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2. Learning Resources Center
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   Community Services
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   Job Placement
   Learning Center
   Library
   Media Center
   Television Studio
   Veterans Assistant

3. PE Building
4. Student Services Center
   Disabled Students Center
   EOPS
   Financial Aid
   Health Center
   Student Activities
   Work Evaluation Center

5. North Hall
   Classrooms
   Food Services (NH-6)

6. South Hall
   Bookstore (SH-1 and 2)
   Classrooms
   Art
   Ceramics

7. Public Services
8. Campus Police
9. Maintenance and Operations
   Child Care Center
   Print Shop
10. Clerical Services/Publications
11. Trailer Classrooms (TR 1-4)
12. Vocational Shops
# Oxnard College Calendar

## Summer Intersession, 1981
- June 8-11
- June 15
- June 15, 16, 17
- July 3
- July 23-24
- July 24

Registration
Instruction begins
Late registration and program adjustments
Independence Day holiday
Final Examination period
Summer intersession period ends

## Fall Semester, 1981
- August 24, September 3
- September 8
- September 8-17
- September 8-17
- November 11
- November 26, 27
- December 21-January 1
- January 4
- January 20-27
- January 27

Registration
Instruction begins
Late registration
Program adjustment period
Veterans Day holiday
Thanksgiving holidays
Christmas holidays
Classes resume
Final Examination period
Fall semester ends

## Spring Semester, 1982
- January 18-28
- February 1
- February 1-11
- February 1-11
- February 12
- February 15
- April 5-9
- April 30
- May 31
- June 4-11
- June 11

Registration
Instruction begins
Late registration
Program adjustment period
Lincoln’s Birthday holiday
Washington’s Birthday holiday
Easter vacation
Deadline to apply for June 1982 A.A. or A.S. degree
Memorial Day holiday
Final Examination period
Commencement
General Information

Nature of the College

Oxnard College is a locally controlled, tuition-free, public comprehensive two-year college, part of the California state system of higher education. As such, and in keeping with the policies of both the Ventura County Community College District Board of Trustees and the State Legislature, 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.

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 quality 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.

Oxnard College has many functions: transfer;

Información General

Naturaleza del Colegio

El Colegio de Oxnard es una escuela pública de la comunidad. Es una escuela de dos años. Es autónoma y sin gastos de enseñanza. Forma parte del sistema estatal californiano de educación superior. Como tal, y para mantener tanto la política de la Mesa Directiva de los colegios de la comunidad del condado de Ventura como la de la legislatura estatal, el colegio existe para servir a los miembros de la comunidad quienes son graduados de la escuela secundaria o son mayores de 18 años de edad y capaces de aprovechar la instrucción.

Filosofía del Colegio

Sabios no los puedo llamar; porque ese es un gran nombre que solo le pertenece a Dios — amantes de la sabiduría o filósofos es su título modesto y propio.

—Socrates

El Colegio de Oxnard sigue la filosofía de proveer una educación que satisface las necesidades de la población de las personas mayores de 18 años del Distrito de los Colegios de la Comunidad del Condado de Ventura. Reconocemos que el proceso de educación no tiene fin y que la búsqueda para mejorar la educación y la instrucción es continua.

El Colegio de Oxnard tiene muchas funciones: la funcion
occupational, general, developmental education; counseling and guidance; community services; and cocurricular activities, among others.

Cultural and aesthetic activities are also relevant in today’s society and are to be fostered. The college strives to provide open-access to educational opportunities so that every adult, regardless of age, sex, race, handicap, or ethnic, socioeconomic, cultural, or educational background shall have the opportunity for appropriate education to fulfill his or her potential.

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

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.

de transferir; de preparar para las ocupaciones; de desarrollar; de guiar y de aconsejar; de servir a la comunidad; de actividades fuera de las clases.

Actividades culturales y estéticas son pertinentes en la sociedad de hoy y deben ser promovidas. El colegio se empeña en proveer oportunidades educacionales para que cada adulto, sin importar la edad, el sexo, la raza, cualquier impedimento ni el fondo étnico, socioeconómico, cultural, o educacional, tenga la oportunidad de una educación apropiada para lograr su potencial.

El Colegio de Oxnard intenta mirar hacia el pasado para entender el presente y también para producir un futuro próspero. Se empeñará en ser innovador y en ser responsable de las demandas de la sociedad. El Colegio de Oxnard responde no solamente a las necesidades de la comunidad sino también a las necesidades de la sociedad en general.

Objetivos Específicos

Conforme con la filosofía de proveer oportunidades educacionales, acceso a información, y el desarrollo de competencias, el Colegio de Oxnard ofrece los siguientes — programas educacionales diseñados con el fin de satisfacer las necesidades de los que desean matricularse.
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.

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.

Educarion General
Reconociendo que las personas son algo más que meros unidades de producción, y que los estudiantes deben aprender a vivir, tanto como ganarse la vida, el Colegio de Oxnard destaca los valores de educación general. Para alcanzar este fin, entonces, es esencial que los estudiantes desarrollen un dominio del lenguaje hablado y escrito; entiendan las matemáticas; tengan conocimiento de la estructura y de la función del cuerpo humano; desarrollen un entendimiento de la historia y de las instituciones políticas de los Estados Unidos; aprendan a apreciar la belleza, la forma y el color; perciban sus papeles propios y entiendan a la sociedad en que viven; y lleguen a familiarizarse con los elementos del método científico.

Preparación para Transferir
El Colegio de Oxnard provee programas y cursos que satisfacen los requisitos básicos de los colegios de cuatro años y de las universidades de educación general y también de una gran variedad de campos "pre-profesionales." Cuidado especial se ejercita para asegurar que estos cursos y estos programas sean paralelos con los ofrecidos en los colegios de cuatro años y en las universidades y además que estos cursos se transfieran con crédito completo.
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.

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.

Educación Ocupacional
La preparación para un empleo es una función importante y legítima de la educación superior. El Colegio de Oxnard reconoce la naturaleza cambiante de la sociedad industrial y por eso, se compromete a la preparación específica, tanto como al entrenamiento ocupacional que prepara para el mañana tanto como para el presente. Los programas ocupacionales son diseñados para proveer las habilidades del nivel de entrada, las habilidades técnicas, y el conocimiento técnico que permitirá la mobiliidad de empleo mientras que ocurran los cambios, y la educación general que forma la base sobre la cual se puede erigir el entrenamiento especializado.

Programas del Desarrollo
El Colegio de Oxnard se esfuerza por enfrentarse con las necesidades de los que desean inscribirse, pero no están completamente preparados para las demandas de programas educacionales al nivel de colegio. Puesto que el proceso de aprendizaje toma lugar por medio del uso de palabras y números, todos los estudiantes deben aprender el lenguaje escrito y hablado, así como algo sobre los procesos matemáticos. Los que carecen de estas habilidades no encontrarán una oportunidad igual en el aula del colegio. Por consiguiente, a esos estudiantes se les ofrece la oportunidad de mejorarse, incluyendo la lectura, el mejoramiento del vocabulario, comunicación oral, matemáticas básicas, y lógica.
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.

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.

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 programs and make facilities available for use by responsible organizations in the community.

History of the College
Oxnard College will celebrate its seventh full year of operation in 1981-82. In fall, 1979, the first two permanent buildings were occupied on the campus. A Liberal Arts building houses 20 classrooms plus science and business laboratories and faculty office wings, and a Library/Learning Resources Center.
Center holds the college Library, Learning Center, general classrooms, and administrative and student services offices.

These buildings form the central core of the campus, which also includes two relocatable classroom buildings, a vocational shop building, and a student services center. A physical education shower and locker building and outdoor PE facilities including tennis courts, a baseball diamond, and a track were completed in September, 1980, to be followed by Vocational Education and Natural Science buildings.

Historically, 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, since the district was formed in 1962.

Founded on the understanding established in those early years, the 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, Fry, and Barlow of Los Angeles were chosen to design the Oxnard College campus.

de Recursos de aprendizaje, salones generales, y oficinas administrativas y oficinas de servicios para estudiantes se encuentran en la edificio de la Biblioteca/Centro de Recursos.

Estos edificios forman el núcleo que además incluye dos edificios movibles de salones, un edificio de talleres vocacionales y un centro de servicio para estudiantes. Se anticipan baños y casilleros para el edificio de educación física, facilidades al aire libre que incluirán canchas de tenis, un campo de beisbol y una pista para carreras los cuales fueron terminados en septiembre de 1980, a estos les seguirán los edificios de ciencias naturales y de educación vocacional.

Históricamente, la necesidad de un colegio de la comunidad que sirva a Oxnard ha sido reconocida por las comunidades de Oxnard, Camarillo, y Port Hueneme y también por la Mesa Directiva y la Administración del distrito de los colegios de la comunidad del condado de Ventura, desde que el distrito fue formado en 1962.

Con esto en mente se compraron 118 acres en 1968. En 1969, las primeras clases ofrecidas bajo el concepto de varios centros se enseñaron en la escuela de Ramona en Oxnard. En el mismo año, las compañías de los Arquitectos Austin, Field, Fry, y Barlow de Los Angeles fueron escogidas para diseñar el Colegio de Oxnard.
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 2000 AD 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.

With a student enrollment now over 6,300, Oxnard College is committed to developing a comprehensive educational program as well as a comprehensive campus environment for the students of its service area.

El programa del centro de Oxnard se extendió en el otoño de 1973 con la apertura del centro educativo de Oxnard situado en las calles 9 y B en Oxnard, bajo la dirección del Colegio de Ventura; en febrero de 1974 un centro en Camarillo se abrió bajo los auspicios del Colegio de Moorpark.

El Plan Total Educativo del año 2000 d. c. y el apoyo fuerte de la área Oxnard — Port Hueneme fijó la atención en la necesidad de un tercer colegio en la primavera de 1974 y los directores votaron oficialmente en favor de construir el Colegio de Oxnard el 26 de Marzo, 1974.

El Colegio oficialmente abrió las puertas en junio de 1975 para la primera sesión de verano. El colegio utilizó los centros de Oxnard y de Camarillo, los cuales fueron iniciados por los otros dos colegios del distrito. Otras clases fueron añadidas después en una variedad de sitios en la llanura de Oxnard. A mediados del otoño de 1975, el Colegio de Oxnard tenía más de 4,400 estudiantes inscritos y durante el semestre primavera el número era más alto. Posiblemente era una inscripción sin precedentes en los colegios de la comunidad en su primer año.

Con más de 6,300 estudiantes inscritos, el Colegio de Oxnard se dedica a desarrollar un programa educativo total tanto como un ambiente total del colegio para los estudiantes de la área.
Accreditation

Oxnard College is a public community college serving Ventura County. As such, it is subject to the legal provisions of the State of California. Oxnard College is fully accredited by the Western Association of Schools and Colleges.

Acreditación

El Colegio de Oxnard es un colegio público de la comunidad que sirve al condado de Ventura. Como tal, el colegio se sujeta a las provisiones legales del estado de California. El Colegio de Oxnard está completamente acreditado por la Asociación Occidental de Escuelas y Colegios.

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.

Asociaciones

El Colegio de Oxnard es un miembro de la Asociación Americana de los Colegios de la Comunidad y Colegios que comprenden los dos primeros años universitarios, la Asociación Californiana de Colegios de la Comunidad y Colegios que comprenden los dos primeros años universitarios. Californiana de Colegios de la Comunidad, los Colegios Californianos de la Comunidad, y la Conferencia del Estado Occidental.

Community Services

Community Services are efforts provided by community colleges to identify and meet needs and interests in the community not met by the college credit program. At Oxnard College, the Community Services Office offers a variety of non-credit fee classes; an enrichment program for children of elementary and junior high school age; and a variety of cultural, recreational, or educational activities which

Servicios Para la Comunidad

Los servicios para la comunidad son esfuerzos que los colegios de la comunidad proveen para identificar y enfrentarse con las necesidades e intereses de la comunidad que no provee el programa de colegio que da créditos. La Oficina de Servicios para la Comunidad ofrece una variedad de clases con costo para el estudiante y sin crédito; un programa de enriquecimiento para niños de la primaria e intermedia; y una
can be presented at no cost to the taxpayer. The Community Services Office also schedules use of facilities by off-campus organizations under the Civic Center Act and is responsible for maintenance of the master calendar.

Affirmative Action/Title IX Requirements

The Ventura County Community College District and its three colleges — Moorpark College, Oxnard College, and Ventura College — are committed to providing an equal opportunity for admissions, student financing, student support facilities and activities, and employment regardless of race, color, religion, sex, national origin, handicap, age, or marital status in accordance with the requirements of Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 (as amended by the Equal Employment Opportunity Act of 1972), Sections 503 and 504 of the Rehabilitation Act of 1973 and the Rehabilitation Act Amendments of 1974, Executive Order 11246 (as amended by Executive Order 11375), and the Federal Age Discrimination Employment Act of 1967 and the Age Discrimination

variedad de actividades culturales, educacionales y de recreación, las cuales se pueden presentar gratis al contribuyente. Además, la Oficina de Servicios para la Comunidad hace un horario para el uso de las facilidades por las organizaciones bajo el Decreto del Centro Cívico. La Oficina es también responsable para mantener el calendario total.

Acción Afirmativa/Requisitos del Titulo IX

El Distrito de los Colegios de la Comunidad del Condado de Ventura y sus tres Colegios — el Colegio de Moorpark, el Colegio de Oxnard, y el Colegio de Ventura — se empeñan en proveer una oportunidad igual para inscripciones, financiamiento estudiantil, facilidades para apoyo estudiantil, actividades y empleo, sin consideración a raza, religión, sexo, origen nacional, impedimentos, edad o estado marital de acuerdo con los requisitos del Titulo IX de las Enmiendas Educacionales de 1972, Titulo VII del Decreto de Derechos Civiles de 1964 (así enmendado por el Decreto de la Oportuni dad de Empleo de 1972), Secciones 503 y 504 del Decreto de Rehabilitacion de 1973 y las Enmiendas del Decreto de Rehabilitación de 1974, Orden Ejecutivo 11246 (así enmen dado por Orden Ejecutivo 11375), y el Decreto Federal de

Inquiries regarding these laws and regulations, and the corresponding Ventura County Community College Board of Trustees policies, may be directed to the District Affirmative Action Officer, c/o District Office, 71 Day Road, Ventura, California 93003, telephone 642-0161 or 656-7387, ext. 51.

Discriminación en el Empleo debido a la Edad, de 1967 y las Enmiendas al Decreto de Discriminación en el Empleo debido a la Edad, de 1978. Se pueden dirigir las preguntas en cuanto a estas leyes, los reglamentos y las políticas de la Mesa Directiva del Distrito de Colegio del Condado de Ventura, al Director de Acción Afirmativa del Distrito a cargo de la Oficina del Distrito, 71 Day Road, Ventura, CA 93003, teléfono 642-0161 o 656-7387, ext. 51.
Academic Information

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:

Application for Admission

An application for admission may be obtained by contacting:

Oxnard College
4000 South Rose Avenue
Oxnard, CA 93033
(805) 488-0911 or 659-0370

The application should be completed promptly and returned.

Social Security

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.

Transcripts

Students should furnish complete transcripts of past academic work to the Office of Admissions and Records, 4000 South Rose Avenue, Oxnard, CA 93033.

Placement

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.

Counseling

Counselors will be available to advise students on which classes they might take in line with their interests and objectives. Appointments for 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 Admissions & Records.

Registration

Class schedules will be published prior to the summer intersessions and fall and spring semesters. Please follow the instructions outlined in these schedules. The dates of registration are shown in the College Calendar in the front of this catalog.

Late Registration

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 inter-
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.

Residency
Requirements
The California state law
effective May 1, 1973, regarding
student residency requirements
indicates the following:
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.
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 1981-82 school year at
$76 per unit, for a maximum fee
per semester of $1140 for 15 or
more units. This fee must be
paid prior to enrollment in the
college.
A district resident is a person
who, after attaining the 18th
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.
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.
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.

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.
For the purposes of determining residence status, a residence determination date is established for each term or semester by the district board of trustees. For 1981-82, the residence determination dates are as follows:

Summer intersession
- June 15, 1981
Fall semester
- September 8, 1981
Spring semester
- February 1, 1982
Summer intersession
- June 14, 1982

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.

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, NJ 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 Office.

8. Show proof of medical insurance.

9. Sign a student statement of understanding and responsibility.

10. Immigration Department Form I-20A will be issued only after all other prerequisites for admission have been met.

11. Payment of tuition fee prior to enrollment (for the 1981-82 school year, tuition has been established at $76 per unit with a maximum fee of $1140 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.

Student Fees

The following student fees are listed for your information. These fees are subject to change.

Tuition
Tuition is required of all students classified as non-residents of the state of California or out-of-district
students who do not have an interdistrict permit. There is a one-year exemption for military personnel (and their dependents) who have been assigned to California within the past year. Military personnel and their dependents are given one year from the date of assigned duty to California to establish residency.

Tuition for non-resident students for 1981-82 has been established at $76 per semester unit with a maximum fee of $1140 for 15 or more semester units.

Consideration for the refund of tuition fees will be determined by the number of units for which there were financial charges and upon the date the student officially withdrew from classes.

The refund schedule is based upon a decreasing sliding scale with no refunds given beyond the fourth week of the regular semester or beyond the third week of the summer session. The Dean of Admissions and Records shall compute and approve the amount of refund and notify the Student Business Office in writing as to the amount of the refund. Refunds will be issued within a reasonable time by check through the Student Business Office.

(Refer to Non-Resident and Out-of-District Tuition and Refund Fee Schedule in Appendix.)

Health and Parking Fees

The Ventura County Community College District Board of Trustees has established a mandatory health fee and a non-mandatory parking fee for all students enrolled at Oxnard College. The schedule of health fees is as follows:

- Regular semester - $5
- Summer session - $2.50
- Classes lasting 3-9 weeks - $2.50
- No fee will be charged to students enrolled in classes lasting less than three weeks.

The parking fee schedule for students wishing to park on campus is as follows:

- Regular semester - auto $10, motorcycle $7
- Summer session - auto $5, motorcycle $3.50
- Short-term (6-11 weeks) - auto $7, motorcycle $3.50
- Short-term (1-5 weeks) - auto $3.50, motorcycle $2

Students who officially withdraw from college prior to the end of late registration may request a refund of their health and parking fees from the Student Business Office, located in the Bookstore.

Transcripts

Students are permitted two Oxnard College transcripts without charge. Additional requests for transcripts are $1 each.

Textbooks and Supplies

By state law, Oxnard College is prohibited from furnishing free textbooks or supplies to students. These may be purchased at the college Bookstore and their cost will vary $50-$150 per semester depending on individual class requirements.

There may be extra fees for instructional materials and services. See a current schedule of classes for these fees.
Grading System

Grades from a grading scale shall be averaged on the basis of the point equivalencies to determine a student’s grade point average. The highest grade shall receive four points, and the lowest grade shall receive 0, using the following evaluative symbols:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A=Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B=Good</td>
<td>3</td>
</tr>
<tr>
<td>C=Satisfactory</td>
<td>2</td>
</tr>
<tr>
<td>D=Passing, less than satisfactory</td>
<td>1</td>
</tr>
<tr>
<td>F=Failing</td>
<td>0</td>
</tr>
<tr>
<td>CR=Credit</td>
<td></td>
</tr>
<tr>
<td>NC=No credit</td>
<td></td>
</tr>
</tbody>
</table>

I=Incomplete
Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term may result in an “I” symbol being entered in the student’s record. The conditions for removal of the “I” shall be stated by the instructor in a written record. This record shall contain the conditions for removal of the “I” and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the registrar until the “I” is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The “I” may be made up no later than one year following the end of the term in which it was assigned. The “I” symbol shall not be used in calculating units attempted nor for grade points.

A district-wide process shall be provided whereby a student may petition for a time extension due to unusual circumstances.

IP=In Progress
The “IP” symbol shall be used to denote that the class extends beyond the normal end of an academic term. It indicates that work is “in progress,” but that assignment of a substantive grade must await its completion. The “IP” symbol shall remain on the student’s permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the student’s record for the term in which the course is completed. The “IP” shall not be used in calculating grade point averages.

RD=Report Delayed
The “RD” symbol may be assigned by the registrar only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. “RD” shall not be used in calculating grade point averages.

W=Withdrawal
Withdrawal from a class shall be authorized through the last day of the fourteenth week of instruction (or 75% of a term, whichever is less). The academic record of a student who remains in a class beyond the time allowed by district policy must reflect a grade other than a “W.”
No notation ("W" or other) shall be made on the academic record of the student who withdraws during the first 4 weeks or 30% of a term, whichever is less. Withdrawal between the end of the fourth week and the last day of the fourteenth week of instruction (or 75% of a term, whichever is less) shall be recorded as a "W" on the student's record. The "W" shall not be used in calculating grade point averages, but excessive "W's" (as defined) shall be used as factors in probation and dismissal procedures.

**Course Repetition.** A course in which a grade of "C" or better has been earned may not be repeated except as stated in the catalog course description. Courses taken at any college in which a grade of "D," "F," "NC," 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 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, only once, 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 (a) substandard and (b) 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 G.P.A. 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.

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 of credit granted by examination; no letter grades shall be awarded.

The college shall determine the courses for which credit by examination is granted.

Units for which credit is given pursuant to the provisions of this section shall not be counted in determining the required twelve (12) semester hours of credit in residence.

Credit-No Credit Options
Oxnard College offers courses in both of the following categories. Inclusion of the corresponding number "1" or "2," at the end of the course description of any course in this catalog, shall identify the option available.

(1) Courses wherein all students are evaluated on a 'credit-
no credit" basis.
(2) Courses wherein each student may elect by no later than the end of the first 30 percent (30%) of the term whether the basis of evaluation is to be "credit-no credit" or a letter grade.

All units earned on a "credit-no credit" basis in accredited California institutions of higher education or equivalent out-of-state institutions shall be counted in satisfaction of community college curriculum requirements.

Units earned on a "credit-no credit" basis shall not be used to calculate grade point averages. However, units attempted for which "NC" is recorded shall be considered in probation and dismissal procedures.

Independent study courses may be graded on a "credit-no credit" basis in accordance with this section.

In courses in which there is a single satisfactory standard of performance for which unit credit is assigned, the "CR-NC" grading system shall be used to the exclusion of other grades. Credit shall be assigned for meeting that standard, no credit for failure to do so.

Grade Changes
In any course of instruction at Oxnard College for which grades are awarded, the instructor of the course shall determine the grade to be awarded each student in accordance with the grading system outlined in this section.

The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith or incompetency. Procedures for the correction of a grade given in error shall include expunging the incorrect grade from the record.

Credit for Military Service
The colleges of the Ventura County Community College District will recognize and grant credit to veterans for formal educational training completed in the United States armed forces provided such credit is not a duplication of work taken previously.

A veteran who has completed a continuous active duty period of 181 days or more with the United States Military Service (Air Force, Army, Coast Guard, Marine Corps, and Navy) and has completed a minimum of 12 units with a C average in the colleges of this district, may petition and be allowed credit as follows:

1. Three semester units of elective credit (no title, no grade) and was discharged or retired from active duty under conditions other than dishonorable.

2. The veteran may in addition to the credit allowable under terms of "1," be allowed credit for formal service school courses offered by the United States Military Services recommended by the Commission on Accreditation of Service Experiences of the American Council on Education. The credit allowed will be added to that permitted under provisions of "1" and reported as elective credit.
3. Veterans will be allowed full advanced standing credit for "college level" courses completed under the auspices of DANTES or the United States Armed Forces Institute. Such credit will be treated in the same manner and under the same policies as allowing credit from accredited colleges and universities. Any work taken by a veteran while in military service at an accredited college or university and for which the college or university issues a regular transcript showing the credits allowable toward its own degrees, will be allowed advanced standing credit toward the Associate Degree in the same manner as if the student has pursued the courses as a civilian.

Veterans should be aware that other colleges and universities may have different policies concerning credit for military educational training. There is no assurance that the granting of these units by the colleges of this district will be accepted by other institutions of higher education. In no case shall the total number of semester units allowed under numbers "1" and "2" above, exceed 12.

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.

Admission, Probation, Dismissal, and Readmission Policies
Admission, probation, dismissal, and readmission principles and policies are designed to assist students in making progress toward realistic educational, vocational, and personal goals. Students who choose to enroll should be encouraged to take advantage of the opportunity to realize their full potential.

Limitations regarding programs, courses, and unit loads are consistent with the philosophy of providing an opportunity to succeed.

The entire statement of the policy adopted by the district board of trustees on Admission, Probation, Dismissal, and Readmission appears in Appendices of the catalog.

Dean's List
Special recognition is accorded students who complete a program of 12 or more units with a 3.5 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.
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.

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.

Availability of District Library Resources
The libraries at Oxnard, Moorpark, 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 check with college libraries for further details.

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 on the following page, 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) The General Education Certification Pattern for the CSU System is in the process of being revised. Check with a counselor for the most up-to-date information. (2) This pattern is applicable only to the CSU system and not to the University of California; (3) Classes required by the major are not applicable to this pattern; (4) Students wanting an A.A. or A.S. degree in addition to transfer should note degree requirements on page 37.

**Humanities** (Minimum of 9 units required)

**Fine Arts** (3 units required)
1. Any Art, Music, and Theatre Arts courses numbered 100 or above

**Humanities General** (6 units other than Fine Arts required)
1. Anthropology 112, 189B
2. History 105, 106, 109
3. All English, Foreign Language, Interdisciplinary Studies, Philosophy, Speech courses numbered 100 or above
4. Journalism 100

**Social Sciences** (Minimum of 9 units required with at least three courses selected from at least three disciplines)

**United States Institutions** (3 units required)
1. History 102*, 103*, 107*, 108*, 117*
2. Political Science 101*, 103*, 107, 108
*Most campuses require at least one History and one Political Science course to satisfy the American History and Institutions requirement for graduation (often in addition to GE requirements). These courses may satisfy these requirements. Consult the transfer catalog or your counselor for further information.

**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 and 111
3. Geography 102, 104
5. Home Economics 101, 102, 103, 107

**Natural Sciences** (Minimum of 9 units required; choose from at least two disciplines including one laboratory course)
1. Agriculture 103, 104
2. Anthropology 101, 111
3. Any Astronomy, Biology, Chemistry, Geology, or Physics course numbered 100 or above
4. Chemistry 20
5. Geography 101, 103
6. Physical Science 2, 101
7. Physics 1AB

**Basic Skills** (Minimum of 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

**Breadth Electives** (To complete total to a 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 course
3. Business 111A
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 Transfer Information**

**Complete Certification**
Completion of all five sections of these requirements prior to transferring will certify to each of the 19 schools that you have fulfilled the basic 40-unit requirement in General Education. The following schools have additional GE requirements: Bakersfield, Chico, Fullerton, Hayward, Humboldt, Sacramento, and San Bernardino.

**Partial Certification**
It is possible to complete separately any of the first four areas or sections at Oxnard College and receive partial certification in each of those areas; it will be necessary for you to complete
the remaining areas after transferring, as defined by the catalog of the transfer school.

Certified Courses
Courses completed at other colleges are not applicable toward meeting these Oxnard College requirements. (Exception: appropriate courses completed at Ventura College and Moorpark College are applicable.) If you have completed college courses at schools outside this district, consult your counselor and the catalog of the four-year school you plan to attend since the GE requirements listed here may not be applicable.

Additional Requirements
You are advised to consult your counselor and the catalog of the state college or university which you plan to attend for requirements unique to that school. (Example: completion of Social Sciences section may not satisfy History and Institutions requirements.) Additional courses are required for preparation for a major and/or as electives.

Transfer Courses
The approved listing designates those courses which may be used to meet GE requirements; it is not a complete listing of all courses which transfer to CSUC. Transferability of courses may be checked in the Counseling Office.

Other Colleges
Students who plan to attend one of the campuses of the University of California (UC) or a private or out-of-state school should consult a counselor and the catalog of the particular school to determine the course work needed to meet GE requirements at that institution. While many of the courses listed transfer to UC and other institutions, they do not necessarily satisfy the GE requirements.

Associate Degree
Although it is not necessary for you to complete an Associate Degree in order to transfer to a four-year school, many of the courses taken to satisfy Associate Degree requirements are transferable and, in many cases, may be used to meet transfer GE requirements.

More Information
If you have any questions, check with a counselor.
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
   (2 courses of 3 units or more)
   1. Astronomy 101
   3. Chemistry 10, 20, 101, 102
   4. Geology 101, 102, 103, 104, 105
   5. Mathematics 101, 103, 105, 106, 112, 114, 120, 121, 122, 134, 135
   6. Physical Science 101
   7. Physics 101, 102, 111, 112, 113

C. Fine Arts (2 courses; studio courses do not apply)
   1. Art 101, 102, 103
   3. Theatre Arts 101, 103AB, 127

D. Humanities (2 courses of 3 units or more)
   3. Spanish 103, 104, 107, 117
   4. Speech 101, 102, 103, 104, 105, 106, 107, 109, 111

E. History, Social Science, and Psychology (2 courses of 3 units or more)
   1. Anthropology 102, 103, 105, 106, 110, 111, 112, 113
   2. Business 111A
   3. Economics 101, 102
   4. Geography 102, 104
   6. Interdisciplinary Studies 101AB*
   110
   7. Political Science 101, 102, 103, 104, 105, 106, 107

NOTE: UCSB has a General University Requirement in American History and Institutions. Completion of any two of the following courses will meet this requirement as well as Area D above:
   1. English 107, 108
   2. Philosophy 109

Completion of two of the following courses will meet this requirement as well as Area E above:
   2. Political Science 101, 102, 103
   3. Sociology 103, 107, 108

*May be used in one area only

General Education Notes

Minimum Units
All courses used to satisfy the requirements above must equal three or more semester units each.

Use of Major Courses
Courses taken in the department of a student's major may not be used to fulfill General Education requirements.

Subject A Requirement
UCSB has a Subject A requirement which may be satisfied by the completion of English 101 with a grade of C or better prior to transfer. Students who do not complete this course prior to transfer must pass an examination or enroll in Subject A prior to enrollment in English 1A at the university.

Transfer Limitations
All transfer limitations applying to courses taken at Oxnard College also apply to these General Education requirements. Consult the UC course articulation list and your counselor concerning these limitations.

Deferred Completion
These General Education requirements may be completed at UCSB.

General Transfer Information

Admission
An Oxnard College student who is planning to transfer to UCSB and who was not eligible upon graduation from high school must complete a minimum of 56 transferable units (maximum of 70) with a cumulative 2.4 grade point average.

Transfer Courses
The approved listing above designates those courses which may be used to meet GE requirements; it is not a complete listing of all courses which transfer to UC. Transferability of courses may be checked in the Counseling Office.

More Information
If you have any questions, check with a counselor.
General Education Requirements
University of LaVerne Residence Center
Point Mugu

General Education Requirements

English Composition (3 units)

Humanities (2-4 units)
One course from each of two areas:
1. Philosophy/Religion
2. Literature/Second year Foreign Language
3. Music/Art Appreciation History 105/106

Social Science (2-4 units)
One course from each of two areas:
1. Psychology/Sociology/Anthropology
2. History/Government/Political Science
3. Economics

Natural Science (2-4 units)
One course from each of two areas:
1. Biology, Botany, Zoology, Anatomy
2. Chemistry, Physics, Astronomy, Geology, College Level Math
   (One course must be a lab course)

Fine Arts (2-4 units)
Art or Music Appreciation/History; an experiential course in Art, Music, Theater, Painting, Ceramics; Intro to Photography; Creative Writing; OR two semesters of choir, band, modern dance, voice, music lessons.

Recommended Oxnard Courses

English Composition
1. English 101

Humanities
1. Philosophy
2. Literature (English) 104, 105, 106, 107, 108, 109, 110, 111, 113, 117, 118, 120, 189A-Z
3. Spanish 103, 104, 108
4. Music 103AB, 104, 105
5. Art 101, 102, 103
6. History 105/106

Social Science
1. Any Anthropology, Psychology, or Sociology course numbered above 100
2. Any History or Political Science courses numbered above 100
3. Economics 101, 102

Natural Science
1. Any Biology courses numbered above 100
2. Chemistry 10, 20, 101, 102
   Any Geology courses numbered above 100
   Any Math above Math 105
   Any Physics or Astronomy course

Fine Arts
1. Art 101, 102, 103, 104AB, 106AB, 108AB, 110AB, 112AB, 115, 116, 126AB, 128AB, 152A
2. Music 103AB, 104, 105 OR 2 semesters of 106 and/or 107ABCD, 110ABCD, 111, 112, 114, 117, 118, 120, 121, 122, 125
3. Theater Arts 101, 102, 103, 110, 114, 115
4. English 103

Courses That Are Prerequisite for a Major

Major
Accounting
Economics/Business Administration
Business Management
Psychology
Sociology
Behavioral Sciences
Criminal Justice
Mathematics

Oxnard College Courses
Business 101AB - Accounting Principles
Economics 101, 102 - Principles of Economics
Psychology 101 - General Psychology
Sociology 101 - Intro to Sociology
Psychology 101 - General Psychology
Sociology 101 - Intro to Sociology
Math 114 - Pre-Calculus Algebra/Trig
Math 120, 121 - Calculus with Analytic Geometry II
# General Education Requirements
## California Lutheran College

### General Education Requirements

#### 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

#### English
(6 units required)
1. One semester of Freshman English
2. One semester of literature

#### 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

#### Natural Science
(7 units required)
1. 4 units of Laboratory Science
2. 3 units of Science or Mathematics

#### Physical Education
(3 units activity required)

#### Religion and Philosophy
(6-9 units required; 3 units in Philosophy at CC and 3-6 units in Religion at CLC)

#### 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)

#### History
(3 units required, other than California requirements)

#### Recommended Oxnard Courses

##### Creative Arts
1. Art 101, 102, 103, 106A/B, 108A/B
2. Music 101, 103A/B, 104, 105
3. Speech 101, 102, 105, 107
4. Theatre Arts 101, 102A/B, 103A/B

##### English
1. English 101
2. Literature (English) 102, 104, 105, 103, 107, 108, 109, 110, 111, 113, 117, 118

##### Foreign Language
1. French 101, 102
   - Spanish 101, 102, 103, 104
2. Mathematics 102, 103, 114, 120
   - Logic - Phil 107
   - Statistics - Math 105

##### Natural Science
1. Laboratory Science:
   - Biology 101, 102, 103, 105, 107, 108, 110, 111, 112
   - Chemistry 101, 102
   - Geology 101 + 101L
   - Physics 101, 102
   - Non-Laboratory:
     - Biology 106
     - Geology 102, 103, 104
     - Mathematics 14, 114, 120

##### Physical Education
1. Any 3 PE activities

##### Philosophy
1. Philosophy 101, 102, 105, 106

##### Social Sciences
1. Anthropology 101, 102
2. Business 120, 101A
3. Economics 101, 102
4. Geography 101, 102
5. Political Science 101, 102A/B, 110
6. Sociology 101, 102
7. History 102, 103
8. Political Science 101, 103

##### History

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

1. A 2.0 (C) grade on all work attempted is required to transfer. For the purpose of calculation, all grades are counted, including repeated courses. A repeated course does not "erase" an earlier grade.
2. Maximum of 78 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 (805) 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

Basic Requirements
1. Completion of 60 semester units with a cumulative grade point average (GPA) of not less than 2.0.
2. A 2.0 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. 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.

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 the following areas:
Humanities (2 courses) - requiring at least one course in Fine or Performing Arts
Social Science (2 courses) - requiring one course in American History or one course in American Institutions (see General Education Course List)
Natural Science (2 courses)
Learning Skills (2 courses) - requiring at least one course in written communication and one course from other learning skills
PE activities, Health, or First Aid (2 courses) - required regardless of age; no exemptions

Associate in Science Degree

Basic Requirements
1. Completion of 60 semester units with a cumulative grade point average (GPA) or not less than 2.0.
2. A 2.0 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.

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 in the major field of study as listed below:
   A minimum of one course in each of the following areas:
   - Humanities (1 course)
   - Social Sciences (1 course)
   - Natural Sciences (1 course)
   Two courses in Learning Skills, requiring at least one course in written communication; one additional course in other learning skills.

2. The completion of at least two courses selected from PE activities, Health, or First Aid regardless of age - no exemptions.
Approved General Education Course List for A.A. and A.S. Degrees

**Humanities** (Take 2 courses for A.A., 1 for A.S.)
1. Any course in Art, Music, or Theatre Arts

**Fine Arts** (1 course required)
1. Any course in Art, Music, or Theatre Arts

**Other Humanities** (1 course required)
1. Any Foreign Language courses
2. Any English, Interdisciplinary Studies, Philosophy, or Speech course numbered 100 or above
3. Anthropology 112, 199B
4. English 50
5. History 105, 106, 109
6. Journalism 100
7. Any Philosophy course numbered 100 or above

**Social Sciences** (Take 2 courses for A.A., 1 for A.S.)

**United States Institutions** (1 course required for A.A.)
1. History 102, 103, 107, 108, 117
2. Political Science 101, 102, 103

**Social Science General** (1 course required)
1. Any course in Anthropology (except Anth 101 and 111), Economics, History, Interdisciplinary Studies, Political Science, Psychology, Sociology, or Urban Studies
2. Home Economics 101, 102, 107
4. Geography 102, 104
6. Philosophy 102, 105, 106, 114

**Natural Sciences** (Take 2 courses for A.A., 1 for A.S.)

**Life Science**
1. Agriculture 103
2. Anthropology 101, 111
3. Any course in Biology

**Physical Science**
1. Agriculture 104
2. Any course in Astronomy, Chemistry, Geology, or Physics
3. Geography 101, 103
4. Physical Science 1, 101, 112

**Learning Skills** (Take 2 courses)

**Written Communication** (1 course required)
1. English 101, 102
2. Essential Skills 12, 14, 24
3. Business 140
4. Journalism 101, 102, 103, 104

**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 102 AB, 103
7. Sign Language 1, 2

**Physical Education and Health Science** (Take 2 courses)
Any Physical Education courses
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 degree(s) 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 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 Student Services 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. The attainment of a C (2.0) average for all certificate program work is required for a certificate, 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:

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.

Residency 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 coursework applicable from Moorpark and/or Ventura College to be counted toward the Certificate of Achievement requirement.

Scholarship Requirements
The attainment of a C (2.0) average for all work is required for a certificate.

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.

Elective Units
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 "Electives" list 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 "Electives" list 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 "Electives" list 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.)

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Degree/Certificate Program Plans

### Accounting

<table>
<thead>
<tr>
<th>Required Courses:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 6</td>
<td>Income Tax Accounting</td>
</tr>
<tr>
<td>Bus 30</td>
<td>Business Mathematics</td>
</tr>
<tr>
<td>Bus 101A</td>
<td>Accounting Principles</td>
</tr>
<tr>
<td>Bus 101B</td>
<td>Accounting Principles</td>
</tr>
<tr>
<td>Bus 102</td>
<td>Managerial Accounting</td>
</tr>
<tr>
<td>Bus 111A</td>
<td>Business Law I</td>
</tr>
<tr>
<td>Bus 120 or</td>
<td>Introduction to Business</td>
</tr>
<tr>
<td>Econ 100</td>
<td>The American Economy</td>
</tr>
<tr>
<td>Econ 101</td>
<td>Principles of Macroeconomics</td>
</tr>
<tr>
<td>Econ 102</td>
<td>Principles of Microeconomics</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective Courses:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 5</td>
<td>Personal Finance</td>
</tr>
<tr>
<td>Bus 22</td>
<td>Principles of Bank Operations</td>
</tr>
<tr>
<td>Bus 31</td>
<td>Calculating Machines</td>
</tr>
<tr>
<td>Bus 111B</td>
<td>Business Law II</td>
</tr>
<tr>
<td>Bus 121</td>
<td>Business Organization and Management</td>
</tr>
<tr>
<td>Bus 122</td>
<td>Personnel Management and Human Relations</td>
</tr>
<tr>
<td>Bus 123</td>
<td>Small Business Management</td>
</tr>
<tr>
<td>Bus 124</td>
<td>Management Information Systems</td>
</tr>
<tr>
<td>Bus 130</td>
<td>Sales Techniques</td>
</tr>
<tr>
<td>Bus 131</td>
<td>Retail Merchandising</td>
</tr>
<tr>
<td>Bus 133</td>
<td>Advertising</td>
</tr>
<tr>
<td>Bus 140</td>
<td>Business Communications</td>
</tr>
<tr>
<td>Econ 101</td>
<td>Principles of Macroeconomics</td>
</tr>
<tr>
<td>Econ 102</td>
<td>Principles of Microeconomics</td>
</tr>
<tr>
<td>Psych 101, or</td>
<td>General Psychology</td>
</tr>
<tr>
<td>Psych 102AB</td>
<td>Interpersonal Relations</td>
</tr>
<tr>
<td>Spch 101, or</td>
<td>Introduction to Oral Communication</td>
</tr>
<tr>
<td>Spch 1</td>
<td>Basic Speech</td>
</tr>
</tbody>
</table>
### Administrative Housekeeping

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AH 16 Administrative Housekeeping I</td>
<td>3</td>
</tr>
<tr>
<td>AH 17 Administrative Housekeeping II</td>
<td>3</td>
</tr>
<tr>
<td>AH 9 Sanitation and Environmental Control</td>
<td>2</td>
</tr>
<tr>
<td>Econ 2* or Introduction to Business and Economics</td>
<td>3</td>
</tr>
<tr>
<td>Econ 3* Economics of Local Government</td>
<td>3</td>
</tr>
<tr>
<td>Soc 101 Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Sup 101 Elements of Supervision</td>
<td>3</td>
</tr>
<tr>
<td>Sup 12 Communications: Written and Oral</td>
<td>3</td>
</tr>
<tr>
<td>Sup 1 Basic Psychology for Supervisors</td>
<td>3</td>
</tr>
</tbody>
</table>

*Choice determined by whether student is employed by the public or private sectors.

### Elective Courses:

<table>
<thead>
<tr>
<th>AH 99ABCD Administrative Housekeeping Work Experience</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-2-3-4</td>
<td></td>
</tr>
<tr>
<td>Bus 44 Records Management</td>
<td>2</td>
</tr>
<tr>
<td>H&amp;R 11 Storage, Safety, and Equipment</td>
<td>2</td>
</tr>
<tr>
<td>Sup 2 Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>Sup 3 Supervisor’s Responsibility for Management of Personnel</td>
<td>3</td>
</tr>
<tr>
<td>Sup 11 Reading Improvement</td>
<td>1</td>
</tr>
<tr>
<td>Sup 102 Organization and Management</td>
<td>3</td>
</tr>
<tr>
<td>Sup 14 Organization and Maintenance</td>
<td>3</td>
</tr>
</tbody>
</table>

### Agricultural Business

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ag 6 Introduction to Agricultural Science</td>
<td>2</td>
</tr>
<tr>
<td>Ag 11 Agriculture Sales and Service</td>
<td>3</td>
</tr>
<tr>
<td>Ag 12 Agricultural Marketing</td>
<td>3</td>
</tr>
<tr>
<td>Ag 103 Plant Biology</td>
<td>3</td>
</tr>
<tr>
<td>Ag 104 Soil and Plant Nutrition</td>
<td>4</td>
</tr>
<tr>
<td>Spch 101 Introduction to Oral Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

*In addition, 8 units of elective courses in area of concentration must be taken (excluding Ag 10 - Ag Projects)*

### Elective Courses:

<table>
<thead>
<tr>
<th>Ag 10 Agriculture Projects</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ag 13 Business Practices in Landscape Horticulture</td>
<td>3</td>
</tr>
<tr>
<td>Ag 21AB, or Agricultural Mechanics</td>
<td>4 (2-2)</td>
</tr>
<tr>
<td>Ag 22 Agricultural Machinery</td>
<td>3</td>
</tr>
<tr>
<td>Ag 25 Tractor and Equipment Operations</td>
<td>3</td>
</tr>
<tr>
<td>Ag 51 Citrus Production</td>
<td>3</td>
</tr>
<tr>
<td>Ag 52 Avocado Production</td>
<td>3</td>
</tr>
<tr>
<td>Ag 53 Orchard Management</td>
<td>3</td>
</tr>
<tr>
<td>Ag 54 Packing House Management</td>
<td>3</td>
</tr>
<tr>
<td>Ag 55 California Fruit Growing</td>
<td>4</td>
</tr>
<tr>
<td>Ag 61 Field Crop Production</td>
<td>3</td>
</tr>
<tr>
<td>Ag 62 Vegetable Crop Production</td>
<td>3</td>
</tr>
<tr>
<td>Ag 65 Landscape Horticulture</td>
<td>3</td>
</tr>
<tr>
<td>Ag 63 Park and Golf Course Management</td>
<td>3</td>
</tr>
<tr>
<td>Bus 2 Preparation for Accounting</td>
<td>3</td>
</tr>
<tr>
<td>Bus 30 Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Bus 101A Accounting Principles</td>
<td>3</td>
</tr>
</tbody>
</table>

### Agricultural Mechanics

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ag 11 Agriculture Sales and Service</td>
<td>3</td>
</tr>
<tr>
<td>Ag 36 Agriculture Welding Technology</td>
<td>2</td>
</tr>
<tr>
<td>Ag 82, or Soils and Fertilizers</td>
<td>3</td>
</tr>
<tr>
<td>Ag 104 Soil and Plant Nutrition</td>
<td>4</td>
</tr>
</tbody>
</table>

*Complete a minimum of 14 units from the following:
Ag 21AB Agricultural Mechanics                     | 4 (2-2)|
| Ag 22 Agricultural Machinery                      | 3     |
| Ag 23 Agricultural Construction                   | 3     |
| Ag 24 Small Engines                               | 2     |
| Ag 25 Tractor and Equipment Operations             | 3     |
**Elective Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ag 6</td>
<td>Introduction to Agricultural Sciences</td>
<td>2</td>
</tr>
<tr>
<td>Ag 10</td>
<td>Agriculture Projects</td>
<td>2-3-4-4</td>
</tr>
<tr>
<td>Ag 12</td>
<td>Agricultural Marketing</td>
<td>3</td>
</tr>
<tr>
<td>Ag 51</td>
<td>Citrus Production</td>
<td>3</td>
</tr>
<tr>
<td>Ag 52</td>
<td>Avocado Production</td>
<td>3</td>
</tr>
<tr>
<td>Ag 55</td>
<td>California Fruit Growing</td>
<td>4</td>
</tr>
<tr>
<td>Ag 62</td>
<td>Vegetable Crop Production</td>
<td>3</td>
</tr>
<tr>
<td>Ag 63</td>
<td>Commercial Seed and Flower Production</td>
<td>3</td>
</tr>
<tr>
<td>Ag 103</td>
<td>Plant Biology</td>
<td>3</td>
</tr>
<tr>
<td>Ag 105</td>
<td>Irrigation and Surveying</td>
<td>3</td>
</tr>
</tbody>
</table>

**Air Conditioning/Refrigeration**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC 1</td>
<td>Air Conditioning/Refrigeration Fundamentals I</td>
<td>4</td>
</tr>
<tr>
<td>AC 10</td>
<td>Introduction to Air Conditioning and Refrigeration</td>
<td>3</td>
</tr>
<tr>
<td>AC 2</td>
<td>Air Conditioning/Refrigeration Fundamentals II</td>
<td>4</td>
</tr>
<tr>
<td>AC 3</td>
<td>Commercial and Industrial Refrigeration Service</td>
<td>8</td>
</tr>
</tbody>
</table>

**Elective Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC 4</td>
<td>Air Conditioning Estimating and Layout</td>
<td>8</td>
</tr>
<tr>
<td>AC 5</td>
<td>Air Conditioning Hydronics - Water Treatment</td>
<td>3</td>
</tr>
<tr>
<td>AC 98</td>
<td>Short Courses in Air Conditioning/Refrigeration</td>
<td>½-10</td>
</tr>
<tr>
<td>AC 99ABCDE</td>
<td>Air Conditioning/Refrigeration Work Experience</td>
<td>1-2-3-4</td>
</tr>
<tr>
<td>IM 3</td>
<td>Plumbing and Refrigeration</td>
<td>2</td>
</tr>
<tr>
<td>IM 8</td>
<td>Oxy-Acetylene, Arc, Tig, and Mig Welding</td>
<td>2</td>
</tr>
<tr>
<td>Math 9</td>
<td>Fundamentals of Arithmetic</td>
<td>3</td>
</tr>
</tbody>
</table>

**Alcohol Studies**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIS 1</td>
<td>Overview of Alcoholism: Alienation and Addiction</td>
<td>3</td>
</tr>
<tr>
<td>AIS 2</td>
<td>Techniques of Counseling Alcohol-Related Programs</td>
<td>3</td>
</tr>
<tr>
<td>AIS 3</td>
<td>Pharmacology of Alcoholism and Other Drugs</td>
<td>3</td>
</tr>
<tr>
<td>AIS 5</td>
<td>Alcohol Studies Field Experience</td>
<td>1-3</td>
</tr>
</tbody>
</table>

**Elective Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIS 1B-G</td>
<td>Modules in Alcohol Studies</td>
<td>¾-3</td>
</tr>
<tr>
<td>AIS 104</td>
<td>Marriage and Cultural Influences</td>
<td>3</td>
</tr>
<tr>
<td>GM 102</td>
<td>Public Personnel Administration</td>
<td>3</td>
</tr>
<tr>
<td>GM 103</td>
<td>Elements of Government Finance</td>
<td>3</td>
</tr>
<tr>
<td>Psych 102AB</td>
<td>Interpersonal Relations</td>
<td>3</td>
</tr>
<tr>
<td>Psych 106</td>
<td>Social Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Psych 189A-Z</td>
<td>Current Topics in Psychology</td>
<td>1½</td>
</tr>
<tr>
<td>Soc 107</td>
<td>Sociology of the Black Community</td>
<td>3</td>
</tr>
<tr>
<td>Soc 108</td>
<td>Sociology of the Chicano Community</td>
<td>3</td>
</tr>
</tbody>
</table>

**Automotive Body and Fender**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AB 1</td>
<td>Introduction to Auto Body and Fender Repair</td>
<td>5</td>
</tr>
<tr>
<td>AB 2</td>
<td>Intermediate Auto Body and Fender Repair</td>
<td>5</td>
</tr>
<tr>
<td>AB 3</td>
<td>Estimating Auto Body Damage and Repair</td>
<td>5</td>
</tr>
</tbody>
</table>

**Elective Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AB 4</td>
<td>Advanced Auto Body Collision and Damage Repair</td>
<td>5</td>
</tr>
<tr>
<td>AB 98</td>
<td>Short Courses in Auto Body</td>
<td>½-10</td>
</tr>
<tr>
<td>AB 99ABCDE</td>
<td>Auto Body Work Experience</td>
<td>1-2-3-4</td>
</tr>
<tr>
<td>Bus 30</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Bus 111A</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>IM 8</td>
<td>Oxy-Acetylene, Arc, Tig, and Mig Welding</td>
<td>2</td>
</tr>
<tr>
<td>Math 9</td>
<td>Fundamentals of Arithmetic</td>
<td>3</td>
</tr>
</tbody>
</table>
### Automotive Mechanics

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM 3 Engine Tune-Up and Diagnostic Procedures</td>
<td>3</td>
</tr>
<tr>
<td>AM 4 Automotive Emission Control</td>
<td>3</td>
</tr>
<tr>
<td>AM 10 Fundamentals of Auto Mechanics</td>
<td>3</td>
</tr>
<tr>
<td>AM 14 Brake and Front End Repair</td>
<td>4</td>
</tr>
<tr>
<td>AM 20 NIASE Mechanics Certification</td>
<td>3</td>
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</tbody>
</table>

(or AM 89 up to 24 units)

<table>
<thead>
<tr>
<th>Elective Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ag 24 Small Engines</td>
<td>2</td>
</tr>
<tr>
<td>Ag 36 Ag Welding Technology</td>
<td>2</td>
</tr>
<tr>
<td>AM 12 Automotive Air Conditioning</td>
<td>2</td>
</tr>
<tr>
<td>AM 13 Tune-Up Clinic</td>
<td>3</td>
</tr>
<tr>
<td>AM 14 Brake and Front End Repair</td>
<td>4</td>
</tr>
<tr>
<td>AM 21 Clean Air Tune-Up</td>
<td>3</td>
</tr>
<tr>
<td>AM 98 Short Courses in Automotive Mechanics</td>
<td>½-10</td>
</tr>
<tr>
<td>AM 99ABCD Automotive Mechanics Work Experience</td>
<td>1-2-3-4</td>
</tr>
<tr>
<td>DM 20 Diesel Engines</td>
<td>3</td>
</tr>
<tr>
<td>IM 1 Introduction to Industrial Mechanics</td>
<td>3</td>
</tr>
<tr>
<td>Math 9 Fundamentals of Arithmetic</td>
<td>3</td>
</tr>
</tbody>
</table>

### Business Management and Administration

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 30 Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Bus 101A Accounting Principles</td>
<td>3</td>
</tr>
<tr>
<td>Bus 101B Accounting Principles</td>
<td>3</td>
</tr>
<tr>
<td>Bus 111A Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>Bus 121 Business Organization and Management</td>
<td>3</td>
</tr>
<tr>
<td>Bus 122 Personnel Management and Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>Bus 120 or Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>Econ 100 The American Economy</td>
<td>3</td>
</tr>
<tr>
<td>Econ 101 or Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>Econ 102 Principles of Microeconomics</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 4 Analysis of Financial Statements</td>
<td>3</td>
</tr>
<tr>
<td>Bus 5 Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td>Bus 22 Principles of Bank Operations</td>
<td>3</td>
</tr>
<tr>
<td>Bus 31 Calculating Machines</td>
<td>3</td>
</tr>
<tr>
<td>Bus 111B Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>Bus 123 Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>Bus 124 Management Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>Bus 130 Sales Techniques</td>
<td>3</td>
</tr>
<tr>
<td>Bus 131 Retail Merchandising</td>
<td>3</td>
</tr>
<tr>
<td>Bus 132 Marketing Management</td>
<td>3</td>
</tr>
<tr>
<td>Bus 133 Advertising</td>
<td>3</td>
</tr>
<tr>
<td>Bus 135 Retail Store Management</td>
<td>3</td>
</tr>
<tr>
<td>Bus 140 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>Econ 101 Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>Econ 102 Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>OT 37 Records Management</td>
<td>2</td>
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</table>

### Crop Production

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ag 12 Agricultural Marketing</td>
<td>3</td>
</tr>
<tr>
<td>Ag 21AB, or Agricultural Mechanics</td>
<td>4 (2-2)</td>
</tr>
<tr>
<td>Ag 22 Agricultural Machinery</td>
<td>3</td>
</tr>
<tr>
<td>Ag 92 Insects and Diseases of Plants</td>
<td>3</td>
</tr>
<tr>
<td>Ag 93 Weeds and Defoliants</td>
<td>3</td>
</tr>
<tr>
<td>Ag 103 Plant Biology (qualifies as general ed)</td>
<td>3</td>
</tr>
<tr>
<td>Ag 104 Soil and Plant Nutrition</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ag 6 Introduction to Agricultural Sciences</td>
<td>2</td>
</tr>
<tr>
<td>Ag 10 Agriculture Projects</td>
<td>1-2-3-4</td>
</tr>
<tr>
<td>Ag 11 Agriculture Sales and Service</td>
<td>3</td>
</tr>
</tbody>
</table>
Ag 24  Small Engines  2  
Ag 25  Tractor and Equipment Operations  3  
Ag 33, or  Metal Fabrication and Welding  1  
Ag 37  Agricultural Welding  1  
Ag 95  Organic Pest Control  2  
Ag 105  Irrigation and Surveying  3  
Bus 30  Business Mathematics  3  

In addition to the 19 or 20 required units above, the student working toward an A.S. degree in crop production must choose either Option A - Fruit Production classes or Option B - Vegetable and Field Crop Production.

**Option A - Fruit Production Option**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ag 51</td>
<td>Citrus Production</td>
</tr>
<tr>
<td>Ag 52</td>
<td>Avocado Production</td>
</tr>
<tr>
<td>Ag 55</td>
<td>California Fruit Growing</td>
</tr>
</tbody>
</table>

**Option B - Vegetable/Field Crop Production**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ag 61</td>
<td>Field Crop Production</td>
</tr>
<tr>
<td>Ag 62</td>
<td>Vegetable Crop Production</td>
</tr>
<tr>
<td>Ag 63</td>
<td>Commercial Seed and Flower Production</td>
</tr>
</tbody>
</table>

**Culinary Trades**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>H&amp;R 1</td>
<td>Hotel and Restaurant Orientation</td>
</tr>
<tr>
<td>H&amp;R 2A</td>
<td>Basic Food Preparation I</td>
</tr>
<tr>
<td>H&amp;R 2B</td>
<td>Basic Food Preparation II</td>
</tr>
<tr>
<td>H&amp;R 6</td>
<td>Food Purchasing</td>
</tr>
<tr>
<td>H&amp;R 7</td>
<td>Menu Planning</td>
</tr>
<tr>
<td>H&amp;R 8</td>
<td>Beginning Baking</td>
</tr>
<tr>
<td>H&amp;R 9</td>
<td>Sanitation and Environmental Control</td>
</tr>
<tr>
<td>H&amp;R 10</td>
<td>Food and Cost Control</td>
</tr>
<tr>
<td>H&amp;R 11</td>
<td>Storage Safety and Equipment</td>
</tr>
<tr>
<td>H&amp;R 13</td>
<td>Gourmet Cooking for Professionals</td>
</tr>
<tr>
<td>H&amp;R 14</td>
<td>Institutional Food Service</td>
</tr>
</tbody>
</table>

**Elective Courses:**

H&R 98 courses in special areas such as meat cutting, work improvement, cash registers, hotel telephone procedures, first aid for hotel workers, restaurant math, restaurant English:

- Business Law
- Accounting
- Business Machines
- Typing
- Speech
- Communications
- Psychology

**Diesel Mechanics**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DM 1</td>
<td>Hand Tools and Shop Skills</td>
</tr>
<tr>
<td>DM 2</td>
<td>Basic Engine Theory</td>
</tr>
<tr>
<td>DM 3</td>
<td>Engine Component System</td>
</tr>
<tr>
<td>DM 4</td>
<td>Engine Overhaul and Repair</td>
</tr>
<tr>
<td>DM 5</td>
<td>Engine Tune-Up and Troubleshooting</td>
</tr>
<tr>
<td>DM 6</td>
<td>Electrical System Theory</td>
</tr>
<tr>
<td>DM 8</td>
<td>Power Trains</td>
</tr>
</tbody>
</table>

(or DM 89 up to 24 units)

**Elective Courses:**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ag 21AB</td>
<td>Agriculture Mechanics</td>
</tr>
<tr>
<td>Ag 24</td>
<td>Small Engines</td>
</tr>
<tr>
<td>Ag 25</td>
<td>Tractor and Equipment Operations</td>
</tr>
<tr>
<td>Ag 32ABC</td>
<td>Ag Machinery Skill and Operation</td>
</tr>
<tr>
<td>Ag 25ABC</td>
<td>Agriculture Tractor Operation and Maintenance</td>
</tr>
<tr>
<td>DM 7</td>
<td>Electrical System Troubleshooting</td>
</tr>
<tr>
<td>DM 9</td>
<td>Power Train Overhaul and Repair</td>
</tr>
<tr>
<td>DM 10</td>
<td>Steering Systems Overhaul and Repair</td>
</tr>
<tr>
<td>DM 11</td>
<td>Hydraulic Systems, Brakes, Air Systems Overhaul and Repair</td>
</tr>
<tr>
<td>DM 20</td>
<td>Diesel Engines</td>
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</tbody>
</table>

## Fire Technology

<table>
<thead>
<tr>
<th>Required Courses:</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>FT 51</td>
<td>Introduction to Fire Technology</td>
</tr>
<tr>
<td>FT 52</td>
<td>Fundamentals of Fire Prevention</td>
</tr>
<tr>
<td>FT 53</td>
<td>Fundamentals of Personal Fire Safety and Emergency Action</td>
</tr>
<tr>
<td>FT 54</td>
<td>Fundamentals of Fire Behavior and Control</td>
</tr>
<tr>
<td>FT 55</td>
<td>Fire Protection Equipment and Systems</td>
</tr>
<tr>
<td>FT 56</td>
<td>Fundamentals of Fire Protection</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective Courses:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FT 60</td>
<td>Fire Tactics and Strategy</td>
</tr>
<tr>
<td>FT 61</td>
<td>Organization and Techniques of Fire Technology Instruction</td>
</tr>
<tr>
<td>FT 62</td>
<td>Related Codes and Ordinances</td>
</tr>
<tr>
<td>FT 63</td>
<td>Fire Hydraulics</td>
</tr>
<tr>
<td>FT 64</td>
<td>Fire Company Organization and Management</td>
</tr>
<tr>
<td>FT 65</td>
<td>Hazardous Materials</td>
</tr>
<tr>
<td>FT 66</td>
<td>Fire Apparatus and Equipment</td>
</tr>
<tr>
<td>FT 68</td>
<td>Fire Investigation I</td>
</tr>
<tr>
<td>FT 69</td>
<td>Emergency Medical Technician/Fire Service</td>
</tr>
<tr>
<td>FT 98A-Z</td>
<td>Short Courses in Fire Technology</td>
</tr>
<tr>
<td>FT 99ABCD</td>
<td>Fire Technology Work Experience</td>
</tr>
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</table>

## Foremanship, Supervision, Management

<table>
<thead>
<tr>
<th>Required Courses:</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>Sup 1, or Psych 101</td>
<td>Basic Psychology for Supervisors</td>
</tr>
<tr>
<td>Sup 2</td>
<td>General Psychology</td>
</tr>
<tr>
<td>Sup 3</td>
<td>Human Relations (Developing Supervisory Leadership)</td>
</tr>
<tr>
<td>Sup 12, or Spch 101</td>
<td>Supervisor's Responsibility for Management of Personnel</td>
</tr>
<tr>
<td>Sup 101</td>
<td>Oral Communications</td>
</tr>
<tr>
<td>Sup 102</td>
<td>Introduction to Oral Communication</td>
</tr>
<tr>
<td>Sup 101</td>
<td>Elements of Supervision</td>
</tr>
<tr>
<td>Sup 102</td>
<td>Organization and Management</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective Courses:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 111A</td>
<td>Business Law I</td>
</tr>
<tr>
<td>Bus 111B</td>
<td>Business Law II</td>
</tr>
<tr>
<td>Bus 122</td>
<td>Personnel Management and Human Relations</td>
</tr>
<tr>
<td>Bus 140</td>
<td>Business Communications</td>
</tr>
<tr>
<td>Sup 4</td>
<td>Labor Management Relations</td>
</tr>
<tr>
<td>Sup 5</td>
<td>Work Simplification</td>
</tr>
<tr>
<td>Sup 6</td>
<td>Cost Control for Supervisors</td>
</tr>
<tr>
<td>Sup 7</td>
<td>Job Analysis for Wage Administration</td>
</tr>
<tr>
<td>Sup 8</td>
<td>Safety Training and Fire Prevention</td>
</tr>
<tr>
<td>Sup 9</td>
<td>Developing Employees Through Training</td>
</tr>
<tr>
<td>Sup 10</td>
<td>Management Controls and the Supervisor</td>
</tr>
<tr>
<td>Sup 11</td>
<td>Reading Improvement</td>
</tr>
<tr>
<td>Sup 13</td>
<td>Communication Writing for Supervisors</td>
</tr>
<tr>
<td>Sup 99ABCD</td>
<td>Supervision Work Experience</td>
</tr>
</tbody>
</table>

## General Clerical

<table>
<thead>
<tr>
<th>Required Courses:</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>Complete one of the 3 courses listed below:</td>
<td></td>
</tr>
<tr>
<td>Bus 2</td>
<td>Preparation for Accounting</td>
</tr>
<tr>
<td>Bus 101A</td>
<td>Accounting Principles</td>
</tr>
<tr>
<td>OT 39</td>
<td>Secretarial Accounting</td>
</tr>
<tr>
<td>Complete a minimum of 6 units from the following:</td>
<td></td>
</tr>
<tr>
<td>OT 11</td>
<td>Beginning Typing</td>
</tr>
</tbody>
</table>
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

**Elective Courses:**
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 31</td>
<td>Calculating Machines</td>
<td>3</td>
</tr>
<tr>
<td>Bus 111A</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>Bus 120</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>Bus 1</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>OT 20</td>
<td>Beginning Shorthand</td>
<td>4</td>
</tr>
<tr>
<td>OT 21</td>
<td>Intermediate Shorthand</td>
<td>4</td>
</tr>
<tr>
<td>OT 25</td>
<td>ABC Shorthand</td>
<td>2</td>
</tr>
<tr>
<td>OT 32</td>
<td>Copy Processing</td>
<td>2</td>
</tr>
<tr>
<td>OT 33</td>
<td>Beginning Machine Transcription</td>
<td>1</td>
</tr>
<tr>
<td>OT 35A-N</td>
<td>Specialized Office Skills</td>
<td>1 each</td>
</tr>
<tr>
<td>OT 37</td>
<td>Records Management</td>
<td>2</td>
</tr>
<tr>
<td>WP 71</td>
<td>Memory Typewriter</td>
<td>2</td>
</tr>
<tr>
<td>WP 73</td>
<td>Magnetic Card II</td>
<td>2</td>
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</tbody>
</table>

**Government Management/Services**

**Government Management Option**

**Required Courses:**
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GM 101</td>
<td>Introduction to Government Administration</td>
<td>3</td>
</tr>
<tr>
<td>GM 102</td>
<td>Public Personnel Administration</td>
<td>3</td>
</tr>
<tr>
<td>GM 103</td>
<td>Elements of Government Finance</td>
<td>3</td>
</tr>
<tr>
<td>GM 104</td>
<td>Administrative Law and Procedure</td>
<td>3</td>
</tr>
<tr>
<td>GM 106</td>
<td>Contemporary Urban Issues</td>
<td>3</td>
</tr>
<tr>
<td>PSc 107</td>
<td>Politics and Administration of State and Local Government</td>
<td>3</td>
</tr>
<tr>
<td>Econ 101</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>Econ 102</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
</tbody>
</table>

**Elective Courses:**
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Econ 2</td>
<td>Economics of Local Government</td>
<td>3</td>
</tr>
<tr>
<td>Econ 101</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>Econ 102</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ES 24</td>
<td>Technical Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>Sup 1</td>
<td>Basic Psychology for Supervisors</td>
<td>3</td>
</tr>
<tr>
<td>Sup 4</td>
<td>Labor Management Relations</td>
<td>3</td>
</tr>
</tbody>
</table>

**Government Services Option**

**Required Courses:**
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GS 1</td>
<td>Introduction to Government Service</td>
<td>3</td>
</tr>
<tr>
<td>ES 24</td>
<td>Technical Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>LT 2</td>
<td>Introduction to Library Technology</td>
<td>3</td>
</tr>
<tr>
<td>Math 9</td>
<td>Fundamentals of Arithmetic</td>
<td>3</td>
</tr>
<tr>
<td>PG 2</td>
<td>Job Development</td>
<td>3</td>
</tr>
</tbody>
</table>

**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:**
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art 104A</td>
<td>Color and Design</td>
<td>2</td>
</tr>
<tr>
<td>HE 14</td>
<td>Consumer Concepts and Community Services</td>
<td>3</td>
</tr>
<tr>
<td>HE 122</td>
<td>Nutritional Concepts for All Ages</td>
<td>3</td>
</tr>
<tr>
<td>HE 130</td>
<td>Apparel Selection and Grooming</td>
<td>3</td>
</tr>
<tr>
<td>HE 132</td>
<td>Beginning Sewing</td>
<td>3</td>
</tr>
<tr>
<td>HE 135A</td>
<td>Interior Decorating</td>
<td>3</td>
</tr>
</tbody>
</table>
## Elective Courses:
- 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

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art 104A  Color and Design</td>
<td>2</td>
</tr>
<tr>
<td>HE 14  Consumer Concepts and Community</td>
<td>3</td>
</tr>
<tr>
<td>HE 130  Apparel Selection and Grooming</td>
<td>3</td>
</tr>
<tr>
<td>HE 132  Beginning Sewing</td>
<td>3</td>
</tr>
<tr>
<td>HE 135A  Interior Decorating</td>
<td>3</td>
</tr>
<tr>
<td>HE 136  Flat Pattern Design</td>
<td>3</td>
</tr>
</tbody>
</table>

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

## Hotel and Restaurant Management

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>H&amp;R 1  Hotel and Restaurant Orientation</td>
<td>1</td>
</tr>
<tr>
<td>H&amp;R 2AB  Basic Food Preparation I and II</td>
<td>2-2</td>
</tr>
<tr>
<td>H&amp;R 3  Supervision of Food Production</td>
<td>2</td>
</tr>
<tr>
<td>H&amp;R 4  Restaurant Operations</td>
<td>3</td>
</tr>
<tr>
<td>H&amp;R 5  Food and Beverage Management and Services</td>
<td>3</td>
</tr>
<tr>
<td>H&amp;R 6  Food Purchasing</td>
<td>3</td>
</tr>
<tr>
<td>H&amp;R 7  Menu Planning</td>
<td>1</td>
</tr>
<tr>
<td>H&amp;R 9  Sanitation and Environmental Control</td>
<td>2</td>
</tr>
<tr>
<td>H&amp;R 11  Storage Safety and Equipment Control</td>
<td>2</td>
</tr>
</tbody>
</table>

## Elective Courses:
- 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 13  Institutional Food Service  3
- 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 Mechanics

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>IM 1  Orientation, Safety, and Firefighting</td>
<td>1</td>
</tr>
<tr>
<td>IM 2  Handwork, Carpentry, and Concrete</td>
<td>2</td>
</tr>
<tr>
<td>IM 3  Plumbing and Refrigeration</td>
<td>2</td>
</tr>
<tr>
<td>IM 4  Industrial Electricity</td>
<td>2</td>
</tr>
<tr>
<td>IM 6  Hardware and Screw Thread Fundamentals</td>
<td>1</td>
</tr>
<tr>
<td>IM 8  Oxy-Acetylene, Arc, Tig, and Mig Welding</td>
<td>2</td>
</tr>
<tr>
<td>IM 11  Bandsaws, Drills, Lathes, Mills, and Grinders</td>
<td>3</td>
</tr>
<tr>
<td>IM 12  Machine Repair and Lubricants</td>
<td>2</td>
</tr>
</tbody>
</table>

(or IM 89 up to 24 units)
### Elective Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ag 36</td>
<td>Ag Welding Technology</td>
<td>2</td>
</tr>
<tr>
<td>Bus 30</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Bus 111A</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>IM 5</td>
<td>Internal Combustion Engines, Boilers, Pumps, and Compressors</td>
<td>1</td>
</tr>
<tr>
<td>IM 7</td>
<td>Sheet Metal Fabrication</td>
<td>1</td>
</tr>
<tr>
<td>IM 9</td>
<td>Blueprint Reading, Mechanical Drawing, and Precision Measuring</td>
<td>1</td>
</tr>
<tr>
<td>IM 10</td>
<td>Metals and Heat Treating</td>
<td>1</td>
</tr>
<tr>
<td>IM 98</td>
<td>Short Courses in Industrial Mechanics</td>
<td>1/2-10</td>
</tr>
<tr>
<td>IM 99ABCD</td>
<td>Industrial Mechanics Work Experience</td>
<td>1-2-3-4</td>
</tr>
<tr>
<td>Math 9</td>
<td>Fundamentals of Arithmetic</td>
<td>3</td>
</tr>
</tbody>
</table>

### Legal Assisting

<table>
<thead>
<tr>
<th>Required Courses:</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>LA 1</td>
<td>Paralegal Fundamentals</td>
</tr>
<tr>
<td>LA 3</td>
<td>Legal Research</td>
</tr>
<tr>
<td>LA 5</td>
<td>Legal Drafting</td>
</tr>
<tr>
<td>LA 7</td>
<td>Civil Litigation</td>
</tr>
<tr>
<td>LA 9</td>
<td>Civil and Criminal Evidence</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective Courses:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 101A</td>
<td>Accounting Principles</td>
</tr>
<tr>
<td>LA 11</td>
<td>Property and Bankruptcy</td>
</tr>
<tr>
<td>LA 13</td>
<td>Business Organizations</td>
</tr>
<tr>
<td>LA 15</td>
<td>Family Law</td>
</tr>
<tr>
<td>LA 17</td>
<td>Probate</td>
</tr>
<tr>
<td>LA 19</td>
<td>Workmen’s Compensation Law</td>
</tr>
<tr>
<td>LA 21</td>
<td>Legal Assistant Field Experience</td>
</tr>
<tr>
<td>RE 2</td>
<td>Legal Aspects of Real Estate</td>
</tr>
<tr>
<td>LA 99</td>
<td>Legal Assisting Work Experience</td>
</tr>
</tbody>
</table>

### Library Technology

<table>
<thead>
<tr>
<th>Required Courses:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>LT 1</td>
<td>Introduction to Library Services</td>
</tr>
<tr>
<td>LT 2</td>
<td>Introduction to Library Technology</td>
</tr>
<tr>
<td>LT 3</td>
<td>Advanced Library Clerical Techniques</td>
</tr>
<tr>
<td>LT 4</td>
<td>Audio-Visual Clerical Techniques</td>
</tr>
<tr>
<td>LT 5</td>
<td>Audio-Visual for the Library</td>
</tr>
<tr>
<td>LT 6</td>
<td>Children’s Literature</td>
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</table>

<table>
<thead>
<tr>
<th>Elective Courses:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>LT 7</td>
<td>Library Internship</td>
</tr>
<tr>
<td>OT 3</td>
<td>Filing</td>
</tr>
<tr>
<td>OT 11</td>
<td>Beginning Typing</td>
</tr>
<tr>
<td>Spn 1</td>
<td>Conversational Spanish</td>
</tr>
<tr>
<td>Sup 2</td>
<td>Human Relations</td>
</tr>
</tbody>
</table>

### Merchandising

<table>
<thead>
<tr>
<th>Required Courses:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 30</td>
<td>Business Mathematics</td>
</tr>
<tr>
<td>Bus 101A</td>
<td>Accounting Principles (or Bus 2 for Certificate only)</td>
</tr>
<tr>
<td>Bus 111A</td>
<td>Business Law I</td>
</tr>
<tr>
<td>Bus 120</td>
<td>Introduction to Business</td>
</tr>
<tr>
<td>Bus 130</td>
<td>Sales Techniques</td>
</tr>
<tr>
<td>Bus 131</td>
<td>Retail Merchandising</td>
</tr>
<tr>
<td>Bus 136</td>
<td>Buying and Store Operations</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective Courses:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 20</td>
<td>Public Relations</td>
</tr>
<tr>
<td>Bus 31</td>
<td>Calculating Machines</td>
</tr>
<tr>
<td>Bus 33</td>
<td>Marketing Field Experience</td>
</tr>
<tr>
<td>Bus 40</td>
<td>Business English</td>
</tr>
<tr>
<td>Bus 99ABCD</td>
<td>Business Work Experience</td>
</tr>
</tbody>
</table>
## Real Estate

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>RE 1 Real Estate Principles</td>
<td>3</td>
</tr>
<tr>
<td>RE 2 Legal Aspects of Real Estate</td>
<td>3</td>
</tr>
<tr>
<td>RE 3 Real Estate Practices</td>
<td>3</td>
</tr>
<tr>
<td>RE 4 Real Estate Appraisal I</td>
<td>1</td>
</tr>
<tr>
<td>RE 6 Real Estate Finance</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective Courses:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 30 Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Bus 101A Accounting Principles</td>
<td>3</td>
</tr>
<tr>
<td>Bus 101B Accounting Principles</td>
<td>3</td>
</tr>
<tr>
<td>Bus 111A Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>Bus 120 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>Bus 130 Sales Techniques</td>
<td>3</td>
</tr>
<tr>
<td>Bus 140 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>Econ 101 Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>Econ 102 Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>Psych 101, or Interpersonal Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Psych 102AB Interpersonal Relations</td>
<td>3</td>
</tr>
<tr>
<td>RE 5 Real Estate Appraisal II</td>
<td>3</td>
</tr>
<tr>
<td>RE 7 Real Estate Economics</td>
<td>3</td>
</tr>
<tr>
<td>RE 8 Escrow I: Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>RE 9 Escrow II: Procedures</td>
<td>3</td>
</tr>
<tr>
<td>RE 99 ABCD Real Estate Work Experience</td>
<td>1-2-3-4</td>
</tr>
<tr>
<td>Spch 101 Introduction to Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>Spch 1 Basic Speech</td>
<td>2</td>
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</tbody>
</table>

### Real Estate Escrow Option

(Approved Certificate Program by the California Escrow Association)

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>RE 1 Real Estate Principles</td>
<td>3</td>
</tr>
<tr>
<td>RE 2 Legal Aspects of Real Estate</td>
<td>3</td>
</tr>
<tr>
<td>RE 6 Real Estate Finance</td>
<td>3</td>
</tr>
<tr>
<td>RE 8 Escrow I: Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>RE 9 Escrow II: Procedures</td>
<td>3</td>
</tr>
<tr>
<td>RE 10 Escrow III: Problems</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective Courses:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 30 Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Bus 111A Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>OT 12 Intermediate Typing</td>
<td>3</td>
</tr>
<tr>
<td>RE 3 Real Estate Practice</td>
<td>3</td>
</tr>
<tr>
<td>RE 4 Real Estate Appraisal</td>
<td>3</td>
</tr>
<tr>
<td>RE 7 Real Estate Economics</td>
<td>3</td>
</tr>
<tr>
<td>Sup 2 Human Relations</td>
<td>3</td>
</tr>
</tbody>
</table>

### Secretarial Studies

<table>
<thead>
<tr>
<th>Required Courses:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete a minimum of 6 units from the following:</td>
<td></td>
</tr>
<tr>
<td>OT 11 Beginning Typewriting</td>
<td>3</td>
</tr>
<tr>
<td>OT 12 Intermediate Typewriting</td>
<td>3</td>
</tr>
<tr>
<td>OT 14 Advanced Typewriting</td>
<td>3</td>
</tr>
<tr>
<td>OT 15 Production Typewriting</td>
<td>3</td>
</tr>
<tr>
<td>Complete a minimum of 6 units from the following:</td>
<td></td>
</tr>
<tr>
<td>OT 20 Beginning Shorthand</td>
<td>4</td>
</tr>
<tr>
<td>OT 21 Intermediate Shorthand</td>
<td>4</td>
</tr>
<tr>
<td>OT 22 Advanced Shorthand</td>
<td>4</td>
</tr>
<tr>
<td>OT 25 ABC Shorthand</td>
<td>2</td>
</tr>
</tbody>
</table>

Complete all of the following courses:

| Bus 30 Business Math                                  | 3     |
| Bus 40 Business English                               | 3     |
| OT 38 Secretarial Procedures                         | 3     |

<table>
<thead>
<tr>
<th>Elective Courses:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 2 Preparation for Accounting</td>
<td>3</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>Bus 31</td>
<td>Calculating Machines</td>
</tr>
<tr>
<td>Bus 140</td>
<td>Business Communications</td>
</tr>
<tr>
<td>OT 23</td>
<td>Speed Building and Transcription</td>
</tr>
<tr>
<td>OT 24</td>
<td>Shorthand Review</td>
</tr>
<tr>
<td>OT 30</td>
<td>Filing Principles</td>
</tr>
<tr>
<td>OT 32</td>
<td>Copy Processing</td>
</tr>
<tr>
<td>OT 33</td>
<td>Beginning Machine Transcription</td>
</tr>
<tr>
<td>OT 34</td>
<td>Office Procedures</td>
</tr>
<tr>
<td>OT 35 A-N</td>
<td>Specialized Office Skills</td>
</tr>
<tr>
<td>OT 37</td>
<td>Records Management</td>
</tr>
<tr>
<td>OT 39</td>
<td>Secretarial Accounting</td>
</tr>
<tr>
<td>WP 71</td>
<td>Memory Typewriter</td>
</tr>
<tr>
<td>WP 72</td>
<td>Machine Dictation and Transcription</td>
</tr>
<tr>
<td>WP 73</td>
<td>Magnetic Card II</td>
</tr>
<tr>
<td>WP 75</td>
<td>Text Editing Projects</td>
</tr>
<tr>
<td>WP 76</td>
<td>Office Management and Supervision</td>
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</table>

**Traffic and Transportation**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>T&amp;T 1</td>
<td>Introduction to Transportation</td>
<td>3</td>
</tr>
<tr>
<td>T&amp;T 2</td>
<td>Shipping and Receiving</td>
<td>3</td>
</tr>
<tr>
<td>T&amp;T 5</td>
<td>Freight Rates and Tariff Practices</td>
<td>3</td>
</tr>
<tr>
<td>T&amp;T 6</td>
<td>Interstate Commerce Principles and Practices</td>
<td>3</td>
</tr>
<tr>
<td>T&amp;T 7</td>
<td>Transportation Economics</td>
<td>3</td>
</tr>
<tr>
<td>T&amp;T 8</td>
<td>Warehousing and Physical Distribution Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**Elective Courses:**
Complete a minimum of 6 units from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 44</td>
<td>Records Management</td>
<td>2</td>
</tr>
<tr>
<td>Bus 124</td>
<td>Management Information System</td>
<td>3</td>
</tr>
<tr>
<td>Bus 130</td>
<td>Sales Techniques</td>
<td>3</td>
</tr>
<tr>
<td>Bus 132</td>
<td>Marketing Management</td>
<td>3</td>
</tr>
<tr>
<td>Sup 1</td>
<td>Basic Psychology for Supervisors</td>
<td>3</td>
</tr>
<tr>
<td>Sup 4</td>
<td>Labor Management Relations</td>
<td>3</td>
</tr>
<tr>
<td>Sup 12</td>
<td>Oral Communications</td>
<td>3</td>
</tr>
<tr>
<td>Sup 13</td>
<td>Communication Writing</td>
<td>3</td>
</tr>
<tr>
<td>T&amp;T 4</td>
<td>Law of Freight Loss and Damage Claims</td>
<td>3</td>
</tr>
<tr>
<td>T&amp;T 10</td>
<td>Air Freight</td>
<td>1</td>
</tr>
<tr>
<td>T&amp;T 11</td>
<td>Export and Import Trade</td>
<td>1</td>
</tr>
</tbody>
</table>

**Word Processing**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>WP 70</td>
<td>Introduction to Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>WP 72</td>
<td>Machine Dictation and Transcription</td>
<td>3</td>
</tr>
<tr>
<td>WP 76</td>
<td>Administrative Support Procedures</td>
<td>3</td>
</tr>
<tr>
<td>WP 77</td>
<td>Office Management and Supervision</td>
<td>3</td>
</tr>
<tr>
<td>Bus 40</td>
<td>Business English</td>
<td>3</td>
</tr>
<tr>
<td>Bus 150</td>
<td>Principles of Data Processing</td>
<td>3</td>
</tr>
<tr>
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**Elective Courses:**

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<tr>
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<td>Bus 140</td>
<td>Business Communications</td>
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<td>OT 37</td>
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<tr>
<td>OT 39</td>
<td>Secretarial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>Sup 1</td>
<td>Basic Psychology for Supervisors</td>
<td>3</td>
</tr>
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Student Services

Counseling Services

Counseling Philosophy
It is the aim of Oxnard College counselors to provide individual and group counseling sessions in which students feel free to discuss course selections, career interests, and personal concerns, as part of the process of making meaningful life decisions.

The counselor-student holistic approach encourages students to deal with immediate concerns and aids them in exploring options. The students' concerns are treated from a holistic framework, which may include a complete examination of lifestyles and how individual lifestyle affects educational performance.

Academic Information
One of the primary responsibilities of Oxnard College counselors is to assist students in planning for a program of study which appropriately reflects their personal interests, potential, and motivation. The counselor's function, however, is an advisory one. Ultimately, the responsibility for knowing program requirements and enrolling in proper courses rests with the students.

Students registering at Oxnard College for the first time and students on academic probation are required to meet

Servicios para Estudiantes

Servicios de Consejeros

Filosofía de los Consejeros
El propósito de los consejeros del colegio de Oxnard es de proveer sesiones de consejo individuales o en grupo en las cuales los estudiantes se sientan libres de discutir la selección de cursos, intereses en profesiones y sus asuntos personales.

El método "consejeron-estudiante" en su totalidad estimula a los estudiantes a resolver sus problemas inmediatos y los ayuda a explorar otras opciones. Los problemas del estudiante son tratados en una forma completa, lo que puede incluir un examen completo sobre su forma de vida y cómo esta puede afectar su éxito educativo.

Información Académica
Una de las responsabilidades más importante de los consejeros es la de ayudar a los estudiantes a planear un programa de estudio que refleje apropiadamente sus intereses personales, su potencialidad y su motivación, sin olvidar que la función del consejero es únicamente de aconsejar.

Los estudiantes que se inscriban en el colegio de Oxnard por primera vez y los que están a prueba necesitan
with a counselor prior to registration. All students are encouraged to see a counselor prior to registering. Other counseling appointments can be made by calling the Counseling Office.

**Career/Life Planning**
Counselors can provide students with information about a variety of career clusters and vocational fields. By visiting the Career Center, attending Personal Growth classes, and meeting with counselors, students have the opportunity to explore relationships between career choice, decision-making procedures, and personal values. Ongoing participation in Personal Growth classes allows students the opportunity to gain insight into past and present performance while providing a supportive atmosphere for self-exploration.

**Personal Concerns**
Trained professionals are available for personal counseling. Through a self-help holistic approach, counselors will help students explore immediate alternatives for crisis situations or assist in the decision making to provide for maximum student success while in attendance at Oxnard College. When further assistance is necessary, counselors can provide students with referral services for personal and social problems.

consultar con un consejero antes de inscribirse. Se recomienda a todos los estudiantes en general consultar con un consejero antes de las inscripciones, pues la responsabilidad final de matricularse en los cursos apropiados y de conocer los requisitos necesarios recae en el estudiante.

**Proyectos de Vida y Profesión**
Los consejeros pueden proporcionar a los estudiantes información sobre una variedad de carreras profesionales y vocacionales. Visitando el Centro de Profesiones, asistiendo a clases de desarrollo personal y reuniéndose con un consejero, los estudiantes tienen la oportunidad de explorar la relación que hay entre la profesión elegida, el proceso de hacer decisiones, y el aprecio personal. La participación en las clases de desarrollo personal da oportunidad a los estudiantes a distinguir entre sus acciones presentes y pasadas y al mismo tiempo les proporciona una atmósfera favorable para la auto-exploración.

**Dilemas Personales**
Profesionales competentes están al servicio del estudiante. A través del método "auto-ayuda" el consejero ayudará al estudiante a buscar alternativas inmediatas a situaciones críticas y lo alentará a tomar la mejor decisión. Si los problemas personales y sociales del estudiante son más serios, entonces el consejero le indicará donde obtener servicios adicionales.
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, 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 by these financial aids programs. Eligible applicants will be expected to adhere to standards of normal academic progress in order to receive the full benefits of these programs.

Grants
Basic Educational 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.

Servicio de Finanzas

El estudiante que duda poder asistir al colegio por el alto costo de la educación, encontrará que en la oficina de Servicio Financiero tiene un amigo dispuesto a ayudar. Esta oficina tiene una variedad de ayuda financiera con el propósito de asistir a los estudiantes con los gastos que ocasiona esta educación.

Los siguientes ejemplos indican cómo esta oficina ayuda a los estudiantes: tenemos becas del gobierno federal, préstamos, trabajo, y colocación en empleos. Las becas, los préstamos, y las oportunidades de trabajar están a la disposición de cualquier estudiante por medio de una solicitud que establezca su necesidad. Una vez aprobada la solicitud, el alumno debe mantener las normas de progreso académico para poder recibir esos beneficios.

Pensiones del Gobierno Federal

Oportunidades para la Educación Básica (BEOG);
Oportunidad Educatacional Suplemental (SEOG);
Servicio y Programas de Oportunidad Extensa (EOPS); cada una de estas becas requiere que el estudiante se inscriba con un mínimo de unidades. (BEOG) requiere seis unidades.
Loans
National Direct Student Loan (NDSL); California Guaranteed Student Loan (CGSL) — 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 career center. 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

Prestamos
El Prestamo Escolar Nacional (NDSL) y el Prestamo Escolar Garantizado por el Estado de California (CGSL) — Estos programas de préstamo subsidiarios del gobierno federal se ofrecen con intereses garantizados y pagos aplazados. Los préstamos deberán ser pagados al terminar los estudios.

Programa Federal Trabajo/Estudio
Los estudiantes que califiquen para recibir fondos de este programa obtendrán empleo por medio de la Oficina de Empleos y Colocación. Se les permitiría trabajar 20 horas como máximo a la semana, con un sueldo mínimo conforme a las normas establecidas por VCCCD.

Empleos
La oficina de empleos para estudiantes, asiste en la búsqueda de trabajos de medio-turmo (part-time), y turno completo (full-time), con un énfasis especial en colocar al estudiante en una posición de acuerdo a su experiencia o preparación. Esta oficina mantiene listas de empleos dentro y fuera del colegio y los anuncia en el centro de carreras del colegio. Estos servicios están también a la disposición de los estudiantes ya graduados.

Programas y Servicios
EOPS del colegio de Oxnard es un programa con fondos estatales, que fue diseñado con el propósito de promover las matrículas y la participación de los estudiantes con impedimentos lingüísticos, sociales, y/o desventajas económicas. EOPS
EOPS program provides the following types of services: recruitment, financial assistance, tutorial assistance, orientation, academic counseling, career guidance, book loans, and supportive services.

Eligibility requirements are as follows. Applicants:
1. must come from families whose income does not exceed $9,990 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 grades.
2. A financial statement.
3. Letters of recommendation.
4. A personal statement describing the applicant’s goals and plans for education.

Cada aplicación deberá ir acompañada de lo siguiente:
1. Copia de certificados de cursos (clases) terminados.
2. Carta personal en forma de aplicación
3. Dos cartas de recomendación

A menos que se indique de otra manera la aplicación o aplicaciones deberán ser presentadas antes del primero de mayo. Las aplicaciones que se presenten antes de la fecha indicada, serán entregadas a la Comisión de Investigación Escolástica, la cual examinará cada aplicación antes de llegar a una decisión. En algunos casos el candidato será entrevistado personalmente. Los aspirantes a estas becas serán notificados de la decisión final hecha por la Comisión por medio de la Oficina de Finanzas o por un representante de los patrocinadores o donadores de estas becas. Para más información acerca de requisitos adicionales, favor de ir a la oficina de Finanzas (Finance Aid Office).

Health Services/ Accident Insurance

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

Services that are available include first aid, examination and treatment of minor illness, family planning, pregnancy testing and counseling, vision, hearing, blood pressure and venereal disease screening, cancer detection, skin testing for tuberculosis and tetanus.

Centro de Salud/ Seguro de Accidente

El centro de salud ayuda a los estudiantes a que avancen en su meta educativa por medio de la medicina preventiva y otros servicios limitados. Además, el personal del centro provee información acerca de los centros de salubridad en la comunidad.

Los servicios que prestamos en la enfermería son los siguientes: primeras auxilios, pruebas y tratamientos de enfermedades simples, planificación de la familia, pruebas y consejos de embarazo, exámenes de vista y oído, presión de sangre,
immunizations. Physician and nurse practitioner services are available by walk-in clinic or appointment. Health counseling with evaluation and referral to community resources is offered. 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.

Veterans’ Services

The Veterans’ Readjustment Act of 1966 (PL 89-358) provides educational assistance for veterans who served on active duty for a period of more than 180 days.

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 campus VA Office.

enfermedades venéreas, y cáncer, cirugías para tuberculosis, e inmunizaciones contra tétanos. Servicios de médico y de enfermera están disponibles con cita o sin cita. Se ofrecen también consejos de salud con evaluación y referencia a recursos de la comunidad. Todo estudiante que pague la cuota de salud tiene derecho a estos servicios.

En caso de un accidente, es muy importante que éste sea reportado inmediatamente por un miembro de la facultad, un consejero, un supervisor, o un administrador. Cuando el estudiante reciba el cobro por tratamientos médicos de un accidente reportado debe llevar la cuenta a la enfermera del colegio para su pago inmediato.

Veteranos

El Decreto de la Acta de Ajustamiento para veterans de 1966 (PL 89-358) estipula que los veteranos que estuvieron en servicio militar por un período de más de 180 días, tendrán derecho a una pensión educativa mensual. La pensión se paga a base de 12 unidades, 9 unidades, o 6 unidades. Otro préstamo provee dinero adicional a los veteranos o a su familia que estén matriculados en por los menos en 6 unidades, si sus gastos educativos exceden sus ingresos económicos. La petición se hace antes de que comiencen las clases. Esto se hace con el representante de los veteranos en la oficina de VA en este colegio. Un empleado de esta oficina estará a su disposición para ayudarle a completar la solicitud.
The Veteran’s Clerk will be available to help with the filing of applications.

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 accepted 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.

**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.

**Actividades Estudiantiles**

La sociedad de estudiantes tiene mucha responsabilidad en el gobierno estudiantil, las organizaciones del colegio, y todas las actividades de los estudiantes en general. Los propósitos de estos programas están en completa armonía con los objetivos del colegio, como proveer oportunidades para el desarrollo personal, cooperación entre individuos, el desarrollo de líderes y el enriquecimiento de la vida en el colegio. El colegio ofrece actividades culturales, pre-profesionales y recreacionales, e invita a todos los estudiantes a que participen en actividades.
Athletics
Oxnard College’s Condors compete in the Western State Conference. OC fields teams in men and women’s cross-country and track and field; men’s basketball, baseball, and soccer; women’s basketball, volleyball, and tennis. Student athletes must be enrolled in 12 or more units during the sports season to be eligible for competition, and complete 24 units prior to the second year of competition.

Music Organizations
Oxnard College’s organized musical groups include a concert choir and a stage band. Both 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 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 Campus Observer, which is a vehicle of campus life and communication.
Special Programs

Disabled Students Program

The Oxnard College Special Education Office offers supportive services for physically disabled, learning disabled, and communicatively disabled students, to enable them to participate successfully in the educational process. A full range of services is provided to accommodate all handicaps, including special materials, audio-visual equipment, transportation, counseling and academic assistance.

Services for the visually impaired include tape recorders, Visual Tek, Braille encyclopedia, readers, and mobility assistance. For the hearing impaired, the college offers special classes taught in sign language such as English Grammar for the Deaf, Mathematics, and Contemporary Issues for the Deaf. Services for the deaf also include classroom interpreting, language programs, and tutors proficient in sign language.

Services for the learning disabled include diagnostic testing, counseling, individualized learning strategies, special classes and individualized educational plans. For the physically handicapped, the college offers transportation, mobility assistance, tutoring, and loaner electric wheelchairs for on-campus transportation.

Oxnard College now offers a homebound program for students unable to attend classes on campus. Vocational assessment for handicapped students is now available in addition to diagnostic and academic testing.
ESPIGA (Bilingual Program)

The Oxnard College bilingual program has been designed to facilitate non-English or limited English-speaking students' entrance into the regular English curriculum. Students will develop a mastery of the English language as they participate in this program earning college credits in vocational or academic programs.

Each semester, courses offered through ESPIGA are published in the schedule of classes in English and Spanish. Classes in vocational education, transfer level courses, and classes in essential skills make up the ESPIGA program offerings. Classes are offered during the day as well as in the evening.

There are bilingual personnel to help students with registration. Also, there are bilingual counselors who can recommend an appropriate course of studies.

ESPIGA (Programa Bilingüe)

El programa bilingüe del Colegio de Oxnard ha sido diseñado para facilitar la entrada de los estudiantes que no hablan inglés, o solamente hablan un poco de inglés, a las clases regulares en inglés. Los estudiantes aprenderán inglés mientras participan en este programa ganando créditos universitarios en programas vocacionales o académicos.

Cada semestre, las clases ofrecidas por el programa de ESPIGA son publicadas en el horario de clases en inglés y en español. Los cursos del programa de ESPIGA incluyen: clases de educación vocacional, clases de nivel transferible; y clases de destrezas fundamentales. Las clases se ofrecen de día y también de noche.

Hay personas bilingües que pueden ayudar a los estudiantes con la inscripción además, hay consejeros que pueden recomendar un curso de estudios apropiado.
Learning Center

OC's Learning Center, located on the mezzanine in the new Library/Learning Resources Center 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 is also available to supplement classroom instruction, or for self-help.

The Learning Center is open from 8 a.m. to 10 p.m. Monday through Thursday, and 8 a.m. to 5 p.m. on Friday.

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. Each individual’s specific skills, needs, and interests are taken into consideration; in addition, special workshops, seminars, and programs are offered through the program.

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. Also available are tutors on a drop-in basis in certain areas. The Tutorial Center is located on campus, in conjunction with the Learning Center.

Work Experience

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 firefighter who is taking Fire Science or a Business Management-Merchandising option student who is working as a salesperson 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 12 units in the major. Students enrolling for Work Experience must be enrolled in at least seven 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 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.
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.

Offering of Course as Listed in the Schedule of Classes
The college reserves the right to cancel any class scheduled for any term if enrollment is insufficient as determined by the guidelines established by the board of trustees.

Field Trips
Students enrolled in any course in the Oxnard College curriculum may be required to attend extra-educational events, excursions, and/or field trips. Such activities are subject to the district's policy on field trips, Section 4.14 of the Board Policy Manual, and to the provisions of the California Educational Code.
Laboratory Fees
Laboratory fees may be required to defray district costs. Students may be required to purchase safety goggles, clothing, or other protective devices for laboratory classes.

Credit-No Credit Options
In the following section, which contains all course descriptions, the numbers (1) or (2) will be seen at the end of some descriptions. Those numbers indicate that the so-designated courses are graded as follows:
(1) Courses wherein all students are evaluated on a "credit-no credit" basis.
(2) Courses wherein each student may elect by no later than the end of the first 30 percent (30%) of the term whether the basis of evaluation is to be "credit-no credit" or a letter grade.

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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:
Administrative Housekeeping

AH 1 - 3 units
Administrative Housekeeping I
Prerequisite: None
3 hours lecture weekly
Course is 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.) (2)

AH 2 - 3 units
Administrative Housekeeping II
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. (Co-numbered with H&R 17.) (2)

AH 9 - 2 units
Sanitation and Environmental Control
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 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.) (2)

AH 99ABCD - 1-2-3-4 units
Administrative Housekeeping 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.
Lab 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 the student's academic program and vocational goals. (1)
Agriculture

Ag 6 - 2 units
Introduction to Agricultural Sciences
Prerequisite: Agriculture major
2 hours lecture weekly
Survey of agriculture and horticulture industries throughout California, with visits to production, processing, marketing, and service agencies. (2)

Ag 10ABCD - 1-2-3-4 units
Agriculture Projects
Prerequisite: Agriculture major
1 hour lecture, 3-12 hours lab (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. (2)

Ag 11 - 3 units
Agriculture Sales and Services
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 selecting principles, practices, and techniques in providing farm operators with agricultural materials, supplies, equipment, and services; customer relations, and psychology. Field trips required. (2)

Ag 12 - 3 units
Agricultural Marketing
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. (2)

Ag 13 - 3 units
Business Practices in Landscape Horticulture
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. (2)

Ag 21AB - 2-2 units
Agricultural Mechanics
Prerequisite: None
1 hour lecture, 3 hours lab 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. (2)

Ag 22 - 3 units
Agricultural Masonry
Prerequisite: None
2 hours lecture, 3 hours lab 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. (2)
Ag 23 - 3 units
Agricultural Construction
Prerequisite: None
2 hours lecture, 3 hours lab 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. (2)

Ag 24 - 2 units
Small Engines
Prerequisite: None
1 hour lecture, 3 hours lab 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. (2)

Ag 25 - 3 units
Tractor and Equipment Operations
Prerequisite: None
2 hours lecture, 3 hours lab weekly
Agricultural and industrial tractor types; operation, selection, troubleshooting, and minor maintenance. Application to related equipment stressing operation of units in practical situations. (2)

Ag 26 - 3 units
Agricultural and Industrial Power
Prerequisite: None
2 hours lecture, 3 hours lab weekly
Farm tractor operation, selection, troubleshooting, and maintenance. Gasoline, diesel, electric fundamentals, and accessory systems. Applications to farm machinery use and allied power units. (2)

Ag 31AB - 1-1 unit
Shop Safety, Hand Skills — Ag Mechanics
Prerequisite: None
3 hours lab weekly
Selection, care, and use of hand and small power tools common to agriculture. Shop safety and proper use of shop equipment also emphasized. (2)

Ag 32ABC - 1-1-1 unit
Ag Machinery Skill and Operation
Prerequisite: None
3 hours lab 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. (2)

Ag 33ABCDEF - 1-1-1-1-1 unit
Metal Fabrication and Welding
Prerequisite: None
3 hours lab weekly
Basic principles, safety aspects, equipment, and techniques of oxy-acetylene welding, arc welding, heliarc or tungsten inert gas (TIG), metal arc inert gas (MIG), and metal fabrication practice through practical exercises, direct application, and repair of agricultural equipment. (2)

Ag 34ABC - 1-1-1 unit
Agriculture Construction Fundamentals and Skills
Prerequisite: None
3 hours lab 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. (2)

**Ag 35ABC - 1-1-1 unit**  
Agriculture Tractor Operation and Maintenance  
Prerequisite: None  
3 hours lab 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. (2)

**Ag 36 - 2 units**  
Ag Welding Technology  
Prerequisite: None  
1 hour lecture, 3 hours lab weekly  
Safety aspects, equipment operation, and techniques of oxy-acetylene welding, arc welding, TIG and MIG welding, and metal fabrication through practical exercises and repair of agricultural equipment. Students required to purchase safety protective items. (2)

**Ag 37 - 1 unit**  
Ag Welding  
Prerequisite: None  
3 hours lab weekly  
Practical experience in the techniques of oxy-acetylene, electrical, and inert gas welding including expansion, contraction, and residual stresses in welding of materials. Students required to purchase safety protective items. (2)

**Ag 39 - 1-12 units**  
Agriculture Equipment Operation/Welding  
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. Topics covered may include metal fabrication and welding, equipment operation and maintenance, chemical application, and use of hand and power tools. Credit may be 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. May be repeated for credit to a maximum of 36 units. Students required to purchase safety protective items. (2)

**Ag 41 - 3 units**  
Introduction to Animal Science  
Prerequisite: None  
2 hours lecture, 3 hours lab weekly  
Basic considerations of popular breeds of beef, sheep, swine, and dairy cattle; the animal industry in the US 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. (2)

**Ag 51 - 3 units**  
Citrus Production  
Prerequisite: None  
2 hours lecture, 3 hours lab 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. (2)

**Ag 52 - 3 units**  
**Avocado Production**  
Prerequisite: None  
2 hours lecture, 3 hours lab weekly  
Industry development, environmental requirements, variety adaptation, propagation, tree training, cultural requirements, soil management practices, and production economics. Field laboratories and trips required. (2)

**Ag 55 - 3 units**  
**Orchard Management**  
Prerequisite: Ag 51 or Ag 52  
2 hours lecture, 3 hours lab 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. (2)

**Ag 54 - 3 units**  
**Packing House Management**  
Prerequisite: Ag 51 or Ag 52  
2 hours lecture, 3 hours lab 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. (2)

**Ag 55 - 4 units**  
**California Fruit Growing**  
Prerequisite: None  
3 hours lecture, 3 hours lab 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, sherry, and others will be investigated. Field trips and practical laboratories included. (2)

**Ag 61 - 3 units**  
**Field Crop Production**  
Prerequisite: None  
2 hours lecture, 3 hours lab weekly  
Economic importance, adaptation, propagation, cultural practices, harvesting, processing, and marketing of field crops in California. Emphasis on 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. (2)

**Ag 62 - 3 units**  
**Vegetable Crop Production**  
Prerequisite: None  
2 hours lecture, 3 hours lab weekly  
Typical vegetable crops produced in Ventura County. Economic importance, adaptation, propagation, cultural practices, harvesting, processing, and marketing. Field practice and trips required. (2)
Ag 63 - 3 units
Commercial Seed and Flower Production
Prerequisite: None
2 hours lecture, 3 hours lab 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 - 3 units
Landscape Horticulture
Prerequisite: None
3 hours lecture weekly
Plant morphology, plant climates, soils and amendments, plant nutrients, common plant pests and diseases, general pruning practices, general turfgrass problems, ground covers and their uses, general estimating problems, general planting of trees and shrubs. (2)

Ag 67 - 3 units
Recreational Landscape Construction
Prerequisite: None
2 hours lecture, 3 hours lab 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. (2)

Ag 68 - 3 units
Environmental Irrigation
Prerequisite: None
2 hours lecture, 3 hours lab 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. (2)

Ag 69 - 3 units
Park and Golf Course Management
Prerequisite: Ag 66
2 hours lecture, 3 hours lab 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, and supplies and equipment. Of special interest to park and recreation majors. Field trips required. (2)

Ag 70 - 4 units
Ornamental Trees
Prerequisite: None
2 hours lecture, 6 hours lab 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. (2)

Ag 71 - 3 units
Tropical, Flowering Plants, Ornamental Vines, and Bedding Plants
Prerequisite: None
2 hours lecture, 3 hours lab 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. (2)

**Ag 72 - 3 units**  
**Ornamental Shrubs and Ground Covers**  
Prerequisite: None  
2 hours lecture, 3 hours lab 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, second spraying. Field trips required. (2)

**Ag 73 - 3 units**  
**Environmental Landscape Design**  
Prerequisite: None  
2 hours lecture, 3 hours lab 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. (2)

**Ag 74 - 3 units**  
**Turfgrass Identification and Installation**  
Prerequisite: None  
2 hours lecture, 3 hours lab 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. (2)

**Ag 75 - 3 units**  
**Turfgrass Management**  
Prerequisite: Ag 74  
2 hours lecture, 3 hours lab weekly  

Proper management procedures for turfgrass varieties as used in Southern Californian; 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. (2)

**Ag 76 - 3 units**  
**Landscape Construction**  
Prerequisite: None  
2 hours lecture, 3 hours lab 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. Course covers fundamental's of construction as applied to landscape projects; use of materials in landscape construction; installation techniques; tools, equipment, structures, plumbing, masonry, electricity, surveying, grading, sprinklers, and drainage systems used in landscape construction; contracts and specification writing; legal aspects of the landscape industry. (2)

**Ag 77 - 3 units**  
**Landscape Contracting Principles**  
Prerequisite: None  
2 hours lecture, 3 hours lab weekly  
Cost finding and estimating for landscape trades; principles and practices in supervising workers and applying approved techniques in landscape construction. Field trips required. (2)
Ag 81 - 3 units  
**Principles of Landscape Maintenance**  
Prerequisite: None  
2 hours lecture, 3 hours lab 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. (2)

Ag 82 - 3 units  
**Soils and Fertilizers**  
Prerequisite: None  
2 hours lecture, 3 hours lab 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. (2)

Ag 83 - 3 units  
**Pest and Disease Control**  
Prerequisite: None  
1 hour lecture, 6 hours lab weekly  
Symptoms, identification, and methods of control of the principal 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. (2)

Ag 84 - 3 units  
**Ornamental Shrubs and Trees, Vines, Ground Covers, and Flowering Plants**  
Prerequisite: None  
2 hours lecture, 3 hours lab 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. (2)

Ag 85 - 3 units  
**Turfgrass Maintenance**  
Prerequisite: None  
2 hours lecture, 3 hours lab 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. (2)

Ag 86 - 3 units  
**Operation and Operator Maintenance of Landscape Maintenance Related Equipment**  
Prerequisite: None  
9 hours lab weekly  
Selection, operation, and operator maintenance of the hand and power driven equipment used in the landscape maintenance field. (2)

Ag 89 - 1-12 units  
**Ornamental Landscaping Skills**  
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. Topics covered may include landscape equipment mechanics, landscape horticulture, recreational landscape construction, park and golf course landscape maintenance, ornamentals, shrubs and ground covers, turf grasses, soils and fertilizers, and pest and disease control. Credit may be awarded for in-
individual classes successfully completed. Course is operated on a continuous enrollment plan and graded on a credit-no credit basis. Course may be repeated for credit to a maximum of 24 units. (2)

**Ag 91ABC - 1-1-1 unit**  
**Introduction to Pest Management**  
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. (2)

**Ag 92 - 3 units**  
**Insects and Diseases of Plants**  
Prerequisite: None  
2 hours lecture, 3 hours lab 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 labs may be required. (2)

**Ag 93 - 3 units**  
**Weeds and Defoliants**  
Prerequisite: None  
2 hours lecture, 3 hours lab weekly

Identification and control methods for common California weed pests; herbicides, their characteristics and use; plant defoliation needs and techniques as applied to agricul-tural crop production. Field labs and trips required. (2)

**Ag 95 - 2 units**  
**Integrated Biological Concepts**  
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. (2)

**Ag 98A - 1/2-3 units**  
**Short Courses in Agriculture Sciences**  
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. (2)

**Ag 98B - 1/2-3 units**  
**Short Courses in Environmental Sciences**  
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. (2)

**Ag 99ABCD - 1-2-3-4 units**  
**Agriculture Work Experience**  
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. Lab 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. (2)

**Ag 103 - 3 units**
**Plant Biology**
Prerequisite: None
2 hours lecture, 3 hours lab 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; independent study projects and field labs; field trips required. (2)

**Ag 104 - 4 units**
**Soil and Plant Nutrition**
Prerequisite: None
3 hours lecture, 3 hours lab 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 labs and trips required. (2)

**Ag 105 - 3 units**
**Irrigation and Surveying**
Prerequisite: None
2 hours lecture, 3 hours lab 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 labs required. (2)
Air Conditioning and Refrigeration

AC 1 - 4 units
Air Conditioning and Refrigeration Fundamentals I
Prerequisite: None
2 hours lecture, 6 hours lab 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 - 4 units
Air Conditioning and Refrigeration Fundamentals II
Prerequisite: AC 1
2 hours lecture, 6 hours lab 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 - 8 units
Commercial and Industrial Refrigeration Service
Prerequisite: Completion of AC 1, 2
4 hours lecture, 12 hours lab weekly
Advanced course of study on application of skills necessary to service major air conditioning appliances, walk-in freezers, and refrigeration installations.

AC 4 - 8 units
Air Conditioning Estimating and Layout
Prerequisite: Completion of AC 1, 2, 3
4 hours lecture, 12 hours lab weekly
Sizing of equipment and layout of duct systems for residential, commercial, and industrial air conditioning systems.

AC 5 - 8 units
Hydronics - Water Treatment
Prerequisite: Completion of AC 1, 2, 3, 4
4 hours lecture, 12 hours lab 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 10 - 3 units
Introduction to Air Conditioning and Refrigeration
Prerequisite: None
3 hours lecture
Course surveys the Air Conditioning and Refrigeration industry and covers basic principles of refrigeration.

AC 89ABCD - 1-12 units
Air Conditioning and Refrigeration Cluster
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 courses within Air Conditioning program successfully completed. Course is operated on a continuous enrollment plan and graded on a credit-no credit basis.

AC 98 - ½-10 units
Short Courses in Air Conditioning and Refrigeration
Prerequisite: None
Lecture and/or lab as required by unit formula
Specialized workshops designed to update air conditioning and refrigeration personnel as required for in-service training 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. (2)

**AC 99ABCD - 1-2-3-4 units**

**Air Conditioning and Refrigeration 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. Lab 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. (2)

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**Alcohol Studies**

**AISt 98 - ½-10 units**

**Short Courses in Alcohol Studies**

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

Specialized workshops designed to update Alcohol program personnel and others as required for in-service training in specific subject matter areas. Unit credit determined by length of instruction of the workshop as defined by current credit standards. (2)

**AISt 99ABCD - 1-4 units**

**Alcohol Studies 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.

Lab hours as required by unit formula.

Supervised off-campus practical work experience related to the student’s major. An opportunity to integrate classroom study with practical on-the-job experience relevant to student’s academic program and vocational goals. (1)

**AISt 101A - 3 units**

**Overview of Alcoholism: Alienation and Addiction**

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.
AlSt 101BCDEFG - ½-3 units
Modules in Alcohol Studies
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.

AlSt 102 - 3 units
Techniques of Counseling Alcohol-Related Programs
Prerequisite: AlSt 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.

AlSt 103 - 3 units
Pharmacology of Alcoholism and Other Drugs
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.

AlSt 104 - 3 units
Marriage and Cultural Influences
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.

AlSt 105 - 1-3 units
Alcohol Studies Field Experience
Prerequisite: Completion of or concurrent enrollment in Alcohol Studies course
Lecture and/or lab 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.
Anthropology

Anth 101 - 3 units
Introduction to Physical Anthropology
Prerequisite: None
3 hours lecture weekly
The human species, its origin and present biological variations, 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 - 3 units
Introduction to Cultural Anthropology
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 - 3 units
Introduction to Archaeology
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.

Anth 105 - 3 units
Sex Roles in World Cultures
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 - 3 units
Culture and Personality
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 - 3 units
Introduction to Medical Anthropology
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 - 3 units
People and Cultures of the World
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 111 - 3 units**  
**Fossil Evidence for Human Evolution**  
Prerequisite: None. Anth 101 recommended.  
3 hours lecture weekly  
Presentation and discussion of major pieces of evidence for human evolution and methods and techniques used in their study. Some topics included are history of fossil discoveries, skeletal anatomy, fossil dating techniques, and different theoretical views on human evolution.

**Anth 112 - 3 units**  
**Classical Archaeology: Ancient Civilizations of the Old World**  
Prerequisite: None  
3 hours lecture weekly  
Presentation and discussion of evidence and theories related to the origins and development of civilizations from the perspectives of classical archaeology, prehistory, and anthropology. Data, interpretations, and theoretical models will be considered dealing with early civilizations in Egypt, Mesopotamia, and the Mediterranean.

**Anth 113 - 3 units**  
**Ancient Civilizations of the Americas**  
Prerequisite: None  
3 hours lecture weekly  
Presentation and discussion of evidence and theories related to the origins and development of civilizations of the New World from the perspective of archaeology, prehistory, and anthropology. Data, interpretations, and theoretical models will be considered dealing with the early civilizations and proto-civilizations in Mesoamerica, South America, and North America.

**Anth 189A-Z - ½-3 units**  
**Topics in Anthropology**  
Prerequisite: None  
Lecture and/or lab as required by unit formula  
Courses considering specialized, specific topics in anthropology which are not covered in the general Anthropology offerings. Topics developed to date are listed below:

**Anth 189A - North American Indians**  
A survey of North American Indian cultures including prehistory, adaptations, and social, political, and religious beliefs. The effects of European contact and the situations of contemporary native Americans will be considered.

**Anth 189B - Egyptology: Ancient Egyptian Culture and Civilization**  
An introduction to the study of ancient Egyptian culture from the perspectives of anthropology, archaeology, and ethnohistory. Although the Archaic, Pre-Dynastic, and Post-Dynastic periods will be discussed, the main emphasis of the course is on the fluorescent culture of Dynastic Egypt, the Old, Middle, and New Kingdoms.
Art

Art 98A-Z - ½-10 units
Short Courses in Art
Prerequisite: None
Lecture and/or lab as required by unit
formula
Specialized topics designed to
inform or update interested
persons in the various
disciplines within art. (2)

Art 101 - 3 units
Art Appreciation
Prerequisite: None.
3 hours lecture weekly
One-semester survey to
acquaint students with major
periods and styles of art of the
western world and to develop
understanding of the visual
arts. Recommended for the
general student.

Art 102-103 - 3-3 units
Art History
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.
Required of all art majors.

Art 104AB - 2-2 units
Color and Design
Prerequisite: Art 104A for 104B
1 hour lecture, 3 hours lab weekly
Basic course provides thorough
background in design
principles — problems in line,
shape, texture, form, and
color. (2)

Art 106AB - 3-3 units
Drawing and Composition
Prerequisite: None
1½ hours lecture, 4½ hours lab 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. (2)

Art 108AB - 3-3 units
Painting
Prerequisite: Art 106AB or equivalent or concurrent enrollment; Art 108A or equivalent for 108B
1½ hours lecture, 4½ hours lab weekly
Intermediate course on structural and expressive values in contemporary painting; practice in building of form, control of pictorial order, and use of color and light; emphasis on technical competence and individual concepts; experimentation with tradition and newer painting materials. (2)

Art 110AB - 3-3 units
Advanced Painting
Prerequisite: Art 106AB or equivalent or concurrent enrollment; Art 110A or equivalent for 110B
1½ hours lecture, 4½ hours lab 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. (2)

Art 112AB - 3-3 units
Watercolor
Prerequisite: Art 106AB or equivalent or concurrent enrollment; Art 112A or equivalent for 112B
1½ hours lecture, 4½ hours lab weekly
Exploring the watercolor medium, in a variety of techniques, emphasizing new bold approaches in abstract and application to realist form. (2)

Art 115 - 3 units
Beginning Ceramics
Prerequisite: None
1½ hours lecture, 4½ hours lab weekly
Fundamental course in pottery making; slab and coil techniques and wheel throwing with emphasis on ceramic form and design, glazing, and craftsmanship. (2)

Art 116 - 3 units
Intermediate Ceramics
Prerequisite: Art 115 or equivalent
1½ hours lecture, 4½ hours lab 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. (2)

Art 126AB - 3-3 units
Figure Drawing
Prerequisite: Art 106AB or equivalent or concurrent enrollment; Art 126A for 126B
1½ hours lecture, 4½ hours lab 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. (2)

Art 128AB - 3-3 units
Figure Painting
Prerequisite: Art 106AB or equivalent or concurrent enrollment; Art 128A or equivalent for 128B
1½ hours lecture, 4½ hours lab 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. (2)
Art 152AB - 3 units
Ceramic Design
Prerequisite: Art 115 or 116 or equivalent
1½ hours lecture, 4½ hours lab weekly
Further study in applied design, use of glaze materials, kiln firing, wheel work, and independent projects. (2)

Art 189A-Z - ½-3 units
Topics in Art
Prerequisite: None
Lecture and/or lab as required by unit formula
Courses considering specialized, specific topics in art which are not covered in the general art offerings. Topics developed to date are listed below: (2)

Art 189A - 3 units
The Art of Mexico
Prerequisite: None
3 hours lecture weekly
Historical survey of the art of Mexico from pre-Columbian to the present. (2)

Art 199AB - 1-3/1-3 units
Directed Studies in Art
Prerequisite: A course in the specific field
Lecture and/or lab 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. (2)
**Astronomy**

**Ast 101 - 3 units**  
**Elementary Astronomy**  
Prerequisite: None  
3 hours lecture weekly  
Introductory course designed to familiarize students with various aspects of the subject; course covers history, tools, solar system, stars, galaxies, and black holes. (2)

**Automotive Body Repair**

**AB 1 - 4 units**  
**Introduction to Automotive Body and Fender Repair**  
Prerequisite: None  
2 hours lecture, 6 hours lab weekly  
Fundamentals of auto body repair, including arc and oxy-acetylene welding, roughing-out and metal finishing, use of body fillers, sanding, masking, priming. (2)

**AB 2 - 4 units**  
**Intermediate Automotive Body and Fender Repair**  
Prerequisite: AB 1  
2 hours lecture, 6 hours lab weekly  
Special problems in repair of automobiles; use of advanced techniques with materials such as steel, aluminum, and plastic; special painting methods. (2)

**AB 3 - 4 units**  
**Estimating Auto Body Damage and Repair**  
Prerequisite: AB 1, 2 or equivalent  
2 hours lecture, 6 hours lab 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. (2)

**AB 4 - 4 units**  
**Advanced Auto Body Collision and Damage Repair**  
Prerequisite: AB 1, 2, or equivalent  
2 hours lecture, 6 hours lab weekly  
Advanced course in techniques of estimating and repair of heavy damage to auto body and chassis; emphasis on automobile frame, sectioning,
straightening, and advanced welding. Student auto body projects will be in the scope of complete automotive wrecks. (2)

**AB 98 - ½-10 units**
**Short Courses in Auto Body**
Prerequisite: None
Lecture and/or lab as required by unit formula
Specialized topics designed to inform or update interested persons in the various disciplines within the auto body repair industry. (2)

**AB 99ABCD - 1-2-3-4 units**
**Autobody 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. Lab hours as required by unit formula.
Supervised off-campus practical work experience related to auto body collision repair. (2)

**Automotive Mechanics**

**AM 1 - 4 units**
**Automotive Service Industry and the Four Cycle Engine**
Prerequisite: None
2 hours lecture, 6 hours lab 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.

**AM 2 - 3 units**
**Automotive Cranking and Charging Systems**
Prerequisite: None
2 hours lecture, 3 hours lab 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.

**AM 3 - 6 units**
**Engine Tune-Up and Diagnostic Procedures**
Prerequisite: None
3 hours lecture, 9 hours lab weekly
Course covers automobile tune-up procedures, ignition systems, fuel systems, and use of various testing instruments such as oscilloscope and Infrared Exhaust Analyzer.

**AM 4 - 3 units**
**Automotive Emission Control**
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.

**AM 5 - 3 units**  
**Brake Mechanics**  
Prerequisite: None  
2 hours lecture, 3 hours lab 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 - 3 units**  
**Front End Mechanics**  
Prerequisite: None  
2 hours lecture, 3 hours lab weekly  
Course teaches procedures of automotive wheel alignment, wheel balancing, component repair and replacement.

**AM 10 - 3 units**  
**Fundamentals of Auto Mechanics**  
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.

**AM 11 - 1 unit**  
**Minor Tune-Up**  
Prerequisite: None  
3 hours lab weekly  
Teaches students techniques necessary for minor electrical and fuel system procedures, using non-sophisticated tools and equipment. (2)

**AM 12 - 2 units**  
**Automotive Air Conditioning**  
Prerequisite: None  
1 hour lecture, 3 hours lab 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.

**AM 13 - 3 units**  
**Tune-Up Clinic**  
Prerequisite: AM 10  
2½ hours lecture, 1½ hours lab weekly  
Detailed coverage of automotive tune-up including use of sophisticated, specialized test equipment.

**AM 14 - 4 units**  
**Brake and Front End Repair**  
Prerequisite: None  
2 hours lecture, 6 hours lab weekly  
Teaches the techniques of servicing conventional and disc brake systems, and necessary theory and practical experience to accomplish front end suspension repair, wheel alignment, and wheel balancing.

**AM 20 - 3 units**  
**NIASE Mechanics Certification**  
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 Automo-

**AM 21 - 3 units**
**Clean Air Tune-Up**
Prerequisite: Enrollment in or completion of emission control or tune-up courses or employment in automotive services industry.
3 hours lecture weekly
Vehicle low emission tune-up and repair training to qualify mechanics for mandatory Vehicle Inspection Program.

**AM 89 - 1-12 units**
**Imported and Domestic Automotive Mechanics**
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. Topics covered may include engine overhaul, electrical systems, tune-up, emission control, brakes, front-end alignment.

Credit may be awarded for courses within Automotive Mechanics program successfully completed. Course is operated on a continuous enrollment plan. May be repeated for credit up to 36 units. (2)

**AM 98 - ½-10 units**
**Short Courses in Automotive Mechanics**
Prerequisite: None
Lecture and/or lab 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. (2)

**AM 99ABCD - 1-2-3-4 units**
**Automotive Mechanics 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. Lab hours as required by unit formula.
Supervised off-campus practical work experience related to automotive service and repair. (2)
Biology

Biol 98 - ½-10 units
Short Courses in Biology
Prerequisite: None
Lecture and/or lab as required by unit formula.
Specialized topics designed to inform or update interested persons in the various disciplines with the Biological Sciences. (2)

Biol 101 - 4 units
Principles of Biology
Prerequisite: Chem 20 or Chem 101 or equivalent
3 hours lecture, 3 hours lab weekly
Introduction to principles of molecular and cellular biology and diversity of organisms; designed for biological science and pre-professional majors. (2)

Biol 102 - 4 units
Principles of Biology
Prerequisite: Biol 101 or equivalent with minimum grade of C
3 hours lecture, 3 hours lab weekly
Organismic and population biology, designed for biological science and pre-professional majors. (2)

Biol 103 - 4 units
General Biology
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 lab weekly
Lectures and lab exercises deal with the cell, diversity of organisms, nutrition, respiration, circulation, genetics, reproduction, embryology, evolution, ecological relationships, and biogeography. (2)

Biol 105 - 5 units
General Botany
Prerequisite: None
3 hours lecture, 6 hours lab 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. (2)

Biol 106 - 3 units
The Human Environment
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. (2)

Biol 107 - 5 units
Anatomy and Physiology
Prerequisite: None; however, high school Biology and Chemistry are strongly recommended.
3 hours lecture, 6 hours lab 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.) and some transfer majors. (2)
Biol 108 - 4 units  
Marine Biology  
Prerequisite: None; however, high school Biology and Chemistry are strongly recommended.  
3 hours lecture, 3 hours lab 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 lab biological science transfer requirement for universities and state colleges. (2)  

Biol 109 - 3 units  
Plant and Animal Communities of California  
Prerequisite: None  
2 hours lecture, 3 hours lab 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. (2)  

Biol 110 - 5 units  
Principles of Microbiology  
Prerequisite: Chem 20; a biology course recommended  
3 hours lecture, 6 hours lab weekly  
Study of the distribution, structure, and metabolic activities of bacteria, fungi, algae, protozoa and viruses and physical/chemical methods in their control; lab methods in isolation, cultivation and identification of common soil, water and food microbes; principles of disease transmission, prevention, and immunity. (2)  

Biol 111 - 4 units  
General Human Anatomy  
Prerequisite: None. Previous biology course recommended  
3 hours lecture, 3 hours lab weekly  
Study of the gross and microscopic anatomy of organ systems based on laboratory dissection of the cat and demonstration of the dissected human cadaver. Prepared slides, models, charts, and other classroom aids are used. (2)  

Biol 112 - 4 units  
Human Physiology  
Prerequisite: Chem 20 or equivalent and Biol 111  
3 hours lecture, 3 hours lab weekly  
Study of the underlying physiological processes involved in the functioning of the organs and systems of the human body. Lab experiments and demonstrations to illustrate basic physiological principles and techniques. (2)  

Biol 113 - 2 units  
Biology of Cancer  
Prerequisite: A biology course recommended, but not required.  
2 hours lecture weekly  
Study of cancer from a biological viewpoint, emphasizing cellular, bio-chemical and environmental aspects of the disease with discussion of the types of cancer, their diagnosis and treatment. (2)  

Biol 198 - ½-10 units  
Topics in Biology  
Prerequisite: None  
Lecture and/or lab 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. (2)
Bus 2 - 3 units
Preparation for Accounting
Prerequisite: None
2 hours lecture, 3 hours lab 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. (2)

Bus 3 - 3 units
Payroll Accounting
Prerequisite: None
3 hours lecture weekly
Course primarily for clerical, secretarial, and accounting majors covering the need for payroll records; computing payroll records; computing wages and salaries; computing various payroll taxes; preparing the payroll, the compensation record, completing and filing various government forms; and a project covering all of these. (Co-numbered with OT 3.) (2)

Bus 4 - 3 units
Analysis of Financial Statements
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. (2)

Bus 5 - 3 units
Personal Finance
Prerequisite: None
3 hours lecture weekly
Basic course designed to improve management of personal financial affairs; solving and practical experience in development of budgets, investments, insurance, loans, taxes, social security, etc. (2)

Bus 6 - 3 units
Individual Income Tax Accounting
Prerequisite: None
3 hours lecture weekly
Federal and California income tax theory for individual taxpayers. Capital gains and sale of residence among topics discussed. (2)

Bus 7 - 2 units
Income Tax Accounting Workshop
Prerequisite: None
1 hour lecture, 3 hours lab weekly
A non-technical presentation of information needed in preparing returns for individuals, partnerships, and corporations, with emphasis on the individual's return. (2)

Bus 8 - 2 units
Voluntary Income Tax Assistance
Prerequisite: None
Lecture and/or lab 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.) (2)

Bus 9 - 3 units
Corporate Income Tax Accounting
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. (2)

**Bus 11 - 3 units**  
**Survey of Business Law**  
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 employment. (2)

**Bus 12 - 3 units**  
**Consumer Law**  
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. (2)

**Bus 14 - 2 units**  
**Family Risk Management**  
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. (2)

**Bus 15 - 3 units**  
**Small Claims and Civil Procedures**  
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. (2)

**Bus 20 - 3 units**  
**Public Relations**  
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, stockholders, and news media; evaluates communication techniques used to improve public relations and create a favorable public image. Guest speakers when appropriate. (2)  
(Co-numbered with Journ 90.) (2)

**Bus 21 - 3 units**  
**Installment Credits**  
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 when appropriate. (2)

**Bus 22 - 3 units**  
**Principles of Bank Operations**  
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 government controls. Guest speakers when appropriate. (2)

**Bus 23 - 3 units**  
**Commercial Bank Teller Training**  
Prerequisite: None  
3 hours lecture weekly  
Covers commercial banking
operations; negotiable instruments utilized by commercial banking; provides the student with capability to recognize a check and various kinds of endorsements, proper cash control, and delineation of duties of teller window operation. Guest speakers when appropriate. (2)

**Bus 30 - 3 units**  
**Business Mathematics**  
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. (2)

**Bus 31 - 3 units**  
**Calculating Machines**  
Prerequisite: None  
2 hours lecture, 3 hours lab 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. (2)

**Bus 32 - 4 units**  
**Grocery Checking**  
Prerequisite: None  
3 hours lecture, 3 hours lab 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. (2)

**Bus 33 - 3 units**  
**Marketing/Management Internship Project**  
Prerequisite: Sophomore status,

**Bus 120**  
1 hour lecture, 9 hours lab weekly  
Discussion, investigation, and analysis of trends, operations, and practices related to students’ career objective and training station work and assignment. Students will be placed in management training positions in a distributive occupation leading to mid-management level positions. (Students who are presently in a training position may also enter the course.) Trainee spends minimum 9 hours weekly on-the-job. (2)

**Bus 40 - 3 units**  
**Business English**  
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. (2)

**Bus 98A-Z - ½-10 units**  
**Short Courses in Business**  
Prerequisite: None  
Lecture and/or lab hours as required by unit formula  
Specialized topics designed to inform or update interested persons in various disciplines within the field or business. Unit credit determined by length of courses. (2)

**Bus 99ABCD - 1-2-3-4 units**  
**Business 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 15 units. Lab hours as required by unit formula  
Supervised off-campus placement for practical work experi-
ence 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. (1)

**Bus 101A - 3 units**  
**Accounting Principles**  
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 - 3 units**  
**Accounting Principles**  
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 120 - 3 units**  
**Introduction to Business**  
Prerequisite: None  
3 hours lecture weekly  
Course examines important concepts of business including investments, insurance, real estate, budgeting, and accounting, marketing laws affecting proprietorships, partnerships, and corporations, plus basic economic principles.

**Bus 121 - 3 units**  
**Business Organization and Management**  
Prerequisite: None  
3 hours lecture weekly  
Basic functions of a business organization and middle management's responsibilities in planning organizing, directing, controlling, coordinating, and executing the organization's objectives.
Bus 122 - 3 units
Personnel Management and Human Relations
Prerequisite: None
3 hours lecture weekly
Study of employer-employee relationships, recruiting, resumes, selection, training, development, morale, wage and salary administration, fringe benefits, EEO, and Affirmative Action.

Bus 123 - 3 units
Small Business Management
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 when appropriate.

Bus 124 - 3 units
Management Information Systems
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 - 3 units
Sales Techniques
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 and films where appropriate.

Bus 131 - 3 units
Retail Merchandising
Prerequisite: None
3 hours lecture weekly
Merchandising activities in small and large businesses are considered from the standpoint of management operations, buying and selling, leasing, distributing and advertising. Speakers, field trips, and films where appropriate.

Bus 132 - 3 units
Marketing Management
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 - 3 units
Advertising
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. (Co-listed with Journ 92.)

Bus 135 - 3 units
Retail Store Management
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 136 - 3 units
Buying and Store Operation
Prerequisite: None
3 hours lecture weekly
Principles and techniques of buying for retail organization, including merchandise selection, planning, contracting, and the use of management reports. Emphasis is placed on subjects closely integrated with retail buying functions, store operation procedures, sales promotion, and personnel management.

Bus 136L - 2 units
Buying and Store Operation Lab
Prerequisite: None
6 hours lab weekly
On-the-job experience in student store. Student will work with advertisement, promotion, products in student store — The Gazebo.

Bus 140 - 3 units
Business Communications
Prerequisite: None
3 hours lecture weekly
Applies practical psychology in dealing with people through business correspondence, reports, and presentations. Gives practice utilizing correct English usage through oral and written communications including sales letters, credit and collection letters and resumes and business reports.

Bus 150 - 3 units
Principles of Data Processing
Prerequisite: None
3 hours lecture weekly
An up-to-date comprehensive introduction to principles of computers and electronic data processing. Special emphasis given to business applications for computers. (2)

Chemistry

Chem 10 - 3 units
Introductory Chemistry: Our Chemical Environment
Prerequisite: None
3 hours lecture weekly
Descriptive course emphasizes modern chemical theory and its contribution to understanding of the physical environment, particularly as it affects the social and economic decisions of human kind. Designed for the non-science major. (2)

Chem 20 - 5 units
Elementary Chemistry
Prerequisite: Math 11, or equivalent with minimum grade of C
4 hours lecture, 3 hours lab 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 lab techniques with experiments illustrating principles covered in lectures. (2)

Chem 101 - 5 units
General Chemistry I
Prerequisite: Chem 20 or high school chemistry with a grade of C or better. Knowledge of algebra.
3 hours lecture, 6 hours lab 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
Child Development

CD 21 - 1 unit
Program for Toddlers
Prerequisite: None
Lecture and lab as required by unit formula
Course covers normal development throughout toddler period of 1-2½ years of age. Emphasis on importance of play and selection of appropriate play materials. Children in this age range may attend this class with parents. Lab fee may be required. Course may be repeated for credit. (2)

CD 50 - 1 unit
Day Care Today
Prerequisite: None
1 hour lecture weekly
Specialized course designed to inform or update interested persons in the area of day care. Course covers areas of home day care and needs as well as day care done in larger group settings. Topics include planning programs, skills in working with children and parents, and record keeping and evaluation. Materials fee may be required. (2)

CD 98A-Z - ½-10 Units
Short Courses in Child Development
Prerequisite: None
Lecture and/or lab as required by unit formula
Specialized topics designed to inform or update interested persons in Child Development. Fees may be required. (2)

CD 101 - 3 units
Introduction to Education
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 - 3 units
Programs for Young Children
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 and negative TB or chest X-ray required.

CD 104 - 3 units
Child Growth and Development I
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 and infant development.

CD 105 - 3 units
Child Growth and Development II
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 - 3 units
Child, Family, and Community
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 - 3 units
Cross-Cultural Experiences with Children and Families
Prerequisite: None
3 hours lecture 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 - 3 units
The Exceptional Child
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. (Core-numbered with Psych 111)
CD 111 - 3 units
Child Development Principles and Practicum
Prerequisite: Completion or current enrollment in CD 103, 104, and one course in creative experiences (CD 131-134). 2 hours lecture, 3 hours lab 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 or chest X-ray required.

CD 112 - 3 units
Child Development Principles and Practicum II
Prerequisite: CD 111
2 hours lecture, 3 hours lab weekly
Participation in preschool classroom 3 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. Field trips and negative TB test or chest X-ray required.

CD 115 - 3 units
Management for Child Development Programs: Administration and Supervision
Prerequisite: CD 103
3 hours lecture weekly
Preparation for administering child development programs including management prin-
ciples 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 120ABCD - 2-2-2-2 units
Parent Education
Prerequisite: None
1 hour lecture, 3 hours lab 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. Field trips and negative TB test or chest X-ray required.

CD 129 - 3 units
Child Nutrition, Health, and Safety
Prerequisite: None
3 hours lecture weekly
Instruction is given in health protection, resources provided by home, school, and community. Emphasis is placed on the study of nutritional needs, health and safety practices, and characteristics of good health as well as recognition of symptoms of communicable diseases. Habits and attitudes essential for the general physical and mental health of teacher, parent, and child are developed in this course.

CD 130 - 3 units
Parent/Child Interaction
Prerequisite: None
3 hours lecture weekly
Theories relating to small group interactions; understanding of self and others for more effective family relationships, inter-
personal and small group interaction. Individual assessments regarding developmental problems. May be repeated for credit.

**CD 131 - 3 units**
**Art in Early Childhood**
Prerequisite: None
3 hours lecture 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. Materials fee may be required.

**CD 132 - 3 units**
**Science in Early Childhood**
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. Materials fee may be required.

**CD 133 - 3 units**
**Language Arts in Early Childhood**
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. Materials fee may be required.

**CD 134 - 3 units**
**Movement and Music in Early Childhood**
Prerequisite: None
3 hours lecture weekly
Principles and methods of providing movement and musical experiences for young children. Ways of providing creative experiences in body movement and dance as well as development of skills in using simple musical techniques. Materials fee may be required.

**CD 189 - ½-10 units**
**Topics in Child Development**
Prerequisite: None
Lecture and/or lab as required by unit formula
Courses considering specialized, specific topics in child development which are not covered in the general Child Development offerings. (2)

**CD 199AB - ½-3/¼-3 units**
**Directed Studies in Child Development**
Prerequisite: A course in the specific field
Lecture and/or lab 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, lab, and field work. Maximum of 6 units. (2)
Diesel Mechanics

DM 1 - 2 units
Hand Tools and Shop Skills
Prerequisite: None
1 hour lecture, 3 hours lab 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 - 2 units
Basic Engine Theory
Prerequisite: None
1 hour lecture, 3 hours lab 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 - 2 units
Engine Component Systems
Prerequisite: DM 1 or equivalent
1 hour lecture, 3 hours lab 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 - 4 units
Engine Overhaul and Repair
Prerequisite: DM 1 and DM 2
2 hours lecture, 6 hours lab 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 - 3 units
Engine Tune-Up and Troubleshooting
Prerequisite: None
2½ hours lecture, 1½ hours lab 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 - 3 units
Electrical System Theory
Prerequisite: None
3 hours lecture weekly
A study of vehicle electrical systems. Topics covered are batteries and charging, cranking, ignition, and chassis electrical systems.

DM 7 - 4 units
Electrical System Troubleshooting and Repair
Prerequisite: DM 1 or equivalent
2 hours lecture, 6 hours lab 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. Lab training provided in troubleshooting and re-pairing of items on actual equipment.

**DM 8 - 2 units**  
**Power Trains**  
Prerequisite: DM 1 or equivalent  
1 hour lecture, 3 hours lab weekly  
Course provides training in fundamentals and principles of power trains and components as applied to heavy vehicle repair; lab work offered in this course provides training on clutches, transmissions, drive-shafts, final drives, and axle assemblies.

**DM 9 - 2 units**  
**Power Train Overhaul and Repair**  
Prerequisite: DM 8 or equivalent  
1 hour lecture, 3 hours lab  
Lab training provided in power train components on actual equipment in heavy vehicles and tractors; overhaul and repair of clutches, transmissions, drive-shafts, final drives, and axle assemblies experienced while methods of removal, inspection, disassembly, reassembly, and adjustment are practiced.

**DM 10 - 2 units**  
**Steering Systems Overhaul and Repair**  
Prerequisite: DM 1 or equivalent  
1 hour lecture, 3 hours lab 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 - 2 units**  
**Hydraulic Systems, Brakes, and Air Systems Overhaul and Repair**  
Prerequisite: DM 1 or equivalent  
1 hour lecture, 3 hours lab weekly  
Lab training provided in power, pneumatic, hydraulic, and vacuum brakes; principles of operation and service procedures of power hydraulic systems included.

**DM 12 - 3 units**  
**Introduction to Hydraulics**  
Prerequisite: None  
3 hours lecture weekly  
Study of principles and theory of hydraulics including Pascal’s Law, pressure-flow transmission, hydraulic symbols and schematics, pumps, valves, regulators, hoses, rams, and cylinders.

**DM 19 - 3 units**  
**Introduction to Diesel Engines**  
Prerequisite: None  
3 hours lecture weekly  
Course designed to provide instruction on the nomenclature, relationship of parts, component systems identification, and principles of various diesel engines with relationship to gasoline engines. Also common problems of systems discussed.

**DM 20 - 3 units**  
**Diesel Engines**  
Prerequisite: None  
2½ hours lecture, 1½ hours lab weekly  
Course designed to present various topics within the diesel engine repair industry, including diesel engine theory, construction features, fuel systems, engine tune-up and troubleshooting. (2)
Economics

Econ 2 - 3 units
Introduction to Business and Economics
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 US, 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 Concepts of Business.

Econ 3 - 3 units
Economics of Local Government
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 100 - 3 units
The Modern American Economy
Prerequisite: None
3 hours lecture weekly
Course describes elements of the national and international economy of interest to the intelligent citizen. Surveys evolution of the present economy, roles of government, business, and labor in it; decisions of production, distribution, and exchange and problems of unemployment and inflation. (2)
Econ 101 - 3 units
Principles of Macroeconomics
Prerequisite: None
3 hours lecture weekly
Students will develop a method of thinking about daily events by exploring macroeconomic 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 - 3 units
Principles of Microeconomics
Prerequisite: None
3 hours lecture weekly
Students will develop a method of thinking about daily events by exploring microeconomic 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 199AB - 1-3/1-3 units
Directed Studies in Economics
Prerequisite: A course in the specific field
Lecture and/or lab 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 - 3-3-3-3 units
Basic Skills
Prerequisite: None
2 hours lecture, 3 hours lab 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. (1)

ES 5-8 - 3-3-3-3 units
Developmental Reading
Prerequisite: None
2 hours lecture, 3 hours lab 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. (2)

ES 9 - 3 units
Developmental Vocabulary
Prerequisite: None
3 hours lecture weekly
Vocabulary improvement at developmental level. Instruction ranges from learning words in context to analysis of word structures. Students grasp word meanings through exploring roots and increasing awareness of prefix clues. Word lists studied in relationship to subject areas. (2)

ES 10AB - 3-3 units
Basic English Grammar and Usage
Prerequisite: Completion of English writing assessment; ES 10A for 10B
2 hours lecture, 3 hours lab 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. (1)

ES 12AB - 3-3 units
Basic Composition
Prerequisite: Completion of English writing assessment or ES 10; ES 12A for 12B
3 hours lecture weekly
Spelling, grammar, punctuation, sentence structure, diction-vocabulary, transitional devices, parallelism, paragraphing techniques, and theme organization taught and learned through numerous and varied writing assignments emphasizing techniques for improving composition. Students receive much individual help; diagnostic-prescriptive approach used.

ES 14AB - 3-3 units
Intermediate Composition and Literature
Prerequisite: Completion of English writing assessment or passing grade in ES 12; ES 14A for 14B
3 hours lecture weekly
Students 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 - 3 units**
**Word Power/Advanced Vocabulary**
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 helps 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 - 3 units**
**Advanced Reading Skills**
Prerequisite: Reading ability commensurate with high school level  
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 - ½-1-1½-2 units**
**Individualized Reading**
Prerequisite: None  
Lab 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. (1)

**ES 22 - 2 units**
**Reading for Pleasure**
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 - 3 units**
**Technical Report Writing**
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 25 - 2 units**
**Techniques of Learning and Studying**
Prerequisite: None  
2 hours lecture weekly
A course designed to increase student know-how, offering specific techniques in learning and study skills. This course will facilitate mastery and success in all subjects.

ES 26 - 2 units
Principles of Spelling
Prerequisite: None
2 hours lecture weekly
Course designed to improve one's ability to spell correctly. Common spelling errors, special rules, and phonetic principles will be explored. Students work individually in areas where improvement is needed.

ES 27 - 2 units
Effective Reading for Supervisors
Prerequisite: None
2 hours lecture weekly
Designed for supervisors in business or industry who want to improve reading comprehension and speed, promote reading flexibility, sharpen perceptual skills. Course not designed for students with reading disabilities.

ES 28 - 1 unit
Effective Writing for Supervisors
Prerequisite: None
1 hour lecture weekly
Designed for students who have to write on the job. Subjects include punctuation, grammar, proofreading, using government forms, vocabulary, writing sentences, and writing paragraphs.

ES 30 - ½-3 units
Communication Skills Modules
Prerequisite: None
Lecture and/or lab 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. Asterisked (*) modules may be repeated for credit up to maximum units shown. (1)

ES 30CD - 1 unit - Comprehension Development
ES 30ET - 1 unit - Writing Answers to Essay Test Questions
ES 30GP* - ½-1½ units - Grammar and Punctuation Brush-Up
ES 30LR - 1 unit - Using Library Resources
ES 30N - ½ unit - Notetaking
ES 30TT - 1 unit - Objective Test Taking
ES 30P - 1 unit - Phonics
ES 30RP - 1 unit - Writing a Research Paper
ES 30SP* - 1-2 units - Spelling
ES 30TR - 1 unit - Tactics in Reading
ES 30TT - 1 unit - Techniques of Tutoring
ES 30V - 1 unit - Vocabulary
ES 30WR - 1 unit - Writing Resumes

ES 45AB - 3 units
Basics of Communication
Prerequisite: None
2 hours lecture, 3 hours lab weekly
Emphasis placed on communicating and listening skills. Activities include role playing, dialogs, and class discussions. (2)

ES 50 - 2 units
English Grammar for the Deaf
Prerequisite: Student must be accepted into the Special Education Program
2 hours lecture weekly
A special class designed to teach deaf students basic English grammar with practice in writing and grammatical analysis of sentences. This class is taught in American Sign Language and intended for hearing impaired students who are sufficiently proficient in the use of sign language and who are enrolled in the Special
Education Program. (Co-numbered with SL 50).

**ES 51 - 2 units**  
**Techniques in Problem Solving**  
Prerequisite: Designed for students with learning disabilities  
1 hour lecture, 3 hours lab weekly  
Course teaches students to understand what they read and to develop comprehension through practice in thinking and problem solving. (2)

**ES 52 - 3 units**  
**Language Development for the Deaf**  
Prerequisite: Acceptance into Special Ed Program  
3 hours lecture weekly  
Course designed to evaluate deaf students' English language abilities, and provide instruction in grammar and comprehension. Format includes individualized language program and group participation. Students will acquire and practice communication skills, including written English. Taught in American Sign Language and intended for hearing impaired students proficient in sign language. (2)

**ES 98A-Z - ½-10 units**  
**Short Courses in Essential Skills**  
Prerequisite: None  
Lecture and/or lab as required by unit formula  
Specialized topics designed to inform or update interested persons in the various disciplines within Essential Skills. (2)

**Engl 98A-Z - ½-10 units**  
**Short Courses in English**  
Prerequisite: None  
Lecture and/or lab as required by unit formula  
Specialized topics designed to inform or update interested persons in English.

**Engl 101 - 3 units**  
**College Composition and Literature**  
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 - 3 units**  
**College Composition and Literature**  
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.
Engr 103 - 3 units
Creative Writing
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.

Engr 104 - 3 units
Survey of English Literature I
Prerequisite: None. Engr 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 neoclassicism. (2)

Engr 105 - 3 units
Survey of English Literature II
Prerequisite: None. Engr 101 or 102 recommended
3 hours lecture weekly
Survey of English literature in its cultural and political framework from the beginning of the 19th century to the early 20th century, covering the Romantic, Victorian, Edwardian, and Georgian periods of literature. Appropriate field trips. (2)

Engr 106 - 3 units
Introduction to Fiction
Prerequisite: None. Engr 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. (2)

Engr 107 - 3 units
Survey of American Literature I
Prerequisite: None. Engr 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. (2)

Engr 108 - 3 units
Survey of American Literature II
Prerequisite: None. Engr 101 or 102 recommended
3 hours lecture weekly
Significant American writers from 1865 to 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. (2)

Engr 109 - 3 units
Black Literature
Prerequisite: None. Engr 101 or 102 recommended
3 hours lecture weekly
Analytical, in-depth study of the literature of the black experience in the United States. (2)

Engr 110 - 3-3
Women in Literature
Prerequisite: None. Engr 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. (2)
Engl 111 - 3 units  
Shakespeare  
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 - 3 units  
Far and Near: The Literature of the East  
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 117 - 3 units  
Mexican Literature in Translation  
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. (Co-numbered with Spn 117.)

Engl 118 - 3 units  
Introduction to Poetry  
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.

Engl 119 - 3 units  
Introduction to Theatre  
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. (Co-numbered with ThA 101.)

Engl 120 - 3 units  
Literature of Children  
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 189 - 3 units  
Topics in Literature  
Prerequisite: None. Engl 101 or 102 recommended  
3 hours lecture weekly  
In-depth study of a literary period, of a major author, or of a theme in literature. Reading, discussion, lecture focusing on forces contributing to creation, appreciation, and analysis of the material. May be repeated for credit. Courses developed to date include the following:
**Engl 189A - The World of Mystery Fiction**

Exploration of the world of mystery fiction. Course emphasizes reading, enjoying, discussing, and analyzing works of detective fiction which will be seen in historical perspective.

**Engl 189B - Literature of Mysticism, Meditation, and Madness**

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.

**Engl 189D - 3 units**

**Contemporary Pop Literature**

Prerequisite: None. Engl 101 or 102 recommended

3 hours lecture weekly

Course emphasizes reading, enjoying, discussing, and analyzing current best sellers in such areas as science fiction, historical fiction, mystery fiction, biography, general nonfiction, drama, and poetry.

**Engl 189H - 3 units**

**The Art of Writing Short Stories**

Prerequisite: None. Engl 101, 102, or 103 recommended

3 hours lecture weekly

Extensive study of types of short stories — action, episodic, plotless, character, and thematic — focusing on integral elements of fiction; practice in writing and revising original works; discussion and analysis of student work.

**Engl 199AB - 1-3/1-3 units**

**Directed Studies in English**

Prerequisite: A course in the specific field

Lecture and/or lab 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, lab, and field work. Maximum of 6 units.
Designed to provide basic skills in assessing fire dangers, handling common fire situations in the home and/or industry, basic CPR and standard first aid.

FT 54 - 3 units
Fire Protection Equipment and Systems*
Prerequisite: None
3 hours lecture weekly
Encompasses theory and fundamentals of how fires start, spread and are controlled. An in-depth study of fire chemistry and physics, fire characteristics of materials, extinguishing agents and fire control techniques. Designed to give a comprehensive exposure to basic fundamentals of fire behavior and control in preparation for more advanced study in the field of fire protection.

FT 55 - 3 units
Fire Protection Equipment and Systems*
Prerequisite: None
3 hours lecture weekly
Course on features of design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply and portable fire extinguishers. Designed to give basic knowledge of installation, maintenance, operation and testing of fire protection systems.

FT 56 - 3 units
Fundamentals of Fire Protection*
Prerequisite: None
3 hours lecture weekly
Theory and fundamentals of fire protection including fire

*Required courses for Associate of Science degree or Fire Technology Certificate. FT 51 not required for those employed in the fire service, although they must meet 24 unit requirement.
protection laws, water systems and public fire protection systems, fire protection in buildings and open areas.

FT 60 - 3 units
Fire Tactics and Strategy
Prerequisite: None
3 hours lecture weekly
Principles of fire control through utilization of firefighters, equipment, and extinguishing agents on the fireground.

FT 61 - 4 units
Organization and Techniques of Fire Science Technology Instruction
Prerequisite: Employment in the fire services or other field where a knowledge of instruction 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.

FT 62 - 3 units
Related Codes and Ordinances
Prerequisite: None
3 hours lecture weekly
Familiarization and interpretation of rational, state, and local codes; ordinances and laws which influence the field of fire prevention.

FT 63 - 3 units
Fire Hydraulics*
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.

FT 64 - 3 units
Fire Company Organization and Management*
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.

FT 65 - 3 units
Hazardous Materials
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.

FT 67 - 3 units
Fire Apparatus and Equipment
Prerequisite: None
3 hours lecture weekly
Fire apparatus design, specifications, and performance capabilities; effective utilization of apparatus in fire service emergencies.

FT 68 - 3 units
Fire Investigation I
Prerequisite: None
3 hours lecture weekly
Determining cause of fires (accidental, suspicious, and incendiary); types of fires;

*Required courses for Associate of Science degree or Fire Technology Certificate. FT 51 not required for those employed in the fire service, although they must meet 24 unit requirement.
related laws, introduction to arson and incendiary; recognizing and preserving evidence; interviewing witnesses and suspects; arrest and detention procedures; court procedures and giving court testimony.

**FT 69 - 4 units**  
**Emergency Medical Technician/Fire Service**  
Prerequisite: Hold a current standard first aid card or equivalent  
80 hours lecture and 16 hours lab  
Emergency Medical Training program designed to prepare fire service personnel to render pre-hospital basic life support services, including cardiopulmonary resuscitation under field emergency conditions, and to prepare victims for transport to an acute care hospital. Employment in the fire service or enrollment in the fire technology program required for state certification.

**FT 70 - 12 units**  
**Basic Fire Technology for Recruits**  
Prerequisite: None  
Lecture and/or lab as required by unit formula  
Introduction to basic fire protection, suppression, prevention, tactics strategy, hazardous materials, equipment, and rescue. (1)

**FT 98A-Z - 1-10 units**  
**Short Courses in Fire Technology**  
Prerequisite: None  
Lecture and/or lab 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. (2)

**FT 99ABCD - 1-2-3-4 units**  
**Fire Technician 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. Lab 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. (1)
French

FR 1 - 3 units
Conversational French
Prerequisite: None
3 hours lecture weekly
Introductory course in French. Designed to develop basic conversational skills including vocabulary, simple grammar and frequently used expressions. Emphasis on oral situational vocabulary involving professions, ordering meals, currency and special interests helpful to travelers. Cultural materials broaden understanding of the French and their culture.

Fr 2 - 3 units
Conversational French
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 - 5-5 units
Elementary French
Prerequisite: None for French 101; for French 102, French 101 or 2 years of high school French
5 hours lecture weekly
Introduction to the language and culture of France for students with no formal training in French. Designed to develop comprehension, oral, reading, and writing skills. Utilizes discussions, dialogues, grammar exercises, and directed compositions. Cultural materials integrated into course.

Geography

Geog 101 - 3 units
Elements of Physical Geography
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 sources; map reading and interpretation. Field trips as required (may be scheduled on Saturday). (2)

Geog 101L - 1 unit
Physical Geography Lab
Prerequisite: Geography 101 (may be concurrent) or equivalent
3 hours lab weekly
Laboratory to accompany Geography 101. Introduction to earth-sun relationships, interpretation of area maps, applied methods of measurement, and descriptive analysis of the physical landscape, including landforms, climate, soils, and vegetation. (2)

Geog 102 - 3 units
World Cultural Geography
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). (2)
Geog 103 - 3 units
Introduction to Weather and Climate
Prerequisite: None
3 hours lecture weekly
Introductory study of the earth's atmospheric phenomena; 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. (2)

Geog 104 - 3 units
Geography of California
Prerequisite: None
3 hours lecture weekly
Examines physical and cultural environment of California's diverse landscapes, including climate, vegetation, natural resources, economic activities, and settlement in the Golden State. Special emphasis given to the Oxnard Plain. (2)

Geog 106 - 3 units
Geography of the Soviet Union
Prerequisite: None
3 hours lecture weekly
A broad topical survey of the USSR. Discusses settlement, general economy, transformation of nature, and prospects for regional development as well as the more standard topics as landforms, climate, population, agriculture, industry, transport, and trade. (2)

Geology

Geol 101 - 3 units
Physical Geology
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. (2)

Geol 101L - 1 unit
Physical Geology Laboratory
Prerequisite: Geol 101 or concurrent enrollment
3 hours lab weekly or an 8 week lab at 3 hours per 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. (2)

Geol 102 - 3 units
Earth's History
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. (2)
Geol 103 - 3 units  
Introduction to Oceanography  
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. (2)

Geol 104 - 3 units  
Geology of the National Parks and Monuments  
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. (2)

Geol 105 - 3 units  
Geology of California  
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. (2)

Geol 106AB - 2-2  
Field Geology of the Southwest  
Prerequisite: Geol 101, 104, or 105  
27 hours lecture, 27 hours lab  
Field investigations of geologic phenomena with emphasis on the origin and development of the geology of selected areas of the Southwest. Principal component of this course is a multi-day field trip scheduled during vacation period. Students are responsible for providing camping equipment and food. Lab fee required. (2)

Geol 199AB - 1-3/1-3 units  
Directed Studies in Geology/Oceanography  
Prerequisite: A course in the specific field  
Lecture and/or lab 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. (2)
Government Management

GM 14 - 3 units
Organization and Management
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. (2)

GM 98A-Z - ½-10 units
Short Courses in Government Management
Prerequisite: None
Lecture and/or lab 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. (2)

GM 99ABCD - 1-4 units
Government Management 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. Lab hours as required by unit formula.
Supervised off-campus practical work experience related to government management and service. (1)

GM 101 - 3 units
Introduction to Government Administration
Prerequisite: None
3 hours lecture weekly
Introduction to elements, principles, and trends in public administration; government and the administrative processes as means of accomplishing public goals. (2)

GM 102 - 3 units
Public Personnel Administration
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. (2)

GM 103 - 3 units
Elements of Government Finance
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. (2)
GM 104 - 3 units
Administrative Law and Procedure
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. (2)

GM 106 - 3 units
Contemporary Urban Issues
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.) (2)

GM 107 - 3 units
Introduction to Human Services
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.) (2)

GM 108 - 3 units
Human Development in the Social Environment
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.) (2)

GM 109 - 3 units
Urban Planning Practices
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.) (2)
**Government Services**

**GS 1 - 3 units**
**Introduction to Government Services**
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. (1)

**GS 2 - 3 units**
Prerequisite: None
2 hours lecture, 3 hours lab 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. (1)

**GS 11 - 1 unit**
**Public Relations for Government Workers**
Prerequisite: None
16 hours lecture
Course provides both principles and techniques of good public relations. Telephone etiquette, conduct, dress, handling complaints, and answering questions are main areas covered. Role playing used to stress practical application. (1)

**GS 98A-Z - ½-10 units**
**Short Courses in Government Services**
Prerequisite: None
Lecture and/or lab 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. (1)

**GS 99ABCD - 1-4 units**
**Short Courses in Government Services**
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. Lab 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. (1)
Health Science

HS 10 - ½ unit
Cardiopulmonary Resuscitation
Prerequisite: None
Lecture hours as required by unit formula
Training in the life-saving technique which combines artificial respiration and external chest massage as well as dealing with obstructed airways. Students who successfully complete the course receive American Red Cross CPR cards. (2)

HS 98A-Z - ½-10 units
Short Courses in Health Science
Prerequisite: None
Lecture and/or lab as required by unit formula
Workshops include multimedia 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. (2)

HS 101 - 2 units
Health and Society
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. (2)

HS 102 - 2 units
Health Concerns in Adult Relationships
Prerequisite: None
2 hours lecture weekly
Consideration of health inter-relationships of male/female partnerships; birth control, childbearing, male/female menopauses, venereal diseases, female/male hormonal cycles, prostate occurrences. Coursework includes attitudinal as well as factual health information on partnering. (2)

HS 103 - 2 units
Women's Health
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. (2)

HS 104 - 3 units
Family Health and Home Nursing
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. (2)
HS 105 - 2 units
First Aid and Personal Safety
Prerequisite: None
2 hours lecture weekly
Develops safety awareness and positive reactions to emergencies when they occur. Includes recognition and standard treatment procedures for breathing emergencies, serious bleeding, poisoning, fractures, unconsciousness, and shock. Students successfully completing course receive the American Red Cross Standard First Aid card. (2)

HS 106 - 2 units
The Trainer and Athletic Injuries
Prerequisite: None
1 hour lecture, 3 hours lab 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. (2)

HS 107 - 2 units
Perspectives on Aging
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. (2)

HS 110 - 3 units
A Systems Approach to Health Care Delivery
Prerequisite: None
3 hours lecture weekly
Course consists of analyzing health care delivery systems. Current problems that exist in the health care system explored. Historical evaluation of health care to the present day and international comparisons studied using a general systems approach. (2)
History

Hist 102 - 3 units
History of the United States I
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 - 3 units
History of the United States II
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 - 3 units
History of California
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. (2)

Hist 105 - 3 units
Introduction to Western Civilization I
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 - 3 units
Introduction to Western Civilization II
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 - 3 units
History of the Mexican People in the Southwest
Prerequisite: None
3 hours lecture weekly
Survey of the history of the Mejicano 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 Mejicano to development of
the five Southwestern states
(Arizona, California, Colorado,
New Mexico, and Texas).
Course satisfies degree re-
quirements in American
Institutions.

Hist 108 - 3 units
Afro-American History
Prerequisite: None
3 hours lecture weekly
Analysis of the Black in the
United States from African
background to present with
special emphasis on contem-
porary implications of historical
events. Considers major roles
played and contributions made
both collectively as a people
and by specific individuals in
development of United States of
America as well as insitutions,
trends, movements, and prob-
lems affecting Black America.
Course satisfies degree
requirements in American
Institutions.

Hist 109 - 3 units
The Heritage of Mexico
Prerequisite: None
3 hours lecture weekly
Course presents major histori-
cal developments and person-
alties which have shaped the
Mexican nation, with emphasis
on culture and customs of the
people throughout their history,
plus important events in rela-
tionship between Mexico and
United States. Significant por-
tion of course deals with role of
the Mexican and Mexican-
American in contemporary
USA. (2)

Hist 110 - 3 units
History of the Middle East
Prerequisite: None
3 hours lecture weekly
Survey of historical
developments in this strategic
crossroad of the world's
cultures. Religious, political,
economic, and cultural
patterns established in the
name of Islam and the impact of
Western European policies
studied. Analysis of
contemporary issues such as
Arab-Israeli relations, petro-
politics, and socialist
revolutions offered. (2)

Hist 112 - 3 units
Great American Women
Prerequisite: None
3 hours lecture weekly
Course is a socio-historical
analysis of great American
women. Biographical data
examined in an attempt to
determine how the socio-
historical milieu influenced the
lives of these great women. (Co-
numbered with Soc 112.) (2)

Hist 113 - 3 units
Modern Russia: An
Introduction
Prerequisite: None
3 hours lecture weekly
Basic social and political devel-
opment of Russia since 1801,
with emphasis on origins of the
Bolshevik Revolution and
continuity of Russian
civilization. (2)

Hist 114 - 3 units
Modern Asia: China, India,
and Japan
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. (2)
Hist 115 - 3 units
History of the Americas I
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 - 3 units
History of the Americas II
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 - 3 units
History of American Women
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 199AB - 1-3/1-3 units
Directed Studies in History
Prerequisite: A course in the specific field
Lecture and/or lab 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. (2)

Home Economics

HE 10 - 3 units
Consumer and Legislation
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 - 3 units
Marketplace and Equal Rights
Prerequisite: Economics 101 and 102
3 hours lecture weekly
Consumer's role in US 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 - 3 units
Contemporary Consumer Issues and Families
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 - 3 units
Food Economics and World Economy
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 - 3 units**  
**Consumer Concepts and Community Services**  
Prerequisite: None  
1 hour lecture; 6 hours lab weekly  
Clarification of goals and values of each individual consumer. Identification of community consumer sources and evaluation of community needs.

**HE 20 - 3 units**  
**Foods and World Culture**  
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 - 3 units**  
**Foods, Fads, and America's Health**  
Prerequisite: None  
3 hours lecture weekly  
Reliable and unreliable health information sources, present research and current controversies on common health problems and dietary interrelationships.

**HE 23 - 3 units**  
**Nutrition in Health and Disease**  
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 - 3 units**  
**Community Nutrition**  
Prerequisite: None  
1 hour lecture; 6 hours lab 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**  
Prerequisite: None  
1 hour lecture; 3 hours lab 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, dollmaking, doll clothes tips, crewel stitchery, macrame, crocheting, and decoupage.

**HE 40 - 3 units**  
**Energy Conservation in the Home**  
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.

**HE 55ABC - 1-1-1 unit**  
**Microwave Cooking**  
Prerequisite: HE 55A or equivalent for HE 55B, HE 55B for HE 55C  
1 hour lecture weekly  
Instruction in cooking with microwaves. Care and use of
the microwave oven; various features offered on the oven and their uses. Menu planning and food preparation for the microwave. Fees may be required.

HE 56 - 3 units
Foreign Food Cooking
Prerequisite: None
3 hours lecture (demonstration) weekly
Study of the foods, eating habits, and preparation techniques used by people around the world. Fees may be required. (1)

HE 97ABCD - 1-1-1-1 unit
Institute in Consumer Education
Prerequisite: None
Lecture and/or lab 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 - 1/2-10 units
Short Courses in Home Economics
Prerequisite: None
Lecture and/or lab as required by unit formula
Specialized topics designed to inform or update interested persons in the various disciplines within Home Economics. Fees may be required. (2)

HE 101 - 3 units
Family Lifestyles in American Society
Prerequisite: None
3 hours lecture weekly
Family lifestyles 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 - 3 units
Families and Community Services
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 - 2 units
Preparation for Marriage
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 122 - 3 units
Nutritional Concepts for All Ages
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 130 - 3 units
Apparel Selection and Grooming
Prerequisite: None
2 hours lecture, 3 hours lab 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 - 3 units
Textiles
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.

HE 132 - 3 units
Beginning Sewing
Prerequisite: None
2 hours lecture, 3 hours lab weekly
Basic clothing construction with emphasis on the use of the commercial pattern, construction techniques, and fitting problems.

HE 133ABC - 1-2-3 units
Advanced Sewing Modules
Prerequisite: HE 132
133A = 1 unit; 133B = 2 units; 133C = 3 units. May be completed in any combination to a total of 6 units.
Lab hours as required by unit formula
Advanced sewing skills learned for specific projects. A special sewing project highlights each class. (2)

HE 135AB - 3-3 units
Interior Decorating
Prerequisite: None. Art 104 recommended
3 hours lecture weekly
Principles and elements of design in 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 136AB - 3-3 units
Flat Pattern Design
Prerequisite: None
2 hours lecture, 3 hours lab weekly
Principles and techniques of constructing basic patterns; original design and construction of a garment using flat pattern methods. Designed to enable students to create original patterns and garments of appropriate fabrics.

HE 141 - 3 units
Consumer Resource Management
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.

HE 199AB - 1/2-3/1/2-3
Directed Studies in Home Economics
Prerequisite: A course in the specific field
Lecture and/or lab 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, lab, and field work. Fees may be required. Maximum of 6 units.
Hotel and Restaurant Management

H&R 1 - 1 unit
Hotel and Restaurant Orientation
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. (2)

H&R 2AB - 2-2 units
Basic Food Preparation I and II
Prerequisite: None
1 hour lecture, 3 hours lab 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. (2)

H&R 3 - 2 units
Supervision of Food Production
Prerequisite: H&R 2A and 2B
1 hour lecture, 3 hours lab 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. (2)

H&R 4 - 3 units
Restaurant Operations
Prerequisite: H&R 2A and 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. (2)

H&R 5 - 3 units
Food and Beverage Management and Service
Prerequisite: H&R 2A
3 hours lecture weekly
Course designed to familiarize students with principles and procedures proven in actual operations. (2)

H&R 6 - 3 units
Food Purchasing
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. (2)

H&R 7 - 2 units
Menu Planning
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. (2)
H&R 8 - 2 units
Beginning Baking
Prerequisite: None
1 hour lecture, 3 hours lab weekly
Course provides instruction in methods and procedures of preparing, baking, and decorating a variety of bakery products including breads, cakes, and pastry. Lab fee required. (2)

H&R 9 - 2 units
Sanitation and Environmental Control
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.) (2)

H&R 10 - 2 units
Food and Cost Control
Prerequisite: H&R 2A and 2B
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. (2)

H&R 11 - 2 units
Storage, Safety, and Equipment
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. (2)

H&R 12 - 2 units
Work Improvement/School Cafeteria Workers
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 applications to job breakdown and process and chart diagrams, all toward the goal of solving lunchroom problems. (2)

H&R 13 - 1 unit
Gourmet Cooking for Professional Cooks
Prerequisite: Experience as professional cook
1 hour lecture, 3 hours lab 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. (2)

H&R 14 - 3 units
Institutional Food Service
Prerequisite: None
1 hour lecture, 6 hours lab weekly
Principles of operating an Institutional Food Service, a lecture-laboratory situation teaching
organization, administration, policies, financing, and controls. (2)

**H&R 15 - 3 units**  
**Front Office Procedure**  
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. (2)

**H&R 16 - 3 units**  
**Administrative Housekeeping I**  
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.) (2)

**H&R 17 - 3 units**  
**Administrative Housekeeping II**  
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. (Co-numbered with AH 2.) (2)

**H&R 98 - ½-10 units**  
**Short Courses in Hotel and Restaurant Management**  
Prerequisite: None  
Lecture and/or lab 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. (2)

**H&R 99ABCD - 1-2-3-4 units**  
**Hotel and Restaurant 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  
Laboratory hour 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. (1)
Industrial Mechanics

IM 1 - 3 units
Introduction to Industrial Mechanics
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.

IM 2 - 2 units
Handwork, Carpentry, and Concrete
Prerequisite: None
1 hour lecture, 3 hours lab 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.

IM 3 - 2 units
Plumbing and Refrigeration
Prerequisite: None
1 hour lecture, 3 hours lab 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.

IM 4AB - 3-3 units
Industrial Electricity
Prerequisite: None
2½ hours lecture, 1¼ hours lab weekly
Fundamentals of AC and DC circuits, motors, and generators. Nature of electricity, electrical calculations, magnetics, circuit applications, and electrical measuring and testing stressed. Emphasis placed on maintenance and repair of electrical equipment commonly used in industry.

IM 5 - 1 unit
Internal Combustion Engines, Boilers, Pumps, and Compressors
Prerequisite: None
3 hours lab 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.

IM 6 - 2 units
Hardware and Screw Thread Fundamentals
Prerequisite: None
1 hour lecture, 3 hours lab 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.

IM 7 - 1 unit
Sheet Metal Fabrication
Prerequisite: Completion of or concurrent enrollment in Math 19 or equivalent
3 hours lab 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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>IM 11</td>
<td>Lathes, Mills, and Grinders</td>
<td>3 units</td>
<td>None</td>
<td>Fundamentals of various types of cutting operations, including speeds and feeds for a variety of materials and various types of drills.</td>
</tr>
<tr>
<td>IM 10</td>
<td>Metal and Heat Treating</td>
<td>1 unit</td>
<td>None</td>
<td>Fundamentals of metalurgy, including composition, alloys, methods of alloying, and various types of heat treatment.</td>
</tr>
<tr>
<td>IM 20</td>
<td>Blueprint Reading/ Mechanical Drawing</td>
<td>3 units</td>
<td>None</td>
<td>Blueprint reading and sketching for welders, including a study of various types of drawings and their uses and applications.</td>
</tr>
<tr>
<td>IM 12</td>
<td>Machine Repair and Lubricants</td>
<td>2 units</td>
<td>None</td>
<td>Study of the construction and operation of machine repair and lubricants, including various types of lubricants and their uses.</td>
</tr>
</tbody>
</table>

Note: Detailed course descriptions and prerequisites are not fully visible in the image.
metallurgy with emphasis on castings, alloys and heat treatment. (2)

**IM 89 - Industrial Mechanics Cluster - 1-12 units**
Prerequisite: None
30 hours weekly
For students who have immediate job goals as industrial mechanics or machinists in mind, this program is a full-time, 30 hour per week offering. Courses within the program include IM 1 through 12. Credit awarded for courses within Industrial Mechanics program successfully completed. Course operated on continuous enrollment plan. May be repeated for credit to a maximum of 24 units. (1)

**IM 98 - ½-10 units**
**Short Courses in Industrial Mechanics**
Prerequisite: Prerequisite: None
Lecture and/or lab as required by unit formula

**IM 99ABCD - 1-2-3-4 units**
**Industrial Mechanics 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. Labhours 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. (2)
**Instructional Associate**

**IA 1 - 3 units**
**Instructional Associate**
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. (2)

**IA 2 - 3 units**
**Multimedia Materials and Equipment**
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 duplicator printing materials. Attention given to classroom materials production such as games and charts. (2)

**IA 3 - 3 units**
**Language Development - ESL**
Prerequisite: None
3 hours lecture weekly
Fundamental techniques of developing vocabulary, language patterns, and conversational skills of English or other languages. (2)

**IA 4 - 3 units**
**Teaching Reading**
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. (2)

**IA 6 - 3 units**
**Teaching Math**
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.

**IA 98ABCD - ½-10 units**
**Short Courses in Instructional Associate**
Prerequisite: None
Lecture and/or lab 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 areas such as mathematics, reading, writing, music, crafts, science, etc.; major emphasis on assisting students with linguistic and cultural difficulties. (2)

**IA 99ABCD - 1-2-3-4 units**
**Instructional Associate 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. Lab 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. (1)
Interdisciplinary Studies

IS 101AB - 3-3 units
History of Ideas and Evolution of Culture
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.

IS 102 - 3 units
Science, Technology, and Human Values
Prerequisite: None
3 hours lecture weekly
Critical study of the historical and socio-cultural relationships between science, technology, and human values. Development of these relationships is traced from the advent of science and technology to the complexities of contemporary American society.

IS 110 - 3 units
Frontiers of Thought
Prerequisite: None
3 hours lecture weekly
In-depth examination of selected writings concerned with current theories and trends in the national and social sciences and humanities. Temper and direction of contemporary thought is explored. Different topics and readings will be addressed each semester; class may be repeated.

IS 199AB - 1/2-3/12-3 units
Directed Studies in Interdisciplinary Studies
Prerequisite: A course in the specific field
Lecture and/or lab 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, lab, and field work. Maximum of 5 units.
Japanese

Ja 1 - 3 units
Conversational Japanese
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 - 3 units
Conversational Japanese
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 90 - 3 units
Public Relations
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, stockholders, and new media; evaluates communication techniques used to improve public relations and create a favorable public image. Guest speakers when appropriate. (Co-listed with Bus 20.) (2)

Journ 92 - 3 units
Advertising
Prerequisite: None
3 hours lecture weekly
Practical application of principles of advertising for large and small businesses, including advertising theory, layout, production, printing, and production processes. (Co-listed with Bus 133.) (2)

Journ 98 - ½-3 units
Short Courses in Journalism
Prerequisite: None
Lecture and/or lab as required by unit formula
Specialized topics designed to inform or update interested persons in the various aspects of journalism. (2)

Journ 100 - 3 units
Introduction to Mass Communications
Prerequisite: None
3 hours lecture weekly
Introductory survey course exploring various modes of mass communication and examining
the nature, consumers, careers, history, and legal aspects of communications. (2)  

**Journ 101/102 - 3-3 units**  
**News Writing and Reporting**  
Prerequisite: None  
2 hours lecture, 3 hours lab weekly  
Beginning news writing course to provide instruction and practice in news reporting and fundamentals of news writing, 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. (2)  

**Journ 103/104 - 3-3 units**  
**Advanced News Writing and Reporting**  
Prerequisite: Journ 101 and 102 or equivalent  
2 hours lecture, 3 hours lab 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. (2)  

**Journ 105/106 - 2-2 units**  
**Magazine Production**  
Prerequisite: None  
1 hour lecture, 3 hours lab 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. (2)  

**Journ 107 - 2 units**  
**Journalistic Layout and Design**  
Prerequisite: Journ 101 or equivalent  
1 hour lecture, 3 hours lab 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; lab work provided on college publications. (2)  

**Journ 199AB - 1-3/1-3 units**  
**Directed Studies in Journalism**  
Prerequisite: A course in the specific field  
Lecture and/or lab as required by unit formula  
Designed for selected students interested in furthering their knowledge of journalism on an independent basis. Assigned problems will involve library, interview, and field work. Maximum of 6 units. (2)
Legal Assisting

LA 1 - 3 units
Legal Assisting Fundamentals
Prerequisite: None
Course covers paralegalism as a career and includes relationship of attorney and paralegal in decision-making and systems procedures, introduction to law, legal terminology, bibliography, and brief history of law. (2)

LA 3 - 3 units
Legal Research
Prerequisite: ES 12 or ES 14
3 hours lecture weekly
Course gives students a general introduction to basic legal research tools and their use to accomplish research requirements of a legal practice. (2)

LA 5 - 3 units
Legal Drafting
Prerequisite: LA 3
3 hours lecture weekly
Course concentrates on legal writing and is aimed to improve writing techniques. Students will learn to write technically in legal terms. (2)

LA 7 - 3 units
Civil Litigation
Prerequisite: LA 3 and LA 5
3 hours lecture weekly
Deals with role of paralegals in preparation and filing of civil law suits. Subject includes determination of proper form and major Code of Civil Procedure sections as well as general principles of pleading, joinder, discovery, and adjudication through trial. (2)

LA 9 - 3 units
Civil and Criminal Evidence
Prerequisite: None
3 hours lecture weekly
Course covers an examination of rules of civil and criminal evidence. Emphasis on how to discover and utilize evidence and how to collect documents and other evidence in an orderly and systematic manner to be readily available for use by the attorney in preparation for and use in trial. (2)

LA 11 - 3 units
Property and Bankruptcy
Prerequisite: A course in accounting is recommended
3 hours lecture weekly
Course includes law of personal, real, and community property, joint tenancy, leases, deeds, contracts, escrows, deeds of trust; drafting problems in real estate transactions; systems of recording, search of public documents, bankruptcy laws and forms; creditors' rights, debtors' exemptions, and secured transactions. (2)

LA 13 - 3 units
Legal Aspects of Business Organizations
Prerequisite: Accounting recommended
3 hours lecture weekly
Course includes information needed to understand theory and laws concerning corporations and partnerships. Practical applications stressed by actual drafting of legal documents, a general partnership agreement, and various documents and supporting material necessary to form and operate a corporation. (2)
LA 15 - 3 units
Family Law
Prerequisite: None
3 hours lecture weekly
Course concentrates on dissolution of marriage aspect of family law; provides basic information on legal theory behind dissolution and how to prepare proper forms for dissolution, analysis of matters relating to marriage, judgment of nullity, legal separation, dissolution of marriage, and Order to Show Cause, community property, and parent-child relationships. (2)

LA 17 - 3 units
Probate
Prerequisite: A course in accounting is recommended
3 hours lecture weekly
Course is an overview of basic probate procedures, designed to cover every aspect including preparation and filing of the California State Inheritance Tax forms, conservatorships, guardianships of incompetents, and guardianships of minors. All necessary forms and procedures examined and explained from client interview to closing of the estate. (2)

LA 19 - 3 units
Workers’ Compensation Law
Prerequisite: None
3 hours lecture weekly
Relevant statutory and case law, substantive and procedural issues including compensability, benefit structure, and tort law relationships of Workers’ Compensation. Students will learn to use technical procedures and forms through trial before the Workers’ Compensation Appeals Board. (2)

LA 21 - 1-4 units
Legal Assisting Field Experience
Prerequisite: LA 1 and LA 3
1 hour lecture, 3-9 hours lab weekly
Supervised field experience or employment in legal office. (2)

LA 98 - ½-10 units
Short Courses in Legal Assisting
Prerequisite: None
Lecture and/or lab as required by unit formula
Specialized short courses to update legal assistants; content designed specifically for participants. Total short course credit is 10 units. (2)

LA 99ABCD - 1-2-3-4 units
Legal Assisting 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. Lab 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 student’s academic program and vocational goals. (1)
Library Technology

LT 1 - 3 units
Introduction to Library Services
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. (2)

LT 2 - 3 units
Introduction to Library Technology
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. (2)

LT 3 - 3 units
Library Clerical Techniques
Prerequisite: LT 1 and 2
2 hours lecture, 3 hours lab weekly
Procedures and techniques in book ordering, book preparation for the shelves, and elementary cataloging and classification. (2)

LT 5 - 3 units
Audio-Visual Operations and Clerical Techniques
Prerequisite: LT 1
3 hours lecture weekly
Course will cover basic practices, procedures, and policies which govern control of audio-visual equipment and materials. Skills will be developed in operation of standard audio-

visual equipment and essential clerical techniques. Special emphasis given to development of audio-visual materials. (2)

LT 6 - 3 units
Children's Literature
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. (2)

LT 7 - 2-3 units
Library Internship
Prerequisite: LT 1 or equivalent
1 hour lecture, 3-6 hours laboratory weekly
Supervised work in an approved library. (2)
Mathematics

Math 9 - 3 units
Fundamentals of Arithmetic
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. (2)

Math 11 - 5 units
Elementary Algebra
Prerequisite: Arithmetic competence
5 hours lecture weekly
A first course in algebra. Operations with counting numbers, integers, rational and real numbers; linear equations; graphing; ratio, proportion, and variations; exponents and radicals. (2)

Math 14 - 5 units
Intermediate Algebra
Prerequisite: Math 11 with a grade of C or better, 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. (2)

Math 19ABC - 1-1-1 units
Vocational Mathematics
Prerequisite: None for Math 19A; 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. (2)

Math 23 - 3 units
Geometry
Prerequisite: Math 11 with a grade of C or better or 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. (2)

Math 93 - 1 unit
Overcoming Math Anxiety
Prerequisite: None
1 hour lecture weekly
Course intended to help overcome math anxieties and fears so that personal goals requiring math can be achieved. (2)

Math 98A-Z - 1/2-10 units
Short Courses in Mathematics
Prerequisite: None
Lecture and/or lab as required by unit formula
Short courses covering special, specific topics in mathematics not covered in detail in other math courses. May be co-listed with Physical Science. (2)

Math 101 - 3 units
Exploring Mathematical Ideas
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. (2)
Math 102 - 3 units
Math for Elementary Teachers
Prerequisite: Math 14 with a grade of C or equivalent
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. (2)

Math 103 - 3 units
Finite Mathematics
Prerequisite: Math 14 with a grade of C or better or equivalent. Not open to students who have completed Math 105, 134, or 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. (2)

Math 105 - 3 units
Elementary Statistics
Prerequisite: Math 14 with a grade of C or better or 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, distribution, analysis of variance, and non-parametric tests. (2)

Math 106 - 5 units
Mathematics for Business Applications
Prerequisite: Math 14 with a grade of C or better or 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. (2)

Math 112 - 3 units
Symbolic Logic and Set Theory
Prerequisite: Math 11 or Phil 107 or equivalent
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.) (2)

Math 114 - 5 units
Pre-Calculus Algebra and Trigonometry
Prerequisite: Math 14 with a grade of C or better or 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. (2)

Math 120 - 5 units
Calculus with Analytic Geometry I
Prerequisite: Math 114 with a grade of C or better or 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. (2)

**Math 121 - 5 units**  
**Calculus with Analytic Geometry II**  
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. (2)

**Math 122 - 5 units**  
**Calculus with Analytic Geometry III**  
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. (2)

**Math 134 - 3 units**  
**Linear Algebra**  
Prerequisite: Math 14 with a grade of C or better or 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. (2)

**Math 135 - 3 units**  
**Modern Algebra**  
Prerequisite: Math 14 with a grade of C or better or 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. (2)

**Math 136 - 3 units**  
**Computer Programming, BASIC**  
Prerequisite: Math 14 or 2 years of high school algebra or equivalent  
3 hours lecture weekly  
Familiarization with interactive computer programming concepts and techniques with particular emphasis on problem solving using DARTMOUTH BASIC, the most commonly-used language for modern home and hobby computers. Emphasis on structured programming techniques. BASIC-plus and the new ANSI-standard basic will be covered. (2)

**Math 136L - 1 unit**  
**Computer Programming, Supervised Practice**  
Prerequisite: Concurrent enrollment in Math 136  
3 hours lab weekly  
Supervised computer programming practice. Designed to assist students in successfully performing interaction with computers and to provide programming practice. (2)

**Math 137 - 3 units**  
**Computer Programming, ANSI, FORTRAN**  
Prerequisite: Math 14 or two years high school algebra or equivalent  
3 hours lecture weekly  
Familiarization with basic digital computer programming concepts. Designed to introduce students to the computer in problem solving using flow diagramming techniques, emphasizing the use of FORTRAN language. Includes
applying FORTRAN to various disciplines as determined by individual students' needs. Emphasis on structured programming techniques using ANSI-computers. (2)

Math 137L - 1 unit
Computer Programming,
Supervised Practice
Prerequisite: Concurrent enrollment in Math 137
3 hours lab weekly
Supervised computer programming practice. Designed to assist students in successfully performing interaction with computers and to provide programming practice. (2)

Math 199AB - 1-3/1-3 units
Directed Studies in Math
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. (2)
Music

Mus 101 - 3 units
Fundamentals of Music
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 - 4 units
Music Theory I
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 lab weekly
Review of fundamentals; basic aspects of pitch and rhythm organization, intervals, keys and scales, tonality, cadences, basic melody, two-voice combinations, and decorate pitches, development of skills in analysis, music reading, aural training, and keyboard harmony.

Mus 102B - 4 units
Music Theory II
Prerequisite: Mus 102 A. For music majors and others with adequate musical background. Mus 102ABCD must be taken in sequence.
3 hours lecture, 3 hours lab 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 - 4 units
Music Theory III
Prerequisite: Mus 102B. For music majors and others of adequate musical background. Mus 102ABCD must be taken in sequence.
3 hours lecture, 3 hours lab 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 - 4 units
Music Theory IV
Prerequisite: Mus 102C. For music majors and others of adequate musical background. Mus 102ABCD must be taken in sequence.
3 hours lecture, 3 hours lab 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 - 3 units
Music Appreciation I: Music and Listening
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 - 3 units
Music Appreciation II: Masterpieces of Music Literature
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 - 3 units
Music History and Literature I
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 - 3 units
Music History and Literature II
Prerequisite: Mus 101 and 103 or equivalent. Recommended that Mus 104 be taken before 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 - 2 units
College Choir
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. Course may be repeated for credit up to four semesters. (2)

Mus 107ABCD - 2-2-2-2 units
Class Piano I, II, III, IV
Prerequisite: None for Mus 107A; Mus 107A for 107B; Mus 107B for 107C; Mus 107C for 107D
1 hour lecture, 3 hours lab 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. (2)

Mus 108ABCD - 1-1-1-1 units
Applied Music Study - Keyboard
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. (2)

Mus 110A - 2 units
Class Voice I: Fundamentals of Vocal Techniques
Mus 110B - 2 units
Class Voice II: Vocal Development and the Art of Song
Mus 110C - 2 units
Class Voice III: Vocal Development and the Aria
Mus 110D - 2 units
Class Voice IV: Voice in
Musical Theatre Workshop
Prerequisite: None for Mus 110A; Mus 110A or equivalent for 110B; Mus 110B or equivalent for 110C; Mus 110C or equivalent for 110D. Concurrent enrollment in Mus 110B recommended.
1 1/2 hours lecture, 1 1/2 hours lab 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. (2)
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. (2)
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. (2)
Mus 110D — Study of song literature from opera and musical theatre; studying and performing operas and musical plays in excerpt or as complete productions. Designed for singers with proven ability and interest in drama. (2)

Mus 111ABCD - 1-1-1-1 units
Applied Music Study - Voice
Prerequisite: Mus 110B and 110C 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. (2)

Mus 112ABCD - 1-1-1-1 units
Applied Music Study - Instruments
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. (2)

Mus 114 - 1 unit
Concert Band
Prerequisite: Competency with a musical instrument appropriate to a concert band
3 hours lab weekly
Rehearsal and performance of representative band literature; public performances may be given on campus and in the community. Course may be repeated for credit up to four semesters. (2)

Mus 115 - 3 units
Black Experience in the Fine Arts
Prerequisite: None
3 hours lecture weekly
Designed for students wishing to increase their knowledge and understanding of music, art, poetry, dance, and theatre as they relate to contemporary Black society.

Mus 117 - 1 unit
Stage Band
Prerequisite: Competency with a musical instrument appropriate to a stage band
3 hours lab weekly
Practical experience in performing music in popular and jazz styles arranged for stage band. Public performances on
campus and in community. Course may be repeated for
credit up to four semesters. (2)

**Mus 118ABCD - 1-1-1-1 units**
**Introduction to Guitar**
Prerequisite: None
3 hours lab 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 instru-
ment. Course may be repeated
for credit up to four semesters.
(2)

**Mus 119 - 2 units**
**Survey of Jazz and Popular
Music**
Prerequisite: None
2 hours lecture weekly
Study of history of jazz from
origins to present day including
influential composers, instrumen-
talists, singers, and ar-
rangements; popular music and its
background.

**Mus 120 - 1 unit**
**Performance of Gospel Music**
Prerequisite: None
3 hours lab 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. (2)

**Mus 121 - 1 unit**
**Vocal Ensemble**
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. Course may be

**Mus 122 - 1 unit**
**Woodwind, Brass, or
Percussion Ensemble**
Prerequisite: Demonstrated ability in
performing area
3 hours rehearsal weekly
Development of instrumental
chamber groups to study litera-
ture written for ensemble
groups; to perfect and perform
these compositions. (2)

**Mus 123 - 1 unit**
**Strings and/or Keyboard
Ensemble**
Prerequisite: Demonstrated ability in
performing area
3 hours rehearsal weekly
Development of instrumental
chamber groups to study litera-
ture written for ensemble
groups; to perfect and perform
these compositions. Course
may be repeated for credit up to
four semesters. (2)

**Mus 125AB - 1-2 units**
**Musical Theatre Rehearsal
and Performance**
Prerequisite: Audition required
Lab hours as required by unit formula
Rehearsal and performance of
college-sponsored musical
theatre productions; experi-
ence in one or more aspects of a
production: leading roles,
chorus, dancing, dramatic
techniques of musicals, back-
stage and technical work.
Course may be repeated for
credit up to four semesters. (2)

**Mus 198 - ½-10 units**
**Short Courses in Music**
Prerequisite: None
Lecture and/or lab as required by unit
formula
Short courses in selected areas
of music to meet specific needs
of college or community as re-
quired 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. (2)

Mus 199AB - 1-3/1-3 units
Directed Studies in Music
Prerequisite: A course in the specific field
Lecture and/or lab 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, lab, and field work. Maximum of 6 units. (2)

Office Technology

OT 3 - 3 units
Payroll Accounting
Prerequisite: None
3 hours lecture weekly
Course primarily for clerical, secretarial, and accounting majors covering the need for payroll records; computing payroll records; computing wages and salaries, computing the various payroll taxes; preparing the payroll, compensation record, completing and filing various government forms; and a project covering all of these. (Co-numbered with Bus 3) (2)

OT 10 - 2 units
Personal Typing
Prerequisite: None
1 hour lecture, 3 hours lab 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 non-clerical and non-secretarial students. (2)

OT 11A - 3 units
Beginning Typewriting
Prerequisite: None, not open to students who have credit for one semester of typing in any other school
2 hours lecture, 3 hours lab 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. (2)

**OT 11B - 2 units**
Beginning Typewriting: Level 2
Prerequisite: Student must have already learned the typewriter keyboard either in a previous course or through self-teaching
1 hour lecture, 3 hours lab weekly
Course is designed for those students who have learned the typewriter keyboard but are not ready to go on to the more advanced level of Intermediate Typewriting. Course will review the keyboard, give training in the operation of the IBM Selectric typewriter, and instruct students to use the typewriter for various business applications. Students will learn to type letters, term papers, manuscripts, tabulations, etc. (2)

**OT 12 - 3 units**
Intermediate Typewriting
Prerequisite: OT 11 or equivalent
2 hours lecture, 3 hours lab 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. (2)

**OT 13 - 2 units**
Typing: Speed and Accuracy Development
Prerequisite: Knowledge of keyboard and ability to type at least 20 wpm
1 hour lecture, 3 hours lab 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. (2)

**OT 14 - 3 units**
Advanced Typewriting
Prerequisite: OT 12 with a grade of C, or one year of high school typing
2 hours lecture, 3 hours lab 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. (2)

**OT 15 - 3 units**
Production Typing
Prerequisite: OT 14 or equivalent and typing speed of 50 wpm
2 hours lecture, 3 hours lab 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. (2)

**OT 20 - 4 units**
Beginning Shorthand
Prerequisite: Completion of or concurrent enrollment in OT 11 or 12
3 hours lecture, 3 hours lab 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. (2)

**OT 21 - 4 units**
Intermediate Shorthand
Prerequisite: OT 20 or 1 year of high school shorthand
3 hours lecture, 3 hours lab weekly
Reviews shorthand theory, develops dictation speeds from 80 to 110 words a minute for three minutes, and develops
OT 22 - 4 units
Advanced Shorthand
Prerequisite: OT 21 with grade of C or better and typing speed of 50 wpm
3 hours lecture, 3 hours lab 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. (2)

OT 23 - 4 units
Speed Building and Transcription
Prerequisite: OT 22 with grade of C or better and typing speed of 50 wpm
3 hours lecture, 3 hours lab 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. (2)

OT 24 - 2 units
Shorthand Review
Prerequisite: Previous training in shorthand
1 hour lecture, 3 hours lab 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. (2)

OT 25 - 2 units
ABC Shorthand
Prerequisite: None (typing ability recommended)
1 hour lecture, 3 hours lab 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. (2)

OT 26 - 4 units
Machine Shorthand I
Prerequisite: OT 11 or 12 or typing speed of 40 wpm
3 hours lecture, 3 hours lab 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. (2)

OT 27 - 4 units
Machine Shorthand II
Prerequisite: OT26 and typing speed of at least 40 wpm
3 hours lecture, 3 hours lab weekly
Develops dictation rate from 80 to 120 words per minute and transcription rate of 60 percent of typing rate with 95 percent accuracy. (2)

OT 30 - 3 units
Filing Principles
Prerequisite: None. Ability to type recommended
3 hours lecture weekly
Course offers practical filing experience in major systems; students learn filing rules, modern filing supplies and equipment, and introductory records management. (2)
OT 32 - 2 units
Copy Processing
Prerequisite: Typing speed of at least 40 wpm
1 hour lecture, 3 hours lab weekly
Offers instruction and practical experience in the use of mimeoscope, mimeograph, fluid process, and photocopy. (2)

OT 33 - 1 unit
Beginning Machine Transcription
Prerequisite: OT 12 or equivalent and typing speed of at least 40 wpm
3 hours lab weekly
Transcription of dictation from cassettes to achieve mailable letters at an acceptable production rate. Includes a brief review of grammar and spelling. (2)

OT 34 - 2 units
Office Procedures
Prerequisite: OT 12 or equivalent or typing speed of 40 wpm or better
1 hour lecture, 3 hours lab weekly
Course offers instruction and practical application in office techniques and procedures, including receptionist duties, telephone techniques, fundamentals of filing, and office correspondence. (2)

OT 35A-N - 1 unit
Specialized Office Skills
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, (k) proofreading skills, (l) telephone techniques, (m) electronic typewriter, (n) programmable calculator/office applications. (2)

OT 36 - 1 unit
Job Search Techniques
Prerequisite: None
Lecture and/or lab 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. (2)

OT 37 - 2 units
Records Management
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. (2)

OT 38 - 3 units
Secretarial Procedures
Prerequisite: Minimum typing speed of 50 wpm. Shorthand is highly recommended.
2 hours lecture, 3 hours lab 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. (2)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Course Title</th>
<th>Prerequisite</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>OT 39</td>
<td>3</td>
<td>Secretarial Accounting</td>
<td>None</td>
<td>Prerequisite: None. Not open to students who have passed Business 101 2 hours lecture, 3 hours lab weekly Secretarial accounting for students interested in clerical or bookkeeping work; provides fundamentals of double-entry bookkeeping theory and application. (2)</td>
</tr>
<tr>
<td>OT 40</td>
<td>3</td>
<td>English Mechanics for Secretaries</td>
<td>None</td>
<td>2 hours lecture, 3 hours lab weekly Course designed to remedy, review, and refresh current language skills (punctuation, spelling, capitalization, and proofreading) for those business students/office workers whose primary responsibility will be production of usable business communications. (2)</td>
</tr>
<tr>
<td>OT 50</td>
<td>3</td>
<td>Medical Terminology</td>
<td>None</td>
<td>3 hours lecture weekly Teaches spelling, definition, and pronunciation of medical terms with emphasis on prefixes, suffixes, and roots of medical terms. (2)</td>
</tr>
<tr>
<td>OT 51</td>
<td>3</td>
<td>Advanced Medical Terminology</td>
<td>OT 50</td>
<td>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. (2)</td>
</tr>
<tr>
<td>OT 52</td>
<td>3</td>
<td>Medical Office Procedures</td>
<td>OT 14 or typing speed of at least 50 wpm</td>
<td>2 hours lecture, 3 hours lab 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. (2)</td>
</tr>
<tr>
<td>OT 53</td>
<td>3</td>
<td>Medical Insurance</td>
<td>None</td>
<td>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, Worker's Compensation, State Disability, Medi-Cal, Medicare, etc. (2)</td>
</tr>
<tr>
<td>OT 54</td>
<td>2</td>
<td>Medical Machine Transcription</td>
<td>Typing speed of at least 40 wpm</td>
<td>1 hour lecture, 3 hours lab weekly Transcription of dictation from belts and/or cassettes to achieve mailable letters and reports at an acceptable production rate. Includes case histories, surgical and lab reports with review of specialized medical vocabulary. (2)</td>
</tr>
<tr>
<td>OT 61</td>
<td>3</td>
<td>Legal Office Procedures</td>
<td>Typing speed of at least 40 wpm</td>
<td>2 hours lecture, 3 hours lab 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. (2)</td>
</tr>
</tbody>
</table>

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OT 62 - 2 units
Legal Machine Transcription
Prerequisite: Typing speed of at least 40 wpm
1 hour lecture, 3 hours lab weekly
Transcription of dictation from belts and/or cassettes to achieve maintainable letters and reports at an acceptable production rate. Legal documents and communications are emphasized as well as legal terminology. (2)

OT 89 - 1-12 units
Multi-Clerical Skills
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 (typing, 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. Meets 30 hours per week. Credit may be awarded for courses within the Office Technology program successfully completed. May be repeated for credit to a maximum of 24 units. Contact Admissions Office for vacancy information. (1)

OT 98 - ½-10 units
Short Courses in Office Technology
Prerequisite: None
Lecture and/or lab as required by unit formula
Specialized topics designed to inform or update interested persons in various disciplines within the field of Office Technology. Unit credit determined by length of course. (2)

Outboard Motorboat Mechanics

OMM 1 - 4 units
Introduction to Motorboat Mechanics
Prerequisite: None
3 hours lecture, 3 hours lab 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. (2)

OMM 2 - 4 units
Advanced Motorboat Mechanics
Prerequisite: OMM 1
3 hours lecture, 3 hours lab weekly
Continuation of OMM 1; emphasis on repair and rebuilding of outboard engines and I/O units. (2)

OMM 98 - ½-10 units
Short Courses in Outboard Motorboat Mechanics
Prerequisite: None
Lecture and/or lab as required by unit formula
Specialized workshops designed to train or update workers in the outboard motorboat mechanics field; content designed specifically for participants. Unit credit determined by length of workshop as defined by current credit standards. (2)
OMM 99ABCD - 1-2-3-4 units
Outboard Motorboat
Mechanics 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.
Lab 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 academic program
and vocational goals. (2)

Personal Growth

The Personal Growth course
offerings provide an assortment
of courses which enable people
to better understand them-
selves, the institution, and the
work world, with a professional
counselor as instructor,
advisor, and/or facilitator.

PG 1ABC - ½-1-1½ units
All About Oxnard College
Prerequisite: None
Lecture hours 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 - 3 units
Job Development
Prerequisite: None
3 hours lecture weekly
Specialized workshops de-
dsigned to upgrade student abili-
ties in the area of job-seeking
techniques, résumé prepara-
tion, and interviewing
methods; practical experiences
in résumé writing processes as
well as personal interviewing
practice.

PG 3 - 1½ units
Academic Assessment
Prerequisite: None
1½ hours lecture weekly
To assist students in assessing
their past, present, and future
academic objectives; by re-
viewing their past academic
performance, students will be
able to determine whether their
present academic objectives are realistic.

**PG 4 - 3 units**  
**Peer Advisor Training**  
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 - 1½-10 units**  
**Short Courses in Personal Growth**  
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.

**PG 101A - 3 units**  
**Career Development and Life Planning I**  
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 - 3 units**  
**Career Development and Life Planning II**  
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 - 1½ units**  
**How to Succeed in the Academic and Work Worlds**  
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.
Phil 1 - 3 units
Thinking Straight?
Prerequisite: None
3 hours lecture weekly
Course deals with ways in which illogical argumentation is used either by accident or to fool the audience. Fallacies in politics, statistics, selling, managing news, procedures of indoctrination, and propaganda are analyzed, and sound principles of reasoning are discussed.

Phil 101 - 3 units
Introduction to Philosophy
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 - 3 units
Introduction to Ethics
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 - 3 units
Survey of World Religions: East
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 - 3 units
Survey of World Religions: West
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 - 3 units
The Great Philosophers I
Prerequisite: None
3 hours lecture weekly
Introduction to philosophy from an 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 - 3 units
The Great Philosophers II
Prerequisite: None
3 hours lecture weekly
Introduction to philosophy from an historical perspective; considers the ideas which have had a dominant impact on Western civilization, their logical development, and their in-
fluence 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 - 3 units
Logic
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.

Phil 108 - 3 units
Mythology
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 - 3 units
Modern Religious Movements in America
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 dis-
cussion of the history of religious movements and causes underlying current religious variations.

Phil 110 - 3 units
Philosophy of Religion
Prerequisite: None
3 hours lecture weekly
The philosophy of religion investigates empirical, logical, and rational basis 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 - 3 units
Symbolic Logic and Set Theory
Prerequisite: Phil 107 or Math 11 or equivalents
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 description of axiomatic systems. (Co-numbered with Math 112.)

Phil 114 - 3 units
Social Philosophy
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 199AB - 1-3/1-3 units
Directed Studies in Philosophy
Prerequisite: A course in the specific field
Lecture and/or lab 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 in 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 requirements for Associate in Arts degree.

Repetition for Credit — The college policy for repeating 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.

AQUATICS ACTIVITIES

PE 101A - 1½ units
Swimming for Fitness
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. (2)

PE 102A - 1½ units
Beginning Swimming
Prerequisite: Pre-swimming test
1 hour lecture, 2 hours lab weekly
Swimming, diving, and water safety. Ability to pass American Red Cross Advanced Swimmer course will be a major aim.

PE 102B - 1½ units
Intermediate Swimming
Prerequisite: PE 102A or equivalent
1 hour lecture, 2 hours activity weekly
Swimming, diving, and water safety. Ability to pass the American Red Cross Intermediate Swimmer course will be a major aim.

PE 103 - 1½ units
Senior (Advanced) Life Saving
Prerequisite: Ability to pass the qualification test
1 hour lecture, 2 hours lab weekly
Instruction and practice in American Red Cross Advanced Life Saving and Water Safety. Emphasis on personal safety, safety and self-rescue in the use of small craft, elementary forms of rescue, swimming rescue, artificial respiration. American Red Cross may include certification in Advanced Life Saving.

PE 104 - 3 units
Water Safety Instructor
Prerequisite: Current American Red Cross Advanced Lifesaving Certificate
2 hours lecture, 3 hours activity weekly
Theory and practical techniques needed to teach water safety technique and procedure to all ages and abilities. May include certification as American Red Cross Water Safety Instructor with authorization to teach and certify swimming and life

ing classes, or American Red Cross Basic and Swimming Instructor with authorization to teach elementary swimming classes.

PE 110A - 1½ units
Sailing
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.

DANCE

PE 116A - 1½ units
Beginning Modern Dance
Prerequisite: None
1 hour lecture, 2 hours activity weekly
Development of proficiency in modern dance technique, skills, and development of understanding and appreciation of modern dance as an art form.

PE 116B - 2 units
Intermediate Modern Dance
Prerequisite: PE 116A or equivalent
1 hour lecture, 3 hours activity weekly
Continuing study of modern dance technique with emphasis upon combination of basic skills. Study of the dance phrase integrating elements of rhythm, design, dynamics, and motivation change.

PE 117AB - 1½-1½ units
Folk and Square Dance — Ethnic Dance
Prerequisite: None
1 hour lecture, 2 hours activity weekly
Development of ethnic dance skill, understanding, and appreciation. Experiences in folk, square, and round dancing. (2)
PE 118A - 1½ units
Beginning Ballet
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 Allegra combinations.

PE 118B - 2 units
Intermediate Ballet
Prerequisite: PE 118 or equivalent
1 hour lecture, 3 hours activity weekly
Continued study of ballet techniques with emphasis on more advanced skills necessary for center combinations and student performances.

PE 119A - 1½ units
Beginning Modern Jazz
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 119B - 2 units
Intermediate Modern Jazz
Prerequisite: PE 119A or equivalent
1 hour lecture, 3 hours activity weekly
Continuing study of Modern Jazz dance with technique emphasis upon combination of basic skills. Study of integrating elements of jazz dance, combining techniques, rhythm, design, and level change in dance form.

PE 120AB - 1-2 units
Dance Production
Prerequisite: Beginning and Intermediate Dance or equivalent
1 hour lecture, 1-3 hours activity weekly
Practica: 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 121A - 1½ units
Disco Dance
Prerequisite: None
1 hour lecture, 2 hours activity weekly
Fundamentals of disco dance technique will be taught. Students will be exposed to a variety of popular dances for individuals and couples, and given the opportunity to compose their own dances; a final dance contest will be held at the end of the semester.

PE 122A - 1½ units
Aerobics/Dance
Prerequisite: None
1 hour lecture, 2 hours activity
A basic exercise class combining dance movement with stretching and cardiovascular activities.

PE 123 - 1½ units
Social Dance
Prerequisite: None
1 hour lecture, 2 hours activity weekly
Development of various forms of social dance, including basic ballroom techniques as well as popular dance styles.

PE 124 - 1½ units
Mexican Dance
Prerequisite: None
1 hour lecture, 2 hours activity weekly
Development of basic Mexican dance skills, understanding and appreciation.
COMBATIVE ACTIVITIES

PE 130A - 1½ units
Introduction to Karate
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 130B - 1½ units
Intermediate Karate
Prerequisite: PE 130A or equivalent
1 hour lecture, 2 hours activity weekly
Development of skill in advanced fundamentals and techniques of Karate.

PE 131A - 1½ units
Self-Defense and Body Mechanics
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 132A - 1 unit
Tai Chi Chuan
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 133A - 1½ units
Beginning Wrestling
Prerequisite: None
1 hour lecture, 2 hours activity weekly
Introduction to wrestling as an educational medium which gives students opportunity for self-expression; takedowns, rides, escapes, and falls are taught.

PE 134 - 1½ units
Aikido
Prerequisite: None
1 hour lecture, 2 hours activity weekly
Aikido, a loving art of self-defense, was founded by Morohei Uyeshiba and is a martial art based on the ultimate power of love. Self-defense training in aikido provides practice in integration of physical body, energy body, and mind, and is a process of transformation leading toward a dynamic, greater self-consciousness.

INDIVIDUAL AND DUAL ACTIVITIES

PE 136A - 1½ units
Archery
Prerequisite: None
1 hour lecture, 2 hours activity weekly
Development of skill in archery, including rules, etiquette, safety factors, and techniques.

PE 136B - 1½ units
Intermediate Archery
Prerequisite: PE 136A or equivalent
1 hour lecture, 2 hours activity weekly
Continuing study of archery with technique emphasis upon advanced skills.

PE 137A - 1½ units
Bicycle Riding
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. (2)
PE 137B - 1½ units
Intermediate Bicycle Riding
Prerequisite: PE 137A or equivalent 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 students more aware of the physiological benefits acquired from bicycling.

PE 138A - 1½ units
Beginning Badminton
Prerequisite: None
1 hour lecture, 2 hours activity weekly
Development of skill in playing badminton, including rules, etiquette, techniques.

PE 138B - 1½ units
Intermediate Badminton
Prerequisite: PE 138A or equivalent
1 hour lecture, 2 hours activity weekly
Advanced techniques and strategies of badminton including participation in competitive tournaments and ladders.

PE 139A - 1 unit
Bowling
Prerequisite: None
3 hours activity weekly
Development of skill in bowling, including rules, etiquette, safety features, and techniques; class is conducted off campus.

PE 139B - 1 unit
Intermediate Bowling
Prerequisite: PE 139A or equivalent
3 hours activity weekly
Advanced techniques and strategies of bowling and participation in competitive events.

PE 140A - 1½ units
Golf
Prerequisite: None
1 hour lecture, 2 hours activity weekly
Development of skill in playing golf, including etiquette, rules, and techniques. (2)

PE 140B - 2 units
Intermediate Golf
Prerequisite: PE 140A 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 ½ unit. (2)

PE 141A - 1½ units
Tennis
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 141B - 2 units
Intermediate Tennis
Prerequisite: PE 141A 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 141C - 2 units
Advanced Tennis
Prerequisite: PE 141A and PE 141B or equivalent
1 hour lecture, 3 hours activity weekly
Advanced techniques and theory of playing tennis — strategy of tournament playing.

PE 142A - 2 units
Backpacking and Outdoor Survival
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 142B - 2 units**  
**Intermediate Backpacking and Outdoor Survival**  
Prerequisite: PE 142A or equivalent and physical fitness level for mountain hiking and adequate backpacking equipment for participation.

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 143A - 1½ units**  
**Jogging for Fitness**  
Prerequisite: None.

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 143B - 1½ units**  
**Intermediate Jogging for Fitness**  
Prerequisite: PE 143A or equivalent.

Course enables students to develop cardiovascular system. Closer examination of training methods is included.

**PE 144A - 1½ units**  
**Introduction to Yoga**  
Prerequisite: None.

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 observed.

**PE 145A - 1½ units**  
**Tumbling — Floor Exercise**  
Prerequisite: None.

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 146 - 1½ units**  
**Pre-Jogging/Walking and Conditioning**  
Prerequisite: None.

Conditioning course for future active physical education classes, specifically geared to students who need to improve overall physical fitness through a basic exercise and conditioning program. Classes individualized to students' specific needs as required.

**PE 147A - 1 unit**  
**Beginning Racquetball**  
Prerequisite: None.

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.

**PE 148B - 1½ units**  
**Intermediate Track**  
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.

**PE 150A - 1½ units**  
*Weight Training and Body Conditioning*  
Prerequisite: None  
1 hour lecture, 2 hours activity weekly  
Basic techniques, skills and principles of fitness and development and maintenance of a high level of efficiency.

**PE 150B - 1½ units**  
*Intermediate Weight Training and Body Conditioning*  
Prerequisite: PE 150A or equivalent  
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 151A - 1½ units**  
*Figure Contouring*  
Prerequisite: None  
1 hour lecture, 2 hours activity weekly  
Course includes aerobic, muscular and stretching exercises to improve condition and appearance of participants. Diet and exercise programs discussed. Each student establishes his/her own program. (2)

**PE 152A - 1½ units**  
*Aerobics in Physical Education*  
Prerequisite: None  
1 hour lecture, 2 hours activity weekly  
Introduction to principles and techniques of Aerobics.

**PE 154A - 1 unit**  
*Adaptive Physical Education*  
Prerequisite: None  
3 hours activity weekly  
Special course designed to meet needs of students unable to participate in regular physical 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. (2)

**TEAM ACTIVITIES**

**PE 155A - 1½ units**  
*Beginning Basketball*  
Prerequisite: None  
1 hour lecture, 2 hours activity weekly  
Development of basic skills in playing basketball, including rules and techniques.

**PE 155B - 1½ units**  
*Intermediate Basketball*  
Prerequisite: PE 155A or equivalent  
1 hour lecture, 2 hours activity weekly  
For those students who want to become proficient in basketball. A continuing development of a high degree of skill is emphasized.

**PE 156B - 2 units**  
*Intermediate Baseball*  
Prerequisite: None  
1 hour lecture, 3 hours activity weekly  
Development of higher proficiency and performance of baseball skills with special emphasis on game strategy and techniques.
PE 157AB - 1 unit
Beginning Team Sports
Prerequisite: None
3 hours activity weekly
Techniques, strategies, rules of team sport in season, with opportunity to participate in intramural program.
PE 157A - fall semester: flag football, volleyball, basketball.
PE 157B - spring semester: basketball, soccer, rugby, softball.

PE 158A - 1 unit
Beginning Team Sports for Women
Prerequisite: None
3 hours activity weekly
Techniques, strategies, rules of team sport in season, with opportunity to participate in the intramural program. Emphasis on flag football, volleyball, and basketball.

PE 159A - 1½ units
Beginning Soccer
Prerequisite: None
1 hour lecture, 2 hours activity weekly
Development of skills in playing soccer, including rules, techniques, and strategy.

PE 159B - 1½ units
Intermediate Soccer
Prerequisite: PE 159A or equivalent
1 hour lecture, 2 hours activity weekly
Advanced techniques and skills in the game of soccer.

PE 160A - 1 unit
Co-Ed Softball
Prerequisite: Good health
3 hours activity weekly
Co-educational instruction and participation in basic skills and strategy of slow pitch softball.

PE 161A - 1½ units
Beginning Volleyball
Prerequisite: None
1 hour lecture, 2 hours activity weekly
Development of basic skills in playing volleyball including rules, techniques of playing power volleyball.

PE 161B - 1½ units
Intermediate Volleyball
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 162A - 1½ units
Beginning Rugby
Prerequisite: None
1 hour lecture, 2 hours activity weekly
Development of skill in playing rugby; course covers rules and fundamentals of passing, running, kicking, and tackling, and offensive and defensive strategy.

PE 162B - 1½ units
Intermediate Rugby
Prerequisite: PE 162A or equivalent
1 hour lecture, 2 hours activity weekly
Advanced development of the skills of playing rugby; covers advanced skills in passing, kicking, and offensive and defensive strategy.

VARSITY ACTIVITIES

PE 166A - 3 units
Varsity Cross-Country (Men)
PE 166B - 3 units
Varsity Cross-Country (Women)
PE 167A - 3 units
Varsity Golf
PE 168A - 3 units
Varsity Tennis
PE 169A - 3 units
Varsity Track (Men)
PE 169B - 3 units
Varsity Track (Women)
PE 170A - 3 units
Varsity Basketball (Men)
PE 170B - 3 units
Varsity Basketball (Women)
PE 171A - 3 units
Varsity Soccer
PE 172A - 3 units
Varsity Baseball
PE 173A - 3 units
Varsity Volleyball (Women)
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 179AB - 2 units
Pep Squad
Prerequisite: Clinic and try-outs
1 hour lecture, 3 hours activity weekly
Course designed to learn and practice skills and techniques of a cheerleader, songleader or school mascot. Active participation in home sports events and designated away events required. Course may be repeated for credit.

PROFESSIONAL COURSES

PE 180A - 2 units
Introduction to Physical Education
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 181A - 2 units
Men’s Professional Activities I
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: rugby, soccer, speedball, tumbling, and wrestling.
PE 181B - 2 units  
**Men’s Professional Activities II**  
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: archery, badminton, basketball, golf, lead-up games, volleyball.

PE 181C - 2 units  
**Men’s Professional Activities III**  
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: baseball, football, softball, tennis, and track and field.

PE 182A - 2 units  
**Women’s Professional Activities I**  
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 182B - 2 units  
**Women’s Professional Activities II**  
Prerequisite: Enrolled in PE major/ minor program  
1 hour lecture, 3 hours activity weekly  
Development in skills, appreciation, and knowledge of modern dance and basic dance forms including background information.

PE 182C - 2 units  
**Women’s Professional Activities III**  
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: marching, tennis, badminton, archery, and track and field.

PE 182D - 2 units  
**Women’s Professional Activities IV**  
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: volleyball, softball, soccer, and field hockey.

PE 183AB - 2⅓-2⅓ units  
**Men’s Sports Officiating**  
Prerequisite: None  
2 hours lecture, 1 hour activity weekly  
Instruction and lab experience in sports officiating. Proficiency ratings required to successfully complete the course PE 183A during the fall semester—football, basketball, soccer, wrestling, PE 183B during the spring semester—track, baseball, rugby, volleyball.

PE 184AB - 2⅓-2⅓ units  
**Women’s Sports Officiating**  
Prerequisite: None  
2 hours lecture, 1 hour activity weekly  
Instruction and lab experience in sports officiating. Officiating of individual sports featured in 184A, team sports in 184B.
PE 185A - 2 units
Basketball Theory
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 185B - 2 units
Football Theory
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 185C - 2 units
Baseball Theory
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 lecturers to facilitate instruction.

PE 185D - 2 units
Soccer Theory
Prerequisite: Advanced soccer ability
2 hours lecture weekly
Development of advanced skills and principles of soccer; includes laws of the game, modern methods of coaching soccer, and understanding of the principles of play as they relate to attack, midfield, and defense.

PE 186A - 3 units
Creative Movement Activities for Children
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 199AB - 1-3/1-3 units
Directed Studies in PE
Prerequisite: A course in the specific field
Lecture and/or activity 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, lab, and field work. Maximum of 6 units.
**Physical Science**

**Phys Sci 1 - 3 units**  
**Practical Science**  
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 lab report writing. (2)

**Phys Sci 98A-Z - .5-10 units**  
**Short Courses in Physical Science**  
Prerequisite: None  
Lecture and/or lab 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.) (2)

**Phys Sci 101 - 3 units**  
**Introduction to Physical Science**  
Prerequisite: Math 11, or equivalent  
2 hours lecture, 3 hours lab 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. (2)

**Phys Sci 112 - 3 units**  
**Energy Conservation and Alternate Energy Sources**  
Prerequisite: None  
3 hours lecture weekly  
Provides knowledge of history and development of resources presently being used as sources of energy, alternate methods of energy generation, and various energy conservation methods. (2)
**Ph 110 - 3 units**  
**Descriptive Physics**  
Prerequisite: Math 11, or equivalent  
3 hours lecture weekly (3 hours lab recommended, but not required)  
Primarily a description of basic principles of physics using discussions, lecture-demonstrations, oral and written reports, and some problem solving. (2)

**Ph 111 - 5 units**  
**Mechanics of Solids and Fluids**  
Prerequisite: Ph 110 or equivalent;  
Math 121 or equivalent; or concurrent enrollment  
4 hours lecture, 3 hours lab weekly  
Introduction to 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. Lab designed to give concrete examples of lecture material. (2)

**Ph 112 - 5 units**  
**Electricity and Magnetism**  
Prerequisite: Ph 111, Math 121;  
corequisite, Math 122  
4 hours lecture, 3 hours lab 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; AC and DC circuits; and introductory electromics. Lab designed to reinforce lecture. (2)
Ph 113 - 5 units
Heat, Sound, Optics, and Modern Physics
Prerequisite: Ph 111, Math 121, 122
4 hours lecture, 3 hours lab 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. Lab designed to reinforce lecture. (2)

Ph 199AB - 1-3/1-3 units
Directed Studies in Physics
Prerequisite: A course in the specific field
Lecture and/or lab 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, lab, and field work. Maximum of 6 units. (2)
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 - 3 units  
Current Issues in Domestic and Foreign Politics  
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.

PSc 106 - 3 units  
Political Aspects of Economic Problems  
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 - 3 units  
Politics and Administration of State and Local Government  
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 - 3 units  
Comparative Government: Varieties of Political Experience  
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 199AB - 1-3/1-3 units Directed Studies in Political Science**
Prerequisite: A course in the specific field
Lecture and/or lab 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, lab, and field work. Maximum of 6 units.

**Psychology**

**Psych 10 - 2 units**
**Creative Listening**
Prerequisite: None
1½ hours lect, 1½ hours lab 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 11 - ½ unit**
**Job Stress**
Prerequisite: None
8 hours lecture
Course identifies characteristics of stress, including job stress; effects of stress, including both physiological and psychological effects, and presents ways to deal with job stress. Causative factors including the work environment, job structure, interpersonal relations, self-concept and other psychological factors discussed. Coping strategies emphasized. (Co-numbered with PS 11) (1)

**Psych 98A-Z - ½-10 units**
**Short Courses in Psychology**
Prerequisite: None
Lecture and/or lab as required by unit formula
Specialized topics designed to inform or update interested persons in the various disciplines within Psychology.

**Psych 101 - 3 units**
**General Psychology**
Prerequisite: None
3 hours lecture weekly
Introduction to subject matter of psychology, including philosophy of science, biology of be-
behavior, conditioning and learning, intelligence, motivation, personality, mental health, and therapy.

**Psych 102AB - 3 units**  
**Interpersonal Relations**  
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 - 3 units**  
**Beginning Statistics for Behavioral Science**  
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 - 3 units**  
**Introduction to Experimental Psychology**  
Prerequisite: Psych 101 and 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 - 3 units**  
**Introduction to Physiological Psychology**  
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 - 3 units**  
**Social Psychology**  
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 - 3 units**  
**Sex Roles**  
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 - 3 units  
Developmental Psychology  
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 - 3 units  
Loss, Grief, and Death  
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 - 3 units  
Human Sexuality  
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 - 3 units  
The Exceptional Child  
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 - 3 units  
Parent-Child Interaction  
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 - 3 units  
Psychology of Maturity and Aging  
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 - 3 units  
Animal Behavior  
Prerequisite: None  
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 - 3 units  
Introduction to Humanistic Psychology

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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 - 1½ units
Current Topics in Psychology
Prerequisite: A previous course in psychology
3 hours lecture weekly for 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 189B - 3 units
Psychological Issues of the Mexican People in the Southwest
Prerequisite: None
3 hours lecture weekly
Course analyzes experiences of people of Mexican descent, living in the Southwest, from a psychological perspective. Examines nature of individual and group conflict, explores problems of social participation in a dominant culture and its psychological implications. Course describes emergence of distinctive identities of people of Mexican descent.

Psych 199AB - 1-3/1-3 units
Directed Studies in Psychology
Prerequisite: A course in the specific field
Lecture and/or lab 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, lab, and field work. Maximum 6 units.
PS 11 - ½ unit
Job Stress
Prerequisite: None
8 hours lecture
Course identifies characteristics of job stress and presents ways to reduce and in some cases eliminate stress. Environmental factors, job structure, interpersonal relations, and psychological factors discussed. Coping strategies emphasized. (Co-numbered with Psych 11.) (1)

PS 98A-Z - ½-10 units
Short Courses in Public Services
Prerequisite: None
Lecture and/or lab 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. (1)
Real Estate

RE 1 - 3 units
Real Estate Principles
Prerequisite: None
3 hours lecture weekly
Basic course in general real estate; designed for the consumer; provides knowledge for prospective real estate salespersons; meets one of the requirements for the Real Estate Broker’s License. (2)

RE 2 - 3 units
Legal Aspects of Real Estate
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. Required for Real Estate Broker’s License. (2)

RE 3 - 3 units
Real Estate Practices
Prerequisite: RE 1 or equivalent*
3 hours lecture weekly
Techniques of operating a real estate business with emphasis on securing and qualifying prospects, obtaining listings, and legal factors in the real estate transaction. Required for Real Estate Broker’s License. (2)

RE 4 - 3 units
Real Estate Appraisal I
Prerequisite: RE 1 or equivalent*
3 hours lecture weekly
Introduction to real estate appraisal, exploring fundamental aspects of appraisal theory and practice; includes estimation of fair market value utilizing the cost, income and market approaches; emphasis on residential property types; case study situations may include field work. Required for Real Estate Broker’s License. (2)

RE 5 - 3 units
Real Estate Appraisal II
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. (2)

RE 6 - 3 units
Real Estate Finance
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. Required for Real Estate Broker’s License. (2)

RE 7 - 3 units
Real Estate Economics
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.

*Equivalence to RE 1 can be possession of a California Real Estate Sales License or ability to take the broker’s examination.
estate operation and techniques. Meets one of the requirements for the Real Estate Broker's License. (2)

**RE 8 - 3 units**
**Fundamentals of Escrow**
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. (2)

**RE 9 - 3 units**
**Escrow Procedures**
Prerequisite: RE 8
3 hours lecture weekly
Advanced escrow course covering more unusual and complex types of escrows and evaluating possible solutions; emphasis on real estate transactions, with some personal property also analyzed. (2)

**RE 10 - 3 units**
**Escrow III: Problems**
Prerequisite: RE 8 and 9 or equivalent
3 hours lecture weekly
Teaches in detail some of the more difficult and unusual types of escrows. Discusses and evaluates actual cases involving conflicts and disputes in escrows. Also includes court cases involving legal aspects of escrow. (2)

**RE 98 - 1/2-10 units**
**Short Courses in Real Estate**
Prerequisite: None
Lecture and/or lab 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 instruc-

tion of the workshop as defined by current credit standards; total workshop credit limited to 10 units. (2)

**RE 99ABCD - 1-2-3-4 units**
**Real Estate 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. Lab 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. (1)

*Equivalents to RE 1 can be possession of a California Real Estate Sales License or ability to take the broker's examination.*

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Recreation

Rec 98 - ½-10 units
Short Courses in Recreation
Prerequisite: None
Lecture and/or lab 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. (2)

Rec 99ABCD - 1-2-3-4 units
Recreation 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.
Lab 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. (1)

Rec 101 - 3 units
Social Recreation
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. (2)

Rec 102 - 3 units
Outdoor Recreation
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. (2)

Rec 103 - 3 units
Recreational Performing Arts
Prerequisite: None
2 hours lecture, 3 hours lab weekly
Instruction will focus on organization and supervision aspects rather than performance aspects of rhythmic, puppetry, pageantry, cultural activities, storytelling, and singing. (2)

Rec 104 - 3 units
Recreation Field Experience
Prerequisite: None
1 hour lecture, 6 hours lab weekly
Students gain practical experience in an agency appropriate to the student’s career interest. (2)

Rec 105 - 3 units
Introduction to Recreation and Leisure
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. (2)

Rec 106 - 3 units
Recreation Program Planning
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. (2)

**Rec 107 - 3 units**
**Recreation Leadership**
Prerequisite: Enrollment in Recreation as major/minor program
2 hours lecture, 3 hours lab 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. (2)

**Rec 199AB - 1-3/1-3 units**
**Directed Studies in Recreation**
Prerequisite: A course in the specific field
Lecture and/or lab 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, lab, and field work. Maximum of 6 units. (2)

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**Sign Language**

**SL 50 - 2 units**
**English Grammar for the Deaf**
Prerequisite: Student must be accepted into the Special Education Program
2 hours lecture weekly
A special class designed to teach deaf students basic English grammar with practice in writing and grammatical analysis of sentences. The class is taught in American Sign Language and intended for hearing impaired students who are sufficiently proficient in the use of sign language and who are enrolled in the Special Education Program. (Co-numbered with ES 50.)

**SL 98 - 1/2-10 units**
**Short Courses in Sign Language**
Prerequisite: None
Lecture and/or lab as required by unit formula
Specialized topics designed to inform or update interested persons in sign language.

**SL 101 - 3 units**
**Beginning American Sign Language, ASL**
Prerequisite: None
3 hours lecture weekly
Course presents American Sign Language, native language of the deaf, to beginning students. Syntax, tense indicators, idioms, finger-spelling, and use of gestures, facial expressions and pantomime combined in a course which covers fundamentals of grammar, vocabulary needed for simple communication with the deaf.
SL 102 - 3 units
Intermediate American Sign Language
Prerequisite: A previous course in Beginning Sign Language or equivalent
3 hours lecture weekly
Course presents instruction in American Sign Language in areas of vocabulary, general knowledge of studies and research concerning deafness, practice in expressive and receptive manual skills, and instructions on ASL structure.

SL 103 - 3 units
Advanced American Sign Language
Prerequisite: Intermediate American Sign Language or equivalent
3 hours lecture
Course presents advanced instruction in ASL which includes conversational practice, sign language, idioms, use of signs in expressing difficult concepts, and limited practice in interpreting. Instruction includes sign language structure and grammar.

SL 198 - ½-10 units
Topics in Sign Language
Prerequisite: None
Lecture and/or lab 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.

SL 199AB - 1-3/1-3 units
Directed Studies in Sign Language
Prerequisite: A course in the specific field
Lecture and/or lab 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, lab, and field work. Maximum of 6 units.
Sociology

Soc 101 - 3 units
Introduction to Sociology
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.

Soc 102 - 3 units
Social Problems
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. (2)

Soc 103 - 3 units
Racial and Ethnic Group Relations
Prerequisite: None
3 hours lecture weekly
Analysis of racism and prejudice in the US, discussing similarities and differences in racial and ethnic group experiences; emphasis on majority-minority group relations among major racial and cultural groups. (2)

Soc 104 - 3 units
Sex Roles
Prerequisite: None
3 hours lecture weekly
Sociological survey of sexual roles in US 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. (Co-numbered with Psych 107.) (2)

Soc 105 - 3 units
Aging in the United States
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 US. Emphasis upon interrelationships between social attitudes, economic system, and political system on lifestyle of the aged. (2)

Soc 106 - 3 units
Marriage and the Family
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. (2)

Soc 107 - 3 units
Sociology of the Black Community
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. (2)
Soc 108 - 3 units
Sociology of the Chicano Community
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. (2)

Soc 109 - 3 units
Futurology
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. (2)

Soc 112 - 3 units
Great American Women
Prerequisite: None
3 hours lecture
A socio-historical analysis of great American women. Biographical data examined in an attempt to determine how the socio-historical milieu influenced the lives of these great women. (Co-listed with Hist 112.) (2)

Soc 114 - 3 units
Social Philosophy
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 on a 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.) (2)

Soc 199AB - 1.3/1.3 units
Directed Studies in Sociology
Prerequisite: A course in the specific field
Lecture and/or lab 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, lab, and field work. Maximum of 6 units. (2)
Spanish

Spn 1 - 3 units
Conversational Spanish
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. (2)

Spn 2 - 3 units
Conversational Spanish
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. (2)

Spn 3 - 3 units
Conversational Spanish
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. (2)

Spn 4 - 3 units
Conversational Spanish
Prerequisite: Spn 3 or equivalent
3 hours lecture weekly
Practice in oral communication skills for students with a knowledge of the language, written and oral; emphasis on correct usage and pronunciation and enrichment of vocabulary. Reading and discussion of cultural topics is an essential part of the course. (2)

Spn 5AB - 3-3 units
Spanish for Teachers and Teacher Aides
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. (2)

Spn 6AB - 3-3 units
Spanish for Medical Personnel
Prerequisite: None for Spanish 6A; Spn 6A for 6B
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. (2)
Spm 7AB - 2-2 units
Survival Spanish for Community Agencies
Prerequisite: None
2 hours lecture weekly
Course designed for those working with Spanish-speaking people. Intensive study of job-related phrases and vocabulary with an emphasis on spoken Spanish. Introduction to Hispanic culture. (2)

Spm 50 - 3 units
Situational Spanish
Prerequisite: Spm 4 or equivalent fluency
3 hours lecture weekly
Situational Spanish will afford the opportunity to speak Spanish at an everyday level, for students who have taken previous courses and desire to reinforce and expand their skills. Topics are presented and discussed in class. (2)

Spm 98A-Z - 1/2-10 units
Short Courses in Spanish
Prerequisite: None
Lecture and/or lab as required by unit formula
Special topics designed to inform or update interested persons in the various disciplines within Spanish. (2)

Spm 101-102 - 5-5 units
Elementary Spanish
Prerequisite: None for Spm 101; Spm 101 for Spm 102 or 2 years of high school Spanish with grades of C or better
5 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.

Spm 103-104 - 5-5 units
Intermediate Spanish
Prerequisite: Spm 102 for 103, or three years of high school Spanish with grades of C or better; Spm 103 for 104, or 4 years of high school Spanish.
5 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.

Spm 105-106 - 5-5 units
Spanish for the Spanish Speaking
Prerequisite: A speaking knowledge of the Spanish language
5 hours lecture weekly
Study of communication skills in Spanish for students who have speaking knowledge of Spanish and desire to learn to read and write correctly; emphasis on vocabulary building and correct usage in speaking and writing; 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.

Spm 107 - 3 units
Hispanic Culture and Civilization
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 108 - 5 units
Spanish Grammar and Composition
Prerequisite: Spn 104 or equivalent fluency
5 hours lecture weekly
To present the systematic and logical sequence of Spanish syntax and afford advanced students some acquaintance with contemporary grammar and terminology, particularly where such acquaintance will promote heightened insight and sensitivity regarding the problems of Spanish grammar and the contrasts and relationships between English and Spanish. To provide the advanced student of Spanish with heavy emphasis on written style.

Spn 117 - 3 units
Mexican Literature in Translation
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 199AB - 1-3/1-3 units
Directed Studies in Spanish
Prerequisite: A course in the specific field
Lecture and/or lab 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 - 2 units
Basic Speech
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. (2)

Spch 101 - 3 units
Introduction to Oral Communication
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 - 3 units
Advanced Oral Communication
Prerequisite: Spch 101
3 hours lecture weekly
Experience in various types of persuasive rhetoric; reporting, of stylistic devices, emphasis on

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audience analysis, utilization of motives, and speech purposes. Emphasis on completeness and validity of support through planned research of speech topics.

**Spch 103 - 3 units**  
Process of Communication  
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 - 3 units**  
Voice and Diction  
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 Th A 104.)

**Spch 105 - 3 units**  
Oral Interpretation of Literature  
Prerequisite: Spch 101  
3 hours lecture weekly  
Principles and techniques of oral reading of prose and poetry with understanding and appreciation; evaluation of arguing, debating, working in parliamentary procedure, and oratory. Study of rhetorical theories and history of public address; investigation literature selected for reading.

**Spch 106 - 3 units**  
Critical Analysis of Speeches  
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 - 3 units**  
Argumentation and Debate  
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 - 3 units**  
Speaking English as a Second Language  
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 US customs. Tape recordings may be made as an aid to correction of foreign dialects. (2)
Spch 109 - 3 units
Readers' Theatre
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. (Co-numbered with ThA 109.)

Spch 110 - 2 units
The Deliberative Process
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 - 3 units
Introduction to Mass Media
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 112ABCD - 1-1-1-1 units
Forensics: Tournament Speaking
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.

Spch 198 - ½-10 units
Short Courses: Special Projects in Community Communication
Prerequisite: None
Lecture and/or lab 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.
Supervision

Sup 1 - 3 units
Basic Psychology for Supervisors
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. (2)

Sup 2 - 3 units
Human Relations (Developing Supervisory Leadership)
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 of interpersonal relationships. (2)

Sup 3 - 3 units
Supervisor's Responsibility for Management of Personnel
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. (2)

Sup 4 - 3 units
Labor Management Relations
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. (2)

Sup 5 - 3 units
Work Simplification
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. (2)

Sup 6 - 3 units
Cost Control for Supervisors
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. (2)

Sup 7 - 3 units
Job Analysis for Wage Administration
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. (2)

Sup 8 - 3 units
Safety Training and Fire Prevention
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. (2)

Sup 9 - 3 units
Developing Employees through Training
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. (2)

Sup 10 - 3 units
Management Controls and the Supervisor
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. (2)

Sup 11 - 1 unit
Reading Improvement
Prerequisite: None
1 hour lecture weekly
Techniques to increase reading rate and effectiveness. (2)

Sup 12 - 3 units
Oral Communications
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. (2)

Sup 13 - 3 units
Communication Writing for Supervisors
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. (2)

Sup 98A-Z - ½-10 units
Short Courses in Supervision
Prerequisite: Fulfiling or anticipating supervisory position
Lecture and/or lab 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 instruc-
tion of workshop as defined by current credit standards; total workshop credit limited to 10 units. (2)

Sup 99ABCD - 1-2-3-4 units
Supervision 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.
Lab 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. (1)

Sup 101 - 3 units
Elements of Supervision
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. (2)

Sup 102 - 3 units
Organization and Management
Prerequisite: Sup 101
3 hours lecture 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. (2)

Theatre Arts

ThA 98A-Z - ½-10 units
Short Courses in Theatre Arts
Prerequisite: None
Lecture and/or lab as required by unit formula
Specialized topics designed to inform or update interested persons in the various disciplines within Theatre Arts. (2)

ThA 101 - 3 units
Introduction to Theatre
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 production problems, critical analysis of plays, and related production elements for the playwright. Emphasis placed upon appreciation of the theatre — past and present. (Co-numbered with Engl 119.)

ThA 102AB - 3-3 units
Fundamentals of Acting
Prerequisite: None
2 hours lecture, 3 hours lab 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. (2)

ThA 103AB - 3-3 units
History of the Theatre
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, and technical and physical theatres.

**ThA 104 - 3 units**  
**Voice and Diction**  
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 articulation 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 - 3 units**  
**Readers’ Theatre**  
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. (Co-numbered with Spch 109.)

**ThA 110ABCD - 1-2 units**  
**Rehearsal and Performance**  
Prerequisite: Cast or staff assignment in current theatre arts production  
3 to 6 hours lab weekly  
Supervised acting in performance of college-sponsored drama productions; experience in all activities related to theatre productions. (2)

**ThA 112 - 3 units**  
**Chicano Teatro**  
Prerequisite: Reasonable fluency in Spanish language  
2 hours lecture, 3 hours lab weekly  
Course treats technical and organizational practices of theatrical productions, writing for the Chicano Teatro and presenting productions in barrios and at the college. (2)

**ThA 113 - 3 units**  
**Summer Theatre - Technical Work**  
Prerequisite: None  
9 hours lab weekly  
Participation in course includes design and construction of stage sets and properties; operation of lighting and and equipment; design and construction of costumes; working with stage makeup; and house management. (2)

**ThA 114 - 3 units**  
**Summer Theatre - Acting**  
Prerequisite: None  
9 hours lab weekly  
Participation as a performer in summer theatre productions. (2)

**ThA 115 - 3 units**  
**Directing for the Stage**  
Prerequisite: ThA 102A  
2 hours lecture, 3 hours lab 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. (2)

**ThA 117 - 3 units**  
**Children’s Theatre and Creative Dramatics**  
Prerequisite: None  
2 hours lecture, 3 hours lab 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. (2)

**ThA 120AB - 3-3 units**
*Stage Production*

Prerequisite: None
2 hours lecture, 3 hours lab weekly

120A — Lectures and demonstrations in stage lighting, sound, and stage costuming, including practical lab experience as members of crews for department productions.

120B — Lectures and demonstrations in scene design, stagecraft, make-up, and theatre management, including practical lab experience as members of crews for department productions. (2)

**ThA 127 - 3 units**
*Black Experience in the Theatre Arts*

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.

**ThA 199AB - 1/2-3 1/2-3 units**
*Directed Studies in Theatre Arts*

Prerequisite: A course in the specific field
Lecture and/or lab 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, lab, and field work. Maximum of 6 units. (2)
Traffic and Transportation

T&T 1 - 3 units
Introduction to Transportation
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. (2)

T&T 2 - 3 units
Fundamentals of Shipping and Receiving
Prerequisite: None
3 hours lecture weekly
Course explains fundamental terminology, technical and legal aspects of Shipping and Receiving. Training will provide students with background necessary in processing and accounting for all objects or assets entering or leaving the premises. (2)

T&T 4 - 3 units
Law of Freight Loss and Damage Claims
Prerequisite: None
3 hours lecture weekly
Course instructs students in laws of freight loss and damage claims and basic principles underlying the regulation, administration, and application of such laws and principles to land, water, and air transportation. (2)

T&T 5 - 3 units
Freight Rates and Tariff Practices
Prerequisite: None
3 hours lecture weekly
Unit of study for traffic persons preparing for increased responsibilities. Subject matter provides practical basis for underlying principles of traffic law. Most subjects analyzed from legal viewpoint. (2)

T&T 6 - 3 units
Interstate Commerce Principles and Practice
Prerequisite: None
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. (2)

T&T 7 - 3 units
Economics of Transportation and Logistics
Prerequisite: None
3 hours lecture weekly
Course provides instruction about economic significance of transportation on national, state, and local economies. Economics of transportation services and rates related to various logistics systems. Special emphasis on effective management and importance of public policy in transportation. (2)

T&T 8 - 3 units
Warehousing and Physical Distribution
Prerequisite: None
3 hours lecture weekly
Course identifies basic terminology and explores technical, practical, and legal aspects of warehousing and physical distribution. Course includes requirements in layout guides, planning, operational
efficiencies, equipment selection, maintenance, and accountability procedures. (2)

T&T 10 - 1 unit
Introduction to Air Freight
Prerequisite: None
1 hour lecture weekly
Course provides students with basic knowledge of domestic and international air freight. Material includes history of air freight, basic terminology, and operational functions as performed by a domestic or international air freight agent. (2)

T&T 11 - 1 unit
Export and Import Trade
Prerequisite: None
1 hour lecture weekly
Course presents detailed examination of essential basic fundamentals, planning factors, and techniques employed in exporting and importing goods from and to the United States. (2)

T&T 99ABCD - 1-4 units
Transportation and Traffic Management 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. Lecture 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. (1)

Truck Driving and Transporting

TDT 1 - 3 units
Introduction to Professional Truck Driving
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. (2)

TDT 2 - 3 units
Truck Driving: Basic Operating Techniques
Prerequisite: TDT 1
1 hour lecture, 6 hours lab 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, transmiision, accelerator, and brakes in both forward and backward movement practiced. Both diesel and gasoline trucks used. Field trips required. (2)

TDT 3 - 3 units
Twin Trailer or Doubles Operation
Prerequisite: TDT 2
1 hour lecture, 6 hours lab 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 DMV testing for C-1 or C-2 license. Field trips required. (2)

**TDT 4 - 3 units**
**Testing and Management Preparation**
Prerequisite: TDT 3
1 hour lecture, 6 hours lab 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. (2)

**TDT 5 - 3 units**
**Long Distance Moving/Storage Business Organization**
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 required. (2)

**TDT 6 - 3 units**
**Long Distance Moving/Storage Record Keeping**
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. (2)

**TDT 7 - 3 units**
**Moving Household Goods - Claim Prevention**
Prerequisite: None
2 hours lecture, 3 hours lab weekly
Practical application of techniques used in packing, wrapping of household goods for semi-van loading. Organizational surveys and inventory controls are simulated. (2)

**TDT 89 - 1-12 units**
**Truck Driving/Transportation Cluster**
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. Topics covered may include Basic Operating Techniques, Twin Trailer Operation, Weight Distribution, Loading and Unloading, Coupling, Pre-trip Inspection, Maintenance and Troubleshooting. Credit may be awarded for courses within Truck Driving/Transporting program successfully completed. Course operated on continuous enrollment plan, graded on credit-no credit basis. Contact Admissions Office for vacancy information. May be repeated to a maximum of 24 units. (2)

**TDT 98 - ½-10 units**
**Short Courses in Truck Driving and Transportation**
Prerequisite: None
Lecture and/or lab 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. (2)
**TDT 99ABCD - 1-4 units**  
**Truck Driving/Transporting 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.  
Lab 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. (2)

**Urban Studies**

**Urban 98A-Z - ½-10 units**  
**Short Courses in Urban Studies**  
Prerequisite: None  
Lecture and/or lab 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 99ABCD - 1-2-3-4 units**  
**Urban Studies 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.  
Lab 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 - 3 units**  
**Contemporary Urban Issues**  
Prerequisite: None  
2 hours lecture, 3 hours lab weekly  
Interdisciplinary course focusing on a 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 - 3 units
Introduction to the Human Services
Prerequisite: None
3 hours lecture weekly
Introductory course 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 - 3 units
Human Development in the Social Environment
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
disruptive 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 - 3 units
Urban Planning Practices
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.)

199
Word Processing

WP 70 - 3 units
Introduction to Word Processing
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. (2)

WP 71 - 3 units
Memory Typewriter
Prerequisite: OT 12 or equivalent and typing speed of at least 50 wpm
2 hours lecture, 3 hours lab weekly
Provides training on IBM Memory Typewriter; students given basic operational instruction to learn to type documents for updating, revising, and storing. (2)

WP 72 - 3 units
Word Processing: Machine Transcription
Prerequisite: OT 33 (concurrent enrollment acceptable); at least one of the following: WP 71, 73, 74
2 hours lecture, 3 hours lab 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. (2)

WP 73 - 3 units
Magnetic Card II
Prerequisite: OT 12 or equivalent and typing speed of at least 50 wpm
2 hours lecture, 3 hours lab weekly
Training on IBM Magnetic Card typewriter; basic machine operation and practical experience on the machine for various office-related jobs. (2)

WP 74 - 3 units
Text Editors
Prerequisite: OT 12 or equivalent and typing speed of at least 50 wpm
2 hours lecture, 3 hours lab weekly
Training on various text editing machines provided in this course. Students may repeat course according to equipment availability. (2)

WP 75 - 3 units
Text Editing Projects
Prerequisite: OT 73 or 74
2 hours lecture, 3 hours lab weekly
Thorough review of basic machine operation with major emphasis on applications pertaining to business office communications. New techniques will be learned involving 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 text editors, and then deliver it to the appropriate office. Course may be repeated once for credit. (2)

WP 76 - 3 units
Word Processing: Administrative Support
Prerequisite: Recommend students have at least one of the following: WP 70, 71, 72, 73, 74
2 hours lecture, 3 hours lab weekly
Course will develop the duties and responsibilities of the Word Processing administrative assistant and support personnel. Topics to be covered are: arguments for and against the implementation of word
processing into the office; working with management; centralized and decentralized systems; WP specialists; screening and selection; and dictation practices/procedures. (2)

WP 77 - 3 units
Word Processing: Office Management and Supervision
Prerequisite: Recommend students have at least one of the following: WP 70, 71, 72, 73, 74, 75
3 hours lecture weekly
Course is designed to train students to be office managers for Word Processing Centers. 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 are the 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. (2)
Appendix I

Student Conduct Code - Standards of Student Conduct

In joining the academic community, the student enjoys the right and shares the responsibility in exercising the freedom to learn. Like other members of the academic community, the students are expected to conduct themselves in accordance with standards of the college that are designed to perpetuate its educational purposes. Students shall respect and obey civil and criminal law, and shall be subject to legal penalties for violation of laws of the city, county, state, and nation. A charge of misconduct may be imposed upon a student for violating provisions of college regulations and the State Education and Administrative Codes. Where a student is subject to a charge of misconduct, such charge shall be processed in accordance with the following policies and procedures.

Disciplinary action may be imposed upon a student by an instructor, an administrator, or the governing board for proven misconduct or actual violation of specified college rules and regulations. Instructors and administrators may place students on probation or temporary exclusion with respect to actions in a classroom, on campus, or at a college-sponsored activity within the procedures specified in this document. The Dean of Student Services shall have the power to impose suspension and to recommend expulsion. Students are subject to charges of misconduct for any of the following acts on college-owned or controlled property or at a college-sponsored activity:

1. Willful disobedience to directions of college officials acting in performance of their duties.

2. Violation of college rules and regulations including those concerning student organizations, the use of college facilities, or the time, place, and manner of public expression or distribution of materials.

3. Dishonesty, such as cheating, or knowingly furnishing false information to the college.

4. Unauthorized entry to or use of the college facilities.

5. Forgery, alteration, or misuse of college documents, records, or identification.

6. Obstruction or disruption of classes, administration, disciplinary procedures, or authorized college activities.

7. Theft of or damage to property or possession of stolen property belonging to the college, a member of the college community, or a campus visitor.

8. Disorderly, lewd, indecent, obscene, or offensive conduct or expression which interferes with the college's primary educational responsibility.

9. Assault or battery, abuse,
or any threat of force or violence directed toward any member of the college community or campus visitor engaged in authorized activities.

10. Use, possession, distribution of alcoholic beverages, narcotics, hallucinogenic drugs, marijuana, or other dangerous drugs; or presence on campus while under the influence of alcoholic beverages, narcotics, hallucinogenic drugs, marijuana, or other dangerous drugs, except as expressly permitted by law.

11. Possession, while on the college campus or at an on- or off-campus college-sponsored function, of any of the following weapons (except persons given permission by the college President or his designated representatives or member of the law enforcement agencies, as police officers); any instrument or weapon of the kind commonly known as blackjack, sling shot, fire bomb, billy club, sand club, sand bag, metal knuckles; any dirk, dagger, firearm (loaded or unloaded) as pistol, revolver, rifle, etc.; any knife having a blade longer than five inches, any switchblade longer than two inches; any razor with an unguarded blade; any metal pipe or bar used or intended to be used as a club; or any item to threaten bodily harm.

Appendix II

Student Conduct - Disciplinary Action

Student conduct must conform to the Student Rules of Conduct established by the Board of Trustees of the Ventura County Community College District in collaboration with college administrators and students. Violations of such rules are subject to the following types of disciplinary actions, which are to be administered by appropriate college authorities against students who stand in violation. The Ventura County Community College District has established due process for the administration of the penalties enumerated here. Penalties are listed in degree of severity. College authorities will determine the appropriate penalty(ies):

**Warning** - Notice to the student that continuation or repetition of specified conduct may be cause for other disciplinary action.

**Reprimand** - Written reprimand for violation of specified rules. A reprimand serves to place on record that a student's conduct in a specific instance does not meet the standards expected at the college. A person receiving a reprimand is notified that this is a warning that continued conduct of the type described in the reprimand may result in a formal action against the student.

**Disciplinary Probation** - Exclusion from participation in privileges or extracurricular college activities set forth in the notice of
Disciplinary Suspension - Disciplinary suspension follows a hearing based on due process. It shall be invoked by the college President, upon the recommendation of the academic dean and by the President, where the need arises.

Summary Suspension - A summary suspension is for a period of not more than five school days. The purpose of the summary suspension is to ensure that the well-being of the student or the academic community is not impaired. The decision to suspend a student is made by the President of the college.

Restitution - Reimbursement for damage or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage.

Expulsion - An expulsion is a long-term or permanent denial of class attendance including privileges. The board of trustees may expel a student who has been convicted of a crime arising out of a campus disturbance, after a hearing by a campus body has determined the student's guilt by clear and convincing evidence.

Warnings and reprimands may be appealed directly to the President. They are not subject to a student conduct hearing.
Appendix III

Student Conduct - Due Process

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, faculty member, administrator, or classified personnel. Such person shall sign and submit a written statement specifying the time(s), place(s), and nature of the alleged misconduct.

2. The Dean shall confer with the student to advise of the charge, possible sanctions upon him/her, and his/her rights under college regulations and state and federal laws.

3. The Dean of Student Services may also procure information relating to the charge from the student and other persons or sources. Whenever appropriate, the Dean of Student Services 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 of Student Services may take any of the following actions:
   a. Dismiss the charge for lack of merit.
   b. Issue a warning or a letter of reprimand.
   c. Place the student on disciplinary probation, require restitution, place on summary or disciplinary suspension.
   d. Recommend expulsion.
   e. Remand the case to a Student Conduct Hearing.

5. If the student does not accept the decision of the Dean of Student Services, the Dean of Student Services shall arrange for the meeting of the Student Conduct Hearing Committee, following the procedures outlined in Sections B and C of this document.

B. Composition of Student Conduct Hearing Committee
1. The Student Conduct Hearing Committee, hereafter referred to as the Hearing Committee, shall be set up as follows:
   a. One student, one faculty member, and one administrator (other than the Dean of Student Services and his/her immediate staff. These persons are appointed by the college President).
   b. The President shall designate the chairperson of the Hearing Committee.
   c. A minimum of one Hearing Committee shall be selected annually.
   d. Upon notification of the Hearing Committee composition, each party is allowed one peremptory challenge, excluding the chairperson.
e. A quorum shall consist of all three members of the Hearing Committee.

f. The chairperson will allow any proposed member of the Hearing Committee to decline participation in the hearing.

C. Formal Hearing Procedures

1. A hearing will be called by the chairperson within 15 working days of receipt of the Dean of Student Services' request.

2. Both parties will be asked to attend the hearing and will be given sufficient notice in writing as to the time and place. Notice shall be given by certified mail at least five working days prior to the hearing date.

3. At the time of the hearing, the chairperson shall state the charge. The committee shall hear testimony, examine witnesses, and receive all evidence pertaining to the charge.

4. Both parties shall have the right to present statements, testimony, evidence, and witnesses. Each party shall have the right to be represented by a single advisor but not a licensed attorney.

5. The accused person and/or representative may be present as well as the aggrieved person and/or his/her representative. No other persons except scheduled single witnesses and the Hearing Committee members shall be present.

6. The person making the charge shall assume the burden of proof. The rule of confidentiality shall prevail at all stages of the hearing.

7. The Hearing Committee shall judge the relevancy and weight of testimony and evidence. It shall make its findings on fact and limit its investigation to the formal charge. It shall also make a recommendation for disposition of the charge to the college President. Actions in this procedure shall be completed within five working days.

8. The Hearing Committee shall submit its findings of fact and recommend action to both parties and to the President of the college. Upon receipt of the findings and recommendations, the President of the college shall:
   a. Concur with the Hearing Committee's recommendation.
   b. Not concur with the Hearing Committee's recommendation.
   c. Take alternative action.
   d. The college President shall state in writing the reasons for the action taken on the Hearing Committee's recommendations. The President shall act within 10 working days.

9. If either party does not agree with the decision of the college President at this time, an appeal may be made to the Superintendent of the Ventura County Community College District; if he/she is still dissatisfied with the
decision, an appeal may be made to the Board of Trustees which shall render the final decision.

10. Records of all proceedings will be maintained by the college President in accordance with rules of confidentiality and board/state/federal laws, rules, regulations, and contracts. Insertion of information regarding a case in an employee’s personnel record will only be made in compliance with board/state/federal laws, rules, regulations, and contracts.

Appendix IV

Student Conduct - Student Grievance

Purpose
Students are encouraged to pursue academic studies and other college-sponsored activities in order to promote intellectual growth and personal development. In seeking these ends, students should be free from improper interference by other members of the college community.

A grievance may be initiated by a student whenever the student believes that he/she has been subject to unjust actions or denied normal student rights as stipulated in college regulations and in the State Education and Administrative Codes. A grievance may be initiated by a student against any other student or any employee of the college.

Definition
A grievance is an allegation of unjust action or denial of student rights. A grievance exists only when a specific educational wrong has occurred to a single student. This wrong must involve an unjust action or denial of student rights as defined in a specified college, college district, or superior legal covenant or judgment. A grievance exists only when such an error or offense has some demonstrably correctable result. The outcome of a grievance must produce a tangible benefit to the student complaining or an actual redress of the wrong rather than a
punishment for the person or persons found in error.

**Procedures**

**A. Informal Processes:** When a student believes that a personal injustice has been sustained, an attempt should first be made to resolve the concern by informal means. Consultation should be made with the student, faculty member, administrator, or classified person involved in order to seek direct resolution. If this process fails or, for some reason, cannot be accomplished, the aggrieved student should confer with the direct supervisor of the person allegedly causing the problem. If both of these steps are unsuccessful, the aggrieved student should discuss the problem with the Dean of Instruction (for all programs and services controlled by this person) or the Dean of Student Services (for all other college programs and services).

**B. Formal Processes:** If the aggrieved student believes that the informal consultation processes mentioned in Section A have failed, the procedures and rules described below must be followed by both the student and the college. This process represents the formal grievance procedure of the college. However, the entire formal grievance process shall be discontinued at any time the parties can informally agree on a mutually satisfactory result. All formal records will be destroyed in this instance.

Resolution of grievances may not abrogate state or federal laws and applicable board of trustee rules and policies.

1. A college Grievance Committee shall be established by the college President at the opening of each academic year. This committee will be composed of one faculty member, one enrolled student, and one administrator. The chairperson will be designated by the President. Committee members are appointed by and serve at the pleasure of the President. If, in the judgment of either participant in a formal grievance or the President, a conflict of interest or bias exists with any committee member, that member will be excused and a substitute appointed for the case in question only.

A formal grievance must be filed with the Dean of Student Services within 90 calendar days of the final event in a sequence of events if any. The 90-day period shall commence on the day of the event or on the day of first knowledge of the event by the complaining party. Proof of the latter delayed date is the responsibility of the complaining party.

2. A formal grievance exists when the Dean of Student Services receives a signed written charge specifying the time, place, and nature of the injury from the aggrieved student. This written charge should be dated and must be on behalf of an individual.
student only. Group or class action grievances are not permitted. This charge must also clearly specify the informal consultation attempts made and described in Section A.

3. The Dean of Student Services will verify the completeness of the written charge and present the charge to the Grievance Committee within 10 working days of receipt.

4. The Grievance Committee will review the charges made in Section B2 within five working days and request a response in writing from the person accused. This person must reply within 10 working days. Upon receipt of this response, the committee shall meet and recommend to the President that (a) the case be dismissed or (b) the reasonable cause for a hearing exists. This action must take place within five working days.

5. The President will then either dismiss the case with the reasons set out in writing to both parties or request that the Grievance Committee hold a formal hearing. The President must take this action within five working days of receipt from the committee (Section B4).

6. Formal hearing procedures:
   a. A hearing will be called by the chairperson within 15 working days of receipt of the President’s request (Section B5).
   b. Both parties will be asked to attend the hearing and will be given sufficient notice in writing as to the time and place. Notice shall be given by certified mail at least five working days prior to the hearing date.
   c. At the time of the hearing, the chairperson shall state the charge. The committee shall hear testimony, examine witnesses, and receive all evidence pertaining to the charge.
   d. Both parties shall have the right to present statements, testimony, evidence, and witnesses. Each party shall have the right to be represented by a single advisor but not a licensed attorney.
   e. The accused person and/or representative may be present as well as the aggrieved person and/or his/her representative. No other persons except scheduled single witnesses and the Grievance Committee members shall be present.
   f. The person making the charge shall assume the burden of proof. The rule of confidentiality shall prevail at all stages of the hearing.
   g. The committee shall judge the relevancy and weight of testimony and evidence. It shall make its findings on fact and limit its investigation to the formal
charge. It shall also make a recommendation for disposition of the charge to the college President. Actions in this procedure shall be completed within five working days.

h. The committee shall submit its findings of fact and recommend action to both parties and to the President of the college. Upon receipt of the findings and recommendations, the President of the college shall:
   (1) Concur with the committee’s recommendation.
   (2) Not concur with the committee’s recommendation.
   (3) Take alternative action.
   (4) The college President shall state in writing the reasons for the action taken on the committee’s recommendation. The President shall act within 10 working days.

i. If either party does not agree with the decision of the college President at this time, an appeal may be made to the Superintendent of the Ventura County Community College District; if he/she is still dissatisfied with the decision, an appeal may be made to the board of trustees which shall render the final decision.

j. Records of all proceedings will be maintained by the college President in accordance with rules of confidentiality and board/state/federal laws, rules, regulations, and contracts. Insertion of information regarding a case in employee’s personnel record will only be made in compliance with board/state/federal laws, rules, regulations, and contracts.
Appendix V

Interdistrict Attendance Agreements and Notices of Restriction

Interdistrict attendance agreements and notices of restriction effective for 1981-82 are listed below.

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 78032.

Los Angeles Community College District
Mendocino Community College District
Merced 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
Santa Barbara Community College District
Santa Clarita Community College District
Shasta-Tehama-Trinity Joint Community College District
Siskiyou Joint Community College District
Victor Valley Community College District
West Hills Community College District
Yuba Community College District

Barstow Community College District
Butte Community College District
Cerritos Community College District
Coachella Valley Community College District
Compton Community College District
Foothill De Anza Community College District
Glendale Community College District
## Appendix VI

### 1981-82

**Non-Resident and Out-of-District Tuition Fee and Refund Schedule**

<table>
<thead>
<tr>
<th>Units Enrolled</th>
<th>Tuition Charge</th>
<th>1st Week Refund</th>
<th>2nd Week Refund</th>
<th>3rd Week Refund</th>
<th>4th Week Refund</th>
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<td></td>
<td>Reg.</td>
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<td>241.00</td>
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<td>10½</td>
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<td>399.00</td>
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<td>963.00</td>
<td>741.00</td>
<td>494.00</td>
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<td>1,001.00</td>
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<td>1,077.00</td>
<td>1,077.00</td>
<td>826.50</td>
<td>551.00</td>
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<tr>
<td>15 or more</td>
<td>1,140.00</td>
<td>1,115.00</td>
<td>1,115.00</td>
<td>855.00</td>
<td>570.00</td>
</tr>
</tbody>
</table>

*Indicates that a minimum administrative fee of $25.00 is deducted from those refunds.

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

Standards of Scholarship

The Ventura County Community College District Governing Board has adopted the following regulations for standards of scholarship consistent with the provisions of California Administrative Code, Title 5, Sections 51300-51325.

1. Grading Practices. Work in all courses acceptable in fulfillment of the requirements for associate, baccalaureate degree, a certificate, diploma, or license shall be graded in accordance with the provisions adopted by this governing board for the sections relating to the grading scale, Credit-No Credit Options, or Credit by Examination.

2. Credit - No Credit Options. a. The community colleges of this district may offer courses in both of the following categories. Each college shall specify in its catalog the category into which each course falls.
   (1) Courses wherein all students are evaluated on a “credit-no credit” basis.
   (2) Courses wherein each student may elect by no later than the end of the first thirty percent (30%) of the term, whether the basis of evaluation is to be “credit - no credit” or a letter grade.
   b. All units earned on a “credit - no credit” basis in accredited California institutions of higher education or equivalent out-of-state institutions shall be counted in satisfaction of community college curriculum requirements.
   c. Units earned on a “credit - no credit” basis shall not be used to calculate grade point averages. However, units attempted for which “NC” is recorded shall be considered in probation and dismissal procedures.
   d. Independent study courses offered in accordance with sections 55300-55360 CAC, Title 5, may be graded on a “credit - no credit” basis in accordance with subdivision (a) of this section.
   e. Courses in which there is a single satisfactory standard of performance for which unit credit is assigned, the “CR-NC” grading system shall be used to the exclusion of other grades. Credit shall be assigned for meeting that standard, no credit for failure to do so.

3. Credit by Examination a. The community colleges of this district shall publish the adopted procedures and regulations pertaining to credit by examination.
   b. Granting unit credit for
a course by examination is based on the principle 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 of credit granted by examination; no letter grades shall be awarded.

c. Each college shall determine the courses for which credit by examination is granted.

d. Units for which credit is given pursuant to the provisions of this section shall not be counted in determining the required twelve (12) semester hours of credit in residence.

4. **Standards for Probation**

a. A student who has attempted at least twelve (12) semester units as shown by the official academic record shall be placed on academic probation if the student has earned a grade point average below 2.0 in all the units which were graded on the basis of the grading scale established by this district.

b. A student who has enrolled in a total of at least twelve (12) semester units as shown by the official academic record shall be placed on progress probation when the percentage of all units in which the student has enrolled and for which entries of “W,” “I,” “NC” are recorded reaches or exceeds fifty percent (50%).

5. **Removal from Probation**

a. A student on academic probation for a grade point deficiency shall be removed from probation when the student’s accumulated grade point average is 2.0 or higher.

b. A student on progress probation because of an excess of units for which entries of “W,” “I,” and “NC” are recorded shall be removed from probation when the percentage of units in this category drops below fifty percent (50%).

c. Each community college on this district shall publish in its college catalog the procedures and conditions for probation and appeal of probation as adopted by the Governing Board of this district and request for removal from probation. Such procedures and conditions shall be in accordance with those standards specified in subsections (a) and (b) of this section.

6. **Standards for Dismissal**

a. A student who is on academic probation shall be subject to dismissal if the student earned a cumulative grade point average of less than 1.75 in all units attempted in each of three consecutive semesters which were graded on the basis of
the grading scale established by this district.

b. A student who has been placed on progress probation shall be subject to dismissal if the percentage of units in which the student has been enrolled for which entries of “W,” “I,” and “NC” are recorded in at least three consecutive semesters, reaches or exceeds fifty percent (50%).

c. Each college in this district shall publish procedures and conditions for dismissal and appeal of dismissal and request for reinstatement. Such procedures and conditions shall be in accordance with the standards specified in subsections (a) and (b) of this section.

7. **Units Attempted.** For purposes of sections dealing with standards for probation and dismissal, “all units attempted” means all units of credit for which the student was enrolled in any college, university, or grade 13 and 14, regardless of whether the student completed the courses or received any credit or grade.

8. **Academic Record Symbols and Grade Point Average**

a. Grades from a grading scale shall be averaged on the basis of the point equivalencies to determine a student’s grade point average. The highest grade shall receive four points, and the lowest grade shall receive 0, using the following evaluative symbols:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>D</td>
<td>Passing, less than satisfactory</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
</tr>
<tr>
<td>CR</td>
<td>Credit (at least satisfactory—units awarded not counted in GPA)</td>
</tr>
<tr>
<td>NC</td>
<td>No credit (less than satisfactory, or failing—units not counted in GPA)</td>
</tr>
</tbody>
</table>

b. Each community college in this district shall publish the point equivalencies for the grades used in subsection (a) of this section in its catalog as part of the district’s grading practice.

c. The Governing Board of this district authorizes the use of only the following non-evaluative symbols:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
</tbody>
</table>

Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term may result in an “I” symbol being entered in the student’s record. The condition for removal of the “I” shall be stated by the instructor in a written record. This record shall contain the conditions for removal of the “I” and the grade assigned in lieu of its removal. This record must be
given to the student with a copy on file with the registrar until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The "I" may be made up no later than one year following the end of the term in which it was assigned.

The "I" symbol shall not be used in calculating units attempted nor for grade points.

A district-wide process shall be provided whereby a student may petition for a time extension due to unusual circumstances.

IP = In Progress
The "IP" symbol shall be used to denote that the class extends beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of a substantive grade must await its completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the student's record for the term in which the course is completed. The "IP" shall not be used in calculating grade point averages.

RD = Report Delayed
The "RD" symbol may be assigned by the registrar only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. "RD" shall not be used in calculating grade point averages.

W = Withdrawal
Withdrawal from a class shall be authorized through the last day of the fourteenth week of instruction (or 75% of a term, whichever is less). The academic record of a student who remains in a class beyond the time allowed by district policy must reflect a symbol as authorized in subsection (a) of this section, other than a "W." No notation ("W" or other) shall be made on the academic record of the student who withdraws during the first 4 weeks or 30% of a term, whichever is less. Withdrawal between the end of the fourth week and the last day of the fourteenth week of instruction (or 75% of a term, whichever is less) shall be recorded as a "W" on the student's record. The "W" shall not be used in calculating grade point averages,
but excessive "W's" (as defined) shall be used as factors in probation and dismissal procedures. The criteria for withdrawal and the procedures to accomplish it shall be published in the catalog of each college in this district.

9. **Notification of Probation and Dismissal.** Each community college in this district shall make every reasonable effort to notify a student of academic probation or dismissal at or near the beginning of the semester in which it will take effect but, in any case, no later than the start of the fall semester.

Each community college in this district shall also make every reasonable effort to provide counseling and other support services to a student on probation to help the student overcome any academic difficulties. Each community college in this district shall make every reasonable effort to notify a student of removal from probation or reinstatement after dismissal within the timelines established by the district. Probation and dismissal policies and procedures shall be published in the catalog of each college in this district.

10. **Grade Changes**
   a. In any course of instruction in a community college in this district for which grades are awarded, the instructor of the course shall determine the grade to be awarded each student in accordance with Section 8 dealing with academic record symbols and grade point average. The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith or incompetency. Procedures for the correction of a grade given in error shall include expunging the incorrect grade from the record.

   b. Each college in this district shall publish procedures and regulations pertaining to the repetition of courses for which substandard work has been recorded in accordance with the district policy for course repetition and academic renewal without course repetition. When grade changes are made, appropriate annotations of any courses repeated shall be entered on the student's permanent academic record in such a manner that all work remains legible, insuring a true and complete academic history.

11. **District Policy for Course Repetition.** The community colleges of this district shall publish in their catalogs the procedures or regulations pertaining to the repetition of courses for which substandard work has been recorded in accordance with district policy. For purposes of course repetition, and academic renewal, and all other related provisions, the term "substandard"
shall be defined as meaning course work for which the grading symbols "D," "F," and/or "NC" have been recorded. The procedures or regulations allow such courses to be repeated and the previous grade and credit to be disregarded in the computation of grade point averages. In such cases, the provision specified in subdivision (f) of Section 55002 CAC, Title 5, and the sections of this policy dealing with grade changes and course repetition implementation shall be followed. When course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

12. **Course Repetition: Implementation.** A course in which a grade of "C" or better has been earned may not be repeated except as stated in the catalog course description. Courses taken at any college in which a grade of "D," "F," "NC," 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.

13. **Academic Renewal Without Course Repetition:**
Each community college in this district shall publish procedures or regulations pertaining to the alleviation of previously recorded, substandard academic performance (less than "C" or equivalent), as defined in the district policy for course repetition which is not reflective of a student's demonstrated ability. When substandard course work is disregarded in the computation of grade point averages, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

14. **Academic Renewal Without Course Repetition: Implementation.** Students
who are having difficulty meeting academic requirements due to 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, only once, 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 (a) substandard and (b) 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 G.P.A. 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.

Appendix VIII

Student Health Services

The governing board hereby establishes a program of student health supervision and services. This action is taken pursuant to California Administrative Code, Title 5, Sections 54702 through 54742. The program provides for the operation of student health centers wherein enrolled students of the district’s colleges and other persons expressly authorized by the governing board may be diagnosed and treated. The governing board will annually determine the amount of the fee to be assessed for such services.

A plan for student health services in the Ventura County Community College District follows (in compliance with CAC, Title 5, Section 54710). This plan is facilitated on each campus through the Dean of Student Services and the Coordinator of Student Health Services. The district may also employ health aides, physicians, and other health workers as provided by law, budget, and need.

Student Health Services Plan
Statement of Purpose
To strengthen the educational process through the maintenance and improvement of the health status of students in accordance with the state mandates and district policies. The major focus of Student Health Services is the prevention of illness and disability and
the early detection and correction of health problems.

**Health Coordinator**
The Health Coordinator is especially prepared and uniquely qualified in preventive health, health assessment, and referral procedures. (Education Code 49426, school nurses; qualifications and services.)

**Diligent Care**
The Health Coordinator is responsible for the implementation of all campus medical emergency and first aid procedures and the rendering of first aid in case of accident or illness.

**Health Guidance**
The Health Coordinator provides leadership which directs and guides the course of action for the total college student health program. The Coordinator assists students in obtaining and maintaining a high level of wellness via workshops, appropriate referrals, and other supportive services including individual health counseling.

**Health Protection and Environmental Health and Safety**
The Health Coordinator works toward the prevention of illness, protects the college environment from diseases, and attempts to avoid costly remedial medical interventions. Health hazards as they appear on accident reports or by observation are reported for corrective action. Immunizations (e.g., tetanus, flu, TB Tine) are administered. Outreach clinics are conducted to detect dangerous health conditions among students such as hypertension, heart disease, diabetes, cervical cancer, venereal disease, anemia, Tay-Sachs, etc. Coordination with County Public Health Department is on a regular basis.

**Appraisal and Limited Treatment**
The Student Health Center provides quality on-campus outpatient services to all registered students and other persons expressly authorized by the governing board. Health education and health counseling is a constant theme which extends throughout the system. A college physician may be employed for a limited number of weekly hours. Certain non-prescription medicines are available upon request. X-ray services and laboratory work are handled via referrals.

**Referrals**
The Health Coordinator provides liaison between students, college, and community health resources and continually seeks to improve channels of communications.

**Health and Accident Insurance Plans**
The Student Health Fee provides for low cost, yet significant student accident insurance for all students at no cost to the district. The Health Center maintains insurance records and claims to verify costs incurred and claims paid. The Health Center reports and maintains accident records of all student injuries and attempts to advise and eliminate causal conditions, whenever possible.

**Crisis Intervention**
The Student Health Center in cooperation with the Counseling Office and external agencies provides a mental
health program to facilitate normal psychological growth, to maximize academic functioning and consistent school attendance.

Dissemination of Information
The presence of the Student Health Center and its functions is published through booklets, bookmarks, campus newspaper, student calendar, and marquees.

Emergency Disaster Plan
The Student Health Center is designated to act as first aid station. The disaster plan is actually the responsibility of the college administration since it involves total college staff, management, faculty, and facilities in the event of fire, earthquake, nuclear fallout, mudslides, or whatever.

The Student Health Centers are maintained through the assessment of a student health fee.

Appendix IX

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 which are maintained by this District. The editing or withholding of such records is prohibited except as provided by law.

Requests for access shall be in writing, addressed to the Dean of Student 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 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 one dollar ($1.00) will be charged per page per copy.

**Directory Information**

The colleges in this District maintain directory information which may be released: student name, address, telephone number, 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 shall not be released providing written notification is given the Dean of Student 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 the 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 observers’ areas of competence, (4) not based on personal observations of the named person with the time and place of the observation noted. Allegations which are sustained shall be expunged and the record removed and destroyed.

Students filing a written request shall be provided a hearing and receive, in writing, a decision either sustaining or denying the allegations. Allegations which have been denied by the college may be further appealed to the Superintendent of the Ventura County Community College District and his designee, the Assistant to the Superintendent of 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.
Faculty and Administration

Ventura County Community College District Governing Board

David Bender, Jr.
James T. Ely
Dr. William M. Simpson
Dr. Robert Stone
Vincent M. Turner

District Office Personnel

James Moore, Acting Superintendent
Dr. George Kozita, Associate Superintendent/Business
Dr. William H. Lawson, Assistant Superintendent/Instruction, Planning
James Moore, Assistant Superintendent/Student Services
Barbara A. Derryberry, Assistant Superintendent/Personnel Services
Ruth McPherson, Affirmative Action Officer

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Hemming, Ruth M. - Associate Dean of Instruction/ Administrative Services - B.A., University of California, Berkeley; M.A., Mount Holyoke College; Ed.D., University of La Verne
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de la Pena, Jose F. - Director, Student Financial Services - B.A., Texas University of Arts and Industries; M.A., San Jose State University
Woolley, John - Associate Dean of Student Services/Admissions and Records - B.A., California State University, Los Angeles; M.Ed., University of Arizona; M.A., Immaculate Heart College; Ed.D., Brigham Young University
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Cuevas, Fernando - Director of Instruction/Math, Sciences - B.A., M.A., San Diego State University
Matthews, Donald - Director of Instruction/Business and Occupational Education - A.A., Ventura College

Renger, Robert - Director of Instruction/Humanities, Social Sciences - B.A., M.A., Ph.D., University of California, Santa Barbara

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Flocco, Vincent R., Jr. - Art - B.A., M.A., California State University, Los Angeles; M.F.A., University of Iowa

Ford, Bernie - Diesel Mechanics Instructor -

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Castro, Francisco - Auto Mechanics -

Corley, Helene - Business Education/General Business - B.A., City University of New York; M.S., Long Island University

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True, Betty - Home Economics - B.A., M.A., California State University, Los Angeles
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Watson, Sylvia - Sociology - B.A., University of California, Santa Barbara; M.A.T., University of Chicago
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