | 42.00 | 42.00 |
| 4 | 192.00 | 192.00 | 192.00 | 144.00 | 96.00 | 96.00 | 48.00 | 48.00 |
| $4\frac{1}{2}$ | 216.00 | 216.00 | 216.00 | 162.00 | 108.00 | 108.00 | 54.00 | 54.00 |
| 5 | 240.00 | 240.00 | 240.00 | 180.00 | 120.00 | 120.00 | 60.00 | 60.00 |
| $5\frac{1}{2}$ | 264.00 | 264.00 | 264.00 | 198.00 | 132.00 | 132.00 | 66.00 | 66.00 |
| 6 | 288.00 | 288.00 | 288.00 | 216.00 | 144.00 | 144.00 | 72.00 | 72.00 |
| $6\frac{1}{2}$ | 312.00 | 312.00 | 312.00 | 234.00 | 156.00 | 156.00 | 78.00 | 78.00 |
| 7 | 336.00 | 336.00 | 336.00 | 252.00 | 168.00 | 168.00 | 84.00 | 84.00 |
| $7\frac{1}{2}$ | 360.00 | 360.00 | 360.00 | 270.00 | 180.00 | 180.00 | 90.00 | 90.00 |
| 8 | 384.00 | 384.00 | 384.00 | 288.00 | 192.00 | 192.00 | 96.00 | 96.00 |
| $8\frac{1}{2}$ | 408.00 | 408.00 | 408.00 | 306.00 | 204.00 | 204.00 | 102.00 | 102.00 |
| 9 | 432.00 | 432.00 | 432.00 | 324.00 | 216.00 | 216.00 | 108.00 | 108.00 |
| $9\frac{1}{2}$ | 456.00 | 456.00 | 456.00 | 342.00 | 228.00 | 228.00 | 114.00 | 114.00 |
| 10 | 480.00 | 480.00 | 480.00 | 360.00 | 240.00 | 240.00 | 120.00 | 120.00 |
| $10\frac{1}{2}$ | 504.00 | 504.00 | 504.00 | 378.00 | 252.00 | 252.00 | 126.00 | 126.00 |
| 11 | 528.00 | 528.00 | 528.00 | 396.00 | 264.00 | 264.00 | 132.00 | 132.00 |
| $11\frac{1}{2}$ | 552.00 | 552.00 | 552.00 | 414.00 | 276.00 | 276.00 | 138.00 | 138.00 |
| 12 | 576.00 | 576.00 | 576.00 | 432.00 | 288.00 | 288.00 | 144.00 | 144.00 |
| $12\frac{1}{2}$ | 600.00 | 600.00 | 600.00 | 450.00 | 300.00 | 300.00 | 150.00 | 150.00 |
| 13 | 624.00 | 624.00 | 624.00 | 468.00 | 312.00 | 312.00 | 156.00 | 156.00 |
| $13\frac{1}{2}$ | 648.00 | 648.00 | 648.00 | 486.00 | 324.00 | 324.00 | 162.00 | 162.00 |
| 14 | 672.00 | 672.00 | 672.00 | 504.00 | 336.00 | 336.00 | 168.00 | 168.00 |
| $14\frac{1}{2}$ | 696.00 | 696.00 | 696.00 | 522.00 | 348.00 | 348.00 | 174.00 | 174.00 |
| 15 or more | 720.00 | 720.00 | 720.00 | 540.00 | 360.00 | 360.00 | 180.00 | 180.00 |
| Maximum full refund | | | | 75% ref. 50% ref | 50% ref. 25% ref | 25% ref. | | |

* No refunds permissible after 3rd. week of regular summer session

HEALTH FEE

A mandatory \$5.00 health fee per semester is charged at all district colleges. Students registering for courses lasting 3 to 9 weeks, and students registering for summer session, will pay a fee of \$2.50; no fee is charged, and no services provided, for students registering for courses lasting up to 2 weeks.

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 two transcripts for Oxnard College without charge. Additional requests for transcripts are \$1.00 each.

Grading System

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

| | | |
|-----|-------------------|---|
| A | - Excellent | 4 grade points per unit |
| B | - Good | 3 grade points per unit |
| C | - Average | 2 grade points per unit |
| D | - Minimum passing | 1 grade point per unit |
| F | - Failing | 0 grade points per unit |
| I | - Incomplete | 0 grade points (no unit credit granted) |
| W | - Withdraw | 0 grade points (no unit credit granted) |
| *CR | - Credit | 0 grade points (unit credit granted) |
| *NC | - No Credit | 0 grade points (no unit credit granted) |

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

CR is used to denote "passed with credit" when no letter grade is given. **CR** is assigned for work of such quality as to warrant a letter grade of C or better.

NC is used to denote "no credit" when no letter grade is given.

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.

At the time the instructor assigns the "I" grade he or she will also assign an alternate letter grade to be awarded the student in the event that the incomplete work is not completed. If the student makes up the work within one semester, the instructor will assign a new letter grade. After one semester, if the incomplete work is not made up, the alternate grade initially assigned for the course will take effect. Incomplete grades are not to be counted in computing grade point averages.

DROPPING A COURSE

Students 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, students may be dropped with a W or with an F, at the discretion of the instructor. Students dropping a course should notify instructors and/or record the drop promptly in the Records Office.

COURSE REPETITION

Courses taken at any college in which a grade of D, F, or other substandard grade has been earned may be repeated for the purpose of improving a recorded grade. Prior approval by the college president or authorized representative(s) shall be required. Students shall petition for such approval through the Dean of Admissions and Records.

Upon completion of the repeated course, the lowest grade earned shall be omitted from the computation of the cumulative grade point average and lined through on the permanent record. The permanent record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

The Dean of Admissions and Records shall maintain a careful record of action taken under Course Repetition.

Students should understand that other colleges or universities may not accept credit for work which represents a repetition of high school work. In addition, there is no assurance that repeated courses resulting in an improvement in grade will be accepted by other colleges or universities.

ACADEMIC RENEWAL WITHOUT COURSE REPETITION

Students who are having difficulty meeting academic requirements due to a grade point deficiency may petition to have a portion of previous college work disregarded from all considerations associated with meeting academic requirements in the colleges of the Ventura County Community College District. Academic Renewal is intended to facilitate the completion of requirements necessary for an academic degree or certificate in a well-defined program.

- a. A student may petition, once only, to eliminate grade point calculations and credits or a portion of previous college work which is not reflective of the student's present demonstrated ability and level of performance. The student may petition for one of the following forms of Academic Renewal:
 1. That 30 or fewer semester units of previous college work taken consecutively, be disregarded; or
 2. That 15 or fewer semester units of previous substandard (less than C or equivalent) college work taken during any two semesters, not necessarily consecutive, be disregarded.
- b. The colleges of the Ventura County Community College District will honor similar actions by other accredited colleges and universities in determining grade point averages and credits. In the absence of such policies, Ventura County Community College District's provision will prevail.
- c. To qualify for Academic Renewal, the following conditions shall be met:
 1. Prior approval by the college president or authorized representative(s) shall be required. Students shall petition for such approval through the Dean of Admissions and Records. The student shall be required to supply the necessary transcripts and indicate the course work to be disregarded was (1) substandard and (2) not reflective of the student's present demonstrated ability and level of performance.
 2. At least two years must have elapsed since the most recent course work to be disregarded was completed. Courses and units taken at any institution may be disregarded.

3. Since completion of the most recent course work to be disregarded, the student must have subsequently completed at any accredited college or university, course work which amounts to at least 30 semester units with a minimum GPA of 2.40.
- d. Upon granting the petition of Academic Renewal, the student's permanent record shall be lined through and annotated in such a manner that all work remains legible, insuring a true and complete academic history.
- e. The Dean of Admissions and Records shall maintain a careful record of action taken under Academic Renewal Without Course Repetition.

The student should be aware that other colleges or universities may have different policies concerning Academic Renewal and there is no assurance that the disregarding of units may be accepted by these colleges or universities.

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 for which of its courses 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 in 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.

CREDIT FOR ARMED SERVICES TRAINING & EXPERIENCES

Currently credit is not evaluated and thus granted for courses in educational experiences from the armed forces. Therefore, no credit for USAFI or basic military training can be directly granted. However, there are procedures where credit may be gained through cooperating institutions that can be acceptable by the college.

FINAL EXAMINATIONS

Formal examinations are given at the end of each semester. Students are required to take examinations for the classes in which they are enrolled.

No examinations are administered prior to the regular schedule for examinations. All student requests for examinations to be administered at a later date must be filed on the proper petition form in the Records Office.

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.

Probation-Dismissal Policy

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 her or 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.

A. Principles Governing the Administration of Admission-Probation Dismissal Policies

1. High school graduates or persons 18 years of age or older who are capable of profiting from the instruction offered or who hold a high school certificate of proficiency shall be admitted by the colleges of the District.
2. High school graduates under 18 years of age shall provide an official transcript verifying their graduation or its equivalent.

3. Non-high school graduates under 18 years of age (advanced placement students) may be admitted in accordance with law.
4. The admissions officer at each college shall have the responsibility of administering probation-dismissal-readmission policies.
5. Probation-dismissal-readmission policies, as applied to individual students, are to be administered in such a manner as to respect the integrity and privacy of the student.
6. A dismissed student who applies for readmission must make a written statement supporting readmission. A student who is readmitted must, with the assistance of a counselor, undertake a thorough reassessment of any educational and vocational goals which shall be made a matter of record.
7. A student transferring to Oxnard College from another college is subject to the same probation-dismissal policies as Ventura County Community College District students.
8. Admission to special programs, as identified by each college, is conditional until complete transcripts have been received from previous colleges attended.
9. A student subject to dismissal has the right of appeal and/or review.

B. Policies governing academic probation.

1. A student placed on probation shall, as a condition of continuing enrollment, receive individual counseling and guidance services, including the regulation of his/her program according to the student's aptitude and achievements.
2. A student on probation must have counselor approval prior to registration for any semester following publication of the student's name on a probation list.

3. A student shall be placed on probation when the cumulative or semester grade average falls below 2.00. Computations will be based on all college graded work attempted. W's and INC's will not be included in the computations.
4. When a student has taken at least 12 units on a "credit-no credit basis," a student will be placed on probation when he/she has accumulated "no credit" grades in at least one-half but not three-fourths of units attempted.

C. Policies governing academic dismissal.

1. A student who does not meet District academic standards is subject to dismissal. Rules governing dismissal apply only to students who have attempted twelve (12) or more cumulative semester units and have completed a minimum of two semesters or equivalent.
2. A student shall be subject to dismissal when the grade averages for three consecutive semesters fall below 1.75. Computations will be based on all college work attempted.
3. A student who is deficient 20 grade points or more shall be subject to dismissal. Computation shall be based on all college work attempted. W's and INC's will not be included in the computations.
4. When a student has taken at least 12 units on a "credit-no credit basis," a student shall be subject to dismissal when he/she has received "no-credit" grades in three-fourths or more of all units attempted.
5. Students enrolled in summer classes shall not be subject to dismissal based on credits earned during summer session.
6. A student dismissed under the above rules shall not be reinstated until a minimum of one semester has elapsed after the dismissal.

D. Exception to dismissal.

1. An exception to dismissal may be made in the event of extreme and unusual circumstances that can be supported 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.

E. Readmission.

A student excluded because of low scholarship must submit a written request to the appropriate college authority in applying for readmission. The request shall explain what circumstances or conditions would justify readmission.

F. Cheating or plagiarism.

In keeping with the philosophy that students are entitled to the best education that the District's colleges can make available to them and that all instructors and students share responsibility for seeing that this education is honestly attained, each student is expected to exert an entirely honest effort toward attaining an education. Instructors have the responsibility and authority for dealing with such instances of cheating or plagiarism as may occur in their classes. It is the policy of the District that the instructor may dismiss a student involved in such dishonest behavior from class with a permanent grade of "F." In addition, the faculty member or administration may direct the matter to an officially constituted committee which may recommend further disciplinary action. Students affected by this policy ruling may appeal to the appropriate college committee.

Withdrawal from College

It is the student's responsibility to formally clear the record if he or she 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.

Transfer Information

Students may complete their program of first and second year courses at Oxnard College prior to transferring to a senior institution. Admission practices to four-year institutions are continually in the process of change, so students should 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.

There are two types of requirements for the Baccalaureate Degree. First is the Pattern of General Education. This consists of approximately 40-50 units of elective and required courses. This pattern is fairly uniform for the State University and College systems, but is intricately varied for branches of the University of California. Community college students are expected to complete most of the General Educational Requirements, although some may be postponed to the upper division years.

Second are the lower division requirements for majors. These vary with each institution and involve specific courses. By completing, for a given college, the general education and the major courses for a total of 60 to 70 units with an appropriate grade point average, the student is prepared to transfer as a junior.

A student who was eligible to enter the State University and College system as a freshman must maintain a C average in all work taken at the community college. A student who was ineligible to enter a State College as a freshman may transfer from a community college on completion of 56 transfer units with a C average. A maximum of 70 units may be transferred from a community college.

A student who was eligible to enter the University of California as a freshman must maintain a C average. A student who was ineligible must maintain an average of 2.4 (C+) in 56 transfer units. A maximum of 70 community college transfer units may be accepted by the University.

General Education Certification Requirements

California law permits a community college to certify to California state colleges/universities that the basic 40 units of General Education required for a baccalaureate degree have been completed. By policy, Oxnard College does not certify the equivalency of courses completed in other colleges or universities, except for those courses completed in community colleges within the Ventura County Community College District.

A minimum of 40 units from the following course list, with completion of all group minimums, as indicated, is required for certification of General Education for transfer to the California State University and College system. Additional elective courses in certain areas may be selected to achieve the total of 40 units or more. Students planning to transfer are advised to consult the catalog of the four-year college for specifics related to that school's major and general education requirements.

Of the 40 units in five areas outlined below, 32 units must be completed in the first four areas (natural sciences, social sciences, humanities, and learning skills). A course used to satisfy a requirement in one area may not be used to satisfy a requirement in another area. **In general, courses used to satisfy requirements for the major may not be used to satisfy general education-breadth requirements.**

GENERAL EDUCATION CERTIFICATION PATTERN FOR TRANSFER TO THE CALIFORNIA STATE UNIVERSITY SYSTEM

- Note:
1. Applicable only to the CSU system and not to the University of California.
 2. Classes required by the major are not applicable to this pattern.
 3. Students wanting an A.A. or A.S. degree in addition to transfer should note requirements in electives area.
 4. List is subject to additions and/or alterations; the Counseling Department has up-to-date information on such changes.

I. HUMANITIES (Minimum of 9 units required)

A. Fine Arts (3 units required)

1. Any Art, Music, and Theatre Arts courses numbered 100 or above

B. Humanities General (6 units other than Fine Arts required)

1. History 105, 106, 109
2. All English, Foreign Language, Interdisciplinary Studies, Philosophy, Speech courses numbered 100 or above
3. Journalism 100

II. SOCIAL SCIENCES (Minimum of 12 units required)

A. United States Institutions (3 units required)

1. History 101, 102, 103, 107, 108, 117
2. Political Science 101, 103, 107, 108

B. Social Science General (9 units required)

1. Any Economics, History, Interdisciplinary Studies, Political Science, Psychology, Sociology, or Urban Studies courses numbered 100 or above
2. Any Anthropology course, except Anthropology 101
3. Geography 102, 104
4. Child Development (Early Childhood Studies) 101, 104, 105, 106, 107, 108
5. Home Economics 101, 102, 103, 107
6. Government Management 106, 107, 108, 109

III. NATURAL SCIENCES (Minimum of 9 units required; choose from at least two disciplines)

1. Agriculture 103, 104
2. Anthropology 101
3. Any Astronomy, Biology, Chemistry, Geology, or Physics courses numbered 100 or above
4. Chemistry 10, 20
5. Geography 101, 103
6. Physical Science 1, 2
7. Physics 1AB

IV. BASIC SKILLS (Minimum 6 units required)

1. English Composition (3 units required), English 101, 102
2. Business 101A, 140
3. Mathematics 14, and courses numbered 100 or above
4. Any Personal Growth courses numbered 100 or above
5. Any Speech course numbered 100 or above
6. Psychology 102AB, 103
7. Journalism 101, 102, 103, 104

V. BREADTH ELECTIVES—To complete total to minimum of 40 units, electives may be taken from above four areas and/or from classes listed below:

1. Any Health Science course numbered 100 or above*
2. Any PE activity courses*
3. Business 111A, 120
4. Any Recreation course numbered 100 or above
5. Home Economics 22, 23, 24

*Two classes chosen from Health Science and/or PE are required for A.A., but not for certification.

**GENERAL EDUCATION REQUIREMENTS
UNIVERSITY OF CALIFORNIA AT SANTA BARBARA
College Of Letters and Science**

A. ENGLISH READING AND COMPOSITION - 2 courses

1. English 101, 102

B. NATURAL SCIENCE AND MATHEMATICS - 3 courses

1. Astronomy 101
2. Biology 101, 102, 103, 105, 106, 107, 108, 109
3. Chemistry 10, 20, 101, 102
4. Geology 101, 102, 103, 104, 105
5. Mathematics 101, 102, 103, 105, 106, 112, 114, 120, 121, 122, 134, 135
6. Physical Science 2
7. Physics 101, 102

C. FINE ARTS - 2 courses (studio courses do not apply)

1. Art 101, 102, 103
2. Music 103AB, 104, 105, 115, 119
3. Theatre Arts 101, 103AB, 127

D. HUMANITIES - 3 courses

1. English 103, 104, 105, 106, 107, 108, 109, 110, 111, 113, 114, 115, 116, 117, 118, 120
2. French 101, 102

3. Interdisciplinary Studies 101AB*
4. Philosophy 101, 102, 103, 104, 105, 106, 107, 108, 109, 110
5. Spanish 103, 104, 107, 117
6. Speech 101, 102, 103, 104, 105, 106, 107, 109, 111

E. HISTORY, SOCIAL SCIENCE, AND PSYCHOLOGY - 2 courses

1. Anthropology 102, 103, 105, 106, 110
2. Business 111A
3. Economics 101, 102
4. Geography 102, 104
5. History 102, 103, 104, 105, 106, 107, 108, 109, 113, 114, 115, 116, 117
6. Interdisciplinary Studies 101AB*
7. Political Science 101, 102, 103, 104, 105, 106, 107
8. Psychology 101, 102AB, 104, 106, 107, 108, 109, 110, 111, 112, 130
9. Sociology 101, 102, 103, 104, 105, 106, 107, 108

*May be used in one area only

plus AMERICAN HISTORY AND INSTITUTIONS - 2 courses

Students may fully satisfy area E above AND the American History and Institutions requirements by completing any two of the following courses:

1. English 107, 108
2. History 102, 103, 104, 107, 108, 115, 116, 117
3. Philosophy 109
4. Political Science 103, 107
5. Sociology 103, 107, 108

NOTE: The following restrictions are applied to transfer courses:

1. Courses must consist of 3 or more quarter units (2 or more semester units).
2. Courses in the subject of the student's major may not fulfill General Education requirements in categories B through E. (For example, a student majoring in History may not use History courses toward requirement E.) This stipulation applies to departmental majors only. For inter-departmental majors, all courses in the major will apply to the appropriate General Education Requirement.

GENERAL EDUCATION REQUIREMENTS CALIFORNIA LUTHERAN COLLEGE

GENERAL EDUCATION REQUIREMENTS

A. CREATIVE ARTS - 6 units required
Two courses from the following departments:

1. Art
2. Music
3. Speech (required, but may be waived by proficiency examination)
4. Theatre Arts

B. ENGLISH - 6 units required

1. One semester of Freshman English
2. One semester of literature

C. FOREIGN LANGUAGE* - 8 units required

1. 8 semester credits in one language.
2. Bachelor of Science candidates may earn 8 units in mathematics, logic, statistics, and computer science in lieu of foreign language.

D. NATURAL SCIENCE - 7 units required

1. Laboratory Science - 4 units
2. Science or Mathematics - 3 units

E. PHYSICAL EDUCATION - 3 units of activity required

F. RELIGION AND PHILOSOPHY - 6-9 units required

RECOMMENDED OXNARD COURSES

A. CREATIVE ARTS

1. Art 101, 102, 103
2. Music 101, 103A/B, 104, 105
3. Speech 101, 102, 105, 107, 109
4. Theatre Arts 101, 104, 109

B. ENGLISH

1. English 101, 102
2. Literature (English) 104, 105, 106, 107, 108, 109, 110, 111, 113

C. FOREIGN LANGUAGE

1. French 101, 102
Spanish 101, 102, 103, 104
2. Mathematics 14, 103, 114, 120
Logic—Phil 107
Statistics—Math 105

D. NATURAL SCIENCE

1. **Laboratory Science**
Biology 101, 102, 103, 105, 107, 108
Chemistry 101, 102
Geology 101, 106
Physics 101, 102

Non-Laboratory

Biology 106, 109
Geology 102, 103, 104
Mathematics 14, 102, 114, 105, 120

E. PHYSICAL EDUCATION

1. Any 3 P.E. activities

F. PHILOSOPHY

1. Philosophy 101, 102, 103, 104, 105, 106

*Students able to demonstrate second year college-level proficiency by examination or transfer credit shall have satisfied the language requirement.

G. SOCIAL SCIENCES - 7 units required +
California requirements

1. Select two areas:
Anthropology
Business
Economics
Geography
Psychology
Sociology
Political Science
2. Select one course:
History 102, 103
3. Select one course:
Political Science 101, 103
(Political Science majors take
Political Science 103)

G. SOCIAL SCIENCES

1. Anthropology 101, 102
Business 120, 121
Economics 101, 102
Geography 101, 102
Psychology 101, 102A/B, 110
Sociology 101, 102, 103, 104, 105,
106, 107, 108, 109
2. History 102, 103
3. Political Science 101, 103

H. HISTORY - 3 units required (other than
California requirements)

H. HISTORY

1. History 104, 105, 106, 107, 108,
109, 113, 115, 116, 117 (other than
California requirements)

GENERAL TRANSFER INFORMATION

1. A 2.0 (C) grade on all work attempted is required for transfer. For purpose of calculation, all grades are counted, including repeated courses. **A repeated course does not "erase" an earlier grade.**
2. Maximum of 70 credits are transferable from a community college.
3. "D" grades are granted transfer credit except in major.
4. Both B.A. and B.S. degrees are offered.
5. Most majors require at least 32 credits with 20-24 credits at the upper division level. Consult the CLC catalog for specific departmental requirements.
6. Prospective transfer students are encouraged to schedule an appointment with the Director of Transfer Services for counseling and preliminary transcript evaluations. Students should call the Admissions Office at 492-2411.

Graduation Requirements

As authorized by the California Education Code, students may be graduated from the sophomore year at Oxnard College with the degree of Associate in Arts or Associate in Science.

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

In order to be granted a degree, a student must file a Petition for Graduation on or before the deadline date. Additional degrees may be granted. (See Guidelines for Additional Degrees.)

ASSOCIATE IN ARTS DEGREE

A. Basic Requirements

1. Completion of 60 semester units with a cumulative Grade Point Average (GPA) of not less than 2.00.
2. A 2.00 GPA in all work in residence which applies to the degree.
3. Completion of at least 12 semester units in attendance at the college in the district granting the degree, or completion of 45 semester units in residence in colleges of the district (with a minimum of 12 semester units in residence at the college granting the degree) if not in attendance at the time of qualifying for graduation.
4. Work counted in fulfillment of degree requirements at one college cannot be used at another college for a duplicate degree. A major consisting for at least 18 units in a specified field of study (curriculum patterns) as approved by the Office of Instruction. Specific curriculum patterns are available in the Counseling Office. 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 in Arts degree.

- 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.
 - b. 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).
 - d. Learning Skills (2 courses) - requiring at least one course in written communication and one course from other learning skills.
 - e. Two courses selected from PE activities, Health or First Aid regardless of age - no exemptions.

ASSOCIATE IN SCIENCE DEGREE

A. Basic Requirements

1. Completion of 60 semester units with a cumulative Grade Point Average (GPA) of not less than 2.00.
2. A 2.00 GPA in all work in residence which applies to the degree.
3. Completion of at least 12 semester units in attendance at the college in the district granting the degree, or completion of 45 semester units in residence in colleges of the district (with a minimum of 12 semester units in residence at the college granting the degree) if not in attendance at the time of qualifying for graduation.
4. A major consisting of at least 24 semester units in a specific field of study (curriculum patterns) as approved by the Office of Instruction. Specific curriculum patterns are available in the Counseling Office. The Associate in Science degree may be granted only in the fields of physical and biological sciences or occupational curriculums.

- 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)
 - b. 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.

APPROVED GENERAL EDUCATION COURSE LIST FOR A.A. AND A.S. DEGREES

I. HUMANITIES - Take two courses for A.A., one for A.S.

A. Fine Arts (1 course required)

Any course in Art, Music, or Theatre Arts

B. Other Humanities (1 course required)

1. Any Foreign Language courses
2. Any English, Interdisciplinary Studies, Philosophy, or Speech course numbered 100 or above
3. History 105, 106, 109
4. Journalism 100
5. Any Philosophy course numbered 100 or above, except Phil 114.

II. SOCIAL SCIENCES - Take two courses for A.A., one for A.S.

A. United States Institutions (1 course required for A.A.)

1. History 101, 102, 103, 107, 108, 117
2. Political Science 101, 103, 107, 108

B. Social Science General (1 course required)

1. Any course in Anthropology (except Anth 101), Economics, History, Interdisciplinary Studies, Political Science, Psychology, Sociology, or Urban Studies
2. Home Economics 101, 102, 103, 107
3. Child Development (Early Childhood Studies) 101, 104, 105, 106, 107, 108
4. Geography 102, 104
5. Government Management 106, 107, 108, 109
6. Philosophy 102, 105, 106, 114

III. NATURAL SCIENCES - Take two courses for A.A., one for A.S.

A. Life Science

1. Agriculture 103
2. Anthropology 101
3. Any course in Biology

B. Physical Science

1. Agriculture 104
2. Any course in Astronomy, Chemistry, Geology, or Physics
3. Geography 101, 103
4. Physical Science 1, 2

C. Mathematics - one course numbered 100 or above

IV. LEARNING SKILLS - Take two courses

A. Written Communication (1 course required)

1. English 101, 102
2. Essential Skills 12, 14, 24
3. Business 140
4. Journalism 101, 102, 103, 104

B. Other Learning Skills (1 course required)

1. Business 30, 101A
2. Essential Skills courses numbered ES 5 and above—minimum of 3 units
3. Home Economics 22, 23, 24
4. Any Personal Growth courses totaling 3 units
5. Any course in Speech or Mathematics
6. Psychology 102AB, 103

V. PHYSICAL EDUCATION AND HEALTH SCIENCE - Take two courses

A. Any Physical Education courses

B. Any Health Science courses numbered 100 or above

GUIDELINES FOR ADDITIONAL DEGREES

Oxnard College will award one Associate in Arts and one or more Associate in Science degrees under the following conditions:

1. Students who have earned an A.A. degree at Oxnard College or another institution may earn one or more A.S. degree(s) at Oxnard College.

Students who have earned an A.S. degree at Oxnard College or another institution may earn one A.A. degree at Oxnard College. Students who hold a higher degree may earn one A.A. degree and one or more A.S. degree(s) at Oxnard College.

2. General education requirements earned for one degree may be applied toward other degree(s) and any deficiencies in general education must be completed.

3. Candidates for additional degrees must complete a minimum of 12 units of credit, in residence, at Oxnard College subsequent to the completion of requirements for the previous Associate degree. In addition, candidates must be in attendance at Oxnard College in the semester during which graduation requirements for the additional degree are completed.
4. A.A. degree—12 or more additional units completed in residence after the awarding of the first degree. Require the completion of all general education units and courses required for the A.A. degree.

A.S. degree—completion of all the required courses listed in the Catalog for the specific majors. When these do not total 24 units, completion of the remaining units from electives listed under the major. Completion of all general education courses required for the A.S. degree.
5. The Associate Dean of Counseling shall be the arbiter when questions of interpretation arise concerning courses from other colleges and universities, lower division transfer requirements, major requirements, and other questions which may arise involving graduation.

Occupational Education

Oxnard College offers two types of programs with occupational emphasis; both provide instruction in skills and knowledge needed to enter a skilled or semi-professional occupation. Associate in Arts or Associate in Science degree programs require completion of 60 units of credit, and normally require four semesters to complete.

Certificate programs, on the other hand, can generally be completed in two semesters. Each course required for the certificate must be completed with a C grade or better, and all can be counted toward a degree as well as the certificate.

Certificate programs are developed by the College in close cooperation with advisory committees composed of representatives of local business and industry. These committees review course outlines to ensure that the instructional program will provide precisely the kind of training needed for the specific field, and they also make recommendations about technical equipment needed so that students are working with the most up-to-date equipment and materials and will be optimally trained for entry into the field.

Because of the current need for salable skills and specialized training, many students combine work toward a certificate with that leading to an Associate degree, thus providing themselves with job opportunities that may sustain them and their families while they pursue a baccalaureate degree.

Specific requirements are as follows:

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** - A student must complete 12 semester units in combination at Oxnard, Moorpark or Ventura College or the last six semester units at one of the three colleges. 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 a certificate.
- D. **Application for Certificate** - Students who have completed (or are nearing completion) of 24 units in an approved vocational/technical field may apply for a Certificate of Achievement by completing an application at the Records Office. Transcripts of work completed at other colleges which will be used for the certificate must be on file at the Records Office before applications will be processed.
- 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.

Occupational Curriculum Patterns

This section is designed to help students plan a program which will prepare them for gainful employment in a wide variety of careers. These programs, developed in cooperation with community advisory committees, have been designed to assist in upgrading persons who are already employed in business, industry, or government or those preparing for employment who desire to take all their course work in specialized pre-employment programs.

Students planning to transfer should contact the counseling office for general information regarding transfer requirements at the various state colleges and universities.

These programs have been designed to provide flexibility for the students and may be used three different ways:

1. A Certificate of Achievement will be awarded a student who completes 24 units in a curriculum. This should include all of the "Required Courses" and an additional number of courses from the "Suggested Electives" to complete the total required units of 24. Maintenance of 2.0 grade point average in the specified courses is required. The major completed is printed on the certificate.
2. The major for an Associate in Science Degree is fulfilled upon completion of 24 units in a curriculum. This should include all of the "Required Courses" and a number of courses from the "Suggested Electives" to complete the total required units of 24. The major completed is printed on the Associate in Science Degree. (See Associate in Science Degree requirements.)
3. The major for an Associate in Arts Degree is fulfilled upon completion of 18 units in a curriculum. This should include 9 units from the "Required Courses" and 9 units from the "Suggested Electives" to complete the total required units of 18. The major completed is NOT printed on the Associate in Arts Degree. (See Associate in Arts Degree requirements)

ACCOUNTING

| Required Courses: | | Units |
|--------------------------|--------------------------|--------------|
| Bus 6 | Income Tax Accounting | 3 |
| Bus 30 | Business Mathematics | 3 |
| Bus 101A | Accounting Principles | 3 |
| Bus 101B | Accounting Principles | 3 |
| Bus 102 | Managerial Accounting | 3 |
| Bus 111A, or | Business Law I | 3 |
| Bus 111B | Business Law II | 3 |
| Bus 120 | Introduction to Business | 3 |

| Suggested Elective Courses: | | Units |
|------------------------------------|--|--------------|
| Bus 4 | Analysis of Financial Statements | 3 |
| Bus 5 | Personal Finance | 3 |
| Bus 22 | Principles of Bank Operations | 3 |
| Bus 31 | Calculating Machines | 3 |
| Bus 121 | Business Organization and Management | 3 |
| Bus 122 | Personnel Management and Human Relations | 3 |
| Bus 123 | Small Business Management | 3 |
| Bus 124 | Management Information Systems | 3 |
| Bus 130 | Sales Techniques | 3 |
| Bus 131 | Retail Merchandising | 3 |
| Bus 133 | Advertising | 3 |
| Bus 140 | Business Communications | 3 |
| Econ 101 | Principles of Macroeconomics | 3 |
| Econ 102 | Principles of Microeconomics | 3 |
| Psych 101, or | General Psychology | 3 |
| Psych 102AB | Interpersonal Relations | 3 |
| Spch 101, or | Introduction to Oral Communication | 3 |
| Spch 1 | Basic Speech | 3 |

AIR CONDITIONING/REFRIGERATION

| Required Courses: | | Units |
|--------------------------|--|--------------|
| AC 1 | Air Conditioning and Refrigeration Fundamentals I | 4 |
| AC 2 | Air Conditioning and Refrigeration Fundamentals II | 4 |
| AC 3 | Air Conditioning and Refrigeration—Commercial and Industrial Refrigeration Service | 8 |

| Suggested Elective Courses | | Units |
|-----------------------------------|---|--------------|
| AC 4 | Air Conditioning and Refrigeration—Air Conditioning Estimating and Layout | 8 |
| AC 5 | Air Conditioning and Refrigeration—Hydronics-Water Treatment | 3 |
| AC 98 | Short Courses in Air Conditioning and Refrigeration | ½-10 |
| AC 99ABCD | Air Conditioning and Refrigeration Work Experience | 1-2-3-4 |
| IMM 3 | Plumbing and Refrigeration | 2 |
| IMM 8 | Oxy-Acetylene, Arc, Tig, and Mig Welding | 2 |
| Math 9 | Fundamentals of Arithmetic | 3 |

ALCOHOL STUDIES

| Required Courses: | | Units |
|--------------------------|---|--------------|
| AISt 101A | Overview of Alcoholism: Alienation and Addiction | 3 |
| AISt 102 | Techniques of Counseling Alcohol Related Programs | 3 |
| AISt 103 | Pharmacology of Alcoholism and Other Drugs | 3 |
| AISt 105 | Alcohol Studies Field Experience | 1-3 |

| Suggested Elective Courses: | | Units |
|------------------------------------|------------------------------------|--------------|
| AISt 101B-G | Modules in Alcohol Studies | ½-3 |
| AISt 104 | Marriage and Cultural Influences | 3 |
| Psych 102AB | Interpersonal Relations | 3 |
| Psych 106 | Social Psychology | 3 |
| Psych 189A-Z | Current Topics in Psychology | 1½ |
| GM 102 | Public Personnel Administration | 3 |
| GM 103 | Elements of Government Finance | 3 |
| Soc 107 | Sociology of the Black Community | 3 |
| Soc 108 | Sociology of the Chicano Community | 3 |

AUTOMOTIVE BODY AND FENDER

| Required Courses: | | Units |
|--------------------------|---|--------------|
| AB 1 | Introduction to Automotive Body and Fender Repair | 5 |
| AB 2 | Intermediate Automotive Body and Fender Repair | 5 |
| AB 3 | Estimating Auto Body Damage and Repair | 5 |

| Suggested Elective Courses: | | Units |
|------------------------------------|--|--------------|
| AB 4 | Advanced Auto Body Collision and Damage Repair | 5 |
| AB 98 | Short Courses in Auto Body | ½-10 |
| AB 99ABCD | Auto Body Work Experience | 1-2-3-4 |
| Bus 30 | Business Mathematics | 3 |
| Bus 111A | Business Law I | 3 |
| IMM 8 | Oxy-Acetylene, Arc, Tig, and Mig Welding | 2 |
| Math 9 | Fundamentals of Arithmetic | 3 |

AUTOMOTIVE MECHANICS

| Required Courses: | | Units |
|--------------------------|---|--------------|
| AM 1 | Automotive Service Industry and the Four Cycle Engine | 4 |
| AM 2 | Automotive Cranking and Charging Systems | 3 |
| AM 4 | Automotive Emission Control | 3 |
| AM 5 | Brake Mechanics | 3 |
| AM 6 | Front End Mechanics | 3 |

| Suggested Elective Courses: | | Units |
|------------------------------------|--|--------------|
| Ag 33ARCDEF | Metal Fabrication and Welding | 1-2-3-4-5-6 |
| AM 3 | Engine Tune-Up and Diagnostic Procedures | 3 |
| AM 98 | Short Courses in Automotive Mechanics | ½-10 |
| AM 99ABCD | Automotive Mechanics Work Experience | 1-2-3-4 |
| Bus 30 | Business Mathematics | 3 |
| IMM 5 | Internal Combustion Engines, Boilers, Pumps, and Compressors | 1 |
| IMM 12 | Machine Repair and Lubricants | 2 |
| Math 9 | Fundamentals of Arithmetic | 3 |

BUSINESS MANAGEMENT AND ADMINISTRATION

| Required Courses: | | Units |
|-------------------|--|-------|
| Bus 30 | Business Mathematics | 3 |
| Bus 101A | Accounting Principles | 3 |
| Bus 101B | Accounting Principles | 3 |
| Bus 111A | Business Law I | 3 |
| Bus 120 | Introduction to Business | 3 |
| Bus 121 | Business Organization and Management | 3 |
| Bus 122 | Personnel Management and Human Relations | 3 |

| Suggested Elective Courses: | | Units |
|-----------------------------|----------------------------------|-------|
| Bus 4 | Analysis of Financial Statements | 3 |
| Bus 5 | Personal Finance | 3 |
| Bus 22 | Principles of Bank Operations | 3 |
| Bus 31 | Calculating Machines | 3 |
| Bus 111B | Business Law II | 3 |
| Bus 123 | Small Business Management | 3 |
| Bus 124 | Management Information Systems | 3 |
| Bus 130 | Sales Techniques | 3 |
| Bus 131 | Retail Merchandising | 3 |
| Bus 132 | Marketing Management | 3 |
| Bus 133 | Advertising | 3 |
| Bus 135 | Retail Store Management | 3 |
| Bus 140 | Business Communications | 3 |
| Econ 101 | Principles of Macroeconomics | 3 |
| Econ 102 | Principles of Microeconomics | 3 |
| OT 37 | Records Management | |

DIESEL MECHANICS

| Required Courses: | | Units |
|-------------------|------------------------------------|-------|
| DM 1 | Hand Tools and Shop Skills | 2 |
| DM 2 | Basic Engine Theory | 2 |
| DM 3 | Engine Component System | 2 |
| DM 4 | Engine Overhaul and Repair | 4 |
| DM 5 | Engine Tune-Up and Troubleshooting | 2 |
| DM 6 | Electrical System Theory | 4 |
| DM 8 | Power Trains | 2 |

| Suggested Elective Courses: | | Units |
|-----------------------------|--|-------|
| DM 7 | Electrical System Troubleshooting | 4 |
| DM 9 | Power Train Overhaul and Repair | 2 |
| DM 10 | Steering Systems Overhaul and Repair | 2 |
| DM 11 | Hydraulic Systems, Brakes, Air Systems Overhaul and Repair | 2 |
| Ag 21AB | Agriculture Mechanics | 2-2 |
| Ag 24 | Small Engines | 2 |
| Ag 25 | Tractor and Equipment Operations | 3 |
| Ag 32ABC | Ag Machinery Skill and Operation | 1-1-1 |
| Ag 25ABC | Agriculture Tractor Operation and Maintenance | 1-1-1 |

FIRE SCIENCE

| Required Courses: | | Units |
|-----------------------------|---|-------|
| FSc 1 | Introduction to Fire Science | 3 |
| FSc 2 | Fundamentals of Fire Prevention | 3 |
| FSc 3 | Fire Hydraulics | 3 |
| FSc 4 | Fire Company Organization and Management | 3 |
| FSc 5 | Hazardous Materials I | 3 |
| FSc 6 | Building Construction for Fire Protection | 3 |
| Suggested Elective Courses: | | Units |
| FSc 7 | Fire Apparatus and Equipment | 3 |
| FSc 8 | Fire Investigation I | 3 |
| FSc 9 | Fire Protection Equipment and Systems | 3 |
| FSc 10 | Fire Tactics and Strategy | 3 |
| FSc 11 | Hazardous Materials II | 3 |
| FSc 12 | Related Codes and Ordinances | 3 |
| FSc 13 | Rescue Practices | 3 |
| FSc 15 | Fire Services Supervision and Management | 3 |

FOREMANSHIP, SUPERVISION, MANAGEMENT

| Required Courses: | | Units |
|-----------------------------|---|---------|
| Sup 1, or Psych 101 | Basic Psychology for Supervisors General Psychology | 3 3 |
| Sup 2 | Human Relations (Developing Supervisory Leadership) | 3 |
| Sup 3 | Supervisor's Responsibility for Management of Personnel | 3 |
| Sup 12, or Spch 101 | Oral Communications Introduction to Oral Communication | 3 3 |
| Sup 101 | Elements of Supervision | 3 |
| Sup 102 | Organization and Management | 3 |
| Suggested Elective Courses: | | Units |
| Bus 111A | Business Law I | 3 |
| Bus 111B | Business Law II | 3 |
| Bus 122 | Personnel Management and Human Relations | 3 |
| Bus 140 | Business Communications | 3 |
| Sup 4 | Labor Management Relations | 3 |
| Sup 5 | Work Simplification | 3 |
| Sup 6 | Cost Control for Supervisors | 3 |
| Sup 7 | Job Analysis for Wage Administration | 3 |
| Sup 8 | Safety Training and Fire Prevention | 3 |
| Sup 9 | Developing Employees Through Training | 3 |
| Sup 10 | Management Controls and the Supervisor | 3 |
| Sup 11 | Reading Improvement | 1 |
| Sup 13 | Communication Writing for Supervisors | 3 |
| Sup 99ABCD | Supervision Work Experience | 1-2-3-4 |

GENERAL CLERICAL

| Required Courses: | | Units |
|---|---------------------------------|--------------|
| Complete one of the 3 courses listed below: | | |
| Bus 2 | Preparation for Accounting | 3 |
| Bus 101A | Accounting Principles | 3 |
| OT 39 | Secretarial Accounting | 3 |
| Complete a minimum of 6 units from the following: | | |
| OT 11 | Beginning Typewriting | 3 |
| OT 12 | Intermediate Typewriting | 3 |
| OT 14 | Advanced Typewriting | 3 |
| OT 15 | Production Typewriting | 3 |
| Complete all of the following courses: | | |
| Bus 30 | Business Math | 3 |
| Bus 40 | Business English | 3 |
| OT 30 | Filing | 2 |
| OT 34 | Office Procedures | 3 |
| Suggested Elective Courses: | | Units |
| Bus 31 | Calculating Machines | 3 |
| Bus 111A | Business Law I | 3 |
| Bus 120 | Introduction to Business | 3 |
| Bus 1 | Business Communications | 3 |
| OT 20 | Beginning Shorthand | 4 |
| OT 21 | Intermediate Shorthand | 4 |
| OT 25 | ABC Shorthand | 2 |
| OT 32 | Copy Processing | 2 |
| OT 33 | Beginning Machine Transcription | 2 |
| OT 35A-J | Secretarial Skills Refresher | 1-10 |
| OT 37 | Records Management | 2 |
| OT 71 | Memory Typewriter | 2 |
| OT 73 | Magnetic Card II | 2 |

GOVERNMENT MANAGEMENT/SERVICES

GOVERNMENT MANAGEMENT OPTION

| Required Courses: | | Units |
|------------------------------------|---|--------------|
| Gm 101 | Introduction to Government Administration | 3 |
| GM 102 | Public Personnel Administration | 3 |
| GM 103 | Elements of Government Finance | 3 |
| GM 104 | Administrative Law and Procedure | 3 |
| GM 106 | Contemporary Urban Issues | 3 |
| PSc 107 | Politics and Administration of State and Local Government | 3 |
| Suggested Elective Courses: | | Units |
| Econ 2 | Economics of Local Government | 3 |
| Econ 101 | Principles of Macroeconomics | 3 |
| Econ 102 | Principles of Microeconomics | 3 |
| ES 24 | Technical Report Writing | 3 |
| Sup 1 | Basic Psychology for Supervisors | 3 |
| Sup 4 | Labor Management Relations | 3 |

GOVERNMENT SERVICES OPTION

| Required Courses: | | Units |
|-------------------|--|-------|
| GS 1 | Introduction to Government Service | 3 |
| GS 2 | Government Operations: Procedures, Practices, and Policies | 3 |
| GM 11 | Reading Improvement | 3 |
| ES 24 | Technical Report Writing | 3 |
| LT 2 | Introduction to Library Technology | 3 |
| Math 9 | Fundamentals of Arithmetic | 3 |
| PG 2 | Job Development | 3 |

Additional Requirements:

With the assistance of the Counseling Department, students must select a three unit course that will assist them in their work or anticipated employment. For example, entry-level library employees should take an additional three unit course in Library Technology. Government Service A-Z short courses should be considered.

HOME ECONOMICS - GENERAL

| Required Courses: | | Units |
|-------------------|--|-------|
| HE 14 | Consumer Concepts and Community Services | 3 |
| HE 22 | Nutritional Concepts for All Ages | 3 |
| HE 130 | Apparel Selection and Grooming | 3 |
| HE 132 | Clothing Construction | 3 |
| HE 135A | Interior Decorating | 3 |
| Art 104A | Color and Design | 2 |

| Suggested Elective Courses: | | Units |
|-----------------------------|------------------------------|-------|
| CD 106 | Child, Family, and Community | 3 |
| HE 135B | Interior Decorating | 3 |
| HE 136 | Flat Pattern Design | 3 |
| Soc 106 | Marriage and the Family | 3 |

HOME ECONOMICS - CLOTHING

| Required Courses: | | Units |
|-------------------|---------------------------------|-------|
| Art 104A | Color and Design | 2 |
| HE 14 | Consumer Concepts and Community | 3 |
| HE 130 | Apparel Selection and Grooming | 3 |
| HE 132 | Clothing Construction | 3 |
| HE 135A | Interior Decorating | 3 |
| HE 136 | Flat Pattern Design | 3 |

| Suggested Elective Courses: | | Units |
|-----------------------------|----------------------|-------|
| Bus 130 or | Sales Techniques | 3 |
| Bus 131 | Retail Merchandising | 3 |
| HE 39 | Creative Stitchery | 2 |
| Psych 106 | Social Psychology | |

HOTEL AND RESTAURANT MANAGEMENT

| Required Courses: | | Units |
|-------------------|---|-------|
| H&R 1 | Hotel and Restaurant Orientation | 1 |
| H&R 2AB | Basic Food Preparation I & II | 2-2 |
| H&R 3 | Supervision of Food Production | 2 |
| H&R 4 | Restaurant Operations | 3 |
| H&R 5 | Food and Beverage Management and Services | 3 |
| H&R 6 | Food Purchasing | 3 |
| H&R 7 | Menu Planning | 1 |
| H&R 9 | Sanitation and Environmental Control | 2 |

| Suggested Elective Courses: | | Units |
|-----------------------------|---|---------|
| Bus 30 | Business Mathematics | 3 |
| Bus 111A | Business Law I | 3 |
| Bus 111B | Business Law II | 3 |
| Bus 122 | Personnel Management and Human Relations | 3 |
| Bus 123 | Small Business Management | 3 |
| Bus 140 | Business Communications | 3 |
| H&R 8 | Beginning Baking | 1 |
| H&R 10 | Food and Cost Control | 2 |
| H&R 11 | Storage, Safety, and Equipment | 2 |
| H&R 12 | Work Improvement/School Cafeteria Workers | 2 |
| H&R 14 | Institutional Food Service | 3 |
| H&R 15 | Front Office Procedure | 3 |
| H&R 16 | Administrative Housekeeping I | 3 |
| H&R 17 | Administrative Housekeeping II | 3 |
| H&R 99ABCD | Hotel and Restaurant Work Experience | 1-2-3-4 |

INDUSTRIAL MAINTENANCE MECHANICS

| Required Courses: | | Units |
|-------------------|---|-------|
| IMM 1 | Orientation, Safety, and Firefighting | 1 |
| IMM 2 | Handwork, Carpentry, and Concrete | 2 |
| IMM 3 | Plumbing and Refrigeration | 2 |
| IMM 4 | Electrical Theory and Repair | 2 |
| IMM 6 | Hardware and Screw Thread Fundamentals | 1 |
| IMM 8 | Oxy-acetylene, Arc, TIG, and MIG Welding | 2 |
| IMM 11 | Bandsaws, Drills, Lathes, Mills, and Grinders | 3 |
| IMM 12 | Machine Repair and Lubricants | 2 |

| Suggested Elective Courses: | | Units |
|-----------------------------|--|-------------|
| Ag 33ABCDEF | Metal Fabrication and Welding | 1-1-1-1-1-1 |
| Bus 30 | Business Mathematics | 3 |
| Bus 111A | Business Law I | 3 |
| IMM 5 | Internal Combustion Engines, Boilers, Pumps, and Compressors | 1 |
| IMM 7 | Sheet Metal Fabrication | 1 |
| IMM 9 | Blueprint Reading, Mechanical Drawing, and Precision Measuring | 1 |
| IMM 10 | Metals and Heat Treating | 1 |
| IMM 99ABCD | Maintenance Mechanics Work Experience | 1-2-3-4 |
| Math 9 | Fundamentals of Arithmetic | 3 |

LIBRARY TECHNOLOGY

| Required Courses: | | Units |
|-------------------|--------------------------------------|-------|
| LT 1 | Introduction to Library Services | 3 |
| LT 2 | Introduction to Library Technology | 3 |
| LT 3 | Advanced Library Clerical Techniques | 3 |
| LT 4 | Audio-Visual Clerical Techniques | 3 |
| LT 5 | Audio-Visual for the Library | 2 |
| LT 6 | Children's Literature | 3 |

| Suggested Elective Courses: | | Units |
|-----------------------------|------------------------|-------|
| LT 7 | Library Internship | 2-3 |
| OT 3 | Filing | 2 |
| OT 11 | Beginning Typing | 3 |
| Spn 1 | Conversational Spanish | 3 |
| Sup 2 | Human Relations | 3 |

MERCHANDISING

| Required Courses: | | Units |
|-------------------|--------------------------|-------|
| Bus 30 | Business Mathematics | 3 |
| Bus 101A | Accounting Principles | 3 |
| Bus 111A | Business Law I | 3 |
| Bus 120 | Introduction to Business | 3 |
| Bus 130 | Sales Techniques | 3 |
| Bus 131 | Retail Merchandising | 3 |

| Suggested Elective Courses: | | Units |
|-----------------------------|--|---------|
| Bus 20 | Public Relations | 3 |
| Bus 31 | Calculating Machines | 3 |
| Bus 33 | Marketing Field Experience | 2 |
| Bus 40 | Business English | 3 |
| Bus 99ABCD | Business Work Experience | 1-2-3-4 |
| Bus 121 | Business Organization and Management | 3 |
| Bus 122 | Personnel Management and Human Relations | 3 |
| Bus 123 | Small Business Management | 3 |
| Bus 132 | Marketing Management | 3 |
| Bus 135 | Retail Store Management | 3 |
| Bus 140 | Business Communications | 3 |
| Econ 101 | Principles of Macroeconomics | 3 |
| Psych 101, or | General Psychology | 3 |
| Psych 102AB | Interpersonal Relations | 3 |
| Spch 1, or | Basic Speech | 2 |
| Spch 101 | Introduction to Oral Communications | 3 |

REAL ESTATE

| Required Courses: | | Units |
|--------------------------|------------------------------|--------------|
| RE 1 | Real Estate Principles | 3 |
| RE 2 | Legal Aspects of Real Estate | 3 |
| RE 3 | Real Estate Practices | 3 |
| RE 4 | Real Estate Appraisal I | 1 |
| RE 5 | Real Estate Appraisal II | 3 |
| RE 6 | Real Estate Finance | 3 |

| Suggested Elective Courses: | | Units |
|------------------------------------|-------------------------------------|--------------|
| RE 7 | Real Estate Economics | 3 |
| Bus 24 | Fundamentals of Escrow | 3 |
| Bus 25 | Escrow Procedures | 3 |
| Bus 30 | Business Mathematics | 3 |
| Bus 101A | Accounting Principles | 3 |
| Bus 101B | Accounting Principles | 3 |
| Bus 111A | Business Law I | 3 |
| Bus 120 | Introduction to Business | 3 |
| Bus 130 | Sales Techniques | 3 |
| Bus 140 | Business Communications | 3 |
| Econ 101 | Principles of Macroeconomics | 3 |
| Econ 102 | Principles of Microeconomics | 3 |
| Psych 101, or | General Psychology | 3 |
| Psych 102AB | Interpersonal Relations | 3 |
| RE 99ABCD | Real Estate Work Experience | 1-2-3-4 |
| Spch 101 | Introduction to Oral Communications | 3 |
| Spch 1 | Basic Speech | |

SECRETARIAL STUDIES

| Required Courses: | | Units |
|---|--------------------------|--------------|
| Complete a minimum of 6 units from the following: | | |
| OT 11 | Beginning Typewriting | 3 |
| OT 12 | Intermediate Typewriting | 3 |
| OT 15 | Advanced Typewriting | 3 |
| OT 15 | Production Typewriting | 3 |
| Complete a minimum of 8 units from the following: | | |
| OT 20 | Beginning Shorthand | 4 |
| OT 21 | Intermediate Shorthand | 4 |
| OT 22 | Advanced Shorthand | 4 |
| Complete all of the following courses: | | |
| Bus 30 | Business Math | 3 |
| Bus 40 | Business English | 3 |
| OT 38 | Secretarial Procedures | 3 |

| Suggested Elective Courses: | | Units |
|------------------------------------|-------------------------------------|--------------|
| Bus 2 | Preparation for Accounting | 3 |
| Bus 31 | Calculating Machines | 3 |
| Bus 140 | Business Communications | 3 |
| OT 23 | Speed Building and Transcription | 3 |
| OT 24 | Shorthand Review | 3 |
| OT 30 | Filing | 2 |
| OT 32 | Copy Processing | 2 |
| OT 33 | Beginning Machine Transcription | 2 |
| OT 24 | Office Procedures | 2 |
| OT 35A-J | Secretarial Skills Refresher | 1-10 |
| OT 37 | Records Management | 2 |
| OT 39 | Secretarial Accounting | 3 |
| OT 71 | Memory Typewriter | 2 |
| OT 72 | Machine Dictation and Transcription | 2 |
| OT 73 | Magnetic Card II | 2 |
| OT 75 | Automatic Keyboard Projects | 2 |
| OT 76 | Office Management and Supervision | 3 |

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 fire fighter who is taking Fire Science 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 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 or she is enrolled in at least one course in the major which is related to the work station, or if the student has previously completed at least twelve units in the 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 toward the required courses of a curriculum pattern. These units will fully or partially transfer to approximately 30 percent of state colleges, and 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.

The specific requirements for Work Experience are established by the Work Experience Coordinator and the Office of Instruction. These specific requirements may be obtained from a counselor or the work experience coordinator.

Additional Information

AVAILABILITY OF DISTRICT LIBRARY RESOURCES

The libraries at Moorpark, Oxnard and Ventura Colleges are available to a student enrolled at any of the three colleges. The appropriate college identification card may be used at the college libraries. In addition, the Total Interlibrary Exchange (TIE) and the Black-Gold Exchange Systems permit a student to request materials from the other two libraries as well as from all members of the systems. This greatly increases the access students have to library resources. Please see your college libraries for further details.

COURSES OPEN TO ENROLLMENT

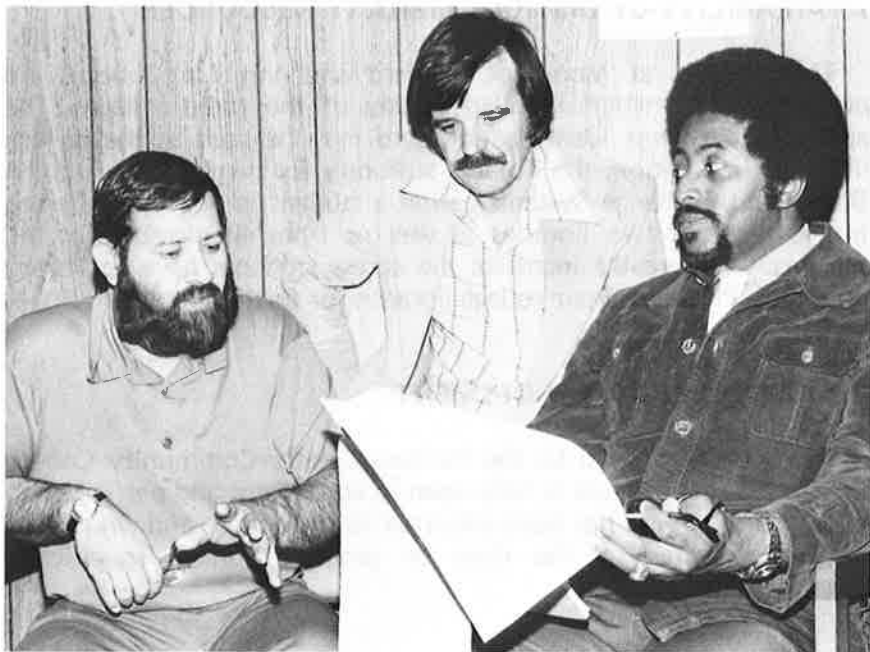
Each course offered by the Ventura County Community College District and its colleges is fully open to enrollment and participation by any person who has been admitted to the college and who meets the prerequisites to the class or program, unless specifically exempted by statute.

TV CONSORTIUM CLASSES

Oxnard College participates as a member of the Consortium for Community College Broadcast Television, which is a cooperative enterprise of Southern California community colleges offering college credit courses through open broadcast television. Students view telecast programs, complete study assignments, attend one or more review meetings, and take mid-term and final examinations; successful performance earns regular college credits. Courses to be offered in a given semester are determined by the Consortium, and generally fall within the range of general education courses; they are announced in the Schedule of Classes each semester.

USE OF LISTENING OR RECORDING DEVICES

State law in California prohibits the use by anyone in a classroom of any electronic listening or recording device without the prior consent of the teacher and college management. Any student who has need to use electronic aids must secure the consent of the instructor. If the instructor agrees to the request, the instructor will file a notice of consent with the Dean of Instruction.



STUDENT SERVICES

Counseling Services

Students of Oxnard College are offered a full-service counseling department with a wide variety of services. These services can be categorized into specific types including academic, personal, vocational, and career counseling. Each student's needs are met with sensitivity and a general concern for the student. The students' problems are treated from a wholistic framework, which may include a complete examination of the student's life-style and how that may effect his or her educational performance.

ACADEMIC INFORMATION

Academic counseling is a personal concern that deals, not only with class selection, but personal needs, strengths, limitations, and an understanding of the background behind the decisions a student makes. The planning of an academic program is the responsibility of the student. Students are encouraged to keep up-to-date academic histories in order that they may fully understand their alternatives. Counselors are available to provide information to assist students in their choices. Answers to many academic questions can be obtained from counselors. All first time Oxnard College students are required to meet with a counselor prior to registration. All other students are encouraged to meet regularly with a counselor. Appointments can be made by calling the college phone number. Limited time is also available for drop-in information.

VOCATIONAL AND CAREER

Counselors will make available to students information on a variety of career and vocational fields. Students may take the career classes offered by the staff, where they will explore their personal characteristics and specific life experiences, as they may relate to and effect career choice. Counselors will explore students' values and choices that they have made in the past and how they will effect the student in the future, and seek answers to questions such as, are there relationships that you can draw between your life style, needs, leisure time activities and educational experiences to assist you in a career choice? Areas of strength can be examined as well as the current supply and demand of a specific career choice.

PERSONAL CONCERNS

Each of the counseling staff has been trained in personal counseling, in order to explore with a student crisis situation, in which immediate alternatives are needed. Personal counseling may relieve a situation which may be causing the student to be unable to study or attend classes; students are encouraged to bring their crisis situations to a counselor and ask for assistance in dealing with each problem. When the counselor feels he or she is not qualified to handle a particular problem, or if other assistance is necessary, a full list of referral sources is maintained by the department to further assist the student.

Student Financial Services

The student who is hesitant about attending college because the financial expenses involved in obtaining a college education may prove to be too much of a personal or family burden will find a welcome campus friend in the Office of Student Financial Services. This office offers a complete array of financial support services which are designed to help Oxnard College students cover some of the expenses involved in obtaining a college education.

Student Financial Services personnel can help the Oxnard College student gain access to the following types of financial support services: grants, loans, Veterans' benefits, work study, job placement, and scholarships.

Grants, loans, and work study opportunities are available to any Oxnard College student who establishes a financial need by completing the application procedures set forth in these financial aids programs will be expected to adhere to standards of normal academic progress in order to receive the full benefits of these programs.

GRANTS

BASIC EDUCATION OPPORTUNITY GRANT (BEOG); SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG); EXTENDED OPPORTUNITY PROGRAMS AND SERVICES GRANT (EOPS)

Each of these grants require that students be enrolled in a minimum number of units. The Basic Grant (BEOG) requires 6 units, while all others require 12 units.

LOANS

NATIONAL DIRECT STUDENT LOAN (NDSL); FEDERALLY INSURED STUDENT LOAN (FISL)

These federally-subsidized loan programs are offered on a guaranteed interest, deferred payment basis. Students receiving these loans are expected to repay them upon completion of their studies.

WORK STUDY

FEDERAL COLLEGE WORK STUDY PROGRAM (CWSP)

Students qualifying for college work study funds will receive work assignments through the Job Placement Office. Students will be allowed to work a maximum of 20 hours per week at a salary rate which is at least equal to the current minimum wage and policies set forth by the VCCCD.

JOB PLACEMENT

The Student Placement Office located on campus assists students seeking part-time or full-time employment. Lists are maintained of employment opportunities both off- and on-campus and job announcements are posted in the College's major centers. Special emphasis is placed on locating employment for which the student has been trained. The services of the Student Placement Office are available to all students as well as alumni.

EXTENDED OPPORTUNITIES PROGRAMS AND SERVICES (EOPS)

The Oxnard College EOPS program is a state-funded program designed to encourage the enrollment and successful participation of students handicapped by language, social, and/or economic disadvantages. The EOPS program provides the following types of services:

- | | |
|----------------------|---------------------|
| Recruitment | Academic Counseling |
| Financial Assistance | Career Guidance |
| Tutorial Assistance | Book Loans |
| Orientation | Supportive Services |

Eligibility requirements are as follows:

1. Applicants must come from a family whose income does not exceed \$7500 per year for a family of four;
2. must be enrolled full time at Oxnard College (12 units/semester or completion of 24 units/academic year); and
3. must have submitted a Federal Basic Educational Opportunity Grant (BEOG) application.

All application materials and additional EOPS information is available in the EOPS Office.

SCHOLARSHIPS

The current Oxnard College Scholarship Program consists of scholarships which are funded through trust fund agreements between OC and private donors along with scholarships which are made available by local community organizations.

Although eligibility for scholarships takes the applicant's financial need into consideration, it must be emphasized that eligibility generally is based upon the applicant's ability to meet scholastic and other eligibility criteria set forth by scholarship donors.

Each scholarship application should be accompanied by the following supportive materials:

1. Required transcripts of past academic work
2. Personal letter of application
3. Two letters of recommendation

Specific details of any additional required supportive materials are available in the Financial Aid Office.

Unless it is otherwise noted in the scholarship announcement, the deadline for submitting applications for scholarships in this publication is May 1.

Scholarship applications which are submitted to the Financial Aid Office by the published deadline date will be forwarded to the appropriate Scholarship Screening Committee, which will review each application prior to making a decision. In some instances, a personal interview may be required. Scholarship applicants will be notified of committee decisions by the OC Financial Aid Office or a designee of the scholarship donor.

SCHOLARSHIP OPPORTUNITIES

ALPHA GAMMA SIGMA OUTSTANDING STUDENT SCHOLARSHIP. One \$100 scholarship will be offered to a continuing OC student who has a cumulative GPA of 3.3 or better, is an active member of Sigma Omega, and who has demonstrated outstanding leadership, dedication, and scholastic achievement within the Oxnard College community.

ALPHA GAMMA SIGMA BOOK SCHOLARSHIP. Two \$75 book awards will be offered to OC students currently enrolled in and completing at least 9 units and who have a 2.5 GPA or better.

LINDA ARAGON MEMORIAL SCHOLARSHIP. One \$200 scholarship will be offered to a student who has demonstrated an interest in elementary school teaching in a low socio-economic community setting and who has achieved a high GPA.

DOROTHY KATSUDA ENGLAND MEMORIAL SCHOLARSHIP. One \$150 scholarship will be offered to a student who has completed at least 24 units and who is continuing towards an A.A. degree in Early Childhood Education.

MINNESOTA MINING AND MANUFACTURING (3M) SCHOLARSHIP. One \$70 book scholarship will be offered to an OC sophomore who has maintained a GPA of 3.0 or better and who is majoring in Mathematics and Science.

OXNARD WOMEN'S CLUB SCHOLARSHIP. Two \$50 scholarships to be used to pay for textbook expenses will be offered to students who have established a financial need, have a minimum GPA of 3.0, and who have been active in Oxnard Women's Club activities.

TRINIDAD SANCHEZ MEMORIAL SCHOLARSHIP. One \$250 scholarship will be offered to a student who has graduated from a Ventura County high school and who is actively pursuing a program of studies leading to a Bachelor's level degree.

In addition to the above, a number of area organizations offer scholarship opportunities to Oxnard College students. Among them are the following:

American Association of University Women (Oxnard Branch)
American Society of Women Accountants

Anacapa Chapter Ann Jensen Memorial Scholarship
Boys Club of Oxnard
Ventura Area Panhellenic Association
Ventura County Citrus Growers Association

Details of these scholarships are available in the Financial Aid Office.

Veteran's Services

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

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

A VA Educational Loan Program is available to veterans or eligible dependents for attendance on at least a half-time basis. The loan is to provide additional funds for those eligible persons whose educational expenses exceed their financial resources. Applications may be submitted before classes start through the Veterans Representative at the Campus VA Office.

The Veterans' Clerk or Veterans' Representative will be available to help with the filing of applications.

VETERANS NOTE:

Currently, credit is not evaluated and thus granted for courses in educational experiences from the armed forces. Therefore, no credit for USAFI or basic military training can be directly granted. However, there are procedures where credit may be gained through cooperating institutions that can be acceptable by the college.

Under existing Veterans Administration regulations, a student repeating a course is not eligible for veterans' benefits in most cases. Veterans should, therefore, check with the veterans' counselor or the Veterans Administration office before repeating a course.

Enabler Services Program

Oxnard College offers a special program for physically-disabled students, providing services that allow them to participate more completely in the college program.

Services currently offered include interpreters for the deaf, mobility assistance, note takers, one step pre-registration, reader services, special parking areas, tutoring, and transportation.

Health Services/Accident Insurance

The Oxnard College Health Center, located on campus, assists students to move toward their educational goals by providing preventative and other limited health services. Furthermore, the center staff provides information about community health resources.

Nursing services available include first aid, health counseling with evaluation and referral to community resources, birth control counseling, pregnancy testing and counseling, student and faculty immunizations, and faculty and staff consultations.

All students who pay the health fee are covered by a Student Insurance Plan. In case of accident, an accident report must be filed at the Health Center by a faculty member, counselor, facility supervisor or administrator immediately. When the bill for treatment of a reported accident is received by the student, it should be taken to the College Nurse at the Health Center for payment.

Re-Entry Program

This program is designed for people—both men and women—who have been away from formal education for a period of time, to provide them with assistance during their transition back to education and with a warm, supportive environment. Help is available for selecting classes from the regular curriculum with each individual's specific skills, needs, and interests considered; in addition, special workshops, seminars, and programs are offered through the program. Re-entry personnel are available both in Oxnard and in Camarillo, and programs are developed to meet the special needs of all re-entering OC students.

Learning Center

OC's Learning Center, located on campus, provides a broad range of services for students. Credit instructional modules are available in a wide range of essential skills encompassing reading, writing, grammar, and tutor training. A variety of multi-media and self-instructional materials are also available to supplement classroom instruction, or for self-help.

OC's Tutoring program (see below) is also located in the Learning Center, which is open from 8 a.m. to 10 p.m. Monday through Thursday, and 8 a.m. to 5 p.m. on Friday.

Tutorial Services

A Tutorial Service provides free personal tutoring for Oxnard College students. Tutors are available in almost all subjects offered by the College, for short or long term assistance.

The Tutorial Center is located on campus, in conjunction with the Learning Center. Tutoring can also be arranged at the College's other major centers, both in Oxnard and Camarillo.

Student Organizations and Activities

The Associated Students of Oxnard College (ASOC) carries major responsibility for student government, campus organizations, 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 offers a planned program of cultural, pre-professional and recreational activities. All students are encouraged to participate in activities of their choosing such as student government, music, forensics, athletics, publications and the club program.

For further information, please contact the Dean of Student Services.

ATHLETICS

Oxnard College's Condors compete in the Western State Conference. In 1977-78, OC fielded teams in men's and women's cross-country and track and field, men's basketball, women's volleyball, tennis, and golf. Student athletes must be enrolled in 12 or more units during the sports season to be eligible for competition.

MUSIC ORGANIZATIONS

Oxnard College's organized musical groups include a concert choir, a folk-pop choir, and a stage band. All three groups perform publicly during the course of the year, at events ranging from public concerts in conjunction with the Ventura County Symphony to pre-game and half-time jam sessions at OC sporting events.

DRAMATICS

The OC theatre arts staff plans and produces a variety of dramatic events each year, ranging from major dramatic and musical productions to Readers' Theatre performances to children's theatre events in local elementary schools. Drama students have the opportunity to engage in all aspects of theatrical work.

PUBLICATIONS

Journalism classes both day and evening produce a student newspaper, the Observer, which is a vehicle of campus life and communication. Other student publications will be added as Oxnard College and its students grow and develop.





COURSE DESCRIPTIONS

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

Definition of a Semester Unit - The semester unit value of the course is shown by a number (or numbers). 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.

Course Identification - Courses offered by Oxnard College will allow a wide selection of curricula that meet the requirements for most regular university majors as well as for technical, semiprofessional, or occupationally-oriented programs.

To assist students to plan their programs of study, all credit courses offered by Oxnard College are classified into one of the three following categories:

1. Courses applicable toward the Baccalaureate Degree at universities or senior colleges.
2. Specialized technical, semiprofessional, or occupationally-oriented courses applicable to certificate and associate degree programs for which some universities and senior colleges allow subject or elective credit toward the Baccalaureate Degree.
3. Non-transfer and/or remedial courses not applicable toward the Baccalaureate Degree.

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.

Offering of Course as Described in Catalog - Occasionally there may be course changes concerning prerequisites, contents, hours, or units of credit made after publication of the Catalog. Efforts will be made through the class schedules and public media, and at times of registration, to notify students of any changes other than as described in the catalog.

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

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

| | |
|----------|----------------------------------|
| AH | Administrative Housekeeping |
| Ag | Agriculture |
| AC | Air Conditioning |
| AlSt | Alcohol Studies |
| Anth | Anthropology |
| Art | Art |
| Ast | Astronomy |
| AM | Automotive |
| AB | Automotive Body Repair |
| Biol | Biology |
| Bus | Business |
| Chem | Chemistry |
| CD | Child Development |
| DA | Dental Assisting |
| DM | Diesel Mechanics |
| EC | Energy Conservation |
| Econ | Economics |
| Engl | English |
| ES | Essential Skills |
| FSc | Fire Science |
| Fr | French |
| Geog | Geography |
| Geol | Geology |
| GM | Government Management |
| GS | Government Services |
| HS | Health Science |
| History | History |
| HE | Home Economics |
| H&R | Hotel and Restaurant Management |
| IMM | Industrial Maintenance Mechanics |
| IA | Instructional Associate |
| IS | Interdisciplinary Studies |
| Ja | Japanese |
| Journ | Journalism |
| LT | Library Technology |
| Math | Mathematics |
| Mus | Music |
| OT | Office Technology |
| OMM | Outboard Motorboat Mechanics |
| PG | Personal Growth |
| Phil | Philosophy |
| PE | Physical Education |
| Phys Sci | Physical Science |
| Ph | Physics |
| PSc | Political Science |
| Psych | Psychology |
| PS | Public Services |
| RE | Real Estate |
| Rec | Recreation |
| SL | Sign Language |
| Soc | Sociology |
| Spn | Spanish |
| Spch | Speech |
| Sup | Supervision |
| ThA | Theatre Arts |
| T&T | Traffic and Transportation |
| TDT | Truck Driving/Transportation |
| Urban | Urban Studies |

ADMINISTRATIVE HOUSEKEEPING

AH 1—ADMINISTRATIVE HOUSEKEEPING I

3 Units

Prerequisite: None

3 hours lecture weekly

Course designed to give students an insight into Institutional Housekeeping as a career, a view of organization and structure of an enterprise and management of its day-by-day functioning, impart basic principles and practices of personnel management applicable to staffing and operation of a department within a larger organization, and describe and explain budgets as they relate to basic operations and control in institutional housekeeping departments. (Co-numbered with H&R 16.)

AH 2—ADMINISTRATIVE HOUSEKEEPING II

3 Units

Prerequisite: None

3 hours lecture weekly

Course designed to provide students in the field of Institutional Housekeeping with the basic principles and techniques of work controls, housekeeping techniques, purchasing, and records. Also provides students with 60 hours credit toward National Executive Housekeeping Association Certificate. Field trips may be required. (Co-numbered with H&R 17.)

AH 9—SANITATION AND ENVIRONMENTAL CONTROL 2 Units

Prerequisite: None

3 hours lecture weekly

Course acquaints students with basic principles of microbiology and applications to personal cleanliness; cause, control, and investigation of illnesses caused by food contaminations; sanitary practices in food preparation; proper dishwashing procedures; sanitation of kitchen, dining room, and all equipment; cleaning materials and procedures; garbage and refuse disposal. (Co-numbered with H&R 9.)

AH 99ABCD—ADMINISTRATIVE HOUSEKEEPING 1-2-3-4 Units WORK EXPERIENCE

Prerequisite: None

99A=1 unit; 99B=2 units; 99C=3 units, 99D=4 units

May be repeated in any combination to a total of 16 units.

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.



AGRICULTURE

Ag 6—INTRODUCTION TO AGRICULTURAL SCIENCES 2 Units

Prerequisite: Agriculture major
2 hours lecture weekly

Survey of agriculture and horticulture industries throughout California, with visits to production, processing, marketing, and service agencies.

Ag 10A-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

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

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.

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.

Ag 21A-B—AGRICULTURAL MECHANICS

2-2 Units

Prerequisite: None
1 hour lecture, 3 hours laboratory weekly

Selection, care, and use of hand and small power tools common to agriculture. Development of skills in the use of various tools and materials of carpentry, masonry, plumbing, electricity, and metal work.

Ag 22—AGRICULTURAL MACHINERY

3 Units

Prerequisite: None
2 hours lecture, 3 hours laboratory weekly

Selection, operation, maintenance and troubleshooting of machinery common to agriculture. 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

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. 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

Farm tractor operation, selection, trouble shooting and maintenance. Gasoline, diesel, electric fundamentals, and accessory systems. Applications to farm machinery use and allied power units.

Ag 31A-B—HAND SKILL-AG MECHANICS

1-1 Unit

Prerequisite: None

3 hours laboratory weekly

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

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

1-1-1 Unit

Prerequisite: None

3 hours laboratory weekly

Use, selection, function, calibration, field set-up, maintenance and operation of farm machinery, including plows, subsoilers, discs, incorporators, bed shapers, seed planters, chemical applicators, and cultivators and harvesters. 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 Unit

Prerequisite: None

3 hours laboratory weekly

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 agricultural equipment. 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 Unit

Prerequisite: None
3 hours laboratory weekly

Planning, estimating, selection, care and use of materials and equipment typical to agriculture. Provides instruction in material and cost estimates and equipment requirements as related to various agriculture and farming operations. 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 Unit

Prerequisite: None
3 hours laboratory weekly

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

Ag 39—AGRICULTURE EQUIPMENT OPERATION, WELDING AND REPAIR

1-12 Units

Prerequisite: None
30 hours weekly

For students who have immediate job goals in mind, this program is a full-time, all-day, 30 hours per week offering. Credit awarded for courses within Ag Equipment program successfully completed. Course is operated on a continuous enrollment plan and graded on a credit-no credit basis. Field trips may be required.

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 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 of 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.

Ag 54—PACKING HOUSE MANAGEMENT

3 Units

Prerequisite: Ag 51 or Ag 52

2 hours lecture, 3 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.

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, macadamia, cherimoya and others will be investigated. Field trips and practical laboratories included.

Ag 61—CROP PRODUCTION I

3 Units

Prerequisite: None

2 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.

Ag 66—LANDSCAPE HORTICULTURE

3 Units

Prerequisite: None
3 hours lecture weekly

Plant morphology, plant climates, soils and amendments, plant nutrients, common plant pests and diseases, general pruning practices, general turf-grass 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

Fundamentals of recreational landscape construction projects: materials, installation techniques, tools, equipment, structures, plumbing, masonry, electricity, surveying, grading, sprinklers, and drainage systems; contracts and specifications writing, legal aspects of recreational landscape industry. Field trips required; laboratory recommended.

Ag 67L—RECREATIONAL LANDSCAPE CONSTRUCTION LABORATORY

1 Unit

Prerequisite: Ag 67 or concurrent enrollment
3 hours laboratory weekly

Ag 68—ENVIRONMENTAL IRRIGATION

2 Units

Prerequisite: None
2 hours lecture weekly

Study of basic water needs for plants and relationship of soil, water and quality of water; principles of basic sprinkler system design and introduction to operation of 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

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. Care and management of trees used in 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; care and management of these plants and their use; planting, irrigating, fertilizing and spraying. Field trips required; laboratory recommended.

Ag 71L—TROPICAL, FLOWERING 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; care and management of shrubs; planting, pruning, 2nd spraying. Field trips required; laboratory recommended.

Ag 72L—ORNAMENTAL SHRUBS AND GROUND COVERS 1 Unit LABORATORY

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 1 Unit LABORATORY

Prerequisite: Ag 73 or concurrent enrollment
3 hours laboratory weekly

Ag 74—TURFGRASS IDENTIFICATION AND 2 Units INSTALLATION

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 1 Unit INSTALLATION 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

Rules, regulations, and licensing laws set forth by the State of California governing **landscape** contractors; practices in supervising workers 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 workers 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

Ag 81—PRINCIPLES OF LANDSCAPE MAINTENANCE **3 Units**

Prerequisite: None
2 hours lecture, 3 hours laboratory weekly

Trains 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

Fundamentals of plant, soil, water and fertilizer relations; 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

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

Ag 89—LANDSCAPE MAINTENANCE CLUSTER

1-12 Units

Prerequisite: None

30 hours weekly

For students who have immediate job goals in mind, this program is a full-time, all day, 30 hour per week offering. Credit awarded for courses within Landscape Maintenance program successfully completed. Course is operated on a continuous enrollment plan and graded on a credit-no credit basis. Field trips may be required.

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

1-1-1 Unit

Prerequisite: None

3 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 applicator's 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

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

Study of local plant diseases, insects, weeds, and vertebrate pests, with emphasis on recognizing symptoms and causes, learning life cycles, host and habitat relationships, and methods of control. Field trips required; laboratory recommended.

Ag 97L—ENVIRONMENTAL PESTS AND DISEASE CONTROL LABORATORY

1 Unit

Prerequisite: Ag 97 or concurrent enrollment

3 hours laboratory weekly

Ag 98A—SHORT COURSES IN AGRICULTURE SCIENCES

1/2-3 Units

Prerequisite: None

Lecture and/or laboratory as required by unit formula

Consideration, in depth, of current problems in technical agriculture, as required and requested by employers and interested persons. Designed to provide flexibility to meet rapidly changing demands of the industry, and to provide sequence for existing programs.

Ag 98B—SHORT COURSES IN ENVIRONMENTAL SCIENCES

1/2-3 Units

Prerequisite: None

Lecture and/or laboratory as required by unit formula

Consideration, in depth, of current problems in natural resources or landscape horticulture as requested or required by employers and interested persons.

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

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

Prerequisite: Agriculture major. Enrolled concurrently in an agriculture course related to work experience.

99A=1 unit; 99B=2 units; 99C=3 units; 99D=4 units. May be repeated in any combination to a total of 16 units. Laboratory hours as required by unit formula.

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 student's academic program and vocational goals.

Ag 103—PLANT BIOLOGY

3 Units

Prerequisite: None

2 hours lecture, 3 hours laboratory weekly

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 leveling; 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

Fundamental principles of air conditioning and refrigeration equipment, emphasizing variations and preferable equipment for specific applications; tools and techniques, including soldering and brazing.

AC 2—AIR CONDITIONING AND REFRIGERATION FUNDAMENTALS II

4 Units

Prerequisite: AC 1
2 hours lecture, 6 hours laboratory weekly

Designed through lecture and study assignments to aid the student in learning advanced concepts of various refrigeration systems. Practical experience is given in dismantling, assembling, evacuating, and charging systems with some of the trade's latest testing devices

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

8 Units

Prerequisite: Completion of AC 1, 2
4 hours lecture, 12 hours laboratory weekly

Advanced course of study on application of 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
4 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 REGRIGERATION HYDRONICS-WATER TREATMENT

8 Units

Prerequisite: Completion of AC 1,2,3,4
4 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 89A-B-C-D—AIR CONDITIONING AND REFRIGERATION CLUSTER

1-12 Units

Prerequisite: None
30 hours weekly

For students who have immediate job goals in mind, the program is a full-time, all day, 30 hour per week offering. Credit awarded for course within Air Conditioning program successfully completed. Course is operated on a continuous enrollment plan and graded on a credit-no credit basis. Field trips may be required.

AC 98—SHORT COURSES IN AIR CONDITIONING AND REFRIGERATION

**1/2-10
Units**

Prerequisite: none
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 99A-B-C-D—AIR CONDITIONING AND REFRIGERATION WORK EXPERIENCE

1-2-3-4 Units

Prerequisite: None
99A=1 unit; 99B=2 units; 99C=3 units; 99D=4 units. May be repeated in any combination to a total of 16 units. Laboratory hours as required by unit formula.

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 student's academic program and vocational goal.

ALCOHOL STUDIES

AISt 101A—OVERVIEW OF ALCOHOLISM: ALIENATION AND ADDICTION

3 Units

Prerequisite: None
3 hours lecture weekly

Study of alcohol-related problems, including relationship to alienation and change in life style, cultural and family attitudes, causes and addiction, sub-cultures, ethical implications and solutions.

AISt 101B-C-D-E-F-G—MODULES IN ALCOHOL STUDIES½-3 Units

Prerequisite: None
3 hours lecture weekly

Class consists of six three-week modules. Students considering a major in alcohol studies may take all six modules to complete one required course in the major, or may take selected modules for elective credit. Open to any college student; not restricted to majors in alcohol studies.

AISt 102—TECHNIQUES OF COUNSELING ALCOHOL-RELATED PROGRAMS

3 Units

Prerequisite: AI St 101
3 hours lecture weekly

Course seeks to develop understanding of a variety of personality theories as applied to unique life style of alcoholics and to provide overview of theory and application in counseling of alcoholics.

AISt 103—PHARMACOLOGY OF ALCOHOLISM AND OTHER DRUGS

3 Units

Prerequisite: None
3 hours lecture weekly

Fundamental principles of the action of alcohol and other drugs studied. Pharmacological and physiological implications of tolerance, habituation, and excessive consumption emphasized. Psychological, physical, cultural, and social implications presented.

AISt 104—MARRIAGE AND CULTURAL INFLUENCES 3 Units

Prerequisite: None
3 hours lecture weekly

Primary emphasis is exploration of social and psychological consequences of ethnic background as contributing factors in misuse of alcohol. Further emphasis placed on lack of choice as to status, categorization in the larger society, and structural adaptations of Blacks, Chicanos, Indians, and Puerto Ricans; changing role of women, stress-producing factors in marriage, and use and misuse of alcohol by youth explored.

AISt 105—ALCOHOL STUDIES FIELD EXPERIENCE 1-3 Units

Prerequisite: Completion of or concurrent enrollment in Alcohol Studies course
Lecture and/or laboratory as required by unit formula

Experience in applied alcohol studies in community agencies such as mental health, youth correction, welfare, homes for the neglected, selected industrial settings, military bases, Alcoholics Anonymous, and other private and public agencies for prevention and treatment of alcoholics. Students supervised by credentialed instructional staff and professionally-trained agency personnel.



ANTHROPOLOGY

Anth 101—INTRODUCTION TO PHYSICAL ANTHROPOLOGY

3 Units

Prerequisite: None
3 hours lecture weekly

The human species, its origin and present biological variation, based on current evolutionary theory, fossil evidence, primate behavior, population genetics, and comparative vertebrate evolution; origin of culture and its interaction with our unique human form, intelligence, emotions, and sexuality.

Anth 102—INTRODUCTION TO CULTURAL ANTHROPOLOGY

3 Units

Prerequisite: None
3 hours lecture weekly

Study of human society with emphasis on nature and significance of culture in human life; comparisons, drawn largely from non-Western, non-industrial societies, illustrate diverse solutions to universal human problems; evolution and future of human cultures.

Anth 103—INTRODUCTION TO ARCHAEOLOGY

3 Units

Prerequisite: None
3 hours lecture weekly

Anthropological study of world prehistory and evolution of culture from its earliest known origins through the appearance of civilizations as revealed by archaeological record; nature of archaeological evidence and its analysis. Field trips may be required.

Anth 105—SEX ROLES IN WORLD CULTURES

3 Units

Prerequisite: None
3 hours lecture weekly

Present knowledge of human evolution and ethnographic information from many cultures is applied to the evaluation of biological differences between men and women and cultural implications of changing female and male roles in modern society.

Anth 106—CULTURE AND PERSONALITY

3 Units

Prerequisite: One course in Anthropology, Psychology, or Sociology
3 hours lecture weekly

Comparative study of relationship between culture and individual psychological processes. Child training and psycho-dynamics in non-Western cultures. Psychology of culture change. Personality disorders and psychotherapy studied cross-culturally.

Anth 107—INTRODUCTION TO MEDICAL ANTHROPOLOGY

3 Units

Prerequisite: None
3 hours lecture weekly

Cross-cultural study of illness and healing, to include a survey of anthropological data and theory on diagnostic and curing practices in non-literate, folk, and non-Western traditional societies. Theories concerning efficacy of non-Western or "pre-scientific" medical practices from perspective of the "Western medical paradigm."

Anth 110—PEOPLE AND CULTURES OF THE WORLD

3 Units

Prerequisite: None
3 hours lecture weekly

Comparative study of human culture and elements of culture. Selected cultures studied and compared from anthropological perspectives. Emphasis on traditional societies and phenomena of culture change resulting from contact with modern societies.

Anth 199A-B—DIRECTED STUDIES IN ANTHROPOLOGY

1-3/1-3 Units

Prerequisite: A course in the specific field
Lecture and/or laboratory as required by unit formula

Designed for students 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 98A-Z—SHORT COURSES IN ART

1/2-10 Units

Prerequisite: None

Lecture and/or laboratory as required by unit formula

Specialized topics designed to inform or update interested persons in the various disciplines within art. Field trips may be required.

Art 101—ART APPRECIATION

3 Units

Prerequisite: None

3 hours lecture weekly

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 an examination of the key figures in art history. Field trips and/or museum visitations may be required. Required of all art majors.

Art 104AB—COLOR AND DESIGN

2-2 Units

Prerequisite: Art 104A for 104B

1 hour lecture, 3 hours laboratory weekly

Basic course provides thorough background in 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 106AB—DRAWING AND COMPOSITION

2-2 Units

Prerequisite: Art 106A for 106B

6 hours laboratory weekly

Basic drawing experience stresses 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 108AB—PAINTING

2-2 Units

Prerequisite: Art 104AB, 106AB, 108A for 108B

6 hours laboratory weekly

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

Art 110AB—ADVANCED PAINTING

2-2 Units

Prerequisite: Art 101, 108AB

6 hours laboratory weekly

Exploration of more advanced concepts in painting: examining abstract qualities in contemporary art; understanding modern philosophical trends and movements in painting; critical analysis of student works.

Art 112AB—WATERCOLOR

2-2 Units

Prerequisite: Art 104AB and Art 106 or concurrent enrollment

6 hours laboratory weekly

Exploring the watercolor medium, in a variety of techniques, emphasizing new bold approaches in abstract and application to realist form.

Art 115—BEGINNING CERAMICS

2 Units

Prerequisite: None

6 hours laboratory weekly

Fundamental course in pottery making; slab and coil techniques and wheel throwing with emphasis on ceramic form and design, glazing and craftsmanship.

Art 116—INTERMEDIATE CERAMICS

2 Units

Prerequisite: None

6 hours laboratory weekly

Emphasis on handbuilt and wheel-thrown forms; study of glazes and decoration techniques. Development of good crafts techniques and study of the history of ceramics past and present.

Art 126AB—FIGURE DRAWING

2-2 Units

Prerequisite: Art 106AB
6 hours laboratory weekly

Drawing the human figure from live models, using many media including charcoal, pencil, conte crayon, pastels, and multi-media. Emphasis on visual observation of structure, proportions, form, compositions, use of linear and tonal concepts.

Art 128AB—FIGURE PAINTING

2 Units

Prerequisite: Art 108AB
6 hours laboratory weekly

Structural and free expressions in painting the human form—emphasis on color structuring of the human form—its relationship to nature, media, oil, acrylic, water color, mixed media.

Art 199A-B—DIRECTED STUDIES IN ART

1-3/1-3 Units

Prerequisite: A course in the specific field
Lecture and/or laboratory as required by unit formula

Designed for students 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

Introductory course in astronomy designed to familiarize students with various aspects of the subject; course covers history, tools, solar system, stars, galaxies, and black holes to acquaint students with these aspects. Designed with the non-science student in mind, with as little emphasis on mathematics and scientific methods as possible.

AUTOMOTIVE MECHANICS

AM 1—AUTOMOTIVE SERVICE INDUSTRY AND THE FOUR CYCLE ENGINE

4 Units

Prerequisite: None

2 hours lecture, 6 hours laboratory weekly

Introduction to automotive repair industry, including tools, safety, hardware and 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 procedures. Field trips may be required.

AM 2—AUTOMOTIVE CRANKING AND CHARGING SYSTEMS

3 Units

Prerequisite: None

2 hours lecture, 3 hours laboratory weekly

Study of the automotive charging and cranking systems beginning with electricity and magnetism and progressing to testing procedures and equipment used to troubleshoot and diagnose problems within systems. Field trips may be required.

AM 3—ENGINE TUNE—UP AND DIAGNOSTIC PROCEDURES

6 Units

Prerequisite: None

3 hours lecture, 9 hours laboratory weekly

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

AM 4—AUTOMOTIVE EMISSION CONTROL

3 Units

Prerequisite: None

3 hours lecture weekly

Course covers a brief history of air pollution, automotive emission control, laws, and control systems such as crank case, exhaust, evaporative loss, Nox, and retro-fit devices; also use of infrared and other test equipment and preparation for State Emission Control Installer License. Field trips may be required.

AM 5—BRAKE MECHANICS

3 Units

Prerequisite: None
2 hours lecture, 3 hours laboratory weekly

Study of automobile brake systems includes hydraulics and friction principles, drum and disc brakes, and the operation of shop equipment, tools and gauges. Prepares student for California Class C brake license test.

AM 6—FRONT END MECHANICS

3 Units

Prerequisite: None
2 hours lecture, 3 hours laboratory weekly

Course teaches procedures of automotive wheel alignment, wheel balancing, component repair and replacement. Field trips may be required.

AM 10—FUNDAMENTALS OF AUTO MECHANICS

3 Units

Prerequisite: None
3 hours lecture weekly

Comprehensive overview of the automobile, including the systems, basic operating principles, and repair procedures. Systems included are ignition, charging, cranking, cooling, fuel, lubricating, brakes, and front end. Field trips may be required.

AM 12—AUTOMOTIVE AIR CONDITIONING

2 Units

Prerequisite: None
1 hour lecture, 3 hours laboratory weekly

Comprehensive study of the principles of operation and theory of automotive air conditioning. Course offers a study of design features of each manufacturer to include servicing, troubleshooting, and diagnosis. Students given practical application for servicing, repair, and diagnosis. Field trips may be required.

AM 20—NIASE MECHANICS CERTIFICATION

3 Units

Prerequisite: Major in automotive or employment in auto trade recommended
3 hours lecture weekly

For mechanics employed or auto mechanics majors who are preparing to take NIASE (National Institute for Automotive Service Excellence) Mechanics Certification Test. Course covers engine repair, manual transmission and rear axle, front end, brakes, electrical systems, and engine tune-up.

AM 89—IMPORTED AND DOMESTIC AUTOMOTIVE MECHANICS

1-12 Units

Prerequisite: None
30 hours weekly

For students who have immediate job goals in mind, program is a full-time, all day, 30 hour per week offering. Non-transfer credit awarded for courses within Automotive Mechanics program successfully completed. Course is operated on a continuous enrollment plan and graded on a credit-no credit basis. Field trips may be required.

AM 98—SHORT COURSES IN AUTOMOTIVE MECHANICS

1/2-10 Units

Prerequisite: None
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. Length of course determines unit credit. Field trips may be required.

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

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

Prerequisite: None
99A=1 unit; 99B=2 units; 99C=3 units; 99D=4 units. May be repeated in any combination to a total of 16 units. Laboratory hours as required by unit formula.

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

Fundamentals of auto repair, including 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

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

Advanced course in techniques of estimating and repair of heavy auto-body and chassis damage; emphasis upon business management techniques as applied to estimating repairs.

AB 4—ADVANCED AUTOBODY COLLISION AND DAMAGE REPAIR

5 Units

Prerequisite: AB 1,2 or equivalent

2 hours lecture, 9 hours laboratory weekly

Advanced course in techniques of estimating and repair of heavy damage to autobody and chassis; emphasis on automobile frame, sectioning, straightening and advanced welding. Student autobody projects will be in the scope of complete automotive wrecks.

AB 98—SHORT COURSES IN AUTOBODY

1/2-10 Units

Prerequisite: None

Lecture and/or laboratory as required by unit formula

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

AB 99A-B-C-D—AUTOBODY WORK EXPERIENCE

1-2-3-4 Units

Prerequisite: None

99A=1 unit; 99B=2 units; 99C=3 units; 99D=4 units. May be repeated in any combination to a total of 16 units. Laboratory hours as required by unit formula.

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



BIOLOGY

Biol 101—PRINCIPLES OF BIOLOGY

4 Units

Prerequisite: Chem 20 or Chem 101 or equivalent
3 hours lecture, 3 hours laboratory weekly

Introduction to principles of molecular and cellular biology and diversity of organisms; designed for biological science and pre-professional majors. Field trips may be required.

Biol 102—PRINCIPLES OF BIOLOGY

4 Units

Prerequisite: Credit for Biology 101 or equivalent
3 hours lecture, 3 hours laboratory weekly

Organismic and population biology, designed for biological science and pre-professional majors. Field trips may be required.

Biol 103—GENERAL BIOLOGY

4 Units

Prerequisite: Not recommended for biology majors nor 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.
3 hours lecture, 3 hours laboratory weekly

Lectures and laboratory exercises deal with the cell, diversity of organisms, nutrition, respiration, circulation, genetics, reproduction, embryology, evolution, ecological relationships and biogeography.

Biol 105—GENERAL BOTANY

5 Units

Prerequisite: None
3 hours lecture, 6 hours laboratory weekly

General concepts of plant form and function including characteristics and life cycles of some algae, fungi, mosses, ferns, cone-bearing and flowering plants; techniques for growing and propagation of plants.

Biol 106—THE HUMAN ENVIRONMENT

3 Units

Prerequisite: None
3 hours lecture weekly

Study of biotic principles which form the basis for understanding the relationship of human beings and their environment; includes human ecology, population and pollution problems, human genetics, biology of race, and human evolution and behavior.

Biol 107—ANATOMY AND PHYSIOLOGY

5 Units

Prerequisite: None; however, high school Biology and Chemistry are strongly recommended.

3 hours lecture, 6 hours laboratory weekly

Course consists of a systematic approach to structure and function of mammals, with special attention given to humans; stresses the highly-integrated nature of structure and function with special attention to pathological as well as normal states.

Laboratory is equally divided between general mammalian anatomy and selected physiological exercises with special attention to human structure and function. Designed primarily for allied health majors (registered nursing, X-ray technology, licensed vocational nursing, medical technology, etc.), some transfer majors, and Physical Education majors.

Biol 108—MARINE BIOLOGY

4 Units

Prerequisite: None; however, high school Biology and Chemistry are strongly recommended.

3 hours lecture, 3 hours laboratory weekly

Survey of biological activities of marine organisms; includes an introduction to physical oceanography, ecology, and energy flow within the marine environment, and some basic biological concepts using marine eco-systems as examples. Pollution and conservation of marine environment will also be considered. Satisfies laboratory biological science transfer requirement for universities and state colleges. Field trips may be required.

Biol 109—PLANT AND ANIMAL COMMUNITIES OF CALIFORNIA

3 Units

Prerequisite: None

2 hours lecture, 3 hours laboratory weekly

Study of soil, climatic and biological factors responsible for formation of plant and animal communities throughout California with special emphasis on Santa Barbara and Ventura Counties; plant and animal identification and influence of human activity on the local environment are included. Field trips will be to natural areas where plant and animal interactions can be observed.

BUSINESS

Bus 2—PREPARATION FOR ACCOUNTING

3 Units

Prerequisite: None

2 hours lecture, 3 hours laboratory weekly

An extensive presentation of the debit-credit principle as applied to double-entry bookkeeping, and to journalizing and posting; 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 or 101B

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 management of personal financial affairs; problem solving and practical experience in development of budgets, investments, insurance, loans, taxes, social security, etc.

Bus 6—INDIVIDUAL INCOME TAX ACCOUNTING

3 Units

Prerequisite: None

3 hours lecture weekly

Federal and California income tax theory for individual taxpayers. Capital gains and sale of residence among topics discussed. Field trips may be required.

Bus 7—INCOME TAX ACCOUNTING WORKSHOP

2 Units

Prerequisite: None

1 hour lecture, 3 hours laboratory weekly

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

Bus 8—VOLUNTARY INCOME TAX ASSISTANCE

2 Units

Prerequisite: None

Lecture and/or laboratory as required by unit formula

VITA program includes professionally-trained volunteers who 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.)

Bus 9—CORPORATE INCOME TAX ACCOUNTING

3 Units

Prerequisite: Bus 6 or Bus 101A recommended, or equivalent work experience.

3 hours lecture weekly

Federal and California income tax theory for corporations, partnerships, estates, and trusts. Tax planning will be emphasized. Field trips may be required.

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

Designed for the non-transfer student, course covers development of business law, 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, surveying citizens' rights and obligations in our society; practical application of law to common business transactions. Guest speakers when appropriate.

Bus 14—FAMILY RISK MANAGEMENT

2 Units

Prerequisite: None

2 hours lecture weekly

Provides students with 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 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 placed on special aspects including mortgage interest and loss adjustment provisions.

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: None
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 fundamentals of bank functions; 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 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
3 hours lecture weekly

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

Bus 30—BUSINESS MATHEMATICS

3 Units

Prerequisite: None
3 hours lecture weekly

Review of basic fundamentals, speedbuilding, thought problems to prepare students for complex business-oriented problems; computations include payroll taxes, discounts, and interest calculations.

Bus 31—CALCULATING MACHINES

3 Units

Prerequisite: None
2 hours lecture, 3 hours 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

3 hours lecture, 3 hours laboratory weekly

Course is to train or retrain persons for gainful employment as operators of cash registers with emphasis on proper checkstand procedure. Students will be qualified to meet entry level standards of the retail checking industry. Field trips when appropriate.

Bus 33—MARKETING FIELD EXPERIENCE

2 Units

Prerequisite: Bus 130 and Bus 131 (may be taken concurrently)

2 hours lecture weekly

Discussion, investigation, and analysis of trends, operations and practices related to students' career objective and training station work and assignment. Work experience in distributive occupation leading to mid-management level position; trainee spends minimum 15 hours weekly on-the-job. Students must sign up concurrently for Work Experience, Bus 98C.

Bus 40—BUSINESS ENGLISH

3 Units

Prerequisite: None

3 hours lecture weekly

Develops competency in fundamentals and mechanics of preferred Business English usage, including grammar, sentence structure, punctuation, and written expression; provides students with background to write business letters and business reports.

Bus 98A-Z—SHORT COURSES IN BUSINESS

1/2-10 Units

Prerequisite: None

Lecture and/or laboratory hours as required by unit formula

Specialized topics designed to inform or update interested persons in various disciplines within the field of business. Unit credit determined by length of courses. Field trips may be required.

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

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

Prerequisite: None

99A=1 unit; 99B=2 units; 99C=3 units; 99D=4 units. May be repeated in any combination to a total of 16 units.

Laboratory hours as required by unit formula

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 student's academic program and vocational goals.

Bus 101A—ACCOUNTING PRINCIPLES

3 Units

Prerequisite: None
3 hours lecture weekly

Basic principles of accounting as a foundation for advanced study, and as a vocational skill; 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 introductory phase of accounting; surveys accounting problems and procedures unique to partnerships and corporations; includes sections on managerial financial analysis for decision-making in business and the Federal Income Tax.

Bus 102—MANAGERIAL ACCOUNTING

3 Units

Prerequisite: Bus 101A
3 hours lecture weekly

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

Bus 111A—BUSINESS LAW I

3 Units

Prerequisite: None. 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 study of agency and employment, sales, insurance, partnerships, corporations, negotiable instruments, bankruptcy, and the inter-relationship of government and business.

Bus 120—INTRODUCTION TO BUSINESS

3 Units

Prerequisite: None
3 hours lecture weekly

Course examines important concepts of business including investments, insurance, real estate, budgeting, and accounting, and laws affecting proprietorships, partnerships, and corporations.

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 organization's objectives.

Bus 122—PERSONNEL MANAGEMENT AND HUMAN RELATIONS

3 Units

Prerequisite: None
3 hours lecture weekly

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

Role of the small business person 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.

Bus 130—SALES TECHNIQUES

3 Units

Prerequisite: None
3 hours lecture weekly

Covers fundamental principles of wholesale and specialty selling, with emphasis on the techniques of selling; 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 staff, and controls sales, advertising, and channels of distribution. Case problem approach is emphasized.

Bus 133—ADVERTISING

3 Units

Prerequisite: None
3 hours lecture weekly

Practical application of principles of advertising for large and small businesses; includes advertising theory, layout production, printing, and production processes. Field trips where appropriate.

Bus 135—RETAIL STORE MANAGEMENT

3 Units

Prerequisite: Bus 131
3 hours lecture weekly

Principles and practices used in management of retail stores; comparative analysis of retail institutions on basis of initial requirements, facilities organization, staffing, sales promotion, and customer services.

Bus 140—BUSINESS COMMUNICATIONS

3 Units

Prerequisite: None
3 hours lecture weekly

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

CHEMISTRY

Chem 10—INTRODUCTORY CHEMISTRY, OUR CHEMICAL ENVIRONMENT

3 Units

Prerequisite: None
3 hours lecture weekly

Descriptive course emphasizes modern chemical theory and its contribution to an understanding of the physical environment, particularly as it affects the social and economic decisions of human kind. Designed for the non-science major.

Chem 20—ELEMENTARY CHEMISTRY

5 Units

Prerequisite: Math 11A or high school algebra with a grade of C or better is required. Math 11A and Physical Science 1 are recommended for students with limited science backgrounds.

4 hours lecture, 3 hours laboratory weekly

Introductory course in chemistry stressing basic principles of atomic and molecular structure, periodic table and states of matter, as well as quantitative techniques involved in elementary chemical calculations; some discussion of nuclear, organic and biochemistry. Introduction to laboratory techniques with experiments illustrating principles covered in lectures.

Chem 101—GENERAL CHEMISTRY I

5 Units

Prerequisite: Chem 20 or high school chemistry with a grade of C or better. Knowledge of algebra.

3 hours lecture, 6 hours laboratory weekly

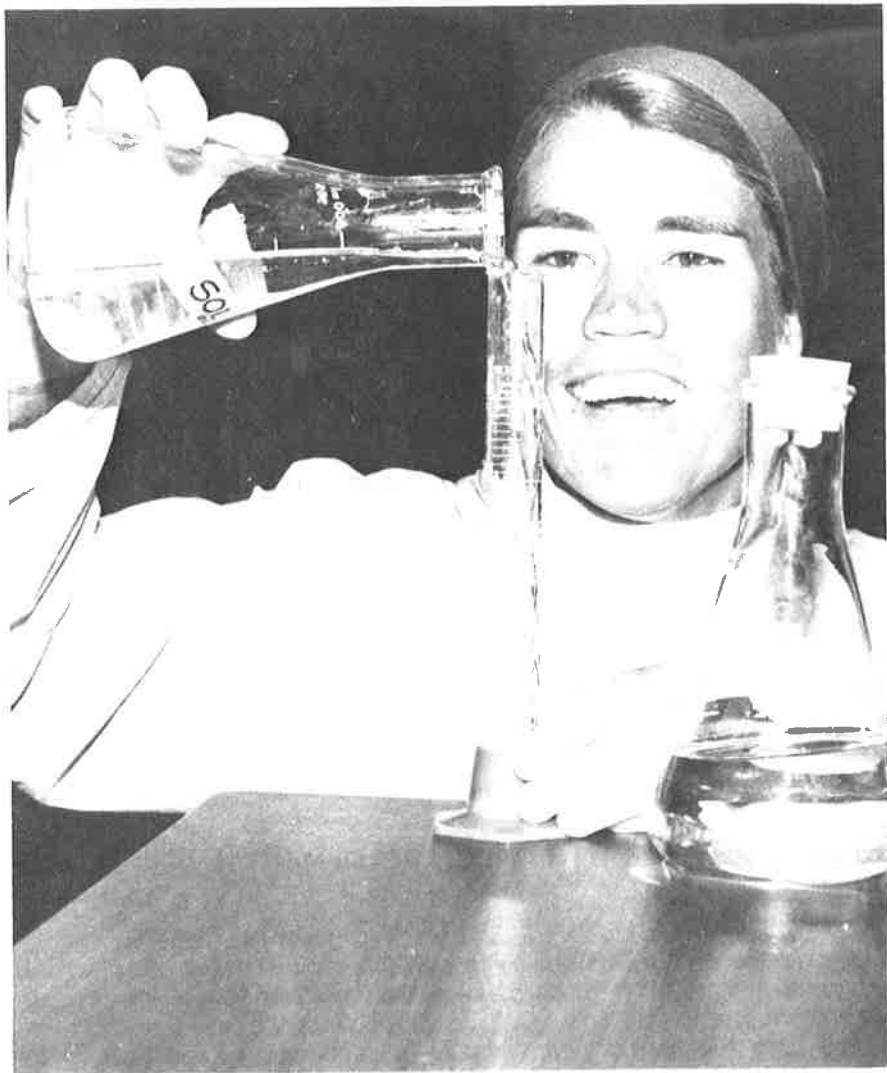
Fundamental principles and theories of chemistry with special emphasis on calculations of solution chemistry, stoichiometry, chemical equilibrium and oxidation-reduction; includes discussion of quantum mechanical model of the atom, kinetic-molecular theory and periodic table. Laboratory designed to develop quantitative relationships through experiments, and to introduce inorganic preparative procedures.

Chem 102—GENERAL CHEMISTRY II

5 Units

Prerequisite: Chem 101 with a grade of C or better
3 hours lecture, 6 hours laboratory weekly

Continuation of Chem 101 with introductory matter on electro-chemistry thermodynamics, radiochemistry, and descriptive chemistry of common elements; a short section on organic chemistry is included. Laboratory includes qualitative analysis and thermochemistry, and further develops inorganic preparation techniques.



CHILD DEVELOPMENT

CD 98A-Z—SHORT COURSES IN CHILD DEVELOPMENT

1/2-10 Units

Prerequisite: None

Lecture and/or laboratory as required by unit formula

Specialized topics designed to inform or update interested persons in Child Development. Field trips may be required.

CD 101—INTRODUCTION TO EDUCATION

3 Units

Prerequisite: None

3 hours lecture weekly

For those seeking careers in education, an analysis of educational programs for children; history and philosophy of educational programs—preschool, elementary, and secondary.

CD 103—PROGRAMS FOR YOUNG CHILDREN

3 Units

Prerequisite: None

3 hours lecture weekly

Course offers an introduction to various kinds of schools for young children, their histories, philosophies, and program emphases. Curriculum areas covered, along with organization of materials and resources. Teaching techniques based upon understanding the young child as an active learner examined. Observations required. Field trips may be required.

CD 104—CHILD GROWTH AND DEVELOPMENT I

3 Units

Prerequisite: None

3 hours lecture weekly

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

CD 105—CHILD GROWTH AND DEVELOPMENT II

3 Units

Prerequisite: None

3 hours lecture weekly

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

CD 106—CHILD, FAMILY AND COMMUNITY

3 Units

Prerequisite: None
3 hours lecture weekly

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

CD 107—CROSS-CULTURAL EXPERIENCES WITH CHILDREN AND FAMILIES

3 Units

Prerequisite: None
2 hours lecture, 3 hours laboratory weekly

Course considers cross-cultural basis of human experience; prejudice, ethnicity, and values clarification are dealt with in relation to cultural identity. Opportunity for individual study in areas of special interest related to children and families in a cross-cultural context.

CD 108—THE EXCEPTIONAL CHILD

3 Units

Prerequisite: None
3 hours lecture weekly

Characteristics and problems of the mentally retarded, socially-handicapped, and emotional child will include discussion and study of issues and research problems encountered in these specific areas as well as the intellectually-gifted child. (Co-numbered with Psych 111)

CD 111—CHILD DEVELOPMENT PRINCIPLES AND PRACTICUM

3 Units

Prerequisite: Completion or current enrollment in CD 103, 104, and one course in creative experiences (CD 131-134).
2 hours lecture, 3 hours laboratory weekly

Basic principles of child development programs and their application to development of appropriate school experience for young children covered. A variety of learning experiences considering environment, materials and equipment, play routines in relation to child needs discussed. Observation and limited participation in preschool classroom included. Field trips and negative TB test required.

CD 112—CHILD DEVELOPMENT PRINCIPLES AND PRACTICUM II

5 Units

Prerequisite: CD 111

3 hours lecture, 6 hours laboratory weekly

Participation in Day Care Center 6 hours per week. Opportunity for supervised practice in planning and guiding play, learning, and children's routine living activities. Emphasis on experiences which lead to increasing skill in dealing effectively with group and individual behavior. Focus on evaluation and prescribing for individual child's needs.

CD 115—MANAGEMENT FOR CHILD DEVELOPMENT PROGRAMS: ADMINISTRATION AND SUPERVISION

3 Units

Prerequisite: None

3 hours lecture weekly

Preparation for administering child development programs including management principles related to licensing and standards, budgeting, space and equipment, hiring and evaluating practices, staff relationships, and parent and community involvement, including organizational requirements to fulfill goals of the program.

CD 120A-B-C-D—PARENT EDUCATION

2-2-2-2 Units

Prerequisite: None

1 hour lecture, 3 hours laboratory weekly

Introductory course for adults and parents participating in the Day Care Center to gain insight into child development and learning theory as it applies to their child and children in general.

CD 130—PARENT/CHILD INTERACTION

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 interaction. Individual assessments regarding developmental problems. May be repeated for credit.

CD 131—ART IN EARLY CHILDHOOD

3 Units

Prerequisite: None

3 hours weekly

Course aimed at developing awareness and sensitivity of the nursery school teacher and understanding of stage-by-stage development of the preschool child. Use of teacher and student demonstrations, visual aids including films, and field trips.

CD 132—SCIENCE IN EARLY CHILDHOOD

3 Units

Prerequisite: None

3 hours lecture weekly

Methods of enriching the child's exposure to the natural and physical world. Using basic science equipment and developing practical materials as well as reference materials for school and teacher included. Focus on problem-solving and inquiry approaches to the involvement of young children in first-hand exploration of their environment.

CD 133—LANGUAGE ARTS IN EARLY CHILDHOOD

3 Units

Prerequisite: None

3 hours lecture weekly

Developing language arts and literature experiences for young children. Explores experiences which support and extend children's ability to use language as a means of communication, medium of creative expression, and tool in development of logical thought. Includes games, puppetry, flannel board material, storytelling, and children's literature. Field trips may be required.

CD 189—TOPICS IN CHILD DEVELOPMENT

1/2-10 Units

Prerequisite: None

Lecture and/or laboratory as required by unit formula

Seminars or individual conferences to provide for independent study and enriched academic experience in furthering understanding of child development.

CD 199AB—DIRECTED STUDIES IN CHILD DEVELOPMENT

1/2-3/1/2-3 Units

Prerequisite: A course in the specific field

Lecture and/or laboratory as required by unit formula

Designed for selected students interested in furthering their knowledge of Child Development on an independent basis. Assigned problems will involve library, laboratory, and field work. Field trips may be required. Maximum of 6 units.

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 and to opportunities and responsibilities in the areas of dental assisting; to review anatomy and physiology relevant to dental practice.

DA 98A-Z—SHORT COURSES IN DENTAL ASSISTING

1/2-10 Units

Prerequisite: None
Lecture and/or laboratory as required by unit formula

Specialized topics designed to inform and update interested persons in various topics within the field of dental assisting. Unit credit determined by length of course.

*NOTE: This program is not currently being offered.

DIESEL MECHANICS

DM 1—HAND TOOLS AND SHOP SKILLS

2 Units

Prerequisite: None

1 hour lecture, 3 hours laboratory weekly

Selection, care and use of hand and small power tools common to diesel mechanics; shop safety and proper use of shop equipment also emphasized. Hardware identification, threading and drill sharpening included.

DM 2—BASIC ENGINE THEORY

2 Units

Prerequisite: DM 1 or equivalent

1 hour lecture, 3 hours laboratory weekly

Course provides instruction on nomenclature, relationship of parts, component systems identification and principles of diesel and gasoline engines, including training in theory and construction of various diesel and gasoline engine systems in laboratory situation.

DM 3—ENGINE COMPONENT SYSTEM

2 Units

Prerequisite: DM 1 or equivalent

1 hour lecture, 3 hours laboratory weekly

Thorough study of variations in design of diesel and gasoline engines with emphasis on constructional features, types and engine components. Practical training given in cooling air induction, lubrication and governing system identification, maintenance and service.

DM 4—ENGINE OVERHAUL AND REPAIR

4 Units

Prerequisite: DM 1 and DM 2

2 hours lecture, 6 hours laboratory weekly

Training given in proper procedures for disassembly, inspection of parts, measurements, repairs and tests, reassembly, analysis of malfunctions, and efficiency of making repairs to diesel and gasoline engines; valve servicing repair and diesel injection system repair included.

DM 5—ENGINE TUNE-UP & TROUBLESHOOTING

2 Units

Prerequisite: DM 4 or equivalent

1 hour lecture, 3 hours laboratory weekly

Course provides training in principles and fundamentals of correct engine tune-up procedures for gasoline and diesel engines. Various adjustment and repair operations performed on diesel and gasoline engines so students gain knowledge and understanding of problems involved in tune-up and troubleshooting. Various testing equipment included to diagnose and correct problems; diesel fuel system lab experience included.

DM 6—ELECTRICAL SYSTEM THEORY

4 Units

Prerequisite: DM 1

2 hours lecture, 6 hours laboratory weekly

Course provides training in fundamentals of electricity as applied to heavy vehicle repair; theory of operation of vehicular components such as batteries, generators, alternators, regulators, ignition systems, magnetos and accessory equipment covered; lab examination and teaching of electrical components included.

DM 7—ELECTRICAL SYSTEM TROUBLESHOOTING AND REPAIR

4 Units

Prerequisite: DM 1 or equivalent

2 hours lecture, 6 hours laboratory weekly

Diagnostic procedures used with modern test equipment to analyze electrical system problems; basic methods of testing alternators, generators, regulators, starters, batteries, ignition systems and components while in the vehicle are included. Laboratory training provided in troubleshooting and repairing of items on actual equipment.

DM 8—POWER TRAINS

2 Units

Prerequisite: DM 1 or equivalent

1 hours lecture, 3 hours laboratory weekly

Course provides training in fundamentals and principles of power trains and components as applied to heavy vehicle repair; laboratory work offered in this course provides training on clutches, transmissions, driveshafts, final drives and axle assemblies.

DM 9—POWER TRAIN OVERHAUL AND REPAIR

2 Units

Prerequisite: DM 8 or equivalent

1 hour lecture, 3 hours laboratory

Laboratory training provided in power train components on actual equipment in heavy vehicles and tractors; overhaul and repair of clutches, transmissions, driveshafts, final drives and axle assemblies experienced while methods of removal, inspection, disassembly, reassembly and adjustment are practiced.

DM 10—STEERING SYSTEMS OVERHAUL AND REPAIR 2 Units

Prerequisite: DM 1 or equivalent

1 hour lecture, 3 hours laboratory weekly

Course provides training in mechanical, power steering and friction clutch assemblies on trucks and tractors; inspection, disassembly, reassembly, adjustment and operation procedures included.

DM 11—HYDRAULIC SYSTEMS, BRAKES AND AIR SYSTEMS OVERHAUL AND REPAIR

2 Units

Prerequisite: DM 1 or equivalent

1 hour lecture, 3 hours laboratory weekly

Laboratory training provided in power, pneumatic, hydraulic, and vacuum brakes; principles of operation and service procedures of power hydraulic systems included.

DM 89—DIESEL/HEAVY VEHICLE MECHANICS CLUSTER

1-12 Units

Prerequisite: None

30 hours weekly

For students who have immediate job goals in mind, program is a full-time, all-day. 30 hours per week offering. Credit awarded for courses within Diesel Mechanics program successfully completed. Course operated on continuous enrollment plan and graded on credit-no credit basis.

DM 98—SHORT COURSES IN DIESEL MECHANICS

½-10 Units

Prerequisite: None

Lecture and/or laboratory as required by unit formula

Specialized topics designed to inform or update interested persons in various disciplines within the Diesel repair industry. Length of course determines unit credit. Field trips may be required.

ENERGY CONSERVATION

EC 1—ENERGY CONSERVATION AND ALTERNATE ENERGY SOURCES

3 Units

Prerequisite: None
3 hours lecture weekly

To provide knowledge of history and development of resources presently being used as sources of energy, alternate methods of energy generation, and various energy conservation methods.



ECONOMICS

Econ 1—THE AMERICAN ECONOMY

3 Units

Prerequisite: None
3 hours lecture weekly

Survey of the American economy with emphasis on development, functioning, and significance of economic institutions of concern to citizens. The monetary system, consumer-producer relationships, 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

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 are examined. Emphasis on practical use of these concepts in one's everyday life; this class might be called Econcepts of Business.

Econ 3—ECONOMICS OF LOCAL GOVERNMENT

3 Units

Prerequisite: None
3 hours lecture weekly

Course examines economics of both public and private goods; economics of the government structure of Ventura County, including tax structure.

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 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 these 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 also study distribution of national income, coordination of international trade, and creation of periodic crises in the international monetary system.

Econ 199A-B—DIRECTED STUDIES IN ECONOMICS

**1-3/1-3
Units**

Prerequisite: A course in the specific field
Lecture and/or laboratory as required by unit formula

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

ENGLISH AND ESSENTIAL SKILLS

ES 1-4—BASIC SKILLS

3-3-3-3 Units

Prerequisite: None

2 hours lecture, 3 hours laboratory weekly

Designed for students who are deficient in basic reading and writing skills, including phonics, word recognition, vocabulary, spelling, grammar, and basic comprehension. Suitable for students with limited English. Appropriate placement will be based on reading level assessments. Course may be repeated for credit; offered on credit-no credit basis only.

ES 5-8—DEVELOPMENTAL READING

3-3-3-3 Units

Prerequisite: None

2 hours lecture, 3 hours laboratory weekly

Designed for students who have fundamental skills in reading, but want to improve rate, comprehension, and vocabulary. Diagnostic testing used to prescribe individualized instruction. Course may be repeated for credit; may be taken for credit-no credit.

ES 10—BASIC ENGLISH GRAMMAR AND USAGE

3 Units

Prerequisite: Completion of English writing assessment

2 hours lecture, 3 hours laboratory weekly

Course designed to give students an opportunity to learn or review the basic English grammar and usage skills; strong emphasis given to various types of complete sentence structures. Students will improve spelling, punctuation, and writing skills necessary to cope successfully with the basic composition courses. Course offered on credit-no credit basis only.

ES 12—BASIC COMPOSITION

3 Units

Prerequisite: Completion of English writing assessment or ES 10

3 hours lecture weekly

Spelling, grammar, punctuation, sentence structure, diction-vocabulary, transitional devices, parallelism, paragraphing techniques, and theme organization will be taught and learned through numerous and varied writing assignments emphasizing techniques for improving composition. Students will receive much individual help; a diagnostic-prescriptive approach will be used.

ES 14—BASIC COMPOSITION AND LITERATURE

3 Units

Prerequisite: English writing assessment or passing grade in ES 12

3 hours lecture weekly

Student will receive personal and individual help with writing. Course focuses on reading and discussing short selections from modern popular literature. Contemporary and controversial ideas explored with emphasis on short expository compositions. Competency in paragraph writing expected. Many students will need to have taken ES 12 before ES 14. A valuable assist before taking Engl 101.

ES 15—WORD POWER/VOCABULARY DEVELOPMENT

3 Units

Prerequisite: None

3 hours lecture weekly

Emphasis given to learning Greek and Latin roots and affixes as an efficient method of greatly expanding one's vocabulary. Students receive much help in learning synonyms, antonyms, and connotative/denotative word meanings. A series of short formal talks help students appreciate history and origin of the English language. Numerous materials such as newspapers, magazine articles, puzzles, and games supplement tapes and filmstrips; principles of word formation explained.

ES 17—ADVANCED READING

3 Units

Prerequisite: Satisfactory reading test score

3 hours lecture weekly

Emphasis on college-level reading materials with training in reading for major details, main ideas, drawing inferences and conclusions; considering the nature of evidence and knowledge; interpreting author's tone and purpose. Advanced vocabulary training, rapid reading techniques with adequate comprehension; formal evaluation used to individualize instruction. Reading equipment will be used.

ES 20ABCD—INDIVIDUALIZED READING

½-1-1½-2 Units

Prerequisite: None

Laboratory hours as required by unit formula

Open to all students with low to high reading ability. Diagnostic testing will determine weaknesses and strengths in study skills, vocabulary comprehension, and speed. Assignments using various laboratory materials and equipment will be arranged on an individual contract basis, determined by test results. Students may enroll at any time; units will be awarded on the basis of time devoted, work completed, and progress made. Course may be repeated for credit; offered on credit-no credit basis only.

ES 22—READING FOR PLEASURE

2 Units

Prerequisite: None

2 hours lecture weekly

Course consists of reading experiences in both fiction and non-fiction. A variety of areas will be explored, such as travel, fantasy, myths, and folk tales. Students will develop literal comprehension as well as aesthetic and critical interpretation skills.

ES 24—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 grammar and usage.

ES 30—COMMUNICATION SKILLS MODULES

½-3 Units

Prerequisite: None

Lecture and/or laboratory as required by unit formula

Self-instructional modules in study and communication skills. Students may enroll at any time; units will be awarded on the basis of specific module selected, time devoted, work completed, and progress made. Modules may be offered on credit-no credit basis.

| | | |
|---------|---|--------|
| ES 30N | NOTETAKING | ½ Unit |
| ES 30CD | COMPREHENSION DEVELOPMENT | 1 Unit |
| ES 30GP | GRAMMAR AND PUNCTUATION BRUSH-UP | ½ Unit |
| ES 30RP | WRITING A RESEARCH PAPER | 1 Unit |
| ES 30TR | TECHNIQUES OF TUTORING READING | 1 Unit |
| ES 30P | PHONICS | 1 Unit |
| ES 30SP | SPELLING | 1 Unit |
| ES 30V | VOCABULARY | 1 Unit |
| ES 30ET | WRITING ANSWERS TO ESSAY TEST QUESTIONS | 1 Unit |
| ES 30TW | TECHNIQUES OF TUTORING WRITING | 1 Unit |

ES 40-43—ENGLISH AS A SECOND LANGUAGE

4-4-4-4 Units

Prerequisite: None

3 hours lecture, 3 hours laboratory weekly

Offers specialized help to the foreign speaker; classroom activities and lab work, which help the student control and work toward a mastery of the structure of English, are organized along the following hierarchy of language priorities: listening comprehension, reading, writing, oral facility, pronunciation. Subsequent courses in the sequence put greater emphasis on higher literacy levels in reading and writing.

ES 98A-Z—SHORT COURSES IN ESSENTIAL SKILLS

½-10 Units

Prerequisite: None

Lecture and/or laboratory as required by unit formula

Specialized topics designed to inform or update interested persons in the various disciplines within Essential Skills.

Engl 98A-Z—SHORT COURSES IN ENGLISH

1/2-10 Units

Prerequisite: None

Lecture and/or laboratory as required by unit formula

Specialized topics designed to inform or update interested persons in English. Field trips may be required.

Engl 101—COLLEGE COMPOSITION AND LITERATURE 3 Units

Prerequisite: Completion of English Writing Skills assessment or passing grade in ES 12 or ES 14.

3 hours lecture weekly

Development of skills in reading and written expression, especially expository themes, including training in research techniques and preparation of a research paper; designed to develop competence in rhetorical skills.

Engl 102—COLLEGE COMPOSITION AND LITERATURE 3 Units

Prerequisite: None. Students should have mastered material taught in English 101—adequately supporting a thesis; organizing an essay logically with clarity of expression; style, research methods, documentation of research, college level skill in reading, comprehending, and analyzing essays.

3 hours lecture weekly

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

Engl 103—CREATIVE WRITING

3 Units

Prerequisite: None. Students should have mastered spelling, grammar, punctuation, sentence, and paragraphing techniques

3 hours lecture weekly

Study of literary forms—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 students' work.

Engl 104—SURVEY OF ENGLISH LITERATURE I

3 Units

Prerequisite: None. Engl 101 or 102 recommended

3 hours lecture weekly

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: None. Engl 101 or 102 recommended
3 hours lecture weekly

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 FICTION

3 Units

Prerequisite: None. Engl 101 or 102 recommended
3 hours lecture weekly

Emphasis on close critical reading of short story and novel; discussions center around importance and function of plot, characterization, atmosphere, theme, symbol. Eligible students may take this course for credit-no credit.

Engl 107—SURVEY OF AMERICAN LITERATURE I

3 Units

Prerequisite: None. Engl 101 or 102 recommended
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: None. Engl 101 or 102 recommended
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: None. Engl 101 or 102 recommended
3 hours lecture weekly

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: None. Engl 101 or 102 recommended
3 hours lecture weekly

Examination of images, roles, and identities of women in literature and contribution of women to a variety of literary genres. Eligible students may take this course for credit-no credit.

Engl 111—SHAKESPEARE

3 Units

Prerequisite: None. Engl 101 or 102 recommended
3 hours lecture weekly

Survey of plays, including romantic comedies, chronicles, tragedies, dark comedies and romances; lectures, critical papers and class discussions.

Engl 113—FAR AND NEAR: THE LITERATURE OF THE EAST

3 Units

Prerequisite: None. Engl 101 or 102 recommended
3 hours lecture weekly

Survey of Asian literature representing the highest achievements 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: None. Engl 101 or 102 recommended
3 hours lecture weekly

Study of the several types of literature criticism and examination of different approaches used in analyzing literary works; special emphasis will be placed on literary work and author, literary work and reader, and literary work in relation to its age.

Engl 115—LITERATURE OF MYSTICISM, MEDITATION AND MADNESS

3 Units

Prerequisite: None. Engl 101 or 102 recommended
3 hours lecture weekly

Mysticism, meditation, and madness as seen in a survey of modern and historical literature; these three extreme states of being are 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, Kafka, Hesse, Nin, and Castaneda.

Engl 116—COMIC SATIRE

3 Units

Prerequisite: None. Engl 101 or 102 recommended
3 hours lecture weekly

Humor and critical wit are blended; 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 impact and significance of comic-realism.

Engl 117—MEXICAN LITERATURE IN TRANSLATION

3 Units

Prerequisite: None. Engl 101 or 102 recommended
3 hours lecture weekly

One semester survey of Mexican literature in translation; novel, short story, essay, poem, and song covered from pre-Columbia times to present with emphasis on the period from 1910 to present. (Co-numbered with Spn 117.)

Engl 118—INTRODUCTION TO POETRY

3 Units

Prerequisite: None. Engl 101 recommended
3 hours lecture weekly

Introduction to lyric, narrative, and dramatic poetry; what the poet is trying to say, how he/she works in this art form, and how to enjoy poetry. Field trips as appropriate.

Engl 119—INTRODUCTION TO THE THEATRE

3 Units

Prerequisite: None
3 hours lecture weekly

Introduces drama or theatre as a literary art form, including the history of dramatic development, types of drama, how plays relate to their philosophical, historical and cultural milieu, how plays relate to production problems, critical analysis of plays, and related production elements for the playwright. Emphasis placed upon appreciation of the theatre—past and present. Field trips may be required. (Co-numbered with ThA 101.)

Engl 120—LITERATURE OF CHILDREN

3 Units

Prerequisite: Engl 101 or 102 recommended
3 hours lecture weekly

Course includes readings in literature for children, how to enjoy literature as art, how to choose appropriate literature for a child's interests and reading skills, and how to appreciate illustrations in children's literature. Literature from different cultures incorporated.

Engl 199A-B—DIRECTED STUDIES IN ENGLISH

1-3/1-3 Units

Prerequisite: A course in the specific field
Lecture and/or laboratory as required by unit formula

Designed for selected students 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

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.

FSc 2—FUNDAMENTALS OF FIRE PREVENTION*

3 Units

Prerequisite: None
3 hours lecture weekly

Organization and scope of fire prevention; inspection procedures; recognition of fire and life hazards; solutions of fire and life hazards; enforcement procedures; public relations as affected by fire prevention.

FSc 3—FIRE HYDRAULICS*

3 Units

Prerequisite: None
3 hours lecture weekly

Review of applied mathematics; hydraulic laws as applied to the fire service; application of formulas and mental calculation to hydraulics and water supply problems.

FSc 4—FIRE COMPANY ORGANIZATION AND MANAGEMENT*

3 Units

Prerequisite: None
3 hours lecture weekly

Review of fire department organization; planning, organizing and supervising to meet needs of fire department, with emphasis on company officer's role.

FSc 5—HAZARDOUS MATERIALS I*

3 Units

Prerequisite: None
3 hours lecture weekly

Introduction to basic fire chemistry and physics; problems of flammability as encountered by firefighters when dealing with fuels and oxidizers; elementary fire fighting practices pertaining to hazardous materials in storage and transit.

*Required courses for Associate of Science degree or Fire Science Certificate. FSc 1 not required for those employed in the fire service.

FSc 6—BUILDING CONSTRUCTION FOR FIRE PROTECTION*

3 Units

Prerequisite: None
3 hours lecture weekly

Fundamentals of building construction as it relates to fire protection. Classification by occupancy and types of construction with emphasis on fire protection features, including building equipment, facilities, fire resistive materials and high rise considerations.

FSc 7—FIRE APPARATUS AND EQUIPMENT

3 Units

Prerequisite: None
3 hours lecture weekly

Fire apparatus design, specifications and performance capabilities; effective utilization of apparatus in fire service emergencies.

FSc 8—FIRE INVESTIGATION I

3 Units

Prerequisite: None
3 hours lecture weekly

Determining cause of fires (accidental, suspicious and incendiary); types of fires; related laws, introduction to arson and incendiarism; recognizing and preserving evidence; interviewing witnesses and suspects; arrest and detention procedures; court procedures and giving court testimony.

FSc 9—FIRE PROTECTION EQUIPMENT AND SYSTEMS

3 Units

Prerequisite: None
3 hours lecture weekly

Study of portable fire extinguishing equipment; protection systems for special hazards; sprinkler systems; and fire detection and alarm systems.

FSc 10—FIRE TACTICS AND STRATEGY

3 Units

Prerequisite: None
3 hours lecture weekly

Principles of fire control through utilization of firefighters, equipment, and extinguishing agents on the fireground.

*Required courses for Associate of Science degree or Fire Science Certificate. FSc 1 not required for those employed in the fire service.

FSc 11—HAZARDOUS MATERIALS II

3 Units

Prerequisite: None
3 hours lecture weekly

Second semester course in hazardous materials covering handling, identification and fire-fighting practices involving explosive, toxic and radioactive materials in storage and transit.

FSc 12—RELATED CODES AND ORDINANCES

3 Units

Prerequisite: None
3 hours lecture weekly

Familiarization and interpretation of national, state and local codes; ordinances and laws which influence the field of fire prevention.

FSc 13—RESCUE PRACTICES

3 Units

Prerequisite: None
3 hours lecture weekly

Rescue problems and techniques; emergency rescue equipment; toxic gases and chemicals, diseases; radiation hazards; care of victims, emergency childbirth, respiration and resuscitation, extrication and other emergency problems.

FSc 15—FIRE SERVICE SUPERVISION AND MANAGEMENT

3 Units

Prerequisite: FSc 4 or employment in the fire service
3 hours lecture weekly

In-depth study of current fire department management practices with emphasis on developing management skills in the individual student through use of comprehensive study and research assignments, group and individual management exercises, and group and individual problem-solving assignments.

FSc 20—BASIC FIRE SCIENCE FOR RECRUITS

12 Units

Prerequisite: None
Lecture and/or laboratory as required by unit formula

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

FSc 21—ORGANIZATION & TECHNIQUES OF FIRE SCIENCE INSTRUCTION

4 Units

Prerequisite: Employment in the fire services or other field where a knowledge of instructional techniques is required.

4 hours lecture weekly

Review of basic concepts of learning; application of concepts to planning, organizing, and managing of instructional activities. Students completing course will be issued a certificate which meets the 60 hours higher education requirement for a fully-satisfied Community College Limited Service Credential.

FSc 98A-Z—SHORT COURSES IN FIRE SCIENCE

1/2-10 Units

Prerequisite: None

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 99A-B-C-D—FIRE SCIENCE WORK EXPERIENCE

1-2-3-4 Units

Prerequisite: None

99A=1 unit; 99B=2 units; 99C=3 units; 99D=4 units. May be repeated in any combination to a total of 16 units.

Laboratory hours as required by unit formula

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.

FRENCH

Fr 1—CONVERSATIONAL FRENCH

3 Units

Prerequisite: None
3 hours lecture weekly

Introductory course in French, with emphasis on basic vocabulary and structures necessary for daily conversation. Elementary principles of grammar and usage presented. Designed for students who wish to use French in practical situations.

Fr 2- CONVERSATIONAL FRENCH

3 Units

Prerequisite: Fr 1
3 hours lecture weekly

Second semester course for non-native speakers of French, designed for students who have some basic conversational French but wish to continue to work in this area. Emphasis on vocabulary building and greater oral fluency with grammar principles introduced as needed.

Fr 101-102—ELEMENTARY FRENCH

4-4 Units

Prerequisite: None for French 101; for French 102, French 101 or 2 years of high school French.
4 hours lecture weekly

Introduction to language and culture of the French people, designed for students who have had no formal training in French. Emphasis given to oral communication, then to reading and writing; basic vocabulary and grammar studied well as various aspects of the French culture.

GEOGRAPHY

Geog 101—ELEMENTS OF PHYSICAL GEOGRAPHY

3 Units

Prerequisite: None
3 hours lecture weekly

Mutual relationships which exist between humans and their 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 (may be scheduled on Saturday).

Geog 102—WORLD 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 cultural elements; geographic analysis of major world regions. Field trips as required (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 atmosphere; practice in observation of weather conditions and recording of data; investigation into causes of weather and the world climate pattern. Field trips as required (may be scheduled on Saturday).

Geog 104—GEOGRAPHY OF CALIFORNIA

3 Units

Prerequisite: None
3 hours lecture weekly

Study of area begins with review of sequence of occupancy following first European discovery; then systematic investigation is conducted of natural factors influencing man's past and present use of the environment. Following, area is examined in detail with attention given to each sub-region, characteristics and differentiation. Finally, man's present use of the area in obtaining raw materials, engaging in agriculture and fishing, establishing settlements, carrying out manufacturing activities, and developing transportation and communication linkages is studied.

GEOLOGY

Geol 101—PHYSICAL GEOLOGY

3 Units

Prerequisite: None
3 hours lecture weekly

Introductory study of structure of the earth, crustal composition and dynamic forces that shape the earth's surface. Landscape evolution and rock identification are stressed in a framework of geologic time. Course is designed to give students a better appreciation and understanding of their physical surroundings and environment. Field trips to view local geology may be scheduled for Saturdays.

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

Introduction to study of geologic and topographic map reading and analysis; also, study of subsurface techniques utilized in determining subsurface structure as well as evolution of present day landscape. Rock forming mineral identification and rock identification are stressed. Field trips are required.

Geol 102—EARTH'S HISTORY

3 Units

Prerequisite: Geol 101 or 104
3 hours lecture weekly

Geologic history of the earth; evolution of continents, ocean basins, and major landforms; development of plant and animal life as revealed in the fossil record; emphasis on geology of Ventura basin.

Geol 103—INTRODUCTION TO OCEANOGRAPHY

3 Units

Prerequisite: None
3 hours lecture weekly

Broad survey of the field of oceanography, Science of the Seas, with emphasis on processes of marine geology. Discusses major fields that comprise oceanography, which include geography and geology of ocean basins and coastlines, dynamic forces of plate tectonics, characteristics and work of waves, currents, tides, properties of sea water and methods of oceanographic exploration. Provides introduction to Marine Biology, emphasizing relationship of biotic assemblages to conditions imposed by depth, salinity, temperature, and other physical parameters.

Geol 104—GEOLOGY OF THE NATIONAL PARKS AND MONUMENTS

3 Units

Prerequisite: None
3 hours lecture weekly

Survey of various national parks and monuments and divergent theories of their origins. Numerous park and monument features and their geologic causes, including climatic and biotic factors, are emphasized through lecture, rock specimens, and visuals. A Saturday field trip may be required.

Geol 105—GEOLOGY OF CALIFORNIA

3 Units

Prerequisite: Geology 101 or 104
3 hours lecture weekly

Physical and historical geology of California. Consideration given to the twelve geomorphic provinces within California, their rocks and minerals, and processes which produced their varied landscapes. Stratigraphic record discussed with particular reference to important geological formations found within the state.

Geol 199AB—DIRECTED STUDIES IN GEOLOGY/ OCEANOGRAPHY

1-3/1-3 Units

Prerequisite: A course in the specific field
Lecture and/or laboratory as required by unit formula

Designed for students interested in furthering their educational knowledge of geology on an independent study basis. Maximum of 6 units.



GOVERNMENT MANAGEMENT

GM 1—BASIC PSYCHOLOGY FOR SUPERVISORS

3 Units

Prerequisite: None

3 hours lecture weekly

Practical psychology course designed to give insight into employee and supervisory behavior; emphasis on perception, motivation, learning processes, emotions, and attitudes. Field trips may be required. (Co-numbered with Sup 1).

GM 2—HUMAN RELATIONS (DEVELOPING SUPERVISORY LEADERSHIP)

3 Units

Prerequisite: None

3 hours lecture weekly

Course in techniques of effectively dealing with others, especially in the work situation; emphasis on developing sensitivity toward others in application of management principles to interpersonal relationships. Field trips may be required. (Co-numbered with Sup 2).

GM 3—SUPERVISOR'S RESPONSIBILITY FOR MANAGEMENT OF PERSONNEL

3 Units

Prerequisite: None

3 hours lecture weekly

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. (Co-numbered with Sup 3).

GM 4—LABOR MANAGEMENT RELATIONS

3 Units

Prerequisite: None

3 hours lecture weekly

Practical course in employee-management relations including supervisor's responsibilities in dealing with employee groups, discussion of development of modern labor organizations, and related legislation. Field trips may be required. (Co-numbered with Sup 4).

GM 5—WORK SIMPLIFICATION

3 Units

Prerequisite: None

3 hours lecture weekly

Supervisor's responsibility for job methods improvement; basic principles of work simplification administration and problems involved; motion study fundamentals for supervisors; time study techniques. Field trips may be required. (Co-numbered with Sup 5).

GM 6—COST CONTROL FOR SUPERVISORS

3 Units

Prerequisite: None

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. (Co-numbered with Sup 6).

GM 7—JOB ANALYSIS FOR WAGE ADMINISTRATION

3 Units

Prerequisite: None

3 hours lecture weekly

History of wages, inequalities in rates of pay; management and union movement toward fair wage plan; supervisor and job descriptions, job evaluation, and job classifications; wage plan devised by Department of Labor; Federal Employment Service, wage administration and line organization. Field trips may be required. (Co-numbered with Sup 7.)

GM 8—SAFETY AND FIRE PREVENTION

3 Units

Prerequisite: None

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. (Co-numbered with Sup 8).

GM 9—DEVELOPING EMPLOYEES THROUGH TRAINING

3 Units

Prerequisite: None

3 hours lecture weekly

Intensive course exploring supervisor's responsibility for training and developing 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. (Co-numbered with Sup 9).

GM 10—MANAGEMENT CONTROLS AND THE SUPERVISOR

3 Units

Prerequisite: None

3 hours lecture weekly

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. (Co-numbered with Sup 10).

GM 11—READING TECHNIQUES FOR SUPERVISORS

1 Unit

Prerequisite: None

1 hour lecture weekly

Techniques to increase reading rate and effectiveness. Field trips may be required. (Co-numbered with Sup 11).

GM 12—ORAL COMMUNICATIONS

3 Units

Prerequisite: None

3 hours lecture weekly

Effective speaking and listening; kinds of supervisor 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. (Co-numbered with Sup 12).

GM 13—COMMUNICATION WRITING FOR SUPERVISORS

3 Units

Prerequisite: None

3 hours lecture weekly

Review of grammar, punctuation, sentence structure, paragraphing; writing of business letters, reports, memos, bulletins, format, content, structure of written materials. Field trips may be required. (Co-numbered with Sup 13).

GM 14—ORGANIZATION AND MANAGEMENT

3 Units

Prerequisite: None

3 hours lecture weekly

Detailed analysis and description of how governmental organizations function and operate on a day-to-day and long-range basis. Particular attention given to operating and maintaining an organization. For example, students will learn how an organization purchases equipment; how plans are made for equipment purchase; how equipment is budgeted and maintained.

GM 98A-Z—SHORT COURSES IN GOVERNMENT MANAGEMENT

½-10 Units

Prerequisite: None

Lecture and/or laboratory as required by unit formula

Specialized short courses to update those employed in the Government Management field; content designed specifically for participants. Total short course credit limited to 10 units.

GM 99ABCD—GOVERNMENT MANAGEMENT WORK EXPERIENCE

1-4 Units

Prerequisite: None

99A=1 Unit; 99B=2 Units; 99C=3 Units, 99D=4 Units.

May be repeated in any combination to a total of 16 units.

Laboratory hours as requested by unit formula.

Supervised off-campus practical work experience related to government management and service.

GM 101—INTRODUCTION TO GOVERNMENT ADMINISTRATION

3 Units

Prerequisite: None

3 hours lecture weekly

Introduction to elements, principles, and trends in public administration; government and the administrative process as means of accomplishing public goals. Field trips may be required.

GM 102—PUBLIC PERSONNEL ADMINISTRATION

3 Units

Prerequisite: None

3 hours lecture weekly

Describes functional requirements of human resource administration including personnel administration, supervision, and training. Emphasis on realistic treatment of actual personnel problems including principles and methods involved in recruitment, selection, and placement of employees with regard to affirmative action programs, training, experience, aptitudes, and abilities.

GM 103—ELEMENTS OF GOVERNMENT FINANCE

3 Units

Prerequisite: None

3 hours lecture weekly

Appraises usefulness of fiscal mechanism, outlines generally accepted principles of organization and procedure and the relationships of the several fiscal functions to each other. Surveys local government fiscal policies, the appropriation process; accounting, tax, revenue, financial controls, report and analysis, budget preparation authorization, and execution, planning budgeting system; intergovernmental fiscal relationships; cost analysis; and audits.

GM 104—ADMINISTRATIVE LAW AND PROCEDURE

3 Units

Prerequisite: None

3 hours lecture weekly

Introduction to the law concerning powers and procedures of administrative agencies, transfer of power from legislatures to agencies, exercise of power by agencies, and review of administrative action by the courts. Field trips may be required.

GM 106—CONTEMPORARY URBAN ISSUES

3 Units

Prerequisite: None

3 hours lecture weekly

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 financing necessary to meet needs of people in the urban setting. Emphasis will be placed on field research in addition to lectures and library study. (Co-numbered with Urban 106).

GM 107—INTRODUCTION TO HUMAN SERVICES

3 Units

Prerequisite: None

3 hours lecture weekly

Introductory course identifying and examining multifold programs and activities of public and voluntary social welfare agencies and helping services; key roles of these organizations in modern society studied in depth. Students give oral and/or written reports on functions of various agencies and services, the many facets of their operations, and effects they produce on individuals and groups. (Co-numbered with Urban 107).

GM 108—HUMAN DEVELOPMENT IN THE SOCIAL ENVIRONMENT

3 Units

Prerequisite: None

3 hours lecture weekly

Analysis of developmental behaviors associated with each stage in human development and the way social environment helps or impedes this development; examines examples of disruptive influence on human development and 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 visited for observation. (Co-numbered with Urban 108).

GM 109—URBAN PLANNING PRACTICES

3 Units

Prerequisite: None

3 hours lecture weekly

Introduces students to functions of a planning agency, nature and development of general plan and elements needed to implement general plan (circulation, housing, open spaces, land use, conservation, public buildings), and tools for general plan implementation which affect land use. Includes review of operation and problems of urban renewal. Provides working knowledge of planning techniques for individuals intending to work at a paraprofessional level in planning; recommended for students intending to work in engineering, public administration, public works, or utilities. (Co-numbered with Urban 109).



GOVERNMENT SERVICES

GS 1—INTRODUCTION TO GOVERNMENT SERVICES 3 Units

Prerequisite: None

3 hours lecture weekly

Introductory course to government, its organization, and purpose. General examination of major departments and agencies of all governmental levels. As pre-entry and entry level government workers, students will learn how their particular department relates to the whole. Field trips required.

GS 2—GOVERNMENT OPERATIONS: PROCEDURES, PRACTICES, POLICIES 3 Units

Prerequisite: None

2 hours lecture, 3 hours laboratory weekly

Course provides government entry-level workers instruction on how government operates on a day-to-day basis. Learning centers will be established where students learn basic governmental procedures. Students will learn how policies are implemented. Field trips to government agencies will be taken.

GS 98A-Z—SHORT COURSES IN GOVERNMENT SERVICE ½-10 Units

Prerequisite: None

Lecture and/or laboratory as required by unit formula

Specialized short courses to update those employed in the Government Services field; content designed specifically for participants. Total short courses credit limited to 10 units.

HEALTH SCIENCE

HS 98A-Z—SHORT COURSES IN HEALTH SCIENCE 1/2-10 Units

Prerequisite:

Lecture and/or laboratory as required by unit formula

Workshops include cardio-pulmonary resuscitation (CPR), multi-media first aid, CPR refresher, and first aid instructor; students receive Red Cross card upon completion of each course. Some workshops are co-listed with Fire Science 98. Students may select a credit-no credit option.

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 students' understanding of their roles as individuals and as contributing members 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 health interrelationships of male/female partnerships; birth control, childbearing, male/female menopauses, venereal diseases, female/male hormonal cycles, prostate occurrences. Course work includes attitudinal as well as factual health information of partnering.

HS 103—WOMEN'S HEALTH

2 Units

Prerequisite: None

2 hours lecture weekly

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

HS 104—FAMILY HEALTH AND HOME NURSING

3 Units

Prerequisite: None
3 hours lecture weekly

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

Development of positive attitudes toward safety and application of concepts of what constitutes safe living, 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 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 prevention and care of the athletically injured.

HS 107—PERSPECTIVES ON AGING

2 Units

Prerequisite: None
2 hours lecture weekly

Introduction to the study of aging with emphasis on physiological aspects of aging and consideration of changing human life span.

HISTORY

Hist 102—HISTORY OF THE UNITED STATES I

3 Units

Prerequisite: None
3 hours lecture weekly

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

Hist 103—HISTORY OF THE UNITED STATES II

3 Units

Prerequisite: None
3 hours lecture weekly

Evaluation of social and political adjustment from 1865 to present. Significant historical events and issues that affect contemporary Americans 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 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. Course satisfies Degree requirements in American Institutions.

Hist 104—HISTORY OF CALIFORNIA

3 Units

Prerequisite: None
3 hours lecture weekly

Survey of Native American, Spanish, Mexican, and American periods of California with consideration of political, social and cultural developments. Field trips may be required.

Hist 105—INTRODUCTION TO WESTERN CIVILIZATION I

3 Units

Prerequisite: None
3 hours lecture weekly

Study of Western Civilization, from its beginnings through the 17th century, interrelating political and social events with art, literature and philosophy, covering Greece, Rome, Medieval and Early Modern Europe.

Hist 106—INTRODUCTION TO WESTERN CIVILIZATION II

3 Units

Prerequisite: None
3 hours lecture weekly

Study of Western Civilization from the 17th century to modern times; covering the Age of Democratic Revolutions, Industrial Revolution, and century of dictatorship and war. Strong emphasis is placed on cultural as well as social and political events.

Hist 107—HISTORY OF THE MEXICAN PEOPLE IN THE SOUTHWEST

3 Units

Prerequisite: None
3 hours lecture weekly

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

Hist 108—AFRO-AMERICAN HISTORY

3 Units

Prerequisite: None
3 hours lecture weekly

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

Hist 109—THE HERITAGE OF MEXICO

3 Units

Prerequisite: None
3 hours lecture weekly

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

Hist 113—MODERN RUSSIA: AN INTRODUCTION

3 Units

Prerequisite: None
3 hours lecture weekly

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

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

3 Units

Prerequisite: None
3 hours lecture weekly

Changes in traditional Chinese, Japanese, and Indian civilizations in the 19th century and 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

Study of Spanish, Portuguese, French and English conquest, exploration and colonization of the new world, and 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

Study of 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

Course provides historical approach for understanding the image of woman and her objective condition in the United States. Emphasis on how American women were affected by Puritanism, slavery, industrialization, urbanization, and immigration. This course satisfies degree requirements in American Institutions.

Hist 199A-B—DIRECTED STUDIES IN HISTORY

1-3/1-3 Units

Prerequisite: A course in the specific field
Lecture and/or laboratory as required by unit formula

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



HOME ECONOMICS

HE 10—CONSUMER AND LEGISLATION

3 Units

Prerequisite: None
3 hours lecture weekly

Identification of ways legislation affects consumers; 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

Consumer's role in 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 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 individual consumer. Identification of community consumer sources and evaluation of community needs.

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; 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 principles 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 pregnancy, 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 of 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

Course stimulates creativity to design and make handcrafted items and teaches the skills required for making and designing these items. Included will be projects in burlap stitchery, needlepoint, patchwork, quilting, doll-making, doll clothes tips, crewel stitchery, macrame, crocheting, and decoupage.

HE 40—ENERGY CONSERVATION IN THE HOME

3 Units

Prerequisite: None

3 hours lecture weekly

Practical "how-to" class on energy conservation measures in the home. Covers every part of the home, every area of the home environment, and ways to make best use of energy. Field trips may be required.

HE 97A-B-C-D—INSTITUTE IN CONSUMER EDUCATION

1-1-1-1 Unit

Prerequisite: None

Lecture and/or laboratory as required by unit formula

Short-term lecture series in consumer education stresses clothing and textiles, foods, and household goods; designed for homemakers on restricted incomes.

HE 98A-Z—SHORT COURSES IN HOME ECONOMICS

1/2-10 Units

Prerequisite: None

Lecture and/or laboratory as required by unit formula

Specialized topics designed to inform or update interested persons in the various disciplines within Home Economics. Field trips may be required.

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 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 107—PREPARATION FOR MARRIAGE

2 Units

Prerequisite: None
2 hours lecture weekly

Study of marriage readiness, marriageability, mate selection, and competencies necessary for 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 principles of design and color harmonies in selection of clothing; wardrobe and personal grooming and analysis pertaining to individual skeletal structure, personality and individual requirements.

HE 131—TEXTILES

3 Units

Prerequisite: None
3 hours lecture weekly

Basic weaves, yarns, fibers, and finishes with reference to their use in clothing and the home; new fibers and their uses; care of fabrics. Field trips may be required.

HE 132—CLOTHING CONSTRUCTION

3 Units

Prerequisite: None
2 hours lecture, 3 hours laboratory weekly

Basic clothing construction with emphasis on the use of the commercial pattern, construction techniques and fitting problems.

HE 135AB—INTERIOR DECORATING

3-3 Units

Prerequisite: None. Art 104 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 preparation for students who plan to seek employment in the field of interior design. Field trips will be required.

HE 136 AB—FLAT PATTERN DESIGN

3-3 Units

Prerequisite: None
2 hours lecture, 3 hours laboratory weekly

Principles and techniques of constructing basic patterns; 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.

HE 141—CONSUMER RESOURCE MANAGEMENT

3 Units

Prerequisite: None
3 hours lecture weekly

Management of family resources—time, energy, money, and material goods. Consumer's guide to selection, care, and use of household equipment. Decision making, values, and goal setting in the management process. Field trips may be required.

HE 199AB—DIRECTED STUDIES IN HOME ECONOMICS

1/2-3/1/2-3

Prerequisite: A course in the specific field
Lecture and/or laboratory as required by unit formula

Designed for students interested in furthering their knowledge of Home Economics on an independent basis. Assigned problems will involve library, laboratory, and field work. Field trip may be necessary. Maximum of 6 units.

HOTEL AND RESTAURANT MANAGEMENT

H&R 1—HOTEL & RESTAURANT ORIENTATION

1 Unit

Prerequisite: None
1 hour lecture weekly

Organization and job potential of various types of food service establishments; offers understanding of education and experience required of 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

Study and laboratory experience of a quantity food operation; introduction and application of principles of good cookery to quantity food production. Emphasizes 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.

H&R 3—SUPERVISION OF FOOD PRODUCTION

2 Units

Prerequisite: H&R 2A/2B
1 hour lecture, 3 hours laboratory weekly

Experience in fundamentals of food production and cookery, emphasizing high standards of production; includes preparation of small quantities of various food groups, understanding of principles underlying their preparation, and principles of work-simplification.

H&R 4—RESTAURANT OPERATIONS

3 Units

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

Principles and practice of operating a restaurant, including location, organization, capital, equipment standards and labor. Experience given in operating different areas of cafeteria.

H&R 5—FOOD AND BEVERAGE MANAGEMENT AND SERVICE

3 Units

Prerequisite: H&R 2A
3 hours lecture weekly

Course designed to familiarize students with principles and procedures proven in actual operations.

H&R 6—FOOD PURCHASING

3 Units

Prerequisite: H&R 2A
3 hours lecture weekly

Course provides training in duties, organization, and policies of purchasing function in a hotel and restaurant establishment: proper techniques for purchasing 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 basic principles of menu making, including all phases of menu planning, merchandising and control; factors affecting menu planning, including types of operation, seasons of year, clientele, equipment, and personnel available, considered.

H&R 8—BEGINNING BAKING

1 Unit

Prerequisite: None
3 hours laboratory weekly

Course provides instruction in methods and procedures of 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
2 hours lecture weekly

Course acquaints students with basic principles of microbiology and applications to 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 (Co-numbered with AH 9.)

H&R 10—FOOD AND COST CONTROL

2 Units

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

Study of food control and its importance, covering essential records and information for cost control, importance of ordering, receipt of goods, inventories, storerooms, issues, standardized recipes and proper food preparation in 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
2 hours lecture weekly

Course acquaints students with proper methods for receiving and storage of food and equipment in a food service, proper safety precautions, elementary first aid, 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

1 Unit

Prerequisite: Experience as professional cook
1 hour lecture, 3 hours laboratory weekly for 8 weeks

Epicurean cooking for working cooks. Guest chefs will demonstrate their skill with a gourmet style 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

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

Introduction to hotel/motel operation, including front desk procedure, housekeeping, food services, and legal problems; typical functions of each aspect reviewed and discussed.

H&R 16—ADMINISTRATIVE HOUSEKEEPING I

3 Units

Prerequisite: None
3 hours lecture weekly

Provides insight into Institutional Housekeeping as a career, including organization and day-by-day management; imparts basic principles and practices of personnel management applicable to staffing and operation of a department within a larger organization, and describes and explains budgets as they relate to basic operation and control. (Co-numbered with AH 1.)

H&R 17—ADMINISTRATIVE HOUSEKEEPING II

3 Units

Prerequisite: None
3 hours lecture weekly

Provides students of Institutional Housekeeping with basic principles and techniques of work controls, housekeeping techniques, purchasing, and records. Also provides 60 hours of credit toward National Executive Housekeeping Association Certificate. Field trips may be required. (Co-numbered with AH 2.)

H&R 98—SHORT COURSES IN HOTEL & RESTAURANT MANAGEMENT

1/2-10 Units

Prerequisite: None
Lecture and/or laboratory as required by unit formula

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

H&R 99A-B-C-D—HOTEL AND RESTAURANT WORK EXPERIENCE

1-2-3-4 Units

Prerequisite: None
99A=1 unit; 99B=2 units; 99C=3 units; 99D=4 units. May be repeated in any combination to a total of 16 units
Laboratory hours as required by unit formula

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 academic program and vocational goals.

INDUSTRIAL MAINTENANCE MECHANICS

IMM 1—INTRODUCTION TO INDUSTRIAL MAINTENANCE MECHANICS

3 Units

Prerequisite: None

3 hours lecture weekly

Overview of industrial maintenance—safety and fire fighting; career opportunities; industrial vocabulary; tools and machinery; plumbing and refrigeration; industrial electricity; woods, metal, and masonry; repair methods. Field trips may be required.

IMM 2—HANDWORK, CARPENTRY, AND CONCRETE

2 Units

Prerequisite: None

1 hour lecture, 3 hours laboratory weekly

Instruction in proper selection and use of common shop tools and power tools in construction of carpentry and concrete projects. Basic construction and repair techniques including foundations, framing, and exterior finish of wood. Concrete forms finishing and repair will be stressed. Field trips may be required.

IMM 3—PLUMBING AND REFRIGERATION

2 Units

Prerequisite: None

1 hour lecture, 3 hours laboratory weekly

Introduction to common tools, equipment, and materials used in industrial plumbing. Types of pipe, fittings, water supply, heaters, tanks, fixtures are stressed. Emphasis on repairing plumbing and refrigeration systems. Field trips may be required.

IMM 4AB—INDUSTRIAL ELECTRICITY

2-2 Units

Prerequisite: None

1 hour lecture, 3 hours laboratory weekly

Fundamentals of AC and DC circuits, motors, and generators. Nature of electricity, electrical calculations, magnetics, circuit applications, and electrical measuring and testing equipment stressed. Emphasis placed on maintenance and repair of electrical equipment commonly used in industry. Field trips may be required.

IMM 5—INTERNAL COMBUSTION ENGINES, BOILERS, PUMPS, AND COMPRESSORS **1 Unit**

Prerequisite: None

3 hours laboratory weekly

Fundamentals of components, operation and fuel system of internal combustion engines, boilers, pumps, and compressors. Emphasis will be placed on the selection of systems, testing, troubleshooting, and repair. Field trips may be required.

IMM 6—HARDWARE AND SCREW THREAD FUNDAMENTALS **2 Units**

Prerequisite: None

1 hour lecture, 3 hours laboratory weekly

Study of various types of hardware fasteners with emphasis on screw thread systems. Identification, nomenclature, and use of bolts, screws, and other fasteners. Selection and construction of fasteners will be stressed. Field trips may be required.

IMM 7—SHEET METAL FABRICATION **1 Unit**

Prerequisite: Completion of, or concurrent enrollment in Math 19 or equivalent

3 hours laboratory weekly

Study of types of sheet metals including their uses and limitations. Tools for sheet metal working, pattern, layouts, and especially methods using light gauge metal will be stressed. Construction of sheet metal projects is required. Field trips may be required.

IMM 8—OXYGEN—ACETYLENE, ARC, TIG, AND MIG WELDING **2 Units**

Prerequisite: None

1 hour lecture, 3 hours laboratory weekly

Basic use of oxy-acetylene torches and equipment including welding, brazing, and cutting of various metals as tools of industrial construction, maintenance, and repair. Basic uses of arc, tig, and mig welding processes and equipment will be stressed. Welding construction and repair projects required. Field trips may be required.

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

1 Unit

Prerequisite: None

3 hours laboratory weekly

Fundamentals of blueprint reading and mechanical drawing including construction of mechanical drawings for various projects; use of various precision measuring instruments. Field trips may be required.

IMM 10—METALS AND HEAT TREATING

1 Unit

Prerequisite: None

3 hours laboratory weekly

Fundamentals of metallurgy including composition, alloys, methods of manufacturing, and various methods of heat-treating common steels. Field trips may be required.

IMM 11—BANDSAWS, DRILLS, LATHES, MILLS, AND GRINDERS

3 Units

Prerequisite: None

2 hours lecture, 3 hours laboratory weekly

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 and various types of drill presses, construction and use, includes set-ups, speeds, and various operations performed on the drill press. Fundamentals of lathe construction and operation; emphasis on proper set-up, speeds and feeds, and tool grinding for various materials. Fundamentals of milling machine construction and operation; emphasis on proper set-ups, speed and feeds use of accessories and tools for various materials. Precision grinding operation; emphasis on the use of basic grinding machines, including bench grinder, I.D.—O.D. grinder, and tool cutter grinder.

IMM 12—MACHINE REPAIR AND LUBRICANTS

2 Units

Prerequisite: None

1 hour lecture, 3 hours laboratory weekly

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 will be stressed. Field trips may be required.

IMM 89—MAINTENANCE MECHANICS CLUSTER

1-12 Units

Prerequisite: Concurrent enrollment in Math 19

30 hours weekly

For students who have immediate job goals in mind, this program is a full-time, 30 hour per week offering. Credit awarded for courses within Maintenance Mechanics program successfully completed. Course operated on continuous enrollment plan and graded on credit-no credit basis; field trips may be required.

IMM 98—SHORT COURSES IN INDUSTRIAL MAINTENANCE MECHANICS

1/2-10 Units

Prerequisite: None

Lecture and/or laboratory as required by unit formula

Specialized workshops designed to train or update workers in the maintenance mechanics field, content 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 99A-B-C-D—MAINTENANCE MECHANICS WORK EXPERIENCE

1-2-3-4 Units

Prerequisite: None

99A=1 unit; 99B=2 units; 99C=3 units; 99D=4 units. May be repeated in any combination to a total of 16 units.

Laboratory hours as required by unit formula

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 academic program and vocational goals.

INSTRUCTIONAL ASSOCIATE

IA 1—INSTRUCTIONAL ASSOCIATE

3 Units

Prerequisite: None
3 hours lecture weekly

Introduction to role of the Instructional Associate in a school setting, including study of children in each grade of school, how they learn, curriculum, school facilities, and 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

Value and use of various AV equipment demonstrated, including 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

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

IA 4—TEACHING READING

3 Units

Prerequisite: IA 1
3 hours lecture weekly

Methods and procedures for remediating academic problems in our school population, with special emphasis on helping students with reading problems. Field trips may be required.

IA 6—TEACHING MATH

3 Units

Prerequisite: None
3 hours lecture weekly

Course focuses on methods and procedures to enable the Instructional Associate to lend greater assistance to the teacher in remediating academic problems; special emphasis on helping students with problems in mathematics. Field trips may be required.

IA 98A-B-C-D—SHORT COURSES IN INSTRUCTIONAL ASSOCIATE

1/2-10 Units

Prerequisite: None

Lecture and/or laboratory as required by unit formula. Unit credit determined by length of instruction and outside assignments as defined by current credit standards; total credit not to exceed 10 units.

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

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

1-2-3-4 Units

Prerequisite: None

99A=1 unit; 99B=2 units; 99C=3 units; 99D=4 units. May be repeated in any combination to a total of 16 units.

Laboratory hours as required by unit formula.

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.



INTERDISCIPLINARY STUDIES

IS 101AB—HISTORY OF IDEAS AND EVOLUTION OF CULTURE

3-3 Units

Prerequisite: None. Engl 101 or equivalent skills recommended.
3 hours lecture weekly

Course sequence provides opportunity of studying history and development of human thought and culture; interdisciplinary and cross-cultural in nature, looks at development of human thought from perspectives of Art, Music, Philosophy, Literature, Science, Language, Religion, Politics, Mythology, Technology, and Social Science in several cultures. Stages of civilization's development and possible parallels and causes examined and discussed. Although the two portions of course may be taken separately, it is recommended that they be taken in sequence to provide a more valuable learning experience. Field trips may be required.

IS 199AB—DIRECTED STUDIES IN INTERDISCIPLINARY STUDIES

1/2-3/1/2-3 Units

Prerequisite: A course in the specific field
Lecture and/or laboratory as required by unit formula

Designed for students interested in furthering their knowledge of Interdisciplinary Studies on an independent basis. Assigned problems will involve library, laboratory, and field work. Field trips may be required. Maximum of 6 units.

JAPANESE

Ja 1—CONVERSATIONAL JAPANESE

3 Units

Prerequisite: None

3 hours lecture weekly

Introductory course for non-native speakers of Japanese, beginning modern spoken and written Japanese. Covers learning comprehension and oral practice, basic grammar, and sentence patterns. Introduction to reading and writing.

Ja 2—CONVERSATIONAL JAPANESE

3 Units

Prerequisite: Ja 1

3 hours lecture weekly

Takes up where Ja 1 leaves off. Emphasis on vocabulary building and greater oral fluency, with grammar principles introduced as needed. Individual needs will be met.



JOURNALISM

Journ 100—INTRODUCTION TO MASS COMMUNICATIONS

3 Units

Prerequisite: None
3 hours lecture weekly

Introductory survey course exploring various modes of mass communication, and examining the nature, consumers, careers, history, legal aspects, and future of mass communications.

Journ 101/102—NEWS WRITING AND REPORTING

3-3 Units

Prerequisite: None
2 hours lecture, 3 hours laboratory weekly

Beginning news writing course to provide instruction and practice in news reporting and fundamentals of newswriting, with analysis of typical news story types; concentration on lead and simple story types, organization and structure of news stories, and language and style of journalism.

Journ 103/104—ADVANCED NEWS WRITING AND REPORTING

3-3 Units

Prerequisite: Journ 101 and 102 or equivalent
2 hours lecture, 3 hours laboratory weekly

Practical experience as well as instruction in newspaper editorial practices, obtained in conjunction with publication of weekly college newspaper; lectures and individual instruction supplement staff work.

Journ 105/106—MAGAZINE PRODUCTION

2-2 Units

Prerequisite: None
1 hour lecture, 3 hours laboratory weekly

Practical experience in all facets of magazine production, including letting of contracts, selection of theme and type styles, planning of copy and photography for layouts, writing of articles, editing, proofreading, and preparing copy for printing college magazine.

Journ 107—JOURNALISTIC LAYOUT AND DESIGN

2 Units

Prerequisite: Journ 101
1 hour lecture, 3 hours laboratory weekly

Introduction to fundamentals of layout and design for graphic production, including principles of design, techniques of layout and paste-up, and use of offset reproduction equipment; laboratory work provided on college publications.

LIBRARY TECHNOLOGY

LT 1—INTRODUCTION TO LIBRARY SERVICES

3 Units

Prerequisite: None
3 hours lecture weekly

Introduction to libraries and their organization, designed for students interested in employment in special schools, public or college libraries.

LT 2—INTRODUCTION TO LIBRARY TECHNOLOGY

3 Units

Prerequisite: LT 1 and one semester of typing
3 hours lecture weekly

Library organization, techniques, and terminology, study of library tools such as indexes, bibliographies, encyclopedias, dictionaries; arrangement and use of card catalogs, history of libraries, books and printing.

LT 3—ADVANCED LIBRARY CLERICAL TECHNIQUES

3 Units

Prerequisite: LT 1 and LT 2
2 hours lecture, 3 hours laboratory weekly

Procedures and techniques in book ordering, book preparation for the shelves, and elementary cataloging and classification.

LT 4—AUDIO-VISUAL CLERICAL TECHNIQUES

3 Units

Prerequisite: None
2 hours lecture, 3 hours laboratory weekly

Functions of audio-visual equipment and materials and their use; procedures used in purchasing, renting and scheduling of films, slides, transparencies, tapes, recording and other audio-visual items.

LT 5—AUDIO-VISUAL FOR THE LIBRARY

2 Units

Prerequisite: None
2 hours lecture weekly

Functions of audio-visual equipment and materials and their use; procedures used in the purchasing; rental and scheduling of films, slides, transparencies, tapes, recording, and other audio-visual items. Not open to students completing LT 4.

LT 6—CHILDREN'S LITERATURE

3 Units

Prerequisite: None
3 hours lecture weekly

Study of the books, periodicals, and other library materials suitable for children of elementary school age. Reference books suitable for lower grades, picture books, fiction, non-fiction, folk tales, story telling, books made into films and other materials examined in depth.

LT 7—LIBRARY INTERNSHIP

2-3 Units

Prerequisite: LT 1 or equivalent
1 hour lecture, 3-6 weeks laboratory weekly

Supervised work in an approved library.



MATHEMATICS

Math 9—FUNDAMENTALS OF ARITHMETIC

3 Units

Prerequisite: None. Anyone who has received a grade of C or better in Math 11 or its equivalent may not enroll in Math 9.
3 hours lecture weekly

Review of basic mathematical skills and fundamental operations as applied to integers, common and decimal fractions, and percentage; emphasis on understanding of arithmetic and mathematical processes.

Math 11—ELEMENTARY ALGEBRA

5 Units

Math 11A—ELEMENTARY ALGEBRA I

2 Units

Math 11B—ELEMENTARY ALGEBRA II

3 Units

Prerequisite: Arithmetic competence for Math 11 and 11A; Math 11A for 11B
5 hours lecture weekly for Math 11
2 hours lecture weekly for Math 11A
3 hours lecture weekly for Math 11B

A first course in algebra. Operations with counting numbers, integers, rational and real numbers; linear equations; graphing; ratio, proportion and variations; exponents and radicals. Normally offered as Math 11, but individual sections of Math 11A or 11B may be scheduled.

Math 14—INTERMEDIATE ALGEBRA

5 Units

Prerequisite: Math 11 with a grade of C or 1 year of high school algebra
5 hours lecture weekly

Review of elementary algebra; solutions of systems of linear equations; functions and graphs; polynomial functions; factoring; complex numbers; solutions of equations of higher degree; exponential and logarithmic functions; sequences and series.

Math 19ABC—VOCATIONAL MATHEMATICS

1-1-1 Units

Prerequisite: For Math 19A, none; Math 19A for 19B; Math 19B for 19C
3 hours lecture weekly

Practical mathematics for work in vocational fields; review of arithmetic; introduction to geometry, mensuration, algebra, and trigonometry; with application in shop problems.

Math 23—GEOMETRY

3 Units

Prerequisite: Math 11 with a grade of C or better or its equivalent
3 hours lecture weekly

Selected topics in Euclidean plane and solid geometry including the properties of lines, triangles, polygons, circles, coordinate systems, distance and area, methods of proof and constructions.

Math 98A-Z—SHORT COURSES IN MATHEMATICS ½-10 Units

Prerequisite: None

Lecture and/or laboratory as required by unit formula

Short courses covering special, specific topics in mathematics not covered in detail in other math courses. Eligible students may take this course for credit-no credit. May be co-listed with Physical Science. Field trips may be required.

Math 101—EXPLORING MATHEMATICAL IDEAS 3 Units

Prerequisite: Math 9 or arithmetic competence
3 hours lecture weekly

Course intended to give those with limited background better understanding of nature of mathematics and character and origin of different subject fields in mathematics. Field trips may be required.

Math 102—MATH FOR ELEMENTARY TEACHERS 3 Units

Prerequisite: Two years of high school mathematics. Not open to students majoring in a science or mathematics field
3 hours lecture weekly

Designed for candidates for elementary teaching credential; topics include language of sets, number systems and geometry, emphasis on explanations for elementary school students. Field trips may be required.

Math 103—FINITE MATHEMATICS

3 Units

Prerequisite: Math 14 with a grade of C or better or its equivalent. Not open to students who have completed Math 105, Math 134 or Math 135.
3 hours lecture weekly

For students of business and social or behavioral sciences. Topics include sets, problems in counting and probability, linear programming, game theory and their applications in business and social, behavioral and life sciences.

Math 105—ELEMENTARY STATISTICS

3 Units

Prerequisite: Math 14 with a grade of C or better or its equivalent
3 hours lecture weekly

Descriptive and applied statistics for students of the social sciences, education, business, life sciences, and engineering. Included are discussions of measures of central tendency and variation, probability and sets, normal curves, hypothesis testing, regression and correlation, the distribution, analysis of variance and non-parametric tests.

Math 106—SHORT COURSE IN CALCULUS

5 Units

Prerequisite: Math 14 with a grade of C or better or its equivalent
5 hours lecture weekly

Short course in calculus and analytic geometry for students in business, social and life sciences; topics include functions, limits, differentiation and curve sketching, related rates, maxima and minima, integration, and differential equations. Not recommended to mathematical and physical science majors.

Math 112—SYMBOLIC LOGIC AND SET THEORY

3 Units

Prerequisite: Math 11 or Phil 107
3 hours lecture weekly

Introduction to symbolic logic and set theory; includes investigation of truth and validity, formal proof and symbolizing relations, truth sets, truth tables and boolean algebras, and a discussion of axiomatic systems. (Co-numbered with Phil 112.)

Math 114—PRE-CALCULUS ALGEBRA AND TRIGONOMETRY

5 Units

Prerequisite: Math 14 with a grade of C or better or its equivalent
5 hours lecture weekly

An integrated course in college algebra and trigonometry designed to prepare students for calculus with analytic geometry. Topics will include mathematical induction; functions, relations and their graphs; inverse functions; the exponential and logarithmic functions; trigonometric functions, identities and equations; the complex numbers and the Fundamental Theorem of Algebra.

Math 120—CALCULUS WITH ANALYTIC GEOMETRY I 5 Units

Prerequisite: Math 114 with a grade of C or better or its equivalent
5 hours lecture weekly

Elements of analytic geometry and calculus with applications; includes functions and limits, vectors, the derivative, techniques and applications of differentiation.

Math 121—CALCULUS WITH ANALYTIC GEOMETRY II 5 Units

Prerequisite: Math 120 with a grade of C or better
5 hours lecture weekly

Integral calculus: definite and indefinite integrals, techniques of integration, conic sections, parametric equations, and an introduction to differential equations.

Math 122—CALCULUS WITH ANALYTIC GEOMETRY III 5 Units

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

Calculus of several variables and solid analytic geometry including partial derivatives, multiple integrals, infinite series, vector valued functions, line and surface integrals, Stoke's Theorem and the divergence theorem.

Math 134—LINEAR ALGEBRA

3 Units

Prerequisite: Math 14 with a grade of C or better or its equivalent
3 hours lecture weekly

Topics include vector spaces, linear transformations, matrix operations, determinants and solutions of systems of linear equations; emphasis upon computational skills.

Math 135—MODERN ALGEBRA

3 Units

Prerequisite: Math 14 with a grade of C or better or its equivalent
3 hours lecture weekly

Topics include principle of induction, integers, the integers modulo n , division and the Euclidean algorithm, Fundamental Theorem of Arithmetic, polynomials, polynomial rings and number fields.

Math 199AB—DIRECTED STUDIES IN MATH

1-3/1-3 Units

Prerequisite: Math 120

Lecture and/or lab as required by unit formula

Designed for students interested in furthering their knowledge on an independent study basis. Maximum of 6 units.



MUSIC

Mus 101—FUNDAMENTALS OF MUSIC

3 Units

Prerequisite: None
3 hours lecture weekly

Designed for the students with little or no prior understanding of music who wish to learn to read music; objective is to gain basic understanding of scales, intervals, chords, key signatures, time signatures, musical symbols, and an introduction to piano keyboard.

Mus 102A—MUSIC THEORY I

4 Units

Prerequisite: Mus 101 or equivalent. For music majors and others with adequate background, Mus 102ABCD must be taken in sequence.
3 hours lecture, 3 hours laboratory weekly

Review of fundamentals; basic aspects of pitch and rhythm organization, intervals, keys and scales, tonality, cadences, basic melody, two-voice combinations, and decorative pitches, development of skills in analysis, music reading, aural training, and keyboard harmony.

Mus 102B—MUSIC THEORY II

4 Units

Prerequisite: Mus 102A. For music majors and others with adequate musical background, Mus 102ABCD must be taken in sequence.
3 hours lecture, 3 hours laboratory weekly

Continuation of Mus 102A. Study of three-voice counterpoint, chord structure, homophonic and contrapuntal textures, harmonic progression, secondary dominants, and tonality changes; analysis of binary, ternary, and through-composed forms; continued development of ear-training and keyboard skills.

Mus 102C—MUSIC THEORY III

4 Units

Prerequisite: Mus 102B. For music majors and others of adequate musical background, Mus 102ABCD must be taken in sequence.
3 hours lecture, 3 hours laboratory weekly

Continuation of Mus 102B. Study of tonal structure and form, rondo form, variation forms, the fugue, the chorale prelude, and sonata-form; seventh, ninth, diminished, Neapolitan and augmented sixth chords; continued development of ear-training and keyboard skills, formal analysis.

Mus 102D—MUSIC THEORY IV

4 Units

Prerequisite: Mus 102C. For music majors and others of adequate musical background.
Mus 102ABCD must be taken in sequence.
3 hours lecture, 3 hours laboratory weekly

Continuation of Mus 102C. Study of melodic, harmonic, rhythmic, and formal style characteristics in late 19th and 20th century music; analysis of works from Romantic, Impressionism, expressionism, Neo-Classical, and "modern" school of composition. Continued development of ear-training and keyboard skills.

Mus 103A—MUSIC APPRECIATION I: MUSIC AND LISTENING

3 Units

Prerequisite: None
3 hours lecture weekly

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

Mus 103B—MUSIC APPRECIATION II: MASTER- PIECES OF MUSIC LITERATURE

3 Units

Prerequisite: None. Mus 101 and/or Mus 103A recommended
3 hours lecture weekly

Survey of important composers, genres, and works from various style periods; emphasis on late Baroque, Classical, Romantic, and 20th century periods.

Mus 104—MUSIC HISTORY AND LITERATURE I

3 Units

Prerequisite: Mus 101 and Mus 103 or equivalent
3 hours lecture weekly

Traces style and technique of music composition from Gregorian Chant through such developments as medieval organum, secular song, and dance music of Middle Ages and Renaissance; polyphony and madrigals of the Renaissance; Baroque opera and instrumental music through 18th century contributions of Vivaldi, Handel, and Bach. Emphasis is on listening and analyzing for style characteristics and on correlation of musical developments with those in other arts of the time. Recommended for music majors and others with adequate musical background.

Mus 105—MUSIC HISTORY AND LITERATURE II

3 Units

Prerequisite: Mus 101 and Mus 103 or equivalent. Recommended that Mus 104 be taken before Mus 105.

3 hours lecture weekly

Continuation of Music 104. Study of changing styles, techniques and forms of music from middle of 18th century to present. Recommended for music majors and others with adequate musical background.

Mus 106—COLLEGE CHOIR*

2 Units

Prerequisite: Audition will be required

3 hours rehearsal weekly, plus additional rehearsal and performance as required

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

Mus 107ABCD—CLASS PIANO I, II, III, IV

2-2-2-2 Units

Prerequisite: None for Mus 107A; for Mus 107B, 107A; for Mus 107C, 107B; for Mus 107D, 107C

1 hour lecture, 3 hours laboratory weekly

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 108ABCD—APPLIED MUSIC STUDY- KEYBOARD

1-1-1-1 Units

Prerequisite: Mus 107 or equivalent. Completed or concurrent enrollment in Mus 102ABCD is recommended. Concurrent enrollment in one music activity course.

1 private lesson and 1 hour lecture weekly; daily practice required.

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

*Course may be repeated for credit up to four semesters.

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|--|----------------|
| Mus 110A—CLASS VOICE I: FUNDAMENTALS OF VOCAL TECHNIQUES | 2 Units |
| Mus 110B—CLASS VOICE II: VOCAL DEVELOPMENT AND THE ART SONG | 2 Units |
| Mus 110C—CLASS VOICE III: VOCAL DEVELOPMENT AND THE ARIA | 2 Units |
| Mus 110D—CLASS VOICE IV: VOICE IN MUSICAL THEATER WORKSHOP | 2 Units |

Prerequisite: For Mus 110A, none; for Mus 110B, Mus 110A or equivalent; for Mus 110C, Mus 110B or equivalent; for Mus 110D, Mus 110C or equivalent. Concurrent enrollment in Mus 106 recommended.

1 hour lecture, 3 hours laboratory weekly; daily practice required

Mus 110A—designed to begin development of vocal potential, to lay a foundation for proper vocal production, and to correct faulty singing. Material consists of song literature sung in English and vocal exercises. Basically for non-music majors or persons with little singing experience.

Mus 110B—continuation in development of proper vocal production; English, Italian, French, and German art songs studied. Recommended that singers with adequate vocal technique begin with 110B.

Mus 110C—continuation of vocal development through study of more challenging literature such as arias of Bach, Handel, Mendelssohn, Mozart, and Rossini; songs by contemporary American composers may also be studied.

Mus 110D—study of song literature from opera and musical theater; studying and performing operas and musical plays in excerpt or as complete productions. Designed for singers with proven ability and interest in drama.

Mus 111ABCD—APPLIED MUSIC STUDY-VOICE 1-1-1-1 Units

Prerequisite: Mus 110B and 110C or the equivalent. Completed or concurrent enrollment in Mus 102ABCD is recommended. Concurrent enrollment in one music activity course.

1 private lesson and 1 hour lecture weekly; daily practice required

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

Mus 112ABCD—APPLIED MUSIC STUDY- INSTRUMENTS

1-1-1-1 Units

Prerequisite: Minimum ability (intermediate level) on an instrument. Completed or concurrent enrollment in Mus 102ABCD is recommended. Concurrent enrollment in one music activity course

1 private lesson and 1 hour lecture weekly; daily practice required

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

Mus 114—CONCERT BAND*

1 Unit

Prerequisite: Competency with a musical instrument appropriate to a concert band
3 hours laboratory weekly

Rehearsal and performance of representative band literature; public performances may be given on campus and in the community.

Mus 115—BLACK EXPERIENCE IN THE FINE ARTS

3 Units

Prerequisite: None
3 hours lecture weekly

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 117—STAGE BAND*

1 Unit

Prerequisite: Competency with a musical instrument appropriate to a stage band
3 hours laboratory weekly

Practical experience in performing music in popular and jazz styles arranged for stage band. Public performances on campus and in community.

Mus 118A-B-C-D—INTRODUCTION TO GUITAR

1-1-1-1 Units

Prerequisite: None
3 hours laboratory weekly

Fundamentals of guitar and related musicianship; basic techniques and repertoire unique to the folk guitar; chordal accompaniment to folk singing will be emphasized. Students furnish own instrument.

*Course may be repeated for credit up to four semesters.

Mus 119—SURVEY OF JAZZ AND POPULAR MUSIC

2 Units

Prerequisite: None
2 hours lecture weekly

Study of history of jazz from origins to present day including influential composers, instrumentalists, singers and arrangers; popular music and its background.

Mus 120—PERFORMANCE OF GOSPEL MUSIC

1 Unit

Prerequisite: None
3 hours laboratory weekly

Study and performance of solo and choral literature from the Black gospel music tradition, open to interested men and women of all backgrounds. Public performances may be given.

Mus 121—VOCAL ENSEMBLE*

1 Unit

Prerequisite: Demonstrated ability in performing area
3 hours rehearsal weekly

Development of vocal chamber groups to study literature written for ensemble groups; to perfect and perform these compositions.

Mus 122—WOODWIND, BRASS OR PERCUSSION ENSEMBLE*

1 Unit

Prerequisite: Demonstrated ability in performing area
3 hours rehearsal weekly

Development of instrumental chamber groups to study literature written for ensemble groups; to perfect and perform these compositions.

Mus 123—STRINGS AND/OR KEYBOARD ENSEMBLE*

1 Unit

Prerequisite: Demonstrated ability in performing area
3 hours rehearsal weekly

Development of instrumental chamber groups to study literature written for ensemble groups; to perfect and perform these compositions.

*Course may be repeated for credit up to four semesters.

Mus 125AB—MUSICAL THEATRE REHEARSAL AND PERFORMANCE

1-2 Units

Prerequisite: Audition required

Laboratory hours as required by unit formula

Rehearsal and performance of college-sponsored musical theatre productions; experience in one or more aspects of a production: leading roles, chorus, dancing, dramatic techniques in musicals, backstage and technical work. Course may be repeated for credit up to four semesters.

Mus 198—SHORT COURSES IN MUSIC

½-10 Units

Prerequisite: None

Lecture and/or laboratory as required by unit formula

Short courses in selected areas of music to meet specific needs of college or community as required or requested by persons whose needs are not met by regular course offerings. Topics might include but are not limited to musical theatre, opera workshop, accompanying, piano teaching, conducting, church music, instrumental or choral techniques, master classes, diction, music education. May be taken for a grade or on a credit-no credit basis.

Mus 199A-B—DIRECTED STUDIES IN MUSIC

1-3/1-3 Units

Prerequisite: A course in the specific field

Lecture and/or laboratory as required by unit formula

Designed for students 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.



OFFICE TECHNOLOGY

OT 10—PERSONAL TYPING

2 Units

Prerequisite: None

1 hour lecture, 3 hours laboratory weekly

Designed for students, writers, etc. wishing to learn the typewriter for their writing jobs. Instruction includes learning keyboard by touch system, composing at machine, practical application of typing skills to simple letter writing, manuscripts and simple tabulations. Specifically designed for nonclerical and non-secretarial students.

OT 11—BEGINNING TYPEWRITING

3 Units

Prerequisite: None. Not open to students who have credit for one semester of typing in any other school.

2 hours lecture, 3 hours laboratory weekly

Instruction on mastery of keyboard, numbers, and special keys; develops fundamental skills in operation of the typewriter. Speed and control of errors stressed. Training is given on business letter forms and tabulations.

OT 12—INTERMEDIATE TYPEWRITING

3 Units

Prerequisite: OT 11 or equivalent

2 hours lecture, 3 hours laboratory weekly

Additional practice in business letters, tabulations, manuscript typing; permits students to achieve a minimum speed of 45 gross words a minute for five minutes.

OT 13—TYPING: SPEED AND ACCURACY DEVELOPMENT

2 Units

Prerequisite: Knowledge of keyboard and ability to type at least 20 wpm

1 hour lecture, 3 hours laboratory weekly

Course designed to improve speed and accuracy in using the electric typewriter through development of proper techniques, for students who know the keyboard but are not skilled enough to enter an intermediate typing class; drills for speed development and accuracy used on a self-pacing concept.

OT 14—ADVANCED TYPEWRITING

3 Units

Prerequisite: OT 12 with a grade of C, or one year of high school typing

2 hours lecture, 3 hours laboratory weekly

Develops speed and accuracy in typing and provides training in letter placement, manuscript typing, and tabulation. Special units include correspondence for general, accounting, legal, medical, and technical offices. Students should attain a minimum of 50 wpm.

OT 15—PRODUCTION TYPING

3 Units

Prerequisite: OT 14 or equivalent and typing speed of 50 wpm

2 hours lecture, 3 hours laboratory weekly

Student applies typing skills to advanced typing projects using modern methods, equipment, materials, and business forms. Students should attain a minimum speed of 60 wpm.

OT 20—BEGINNING SHORTHAND

4 Units

Prerequisite: OT 11 or OT 12, or typing speed of 40 wpm

3 hours lecture, 3 hours 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.

OT 21—INTERMEDIATE SHORTHAND

4 Units

Prerequisite: OT 20 or 1 year of high school shorthand

3 hours lecture, 3 hours 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.

OT 22—ADVANCED SHORTHAND

4 Units

Prerequisite: OT 21 with C or better, typing speed of 50 wpm

3 hours lecture, 3 hours laboratory weekly

Continuation of shorthand study to improve transcription, develop speed in dictation, and enlarge shorthand vocabulary. Development of speed and accuracy requisite for employment; correlation of grammar, spelling, punctuation, and typing. Introduction to office-style dictation is included.

OT 23—SPEED BUILDING AND TRANSCRIPTION

4 Units

Prerequisite: OT 22 with C or better and typing speed of 50 wpm

3 hours lecture, 3 hours 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, as well as intensive use of office-style dictation. Field trips to office and equipment shows when convenient.

OT 24—SHORTHAND REVIEW

2 Units

Prerequisite: Previous training in Shorthand

1 hour lecture, 3 hours laboratory weekly

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

OT 25—ABC SHORTHAND

2 Units

Prerequisite: None (typing ability recommended)

1 hour lecture, 3 hours laboratory weekly

ABC Shorthand is a phonetic system of shorthand based on learning easy rules, presented in the first few lessons; remainder of semester is spent 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.

OT 26—MACHINE SHORTHAND I

4 Units

Prerequisite: OT 11 or 12 or typing speed of 40 wpm

3 hours lecture, 3 hours laboratory weekly

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

OT 27—MACHINE SHORTHAND II

4 Units

Prerequisite: OT 26 and typing speed of at least 40 wpm

3 hours lecture, 3 hours laboratory weekly

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

OT 30—FILING

2 Units

Prerequisite: None. Ability to type recommended.
2 hours lecture weekly

Course offers practical filing experience in major systems; students learn filing rules, modern filing supplies and equipment, and introductory records management. Field trips when convenient.

OT 32—COPY PROCESSING

2 Units

Prerequisite: Typing speed of at least 40 wpm
1 hour lecture, 3 hours laboratory weekly

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

OT 33—BEGINNING MACHINE TRANSCRIPTION

2 Units

Prerequisite: OT 12 or equivalent and typing speed of at least 40 wpm
1 hour lecture, 3 hours laboratory weekly

Transcription of dictation from belts and/or cassettes to achieve mailable letters at an acceptable production rate.

OT 34—OFFICE PROCEDURES

2 Units

Prerequisite: OT 12 or equivalent or typing speed of 40 wpm or better
1 hour lecture, 3 hours laboratory weekly

Course offers instruction and practical application in office techniques and procedures, including receptionist duties, telephone techniques, fundamentals of filing, and office correspondence. Field trips to offices and equipment shows may be required.

OT 35A-J—SECRETARIAL SKILLS REFRESHER

1-10 Units

Prerequisite: None
Lab hours as required by unit formula

One-unit courses designed to refresh skills in one or more of ten areas: (a) alphabetical filing, (b) 10-key calculating machines, (c) vocational spelling, (d) typewriting review, (e) duplicating machines, (f) following directions, (g) effective listening, (h) composing at the typewriter, (i) punctuation review, (j) business arithmetic review.

OT 36—JOB SEARCH TECHNIQUES

1 Unit

Prerequisite: None

Lecture and/or laboratory as required by unit formula

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; also emphasizes personal adjustment on the job for greater success.

OT 37—RECORDS MANAGEMENT

2 Units

Prerequisite: None

2 hours lecture 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.

OT 38—SECRETARIAL PROCEDURES

3 Units

Prerequisite: Minimum typing speed of 50 wpm. Shorthand is highly recommended

2 hours lecture, 3 hours laboratory weekly

Course designed to give students the critical skills necessary for the development of competencies for the office. Students use business skills acquired in earlier courses and are introduced to tasks that extend measurably their preparation for entry-level office work. Students are also given a comprehensive view of the modern office.

OT 39—SECRETARIAL ACCOUNTING

3 Units

Prerequisite: None. Not open to students who have passed Business 101

2 hours lecture, 3 hours laboratory weekly

Secretarial accounting for students interested in clerical or bookkeeping work; provides fundamentals of double-entry bookkeeping theory and application.

OT 50—MEDICAL TERMINOLOGY

3 Units

Prerequisite: Typing speed of at least 30 wpm

3 hours lecture weekly

Teaches spelling, definition, and pronunciation of medical terms with emphasis on **prefixes**, suffixes, and roots of medical terms.

OT 51—ADVANCED MEDICAL TERMINOLOGY

3 Units

Prerequisite: OT 50

3 hours lecture weekly

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

OT 52—MEDICAL OFFICE PROCEDURES

3 Units

Prerequisite: OT 14 or typing at least 50 wpm

2 hours lecture, 3 hours 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.

OT 53—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.

OT 54—MEDICAL MACHINE TRANSCRIPTION

2 Units

Prerequisite: Typing speed of at least 40 wpm

1 hour lecture, 3 hours laboratory weekly

Transcription of dictation from belts and/or cassettes to achieve mailable letters and reports at an acceptable production rate. Includes case histories, surgical lab and reports with review of specialized medical vocabulary.

OT 61—LEGAL OFFICE PROCEDURES

3 Units

Prerequisite: Typing speed of at least 40 wpm

2 hours lecture, 3 hours laboratory 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.

OT 62—LEGAL MACHINE TRANSCRIPTION

2 Units

Prerequisite: Typing speed of at least 40 wpm

1 hour lecture, 3 hours laboratory weekly

Transcription of dictation from belts and/or cassettes to achieve mailable letters and reports at an acceptable production rate. Legal documents and communications are emphasized as well as legal terminology.

OT 70—INTRODUCTION TO WORD PROCESSING

3 Units

Prerequisite: None

3 hours lecture weekly

Course studies the effect automatic keyboards have on the office. Four phases (origination, processing, reproducing, and distribution) of word processing investigated. Roles of management and secretary and career paths resulting from automated equipment are also studied in detail. Field trips when appropriate.

OT 71—MEMORY TYPEWRITER

2 Units

Prerequisite: OT 12 or equivalent and typing speed of at least 50 wpm

1 hour lecture, 3 hours laboratory weekly

Provides training on IBM Memory Typewriter; students given basic operational instruction to learn to type documents for updating, revising, and storing.

OT 72—WORD PROCESSING: MACHINE TRANSCRIPTION

3 Units

Prerequisite: OT 12 or equivalent speed of 50 wpm, satisfactory score on punctuation and spelling test.

2 hours lecture, 3 hours laboratory weekly

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

OT 73—MAGNETIC CARD II

2 Units

Prerequisite: OT 12 or equivalent and typing speed of at least 50 wpm

1 hour lecture, 3 hours laboratory weekly

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

OT 75—AUTOMATIC KEYBOARD PROJECTS

2 Units

Prerequisite: OT 73

1 hour lecture, 3 hours laboratory weekly

Thorough review of basic machine operation with major emphasis on applications pertaining to business office communications. New techniques will be learned involving scanning, decimal table and revision refinements. Students will learn to take a job (using work submitted from college personnel) from the first stage, set it up, type the materials using the Mag Card, and then deliver it to the appropriate office.

OT 76—OFFICE MANAGEMENT AND SUPERVISION

3 Units

Prerequisite: OT 70, OT 71, or OT 73 recommended

3 hours lecture weekly

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

OT 89—MULTI-CLERICAL SKILLS PROGRAM

1-12 Units

Prerequisite: None

30 hours weekly

For students with little or no previous business training who have immediate job goals in mind. Course offers training in various clerical skills (typewriting, machines, filing, spelling, English and math review, transcription, job search techniques) necessary for employment as office clerk, clerk typist, or account clerk. Program is individualized and self-paced and operates on an open-entry, open-exit enrollment plan, graded on a credit-no credit basis. Meets 30 hours per week. Contact Admissions Office for vacancy information. Credit will be awarded for courses within Office Technology program successfully completed.

OT 98—SHORT COURSES IN OFFICE TECHNOLOGY ½-10 Units

Prerequisite: None

Lecture and/or laboratory hours as required by unit formula

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



OUTBOARD MOTORBOAT MECHANICS

OMM-1—INTRODUCTION TO MOTORBOAT MECHANICS

4 Units

Prerequisite: None

3 hours lecture, 3 hours laboratory weekly

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

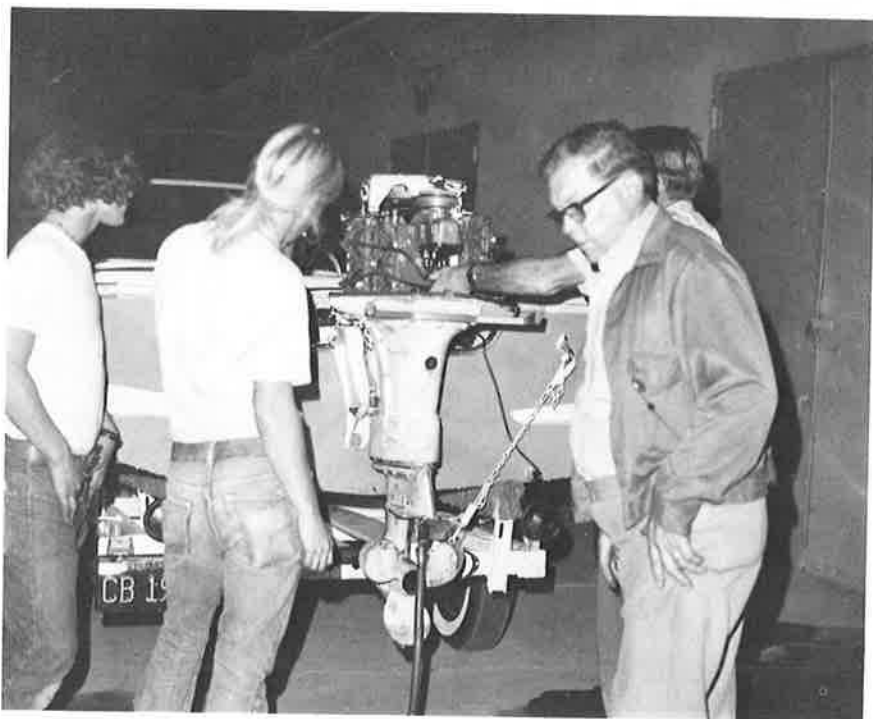
OMM-2—ADVANCED MOTORBOAT MECHANICS

4 Units

Prerequisite: OMM-1

3 hours lecture, 3 hours laboratory weekly

Continuation of OMM-1; emphasis on repair and rebuilding of outboard engines and I/O units. Field trips may be required.



PERSONAL GROWTH

The Personal Growth course offerings provide an assortment of courses which enable people to better understand themselves, the institution, and the work world, with a professional counselor as instructor, adviser, and/or facilitator.

PG 1ABC—ALL ABOUT OXNARD COLLEGE

½-1-1½ Units

Prerequisite: None

Lecture as required by unit formula

Everything you want to know about academic information, study skills, college activities and clubs, financial aid, library skills and tutoring, vocational programs, transfer programs, and basic college survival hints.

PG 2—JOB DEVELOPMENT

3 Units

Prerequisite: None

3 hours lecture weekly

Specialized workshops designed to upgrade student abilities in the area of job-seeking techniques, resume preparation, and interviewing methods; practical experiences in resume writing processes as well as personal interviewing practice.

PG 3—ACADEMIC ASSESSMENT

1 1/2 Units

Prerequisite: None

1 1/2 hours lecture weekly

To assist students in assessing their past, present, and future academic objectives; by reviewing their past academic performance, students will be able to determine whether their present academic objectives are realistic. Eligible students may take this course for credit-no credit.

PG 4—PEER ADVISOR TRAINING

3 Units

Prerequisite: None

3 hours lecture weekly

Familiarizes students with philosophy, goals, program course offerings and services of community colleges, and techniques and skills designed to develop and improve students' ability to relate to and help fellow students. Successful participation in this course is recommended for campus Peer Advisor positions.

PG 98A-Z—SHORT COURSES IN PERSONAL GROWTH

1/2-10 Units

Prerequisite: None

Lecture and/or lab as required by unit formula

Specialized topics designed to inform or update interested persons in the various areas within Personal Growth. Field trips may be required.

PG 101A—CAREER DEVELOPMENT AND LIFE PLANNING I

3 Units

Prerequisite: None

3 hours lecture weekly

Assists students systematically to examine components of career choice; focuses 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 101B—CAREER DEVELOPMENT AND LIFE PLANNING II

3 Units

Prerequisite: PG 101A

3 hours lecture weekly

Provides in-depth methods of self-assessment, and increases personal knowledge and awareness for developing effective career decision-making strategies.

PG 102—HOW TO SUCCEED IN THE ACADEMIC AND WORK WORLDS

1½ Units

Prerequisite: None

1½ hours lecture weekly

Several skills have been developed in the last 10 years to enhance personal power in our everyday world, academic world, and work-a-day world. Course analyzes power structures in one's life and helps students learn to deal with and use them.

PHILOSOPHY

Phil 101—INTRODUCTION TO PHILOSOPHY

3 Units

Prerequisite: None
3 hours lecture weekly

Course attempts to clarify nature of the philosophic enterprise and 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 philosophy of religion. An effort is made to relate the thoughts of the philosopher directly to experiences and vital concerns of beginning student.

Phil 102—INTRODUCTION TO ETHICS

3 Units

Prerequisite: None
3 hours lecture weekly

Introduction to the nature and main types of ethical theory developed in the West; 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

Origin and historical development of 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

Origin and historical development of 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 hours lecture weekly

Introduction to philosophy from a historical perspective; considers ideas which have had a dominant impact on Western Civilization, their logical development, and their influence on contemporary society. 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 hours lecture weekly

Introduction to philosophy from a historical perspective. Considers the ideas which have had a dominant impact on Western civilization, their logical development, and their influence on contemporary society. Begins with the birth of the modern mind and rise of science in the Renaissance and continues to present day. Special emphasis given to the schools of rationalism, empiricism, critical philosophy, and existentialism.

Phil 107—LOGIC

3 Units

Prerequisite: None
3 hours lecture weekly

Logic is the science and the art of correct thinking. Logic answers the question: "What causes correct thinking?" Course considers ideas, definitions, propositions, forms of reasoning, and fallacies. Students may take this course for credit/no credit.

Phil 108—MYTHOLOGY

3 Units

Prerequisite: None
3 hours lecture weekly

Survey and comparative study of global myths concerning origin of world, nature of universe and humankind, processes of change and transformation, and connections between spiritual and mundane worlds; also examines philosophical and social functions of myths and symbols.

Phil 109—MODERN RELIGIOUS MOVEMENTS IN AMERICA

3 Units

Prerequisite: None
3 hours lecture weekly

Survey of modern and often highly unusual religious movements in America, including variants of Christianity and non-Christian religions—Zen and Tibetan movements, Vedanta, Transcendental Meditation, Krishna Consciousness, spiritualism and Satanism—as well as a discussion of the history of religious movements and causes underlying current religious variations.

Phil 110—PHILOSOPHY OF RELIGION

3 Units

Prerequisite: None
3 hours lecture weekly

The philosophy of religion investigates empirical, logical, and rational bases for 1) proving existence of God, 2) understanding nature of God, 3) understanding God's relation to natural reality, and 4) understanding the impact of this philosophical study upon religions.

Phil 112—SYMBOLIC LOGIC AND SET THEORY

3 Units

Prerequisite: Phil 107 or Math 11
3 hours lecture weekly

Introduction to symbolic logic and set theory; includes investigation of truth and validity, formal proof and symbolizing relations, truth tables and boolean algebras, and a description of axiomatic systems. (Co-numbered with Math 112.)

Phil 114—SOCIAL PHILOSOPHY

3 Units

Prerequisite: None
3 hours lecture weekly

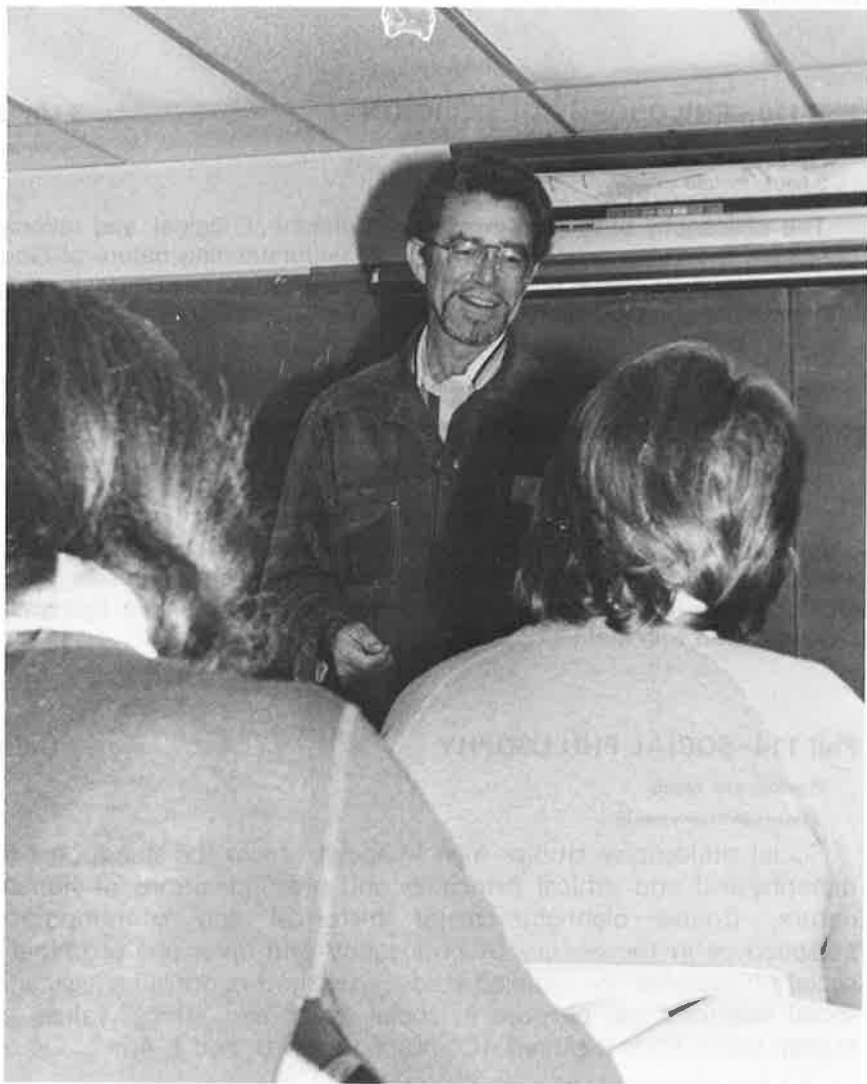
Social philosophy studies man in society from the standpoint of metaphysical and ethical principles and presuppositions of human nature. Course highlights major historical and contemporary perspectives in the history of philosophy and takes one prominent social philosopher for detailed study. Questions concerning legal and social relationships, purpose in social order and ethical values in human institutions explored. (Co-numbered with Soc 114.)

**Phil 199A-B—DIRECTED STUDIES IN
PHILOSOPHY**

1-3/1-3 Units

Prerequisite: A course in the specific field
Lecture and/or laboratory as required by unit formula

Designed for students interested in furthering their knowledge of philosophy on an independent study basis; assignments will include library research, written work and discussion with instructor. Maximum of 6 units.



PHYSICAL EDUCATION

GRADUATION REQUIREMENTS FOR THE ASSOCIATE OF ARTS DEGREE

Physical Education is not a requirement for enrollment in the college. However, students who wish to earn an Associate in Arts degree must successfully complete two courses chosen from Health Science or Physical Education activity courses, without exemption.

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

REPETITION FOR CREDIT - The college policy for repeating courses for credit applies to ALL BEGINNING PHYSICAL EDUCATION ACTIVITY COURSES. Students 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.

Beginning Activities

PE 101A-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 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 students opportunity for self-expression; takedowns, rides, escapes and falls are taught.

PE 103—BEGINNING RUGBY

1-1/2 Units

Prerequisite: None

1 hour lecture, 2 hours activity weekly

Development of skill in playing rugby; course covers rules and fundamental skills of passing, running, kicking, and tackling, and offensive and defensive strategy.

PE 104—BEGINNING SOCCER

1-1/2 Units

Prerequisite: None

1 hour lecture, 2 hours activity weekly

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

PE 105—BICYCLE RIDING

1-1/2 Units

Prerequisite: Access to a lightweight bicycle.

1 hour lecture, 2 hours activity weekly

Introduction to cycling as a lifetime sport, to make the student aware of the physiological benefits derived from bicycling.

PE 106—SWIMMING FOR FITNESS

1-1/2 Units

Prerequisite: Basic swimming ability

1 hour lecture, 2 hours activity weekly

Course is designed to improve swimming techniques; emphasis on endurance training for improved cardiovascular fitness and weight control. Attention also given to survival techniques and emergency procedures.

PE 107—BACKPACKING AND 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 basic skills and strategy of slow pitch softball.

PE 109—INTRODUCTION TO KARATE

1-1/2 Units

Prerequisite: None

1 hour lecture, 2 hours activity weekly

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.

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.

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, including etiquette, rules, and techniques.

PE 114—TENNIS

1-1/2 Units

Prerequisite: None

1 hour lecture, 2 hours activity weekly

Development of skill in playing tennis, including beginning skills, etiquette, rules and techniques of play.

PE 115—SAILING**1-1/2 Units**

Prerequisite: None

1 hour lecture, 2 hours activity weekly

Introduction to the theory and techniques involved in sailing small sloop rigged boats; introduction to racing rules and tactics 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 understanding and appreciation of modern dance as an art form.

**PE 117A-B—FOLK AND SQUARE DANCE—
ETHNIC DANCE****1-1/2—1-1/2 Units**

Prerequisite: 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

Special course designed to meet needs of students 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

Introduction to basic ballet techniques, including exercise at the barre to develop flexibility, strength, control and resilience 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

Course is designed to help the individual improve physical health and general well being; open to all students. Emphasis will be placed on endurance training with 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.

PE 125—SELF-DEFENSE & BODY MECHANICS

1-1/2 Units

Prerequisite: None

1 hour lecture, 2 hours activity weekly

Course designed to increase knowledge and understanding of use of the body in its defense; also involves principles of fitness and body movements and 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 development and maintenance of a high level of efficiency. Emphasis on development of proficiency in 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—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—BEGINNING RACQUETBALL

1 Unit

Prerequisite: None

3 hours activity weekly

Instruction and practice in basic skills of racquetball. Emphasis is on the techniques of serving, forehand, and backhand play. A thorough understanding of rules and strategy, along with competition in singles and doubles, is provided. Students will be expected to furnish own equipment.

Intermediate Activities

PE 130—INTERMEDIATE BICYCLE RIDING

1-1/2 Units

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

Advanced presentation of benefits derived from cycling as a lifetime sport, to make 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

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 (CO-ED)

1-1/2 Units

Prerequisite: PE 101
1 hour lecture, 2 hours activity weekly

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

PE 133—INTERMEDIATE BADMINTON

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

2 Units

Prerequisite: PE 113 or equivalent
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 equivalent
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 equivalent
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 116 or equivalent
1 hour lecture, 3 hours activity weekly

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

PE 138—INTERMEDIATE TRACK

1-1/2 Units

Prerequisite: None
1 hour lecture, 2 hours activity weekly

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

PE 139—INTERMEDIATE VOLLEYBALL

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 person levels; continuing development of high skills is emphasized.

PE 140—INTERMEDIATE KARATE

1-1/2 Units

Prerequisite: PE 109 or equivalent
1 hour lecture, 2 hours activity weekly

Development of skill in 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 22

3 hours activity weekly

Course develops one's cardiovascular system and takes 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; 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

Continuing study of archery with technique emphasis upon advanced skills.

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 |
| PE 161—VARSITY GOLF | 3 Units |
| PE 162—VARSITY TENNIS | 3 Units |
| PE 163—VARSITY TRACK | 3 Units |
| PE 164—VARSITY BASKETBALL | 3 Units |
| PE 165—VARSITY SOCCER | 3 Units |
| PE 166—VARSITY BASEBALL | 3 Units |

Prerequisite: Meet the requirement for athletic eligibility in the Western State Conference
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 PE activity requirement.

PE 170—MEN'S PROFESSIONAL ACTIVITIES I **2 Units**

Prerequisite: Enrolled in PE major/minor program
1 hour lecture, 3 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: Enrolled in PE major/minor program
1 hour lecture, 3 hours activity weekly

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: Enrolled in PE major/minor program
1 hour lecture, 3 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: Enrolled in PE major/minor program
1 hour lecture, 3 hours laboratory weekly

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: Enrolled in PE major/minor program
1 hour lecture, 3 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: Enrolled in PE major/minor program
1 hour lecture, 3 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: Enrolled in PE major/minor program
1 hour lecture, 3 hours laboratory weekly

Development of skills, safety habits, appreciation and knowledge of rules, strategy, and background of the following activities: volleyball, softball, soccer, and field hockey.

PE 180A-B—DANCE PRODUCTION

1-2 Units

Prerequisite: Beginning and Intermediate Modern Dance or equivalent
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, costuming, set designing and construction, lighting, and publicity.

PE 181—INTRODUCTION TO PHYSICAL EDUCATION

2 Units

Prerequisite: None
2 hours lecture weekly

General survey of the field of Physical Education; exploration of aims, objectives, scope and contemporary values of Physical Education; project and field work required.

PE 182A-B—MEN'S SPORTS OFFICIATING

2-1/2—2-1/2 Units

Prerequisite: None

2 hours lecture, 1 hour laboratory weekly

Instruction and laboratory experience in sports officiating. 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: None

2 hours lecture, 1 hour laboratory weekly

Instruction and laboratory experience in sports officiating. Officiating of individual sports featured in 183A, team sports in 183B.

PE 184—BASKETBALL THEORY

2 Units

Prerequisite: Advanced basketball ability

1 hour lecture, 3 hours activity weekly

Development of advanced skills in basketball and theory behind different styles of play; includes study 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 theory behind different styles of play; includes study 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 theory behind 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 lectures to facilitate instruction.

PE 187—CREATIVE MOVEMENT ACTIVITIES FOR CHILDREN

3 Units

Prerequisite: None

2 hours lecture, 3 hours activity weekly

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.

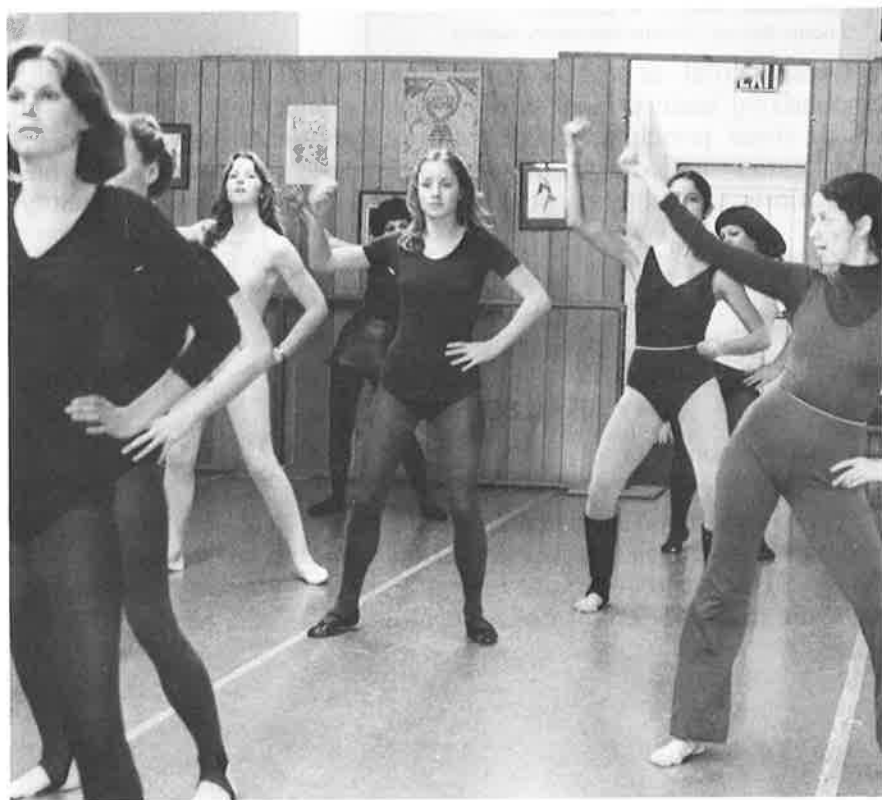
PE 199A-B—DIRECTED STUDIES IN P.E.

1-3/1-3 Units

Prerequisite: A course in the specific field

Lecture and/or laboratory as required by unit formula

Designed for selected students interested in furthering their knowledge of physical education on an independent study basis; assigned problems will involve library, laboratory, and field work. Maximum of 6 units.



PHYSICAL SCIENCE

Phys Sci 1—PRACTICAL SCIENCE

3 Units

Prerequisite: None

3 hours lecture weekly

Basic course in the scientific problem-solving approach; emphasis is on application of fundamental skills in measurement, graphing, unit analysis, simple statistics. Also included is discussion on classification models, and laboratory report writing.

Phys Sci 2—INTRODUCTION TO PHYSICAL SCIENCE

3 Units

Prerequisite: Math 11 or equivalent

2 hours lecture, 3 hours laboratory weekly

Experimental approach to the nature of the physical world, emphasizing basic principles of chemistry and physics and 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.

Phys Sci 98A-Z—SHORT COURSES IN PHYSICAL SCIENCE

1/2-10 Units

Prerequisite: None

Lecture and/or laboratory as required by unit formula

Workshops cover specialized, specific topics in science not covered in detail in other science courses. (Some topics to be offered are: The Metric System and Alternate Energy Sources.) Eligible students may take this course for credit-no credit.

PHYSICS

Ph 1AB—TECHNICAL PHYSICS

5-5 Units

Prerequisite: Math 14 or high school algebra with a grade of C or better is required.

Physical Science 1 is recommended for students with limited science backgrounds.

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 101—GENERAL PHYSICS

5 Units

Prerequisite: High school mathematics through trigonometry is required; Math 114 may be taken concurrently. Physical Science 1 is recommended for students with limited science backgrounds.

4 hours lecture, 3 hours laboratory weekly

Introduction to motion, relativity, energy, heat, gases and molecular motion, electricity and magnetism. A descriptive course with some quantitative work; demonstration lectures and solution of problems. Course designed to meet needs of medical, dental, optometry, and liberal arts students. Role of the laboratory is defined and basic arts of planning, execution, analysis and synthesis in experimentation are practiced.

Ph 102—GENERAL PHYSICS

5 Units

Prerequisite: Ph 101

4 hours lecture, 3 hours laboratory weekly

Introduction to electromagnetic induction, wave motion (light and sound), duality of nature, quantum theory of atomic structure. Last six weeks are reserved for special projects and oral reports on such topics as alternate energy sources, basic weather principles, effects of radiation on the human body, computer programming, and other projects selected by students.

Ph 110—DESCRIPTIVE PHYSICS

3 Units

Prerequisite: Math 11 or equivalent

3 hours lecture weekly (3 hours laboratory recommended, but not required)

Primarily a description of basic principles of physics using discussions, lecture-demonstrations, oral and written reports, and some problem solving.

Ph 111—MECHANICS OF SOLIDS AND FLUIDS

5 Units

Prerequisite: Math 120; corequisite, Math 121, High School Physics or equivalent
4 hours lecture, 3 hours laboratory weekly

Introductory study of statics and dynamics of particle, rigid bodies, plus an introduction to hydrostatics and hydrodynamics; 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: Ph 111, Math 121; corequisite, Math 122
4 hours lecture, 3 hours laboratory weekly

Introduction to electricity and magnetism; emphasis 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, Math 121, 122
4 hours lecture, 3 hours laboratory weekly

Introduction to geometrical optics, wave motion (sound and light), physical optics, thermodynamics; selected topics in quantum mechanics and special relativity at an elementary level. Solution of problems in vector calculus and differential equations demonstrated.

Ph 199A-B—DIRECTED STUDIES IN PHYSICS

1-3/1-3 Units

Prerequisite: A course in the specific field
Lecture and/or laboratory as required by unit formula

Designed for students interested in furthering their knowledge of physics on an independent study basis; assigned problems will involve library, laboratory, and field work. Maximum 6 units.

POLITICAL SCIENCE

PSc 101—BASIC POLITICAL IDEAS

3 Units

Prerequisite: None
3 hours lecture weekly

Course introduces students to basic political ideas which have been and are now used in struggling with recurring political problems, including concepts of **freedom**, democracy, political justice, political authority, socialism, Marxism and equality. Fulfills State requirements in American Institutions.

PSc 102—VARIETIES OF POLITICAL EXPERIENCE

3 Units

Prerequisite: None
3 hours lecture weekly

Course examines political life and institutions of a number of foreign countries to identify both similarities and differences in people's attempts to grapple with government problems throughout the world.

PSc 103—IDEAS AND POLITICS OF THE AMERICAN PEOPLE

3 Units

Prerequisite: None
3 hours lecture weekly

Course surveys and analyzes main political ideas, institutions, and people at work in the United States today, in their state, national, local and foreign activities. Fulfills the State requirements in American Institutions. Field trips may be required.

PSc 104—WORLD POLITICAL RELATIONS

3 Units

Prerequisite: None
3 hours lecture weekly

Course explores official and unofficial connections between governments and peoples of the world and traditions, policies and institutions which bind them together or hold them apart, with particular reference to problems of war, peace, and change.

**PSc 105—CURRENT ISSUES IN DOMESTIC AND
FOREIGN POLITICS**

3 Units

Prerequisite: None
3 hours lecture weekly

Course blends elements of political theory with the world of political problems and action at individual, state, national and international levels. Field trips may be required.

**PSc 106—POLITICAL ASPECTS OF ECONOMIC
PROBLEMS**

3 Units

Prerequisite: None
3 hours lecture weekly

Course surveys areas where the impact of economics upon political life is considerable, so that students may better understand the political world.

**PSc 107—POLITICS AND ADMINISTRATION OF STATE
AND LOCAL GOVERNMENT**

3 Units

Prerequisite: None
3 hours lecture weekly

Course studies state and local governments and programs they administer and students attend meetings and consult with officials. Politics of communities, role of civil service, aims and efforts of public programs and relationship of state and local to national government considered.

PSc 108—LAW, SOCIETY AND THE CITIZEN

3 Units

Prerequisite: None
3 hours lecture weekly

Study of basic principles of constitutional law established by courts and of the judicial process which interprets and enforces that law. Special attention to rights and obligations of citizens and to problems of law enforcement in contemporary society. Field trips may be required.

**PSc 199A-B—DIRECTED STUDIES IN
POLITICAL SCIENCE**

1-3/1-3 Units

Prerequisite: A course in the specific field
Lecture and/or laboratory hours as required by unit formula

Designed for students 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 10—CREATIVE LISTENING

2 Units

Prerequisite: None

1½ hours lecture, 1½ hours laboratory weekly

Course designed to expose students to various theories and techniques of listening. Exercises and examples discussed and practiced as part of classroom experience.

Psych 98A-Z—SHORT COURSES IN PSYCHOLOGY **1/2-10 Units**

Prerequisite: None

Lecture and/or laboratory as required by unit formula

Specialized topics designed to inform or update interested persons in the various disciplines within Psychology. Field trips may be required.

Psych 101—GENERAL PSYCHOLOGY

3 Units

Prerequisite: None

3 hours lecture weekly

Introduction to subject matter of psychology, including philosophy of science, biology of behavior, conditioning and learning, intelligence, motivation, personality, mental health, and therapy.

Psych 102A-B—INTERPERSONAL RELATIONS

3 Units

Prerequisite: None

3 hours lecture weekly

Class provides exploration of personal awareness and interaction. Students will learn to apply psychological principles of human behavior, explore ways of knowing themselves, and learn how they are perceived by others. A combination of experimental and theoretical approaches is used to increase awareness, clarify values, and aid in decision-making.

Psych 103—BEGINNING STATISTICS FOR BEHAVIORAL SCIENCE

3 Units

Prerequisite: Basic math and algebra background
3 hours lecture weekly

Designed for students majoring in psychology, sociology, and anthropology; emphasis on use of statistics in behavioral science research. Topics covered are procedures in hypothesis testing, descriptive, inferential, and correlational statistics.

Psych 104—INTRODUCTION TO EXPERIMENTAL PSYCHOLOGY

3 Units

Prerequisite: Psych 101 and Psych 103 or concurrent enrollment in Psych 103
3 hours lecture weekly

Designed for prospective psychology majors or minors; emphasis on designing, conducting, and writing experimental research in human and animal behavior. Recommended as a third course for psychology majors.

Psych 105—INTRODUCTION TO PHYSIOLOGICAL PSYCHOLOGY

3 Units

Prerequisite: Psych 101; Psych 103 recommended, but not required
3 hours lecture weekly

Course provides exploration of physiological basis of behavior. Some topics are neutral impulses and sensory processes, neural basis of reinforcement, electrical stimulation of the brain, memory, learning, emotion, biofeedback, split brain studies, and research on right and left hemispheres; emphasis is on current research findings and philosophical-moral implications.

Psych 106—SOCIAL PSYCHOLOGY

3 Units

Prerequisite: Psych 101 recommended
3 hours lecture weekly

Study of human social relationships to help students understand effects of groups on their personalities and increase their effectiveness as members of groups. Topics include personal interaction, perceiving others, social attraction, status, power and influence, leadership, attitude formation and change, communication, propaganda, prejudice, and social change.

Psych 107—SEX ROLES

3 Units

Prerequisite: Psych 101 recommended
3 hours lecture weekly

Class explores sex role development and how roles can be changed, role conflicts, common stereotypes of males and females, women as a minority group, aspects of sexuality, and psychological implications of the liberation movement; psychological aspects of both sex roles are emphasized. (Co-numbered with Soc 104.)

Psych 108—DEVELOPMENTAL PSYCHOLOGY

3 Units

Prerequisite: Psych 101
3 hours lecture weekly

Course explores path of human development from beginning of life through death; emphasis placed on normal developmental patterns using current information; child-rearing practices and their efforts on later development critically examined.

Psych 109—LOSS, GRIEF, AND DEATH

3 Units

Prerequisite: None
3 hours lecture weekly

Examination of personal feelings and behaviors associated with loss, grief, and death. Combination of psychological theory, current trends and research findings, and personal explorations used; emphasis on dealing with this very personal area in a realistic and positive manner.

Psych 110—HUMAN SEXUALITY

3 Units

Prerequisite: None
3 hours lecture weekly

Biological, psychological, and sociological aspects of sexuality. Emphasis is placed on the individual's personal sexuality in the present time; past and future trends are also considered.

Psych 111—THE EXCEPTIONAL CHILD

3 Units

Prerequisite: None
3 hours lecture weekly

Characteristics and problems of the mentally retarded, socially handicapped, and/or emotional child will include discussion and study of issues and research problems encountered in these specific areas as well as the intellectually gifted child. (Co-numbered with CD 108.)

Psych 112—PARENT-CHILD INTERACTION

3 Units

Prerequisite: None

3 hours lecture weekly

This course will explore the challenging role of being a parent. Focus will be on theories of effective parent-child relationships, identifying typical problem areas, and exploring ways to make interactions into positive growth experiences for both the parent and child.

Psych 113—PSYCHOLOGY OF MATURITY AND AGING 3 Units

Prerequisite: None

3 hours lecture weekly

Psychological factors of human development from middle life through older years. Emphasis placed on aging as a normal process. Topics include older individual and his/her adjustment to life changes; study of current issues in aging.

Psych 120—ANIMAL BEHAVIOR

3 Units

Prerequisite: Psych 101

3 hours lecture weekly

Introduction to comparative psychology and ethology. Emphasis on behavior of familiar mammals, reptiles, and birds. Topics include learning, social behavior, communication, aggression, behavior of pets, and abnormal animal behavior.

Psych 130—INTRODUCTION TO HUMANISTIC PSYCHOLOGY

3 Units

Prerequisite: Psych 101 suggested, but not required

3 hours lecture weekly

Course explores humanistic movement in psychology. Theories of both Eastern and Western thought as applicable to the concepts of such prominent humanistic psychologists as Maslow, May, Rogers, and others studied from both a theoretical and practical "everyday life" point of view. Historical perspective of humanistic movement against background of psychoanalytic behavioral schools emphasized.

Psych 189A-Z—CURRENT TOPICS IN PSYCHOLOGY

1-1/2 Units

Prerequisite: A previous course in psychology
3 hours lecture weekly (9 weeks)

Courses 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, parapsychology, mental retardation, modern therapies, human sexuality, behavior modification, hypnosis, humanistic 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
Lecture and/or laboratory as required by unit formula

Designed for students 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 98A-Z—SHORT COURSES IN PUBLIC SERVICES 1/2-10 Units

Prerequisite: None
Lecture and/or laboratory as required by unit formula

Specialized workshops designed to update public services 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.

READING

Reading courses are listed under Essential Skills.

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 salespersons and real estate brokers; designed to provide the necessary knowledge of candidates for the California Real Estate Sales 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 salespersons and brokers in avoiding 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 daily activities of brokers and salespersons, 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 selection and use of all methods and mechanics of the income approach to 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.

**Equivalence to RE 1 can be possession of a California Real Estate Sales License or ability to take the broker's examination.*

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—SHORT COURSES IN REAL ESTATE

1/2-10 Units

Prerequisite: None
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 instruction of the workshop as defined by current credit standards; total workshop credit limited to 10 units. Field trips may be required.

RE 99ABCD—REAL ESTATE WORK EXPERIENCE

1-2-3-4 Units

Prerequisite: None
99A=1 unit; 99B=2 units; 99C=3 units; 99D=4 units. May be repeated in any combination to a total of 16 units.
Laboratory hours as required by unit formula

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 1 can be possession of a California Real Estate Sales License or ability to take the broker's examination.*

RECREATION

Rec 98—SHORT COURSES IN RECREATION

1/2-10 Units

Prerequisite: None

Lecture and/or laboratory as required by unit formula

Specialized workshops designed to update recreation 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.

Rec 99A-B-C-D—RECREATION WORK EXPERIENCE

1-2-3-4 Units

Prerequisite: None

99A=1 unit; 99B=2 units; 99C=3 units; 99D=4 units. May be repeated in any combination to a total of 16 units.

Laboratory hours as required by unit formula.

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

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

Course includes 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 focus on organization and supervision aspects rather than performance aspects of rhythmic, puppetry, pageantry, cultural activities, storytelling, and singing.

Rec 104—RECREATION FIELD EXPERIENCE

3 Units

Prerequisite: None

1 hour lecture, 6 hours laboratory weekly

Students gain practical experience in an agency appropriate to the student's career interest.

Rec 105—INTRODUCTION TO RECREATION AND LEISURE

3 Units

Prerequisite: None

3 hours lecture weekly

Introduction to the broad field of recreation and leisure activities, emphasizing influence on contemporary American life; basic historical and philosophical foundations and an orientation into the profession offered.

Rec 106—RECREATION PROGRAM PLANNING

3 Units

Prerequisite: None

3 hours lecture weekly

Theory and methodology of planning and conducting organized recreation programs in public and private agencies; several agency visitations may be required.

Rec 107—RECREATION LEADERSHIP

3 Units

Prerequisite: Enrollment in Recreation as major/minor program

2 hours lecture, 3 hours laboratory weekly

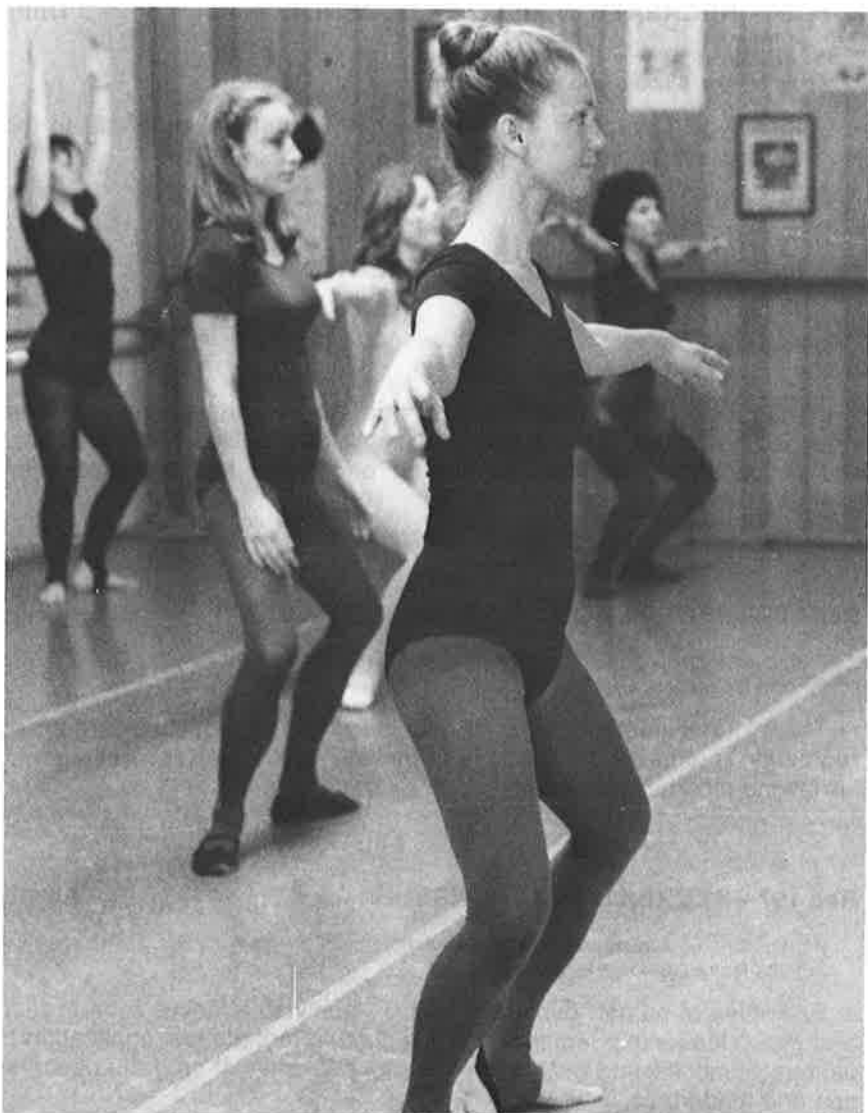
Principles of human dynamics as they apply to effective face-to-face and group leadership; emphasis on leadership techniques, application to various situations, and evaluation. Lab work consists of program observation and leadership.

**Rec 199A-B—DIRECTED STUDIES IN
RECREATION**

1-3/1-3 Units

Prerequisite: A course in the specific field
Lecture and/or laboratory as required by unit formula

Designed for students interested in furthering their knowledge of the Recreation field on an independent basis; assigned problems will involve library, laboratory, and field work. Maximum of 6 units.



SIGN LANGUAGE

SL 1—BEGINNING AMERICAN SIGN LANGUAGE, ASL 3 Units

Prerequisite: None

3 hours lecture weekly

Course presents American Sign Language, native language of the deaf, to beginning students. Syntax, tense indicators, idioms, fingerspelling, and the use of gestures, facial expressions, and pantomime combined in a course of instruction which covers fundamentals of grammar, vocabulary needed for simple communication with the deaf.

SL 2—INTERMEDIATE AMERICAN SIGN LANGUAGE 3 Units

Prerequisite: A previous course in sign language at the college or high school level or demonstrated proficiency in sign language skills

3 hours lecture weekly

Course presents more advance instructions in American Sign Language in areas of vocabulary, practice in expressive and receptive manual skills, general knowledge of studies and research concerning deafness, and further instructions on language structure and idioms.

SL 98—SHORT COURSES IN SIGN LANGUAGE ½-10 Units

Prerequisite: None

Lecture and/or laboratory as required by unit formula

Specialized topics designed to inform or update interested persons in Sign Language. Field trips may be required.

SL 198—TOPICS IN SIGN LANGUAGE ½-10 Units

Prerequisite: None

Lecture and/or laboratory as required by unit formula

Designed to meet specific needs of college and community, as required and requested by persons whose needs in this area are not met by present course offerings. Field trips may be required.

SL 199AB—DIRECTED STUDIES IN SIGN LANGUAGE 1-3/1-3 Units

Prerequisite: A course in the specific field

Lecture and/or laboratory as required by unit formula

Designed for selected students interested in furthering their knowledge of Sign Language on an independent basis. Assigned problems will involve library, laboratory, and field work. Field trips may be required. Maximum of 6 units.

SOCIOLOGY

Soc 101—INTRODUCTION TO SOCIOLOGY

3 Units

Prerequisite: None
3 hours lecture weekly

Analysis of historical development of sociology and recent trends in the field; studying the relationship between social systems and human behavior; emphasis on such basic factors as socialization, culture, class, race, and social change. Field trips may be required.

Soc 102—SOCIAL PROBLEMS

3 Units

Prerequisite: None
3 hours lecture weekly

Study of contemporary social problems from a theoretical framework, emphasizing social conditions causing social problems and examining existing programs aimed at their solution. Field trips may be required.

Soc 103—RACIAL AND ETHNIC GROUP RELATIONS

3 Units

Prerequisite: None
3 hours lecture weekly

Analysis of racism and prejudice in the U.S., discussing similarities and differences in racial and ethnic group experiences; emphasis on majority-minority group relations among major racial and cultural groups. Field trips may be required.

Soc 104—SEX ROLES

3 Units

Prerequisite: None
3 hours lecture weekly

Sociological survey of sexual roles in U.S. society covering the socialization process that creates such roles, current importance of sexual status in major institutions, and implications of the present social movement on future structure of urban society. Field trips may be required.
(Co-numbered with Psych 107.)

Soc 105—AGING IN THE UNITED STATES

3 Units

Prerequisite: None
3 hours lecture weekly

An introduction to gerontology; a survey of cultural values and social organization that affect the status and treatment of aging people in the U.S. Emphasis upon interrelationships between social attitudes, economic system and political system on lifestyle of the aged.

Soc 106—MARRIAGE AND THE FAMILY

3 Units

Prerequisite: None
3 hours lecture weekly

Study of the institution of marriage as a significant social unit throughout the world; sexuality, dating, mate selection, courtship, engagement, marriage, marital conflicts (sources and resolution of), and parenthood analyzed functionally and transculturally. Field trips may be required.

Soc 107—SOCIOLOGY OF THE BLACK COMMUNITY

3 Units

Prerequisite: None
3 hours lecture weekly

Analysis of values, mores, norms and interaction patterns within the Black community; emphasis on socialization process of community members and effects of racism within the community. Role of family, political, economic, religious, and educational institutions will be analyzed. Field trips may be required.

Soc 108—SOCIOLOGY OF THE CHICANO COMMUNITY

3 Units

Prerequisite: None
3 hours lecture weekly

Socio-cultural analysis of familial, political, economic, religious and educational institutions within Chicano community; emphasis on social stratification and socialization process of community members. Specific consideration given to the concept of colonialism and its effects on the Chicano community. Field trips may be required.

Soc 109—FUTUROLOGY

3 Units

Prerequisite: None
3 hours lecture weekly

Analysis of problems, possibilities and prospects for societies of the future in terms of presuppositions and methods of contemporary sociology. Discussion of the work of current and prominent futurologists and critical examination of their approaches. Field trips may be required.

Soc 114—SOCIAL PHILOSOPHY

3 Units

Prerequisite: None
3 hours lecture weekly

Social philosophy studies man in society from the standpoint of metaphysical and ethical principles and presuppositions of human nature. Course highlights major historical and contemporary perspectives in the history of philosophy and takes one prominent social philosopher for detailed study. Questions concerning legal and social relationships, purpose in social order, and ethical values in human institutions explored. (Co-numbered with Phil 114.)

Soc 199A-B—DIRECTED STUDIES IN SOCIOLOGY 1-3/1-3 Units

Prerequisite: A course in the specific field
Lecture and/or laboratory as required by unit formula

Designed for students 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

Introductory course for non-native speakers of Spanish. Emphasis on basic vocabulary and structures necessary for daily conversation. Elementary principles of grammar and usage presented as needed. Designed for students who wish to use Spanish in practical situations; preliminary course for transfer students who have no language background.

Spn 2—CONVERSATIONAL SPANISH

3 Units

Prerequisite: Spn 1 or equivalent
3 hours lecture weekly

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 equivalent
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 students 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 5AB—SPANISH FOR TEACHERS AND TEACHER AIDES

3-3 Units

Prerequisite: None
3 hours lecture weekly

Study of communication skills in Spanish for teachers who teach in a bilingual situation or need to use practical Spanish in classroom situations; emphasis on classroom vocabulary, practical expressions, basic grammar, basic math, basic reading or short stories for children in Spanish. Special attention will be given to the needs of teachers. Students may take this course for credit-no credit. Field trips may be required.

Spn 6AB—SPANISH FOR MEDICAL PERSONNEL

3-3 Units

Prerequisite: None for Spanish 6A; for Spn 6B, Spn 6A
3 hours lecture weekly

A study of basic communication skills in Spanish for Medical Personnel who deal with Spanish-speaking patients. Emphasis on acquired medical vocabulary that can be systematically learned without prior knowledge of the language. Practical informal Spanish for effective communication. Special needs will be given special consideration.

Spn 98A-Z—SHORT COURSES IN SPANISH

1/2-10 Units

Prerequisite: None
Lecture and/or laboratory as required by unit formula

Special topics designed to inform or update interested persons in the various disciplines within Spanish. Field trips may be required.

Spn 101-102—ELEMENTARY SPANISH

4-4 Units

Prerequisite: For Spn 101, none; for Spn 102, Spn 101 or 2 years of High School Spanish with grades of C or better
4 hours lecture weekly

Introduction to language and culture of the Spanish-speaking world designed for students who have had no formal training in Spanish; emphasis on oral communication and then on reading and writing. Basic vocabulary and grammar are studied as well as various aspects of the Spanish culture. Field trips may be required.

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.
4 hours lecture weekly

Further study of 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 stressed as well as review and refinement of grammar principles. Field trips may be required.

Spn 105-106—SPANISH FOR THE SPANISH SPEAKING 4-4 Units

Prerequisite: A speaking knowledge of the Spanish language
4 hours lecture weekly

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 basic principles of grammar is included. Both semesters increase proficiency in understanding, speaking, reading and writing Spanish. Special attention given to needs of 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 civilization and culture of Spanish speaking countries; designed to maintain communication skills and to give a background in art, history, music literature, customs and traditions of Spanish-speaking people.

Spn 117—MEXICAN LITERATURE IN TRANSLATION

3 Units

Prerequisite: None, Engl 101 or 102 recommended
3 hours lecture weekly

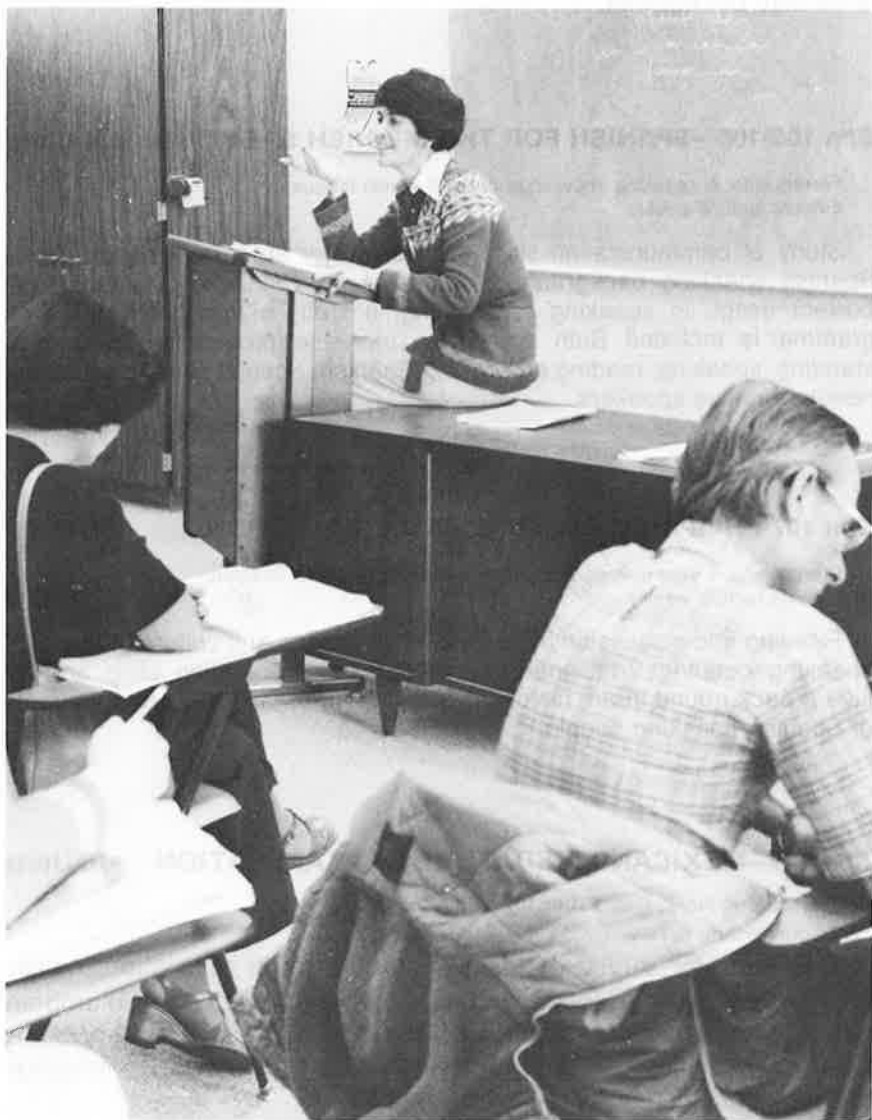
One semester survey of Mexican Literature in translation; novel, short story, essay, poem, and song covered from Pre-Columbian times to present with emphasis on the period from 1910 to present. Course, taught in English, will not meet foreign language requirements. (Co-numbered with Engl 117.)

Spn 199A-B—DIRECTED STUDIES IN SPANISH**1-3/1-3 Units**

Prerequisite: A course in the specific field

Lecture and/or laboratory as required by unit formula

Designed for students 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

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 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 problems and roles likely encountered by active participants in today's society.

Spch 101—INTRODUCTION TO ORAL COMMUNICATION

3 Units

Prerequisite: None
3 hours lecture weekly

Training and practice in basic principles of effective oral communication through participation in public speaking, group discussion, and oral reading; emphasis on being at ease in front of, and with, a group, and 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
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, discussion, and dialogues which proceed through analysis of contemporary views of scope and purposes of human communication within groups; factors and problems involved in the process of communication, and role of spoken language and body language in human behavior; emphasis on process of interpersonal communication.

Spch 104—VOICE AND DICTION

3 Units

Prerequisite: None
3 hours lecture weekly

Designed to give students a basic introduction to nature and principles of voice production and speech sounds; individual speech improvement instruction and practice in correct breathing, voice control and diction; study of correct pronunciation and enunciation, including study of dialects, foreign and regional. Designed for students in drama, forensics, broadcasting and self-improvement. (Co-numbered with ThA 104.)

Spch 105—ORAL INTERPRETATION OF LITERATURE

3 Units

Prerequisite: Spch 101
3 hours lecture weekly

Principles and techniques of oral reading of prose and poetry with understanding and appreciation; evaluation of literature selected for reading.

Spch 106—CRITICAL ANALYSIS OF SPEECHES

3 Units

Prerequisite: Spch 101
3 hours lecture weekly

Introduction to process of rhetorical criticism and 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
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, grammar, vocabulary building, oral composition, and some emphasis on U.S. customs. Tape recordings may be made as an aid to correction of foreign dialects.

Spch 109—READERS' THEATRE

3 Units

Prerequisite: None
3 hours lecture weekly

Concepts and techniques of cooperative group work in oral interpretation of literature, including children's stories, poetry, prose, and dramatic literature; supervised activities in performing Readers' Theatre before community and college audiences. Field trips may be required. (Co-numbered with ThA 109.)

Spch 110—THE DELIBERATIVE PROCESS

2 Units

Prerequisite: None
2 hours lecture weekly

Nature and function of deliberative speaking in public meetings; parliamentary law based upon Robert's Rules of Order; practical application of parliamentary procedure in groups; understanding of procedures of conducting meetings in a democratic society. Especially applicable to business majors, speech majors, officers of student government and members of community service clubs.

Spch 111—INTRODUCTION TO MASS MEDIA

3 Units

Prerequisite: Eligibility for Engl 101
3 hours lecture weekly

Concern with understanding the media; history, governmental and social controls. Critical analysis of mass media. Course will not help student to qualify for an FCC license.

Spch 112A-B-C-D—FORENSICS: TOURNAMENT SPEAKING

1-1-1-1 Units

Prerequisite: None
1 hour lecture weekly

Students may receive credit for their work in any college tournament events: Expository Speaking; Persuasive Speaking; Impromptu Speaking; Extemporaneous Speaking; Readers' Theatre; 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 tournaments which take place on weekends throughout the college year. Field trips may be required.

Spch 198—SHORT COURSES: SPECIAL PROJECTS 1/2-10 Units
IN COMMUNITY COMMUNICATION

Prerequisite: None

Lecture and/or laboratory as required by unit formula

Designed to meet specific needs of college and community, as required and requested by persons whose needs in this area are not met by present course offerings. Field trips may be required



SUPERVISION

Sup 1—BASIC PSYCHOLOGY FOR SUPERVISORS

3 Units

Prerequisite: Sup 101
3 hours lecture weekly

Practical psychology course designed to give insight into employee and supervisory behavior; emphasis on perception, motivation, learning processes, emotions, and attitudes. Field trips may be required (Co-numbered with GM 1.)

Sup 2—HUMAN RELATIONS (DEVELOPING SUPERVISORY LEADERSHIP)

3 Units

Prerequisite: Sup 101 and 1
3 hours lecture weekly

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. (Co-numbered with GM 2.)

Sup 3—SUPERVISOR'S RESPONSIBILITY FOR MANAGEMENT OF PERSONNEL

3 Units

Prerequisite: Sup 101 and 1
3 hours lecture weekly

Advanced techniques and principles of recruitment, testing, selection, placement, orientation, training, merit promotion, appraisal of performance, and counseling. Field trips may be required. (Co-numbered with GM 3.)

Sup 4—LABOR MANAGEMENT RELATIONS

3 Units

Prerequisite: Sup 101
3 hours lecture weekly

Practical course in employee-management relations including supervisor's responsibilities in dealing with employee groups; discussion of development of modern labor organizations and related legislation. Field trips may be required. (Co-numbered with GM 4.)

Sup 5—WORK SIMPLIFICATION

3 Units

Prerequisite: Sup 101
3 hours lecture weekly

Supervisor's responsibility for job, methods improvement; basic principles of work simplification administration and problems involved motion study fundamentals for supervisors; time study techniques. Field trips may be required. (Co-numbered with GM 5.)

Sup 6—COST CONTROL FOR SUPERVISORS

3 Units

Prerequisite: None
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. (Co-numbered with GM 6.)

Sup 7—JOB ANALYSIS FOR WAGE ADMINISTRATION

3 Units

Prerequisite: Sup 101
3 hours lecture weekly

History of wages, inequalities in rates of pay; management and union movement toward a fair wage plan; supervisor and job descriptions, job evaluation and job classifications; wage plan devised by Department of Labor; Federal Employment Service; wage administration and line organization. Field trips may be required. (Co-numbered with GM 7.)

Sup 8—SAFETY TRAINING AND FIRE PREVENTION

3 Units

Prerequisite: None
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. (Co-numbered with GM 8.)

Sup 9—DEVELOPING EMPLOYEES THROUGH TRAINING

3 Units

Prerequisite: Sup 101 and 1
3 hours lecture weekly

Intensive course exploring supervisor's responsibility for training and developing 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. (Co-numbered with GM 9.)

Sup 10—MANAGEMENT CONTROLS AND THE SUPERVISOR

3 Units

Prerequisite: Sup 101
3 hours lecture weekly

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. (Co-numbered with GM 10.)

Sup 11—READING IMPROVEMENT

1 Unit

Prerequisite: None
1 hour lecture weekly

Techniques to increase reading rate and effectiveness. Field trips may be required. (Co-numbered with GM 11.)

Sup 12—ORAL COMMUNICATIONS

3 Units

Prerequisite: None
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. (Co-numbered with GM 12.)

Sup 13—COMMUNICATION WRITING FOR SUPERVISORS

3 Units

Prerequisite: Sup 12
3 hours lecture weekly

Review of grammar, punctuation, sentence structure, paragraphing; writing of business letters, reports, memos, bulletins, manuals; format, content, structure of written materials. Field trips may be required. (Co-numbered with GM 13.)

Sup 98A-Z—SHORT COURSES IN SUPERVISION

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 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: None

99A=1 unit; 99B=2 units; 99C=3 units; 99D=4 units. May be repeated in any combination to a total of 16 units. Laboratory hours as required by unit formula.

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

Sup 101—ELEMENTS OF SUPERVISION

3 Units

Prerequisite: None
3 hours lecture weekly

Basic introductory course covering in general terms 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

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.

THEATRE ARTS

ThA 98A-Z—SHORT COURSES IN THEATRE ARTS

1/2-10 Units

Prerequisite: None

Lecture and/or laboratory as required by unit formula

Specialized topics designed to inform or update interested persons in the various disciplines within Theatre Arts. Field trips may be required.

ThA 101—INTRODUCTION TO THE THEATRE

3 Units

Prerequisite: None

3 hours lecture weekly

Introduces drama or theatre as a literary art form—including the history of dramatic development, types of drama, how plays relate to their philosophical, historical, and cultural milieu, how plays relate to production problems, critical analysis of plays, and related production elements for the playwright. Emphasis placed upon appreciation of the theatre—past and present. Field trips may be required. (Co-numbered with Engl 119.)

ThA 102A-B—FUNDAMENTALS OF ACTING

3-1/2—3-1/2 Units

Prerequisite: None

2 hours lecture, 3 hours lab, 1-1/2 hours PE activity weekly

Introduction to techniques of acting and development of characterization; exercises in pantomime, improvisation, body movement, voice and usage, and rhythm. Practical exercises in acting in scenes or one-act plays. Movement fulfills PE requirement toward AA degree. Field trips may be required.

ThA 103A-B—HISTORY OF THE THEATRE

3-3 Units

Prerequisite: None

3 hours lecture weekly

History of man's theatrical development from primitive to present; first semester covers periods from early Greek through English Renaissance, second semester covers from Restoration through today, including Eastern Theatre. A look at literature, acting, technical and physical theatres.

ThA 104—VOICE AND DICTION

3 Units

Prerequisite: None
3 hours lecture weekly

Designed to give students a basic introduction to nature and principles of voice production and speech sounds; individual speech improvement instruction and practice in correct breathing, voice control and diction; study of correction pronunciation and enunciation, including study of dialects, foreign and regional. Designed for students in drama, forensics, broadcasting and self-improvement. (Co-numbered with Speech 104.)

ThA 109—READERS' THEATRE

3 Units

Prerequisite: None
3 hours lecture weekly

Concepts and techniques of cooperative group work in oral interpretation of literature, including children's stories, poetry, prose, and dramatic literature; supervised activities in performing Readers' Theatre before community and college audiences. Field trips may be required. (Co-numbered with Spch 109.)

ThA 110A-B-C-D—REHEARSAL AND PERFORMANCE

1-2 Units

Prerequisite:
3 to 6 hours laboratory weekly

Supervised acting in performance of college-sponsored drama productions; experience in all activities related to theatre productions. Field trips may be required.

ThA 112—CHICANO TEATRO

3 Units

Prerequisite: Reasonable fluency in Spanish language
2 hours lecture, 3 hours laboratory weekly

Course treats technical and organizational practices of theatrical productions, writing for the Chicano Teatro and presenting productions in barrios and at the college. Field trips may be required.

ThA 113—SUMMER THEATRE-TECHNICAL WORK

3 Units

Prerequisite: None
9 hours laboratory weekly

Participation in course includes design and construction of stage sets and properties; operation of lighting and sound equipment; design and construction of costumes; working with stage make-up; and house management. Field trips may be required.

ThA 114—SUMMER THEATRE-ACTING

3 Units

Prerequisite: None
9 hours laboratory weekly

Participation as a performer in summer theatre productions. Field trips may be required.

ThA 115—DIRECTING FOR THE STAGE

3 Units

Prerequisite: ThA 102A
2 hours lecture, 3 hours laboratory weekly

Study of history of stage directing; concentration placed on art and craft of directing for stage with emphasis on techniques. Practical experience in directing scenes from plays. Field trips may be required.

ThA 117—CHILDREN'S THEATRE AND CREATIVE DRAMATICS

3 Units

Prerequisite: None
2 hours lecture, 3 hours laboratory weekly

Practical course in techniques of producing Children's Theatre, plus utilizing techniques of conducting classes in creative dramatics for children. Class will write, produce, and present its own program illustrating its class work. Field trips may be required.

ThA 120A-B—STAGE PRODUCTION

3-3 Units

Prerequisite: None
2 hours lecture, 3 hours laboratory weekly

120A: Lectures and demonstrations in stage lighting, sound, and stage costuming, including practical laboratory experience as members of crews for department productions. Field trips may be required.

120B: Lectures and demonstrations in scene design, stagecraft, make-up, and theatre management, including practical laboratory experience as members of crews for department productions. Field trips may be required.

ThA 127—BLACK EXPERIENCE IN THE THEATRE ARTS

3 Units

Prerequisite: None
3 hours lecture weekly

One semester survey of Blacks' involvement in the history of Theatre Arts, utilizing dramatic literature and biographies of Black playwrights and performers. Field trips may be required.

**ThA 199AB—DIRECTED STUDIES IN
THEATRE ARTS**

1/2-3/1/2-3 Units

Prerequisite: A course in the specific field

Lecture and/or laboratory as required by unit formula

Designed for students interested in furthering their knowledge of Theatre Arts on an independent study basis. Assigned problems will involve library, laboratory and field work. Field trips may be required. Maximum of 6 units.



TRAFFIC & TRANSPORTATION

T&T 1—INTRODUCTION TO TRANSPORTATION

3 Units

Prerequisite: None

3 hours lecture weekly

Course introduces various transportation modes. Students will study air, water, trucking, pipeline, and rail forms of transportation. Career employment potential explored.

T&T 3—PRINCIPLES OF FREIGHT TRANSPORTATION

3 Units

Prerequisite: None

3 hours lecture weekly

Provides technical background and knowledge of fundamental procedures basic to all modes of transportation; both theory and practice used to develop skills in use of carrier freight tariffs.

T&T 4—TRANSPORTATION SERVICES AND PRACTICES

3 Units

Prerequisite: T&T 3

3 hours lecture weekly

Provides principles of Freight Transportation Services and is concerned with more advanced aspects of traffic practices. Reinforces student's base by broader application of fundamental principles covered in T&T 1; both theory and practice are integral parts of course.

T&T 5—FREIGHT RATES AND TARIFF PRACTICES

3 Units

Prerequisite: T&T 3 and 4

3 hours lecture weekly

Unit of study for traffic persons preparing for higher responsibilities. Subject matter provides practical basis for the underlying principles of traffic law. Most subjects analyzed from legal viewpoint.

T&T 6—INTERSTATE COMMERCE PRINCIPLES AND PRACTICE

3 Units

Prerequisite: T&T 3 and 4

3 hours lecture weekly

Provides interpretation of Interstate Commerce Act Principles and Practice as traffic persons must know and use it. Course also provides insight into Interstate Commerce and Practice before Interstate Commerce Commission.

TRUCK DRIVING AND TRANSPORTING

TDT 1—INTRODUCTION TO PROFESSIONAL TRUCK DRIVING

3 Units

Prerequisite: None
3 hours lecture weekly

Fundamentals of truck driving including driver courtesy, safety procedures, and pertinent sections of California Vehicle Code leading to a C-1 or C-2 License. Students learn Federal regulations, use of Daily Logs and Recaps as well as inspection and pre-trip preparation. Field trips required.

TDT 2—TRUCK DRIVING: BASIC OPERATING TECHNIQUES

3 Units

Prerequisite: TDT 1
1 hour lecture, 6 hours laboratory weekly

Basic knowledge every driver should know about equipment presented in both classroom and vehicle. Preventive maintenance stressed; actual operation of vehicle stressing proper use of clutch, transmission, accelerator and brakes in both forward and backward movement practiced. Both diesel and gasoline trucks used. Field trips required.

TDT 3—TWIN TRAILER OR DOUBLES OPERATION

3 Units

Prerequisite: TDT 2
1 hour lecture, 6 hours laboratory weekly

Skills necessary to drive a "Twin Trailer" combination including pre-trip inspection, coupling and uncoupling, maneuvering and proficiency of operation. Maintenance and trouble shooting stressed. At completion of course, student will be ready for D.M.V. testing for C-1 or C-2 license. Field trips required.

TDT 4—TESTING AND MANAGEMENT PREPARATION

3 Units

Prerequisite: TDT 3

1 hour lecture, 6 hours laboratory weekly

Practical application of professional truck driving including both closed course skill testing and road tests in traffic. Weight distribution, loading and unloading, records, and bill of lading stressed.

TDT 5—LONG DISTANCE MOVING/STORAGE BUSINESS ORGANIZATION

3 Units

Prerequisite: None

3 hours lecture weekly

Analysis of business organization as it relates to the Household Goods Industry. Emphasis placed upon ownership, operation, legal constraints, and personnel. Field trips will be required.

TDT 6—LONG DISTANCE MOVING/STORAGE RECORDKEEPING

3 Units

Prerequisite: TDT 5

3 hours lecture weekly

Bookkeeping principles and procedures as they relate to the Household Goods Industry. Bookkeeping controls, industrial and federal forms are discussed and applied under simulated conditions.

TDT 7—MOVING HOUSEHOLD GOODS-CLAIM PREVENTION

3 Units

Prerequisite: None

2 hours lecture, 3 hours laboratory weekly

Practical application of techniques used in packing, wrapping of household goods for semi-van loading. Organizational surveys and inventory controls are simulated.

TDT 89—TRUCK DRIVING/TRANSPORTING CLUSTER 1-12 Units

Prerequisite: None

30 hours weekly

For students who have immediate job goals in mind, program is a full-time, all-day, 30 hours per week offering. Credit awarded for courses within Truck Driving/Transporting program successfully completed. Course operated on continuous enrollment plan, graded on credit-no credit basis.

TDT 98—SHORT COURSES IN TRUCK DRIVING AND TRANSPORTATION

½-10 Units

Prerequisite: None

Lecture and/or laboratory as required by unit formula

Specialized topics designed to inform or update interested persons in various disciplines within the Truck Driving and Transporting Industry. Length of course determines unit credit. Field trips may be required.



URBAN STUDIES

Urban 98A-Z—SHORT COURSES IN URBAN STUDIES

1/2-10 Units

Prerequisite: None

Lecture and/or laboratory as required by unit formula

Specialized workshops to update those employed in the urban studies field; content designed specifically for participants. Total workshop credit limited to 10 units.

Urban 99A-B-C-D—URBAN STUDIES WORK EXPERIENCE

1-2-3-4 Units

Prerequisite: None

99A=1 unit; 99B=2 units; 99C=3 units; 99D=4 units. May be repeated in any combination to a total of 16 units. Laboratory hours as required by unit formula.

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 106—CONTEMPORARY URBAN ISSUES

3 Units

Prerequisite: None

2 hours lecture, 3 hours laboratory weekly

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 financing necessary to meet needs of people in the urban setting. Emphasis will be placed on field research in addition to lectures and library study. (Co-numbered with GM 106.)

Urban 107—INTRODUCTION TO THE HUMAN SERVICES 3 Units

Prerequisite: None

3 hours lecture weekly

Introductory courses identifying and examining multi-fold programs and activities of public and voluntary social welfare agencies and helping services; key roles of these organizations in modern society studied in depth. Students give oral and/or written reports on functions of various agencies and services, the many facets of their operations, and effects they produce on individuals and groups. (Co-numbered with GM 107.)

Urban 108—HUMAN DEVELOPMENT IN THE SOCIAL ENVIRONMENT

3 Units

Prerequisite: None
3 hours lecture weekly

Analysis of developmental behaviors associated with each stage in human development, and the way social environment helps or impedes this development; examines examples of disruptive influence on human development and 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 visited for observation. (Co-numbered with GM 108.)

Urban 109—URBAN PLANNING PRACTICES

3 Units

Prerequisite: None
3 hours lecture weekly

Introduces students to the functions of a planning agency, to nature and development of general plan and to elements needed to implement general plan (circulation, housing, open spaces, land use, conservation, public buildings), and to tools for general plan implementation which affect land use. Includes a review of operation and problems of urban renewal. Provides working knowledge of planning techniques for an individual intending to work at a paraprofessional level in planning; recommended for students intending to work in engineering, public administration, public works or utilities. (Co-numbered with GM 109.)



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RENGER, ROBERT Director of Instruction/
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B.A., M.A., Ph.D., University of California, Santa Barbara

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B.B.A., City University of New York; M.S., Long Island University
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B.A., M.A., San Diego State University
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B.A., Whittier College
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- ECKELS, CALVIN Maintenance Mechanics
- ESSA, SARA A. History
A.B., M.A., University of California, Davis
- ESTES, EARL Mathematics
B.A., M.A., California State University, Northridge

- FERNANDEZ, JOSE Counselor
B.A., Pan American University; M.A., Oregon State University
- FLOCCO, VINCENT R., Jr. Art
B.A., M.A., California State University, Los Angeles; M.F.A.,
University of Iowa
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B.A., M.A., University of California, Santa Barbara
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B.B.A., M.B.A., University of Miami
- HALL, ELTON A. Sociology/Philosophy
B.A., Occidental College; M.A., University of California, Santa
Barbara
- HERNANDEZ, JUAN Physical Education
B.A., San Diego State College; M.A., Azusa Pacific College
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A.A., Moorpark College; B.A., M.A., California State University,
Northridge
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- JACKSON, RONALD Counselor
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B.F.A., M.F.A., University of Southern California
- JENSEN, GERALDINE E. Child Development
B.A., M.A., California State University, Long Beach
- JONES, DESMOND G. Political Science
B.A., London School of Economics; M.A., Lehigh University;
Ph.D.; University of California, Santa Barbara
- KEULER, GLENN B. Business
B.A., University of Wisconsin; M.A., Columbia University, New
York

- KEYSER, MARSHALL R. Business
B.S., Shippensburg State College; M.A., Ph.D., University of Pittsburgh
- MOORE, DIANE English
B.S., California Polytechnic State University; M.S., Iowa State University
- O'NEIL, THOMAS J. Geology/Oceanography
B.A., Roanoke College; M.S., Louisiana State University
- O'NEILL, EARL R. Mathematics
B.A., University of California, Irvine; M.A., California State University, Long Beach
- PARKEL, JOYCE M. Physical Education
B.A., California Lutheran College; M.A., California State University, Northridge
- QUINT, RICHARD A. Mathematics
B.S., California Institute of Technology, Pasadena; M.A., University of Maryland, College Park
- RANKIN, PRISCILLA L. Counselor
B.A., M.S., Ed.D., University of Southern California
- RAPTIS, ANTHONY A. Counselor
B.A., M.A., California State University, Northridge
- REYNOLDS, ROBERT Speech, Theatre Arts
B.F.A., Carnegie Institute of Technology; Ph.D., University of Minnesota
- RIOS, DANIEL A. Truck Driving
- ROBESON, WILLIAM D. Supervision
B.S., California State University, Long Beach; M.A., California State University, Fullerton
- SANCHEZ, SALVATORE Counselor
B.A., University of California, Santa Barbara

- SANCHEZ, TOMAS History
B.A., California State University, Northridge; M.A., University of California, Santa Barbara
- SCHWITZGEBEL, COLLEEN Physical Sciences
B.A., M.A., Wellesley College; M.A.T., Harvard University
- SCOTT, ELNORA College Nurse
R.N., Harlem Hospital; B.A., New York University; M.S., University of Southern California
- SHEARER, CHERYL K. Business/Secretarial Science
B.A., M.A., Chico State College
- SIMMONS, ISAAH EOPS Coordinator
B.S., Knoxville College; M.A., Ph.D., Syracuse University
- STALLINGS, RICHARD Agriculture
B.A., Oklahoma State University; M.S., University of California, Davis
- STEEBER, SHARON English
B.A., M.A., University of California, Los Angeles
- TRUE, BETTY Home Economics
B.A., M.A., California State University, Los Angeles
- WALL, SINCLAIR Reading/English
A.B., University of New Mexico; M.A., University of Chicago
- WATSON, SYLVIA Sociology/Urban Studies
B.A., University of California, Santa Barbara; M.A.T., University of Chicago
- WHITE, GERALD R. Physical Education
B.A., Fresno State University; M.A., University of Southern California
- YOUNG, BEVERLEY J. English/Reading
B.A., New York City University; M.A., Sonoma College
- ZIEGLER, H. O'NEIL Biology
B.A., Whittier College; M.A., University of California, Davis



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| Cover Illustration | Debi Nowak-Hawkes |
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