



# **OXNARD COLLEGE CATALOG 1982-84**



# Oxnard College Catalog 1982-84

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4000 South Rose Avenue, Oxnard  
Phone (805) 488-0911 or 659-0370

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**NOTE: Supplements to this 2-year Catalog  
will be issued as appropriate to update  
essential information.**

# Table of Contents

<b>Map of Oxnard College</b>			
<b>Locations</b>	4	Use of Listening or Recording Devices	28
<b>Oxnard College Campus Map</b>	5	Availability of District Library Resources	28
<b>College Instructional Calendar</b>	6	Transfer Information	28
<b>General Information</b>	7	General Education	
Nature of the College	7	Certification Requirements	29
Philosophy of the College	7	General Education	
Specific Objectives	8	Certification Pattern for California State	
History of the College	11	University System	30
Accreditation	14	General Education	
Memberships	14	Requirements, UCSB, College of Letters and Science	32
Community Services	14	General Education	
Affirmative Action/Title IX	15	Requirements, LaVerne Residence Center	33
<b>Academic Information</b>	17	General Education	
Admission Procedure	17	Requirements, California Lutheran College	34
Advanced Placement	18	Graduation Requirements	35
Attendance	18	Associate in Arts Degree	35
Auditing Classes	18	Associate in Science Degree	36
Residency Requirements	18	Approved General	
Foreign Students	19	Education Course List for A. A. and A. S. Degrees	37
Student Fees	20	Guidelines for Additional Degrees	37
Tuition	20	Occupational Education	38
Health and Parking Fees	20	Certificates of Achievement	39
Transcripts	21	Occupational Curriculum	
Textbooks and Supplies	21	Patterns	39
Grading System	21	Degree/Certificate Program Plans	40
Incomplete Grades	21	<b>Student Services</b>	53
In Progress	21	Counseling Services	53
Report Delayed	22	Academic Information	53
Withdrawal from College	22	Career/Life Planning	54
Credit-No Credit	23	Personal Concerns	54
Grade Changes	23	Financial Services	55
Course Repetition	24	Grants	55
Academic Renewal	24	Loans	56
Credit by Examination	25	College Work Study	56
Credit for Military Service	27		
Final Examinations	27		
Admission, Probation, Dismissal, and Readmission Policies	28		
Dean's List	28		

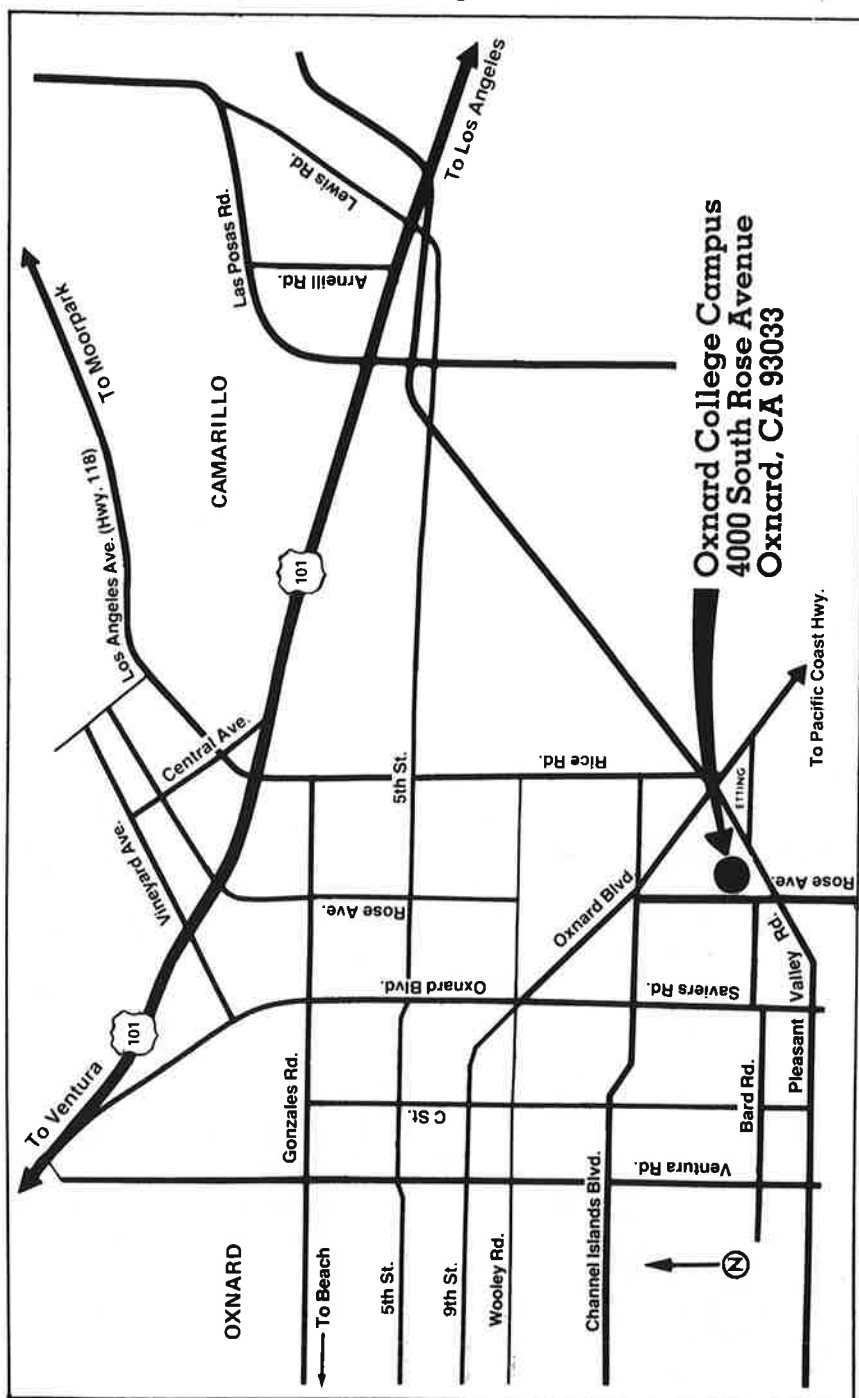


Job Placement Services	56
Extended Opportunities	
Programs and Services	56
Scholarships	57
Health Services/	
Accident Insurance	58
Veterans Services	59
Student Organizations and	
Activities	60
Athletics	61
Music Organizations	61
Dramatics	61
Publications	61
<b>Special Programs</b>	62
Disabled Students Program	62
ESPIGA (Bilingual Program)	63
Learning Center	64
Military Science	64
Tutorial Services	64
Women's Program	65
Work Experience	65

<b>Course Descriptions</b>	66
<b>Appendices</b>	213
I. - Student Conduct Code	213
II. - Disciplinary Action	214
III. - Due Process	216
IV. - Student Grievances	218
V. - Interdistrict Permits	222
VI. - Non-Resident Tuition Fee	
and Refund Schedule	223
VII. - Admission, Probation	
Dismissal and	
Readmission	224
VIII. - Student Health Services	227
IX. - Privacy Rights Governing	
Student Records	229
X. - Sexual Harassment	230
<b>Faculty and Administration</b>	236
<b>Index</b>	240



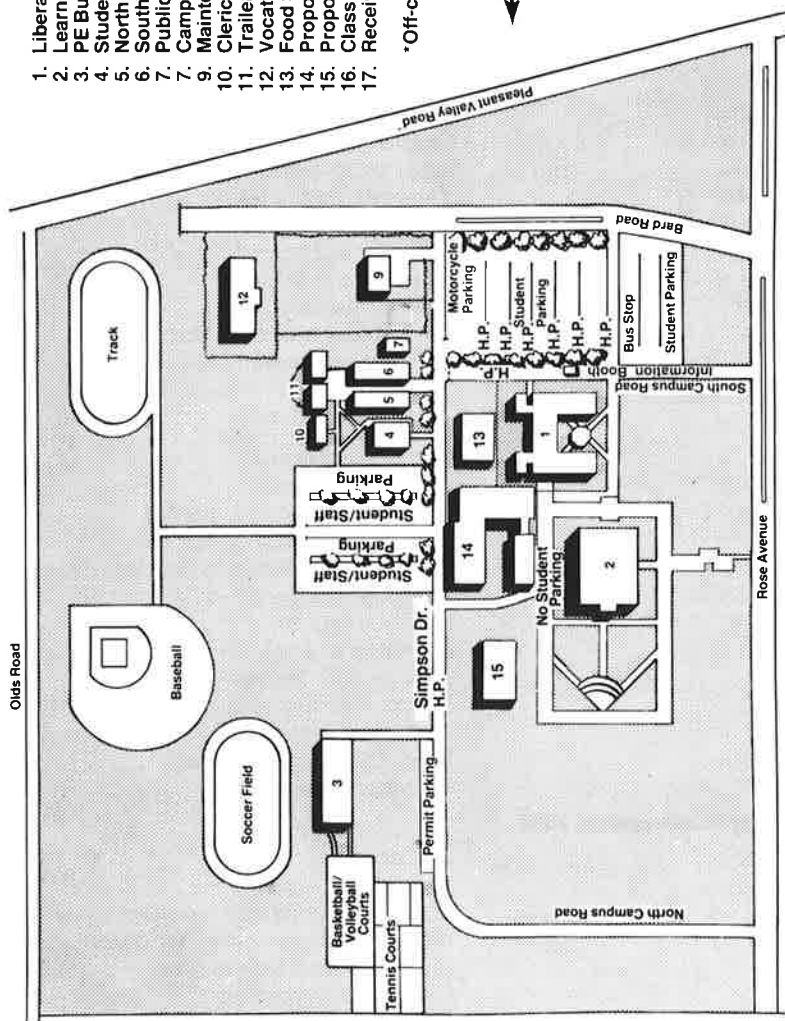
# Oxnard College Location



# Oxnard College Campus Map

1. Liberal Arts Building
2. Learning Resources Center
3. PE Building
4. Student Services Center
5. North Hall
6. South Hall
7. Public Services
7. Campus Police
9. Maintenance and Operations
10. Clerical Services/Publications
11. Trailer Classrooms (TR 1-4)
12. Vocational Shops
13. Food Services
14. Proposed Occupational Education
15. Proposed Natural Science
16. Classroom Trailer 3\*
17. Receiving Building 12\*

\* Off-campus locations



# Oxnard College Calendar

## Summer Interession, 1982

June 3-9	Registration
June 14	Instruction begins
June 14, 15, 16	Late registration and program adjustments
June 23	Last day to drop w/o a "W" grade
July 5	Independence Day holiday
July 13	Last day to drop with a "W" grade
July 22-23	Final Examination period
July 23	Summer interession ends

## Fall Semester, 1982

August 24, September 3	Registration
September 7	Instruction begins
September 8-17	Late registration
September 8-17	Program adjustment period
October 1	Last day to drop w/o a "W" grade
November 12	Veterans Day holiday
November 25, 26	Thanksgiving holidays
December 10	Last day to drop with a "W" grade
December 20-31	Christmas holidays
January 3	Classes resume
January 19-26	Final Examination period
January 26	Fall semester ends

## Spring Semester, 1983

January 18-28	Registration
January 31	Instruction begins
February 1-11	Late registration
February 1-11	Program adjustment period
February 11	Lincoln's Birthday holiday
February 21	Washington's Birthday holiday
February 25	Last day to drop w/o a "W" grade
April 4-8	Easter vacation
April 29	Deadline to apply for June 1982 A.A. or A.S. degree
May 13	Last day to drop with a "W" grade
May 30	Memorial Day holiday
June 3-10	Final Examination period
June 10	Commencement

## Summer Interession, 1983

June 2-8	Registration
June 13	Instruction begins
June 13, 14, 15	Late registration and program adjustments
June 22	Last day to drop w/o a "W" grade
July 4	Independence Day holiday
July 12	Last day to drop with a "W" grade
July 21-22	Final Examination period
July 22 Sept 2	Summer interession ends

Fall 1983 Sept 6 to Jan 26  
Spring 1983 Apr 30 to June 8

# 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 satisfaga 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 función

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 comprometerá a 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.

## **Educación General**

Reconociendo que las personas son algo más que meras 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 movilidad 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 eighth full year of operation in 1982-83. 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

## **Dirección**

Un programa de dirección se provee con el fin de que todos los estudiantes puedan reconocer sus capacidades y límites, desarrollen sus metas educacionales, escojan inteligentemente de los cursos que ofrece el colegio, y tengan un fuerte cimiento para las diferentes carreras.

## **Desarrollo Físico**

La salud física y el desarrollo físico forman una parte vital de la educación, porque la viveza mental y la vitalidad del cuerpo son requisitos fundamentales de la persona. Se ofrecen programas de salud y de higiene, del manejo de la casa y de la familia y también una variedad de cursos de educación física. Los estudiantes tienen la oportunidad de participar en un número de actividades deportivas interescolares.

## **Servicios para la Comunidad**

El servicio a la comunidad es una función significativa de todos los colegios públicos de dos años de la comunidad. Una parte importante del servicio es proveer programas y hacer disponibles las facilidades para el uso de las organizaciones responsables de la comunidad.

## **Historia del Colegio**

El Colegio de Oxnard celebrará su octavo año de operaciones en 1982-83. En el otoño de 1979 los primeros dos edificios permanentes fueron ocupados. El edificio de Artes Liberales tiene 20 salones, más laboratorios para ciencias y negocios y oficinas para la facultad. La Biblioteca, Centro

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 Food Services, 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 éstos les seguirán los edificios de servicios de comida y 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 7,000, 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 7,000 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.

## Memberships

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

## Community Services

Community Services is an outreach function of Oxnard College pledged to provide the community with programming which is flexible and responsive to immediate community needs as well as individual needs, interests, and welfare. Community Services is actively involved in coordinating with other community organizations to resolve community problems and sometimes serves as a catalyst to bring community

## 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.

## 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.

## Servicios Para la Comunidad

Los servicios para la comunidad son una función informativa el Colegio de Oxnard que se dedican a proveer a la comunidad con programación que es flexible y responde a las necesidades inmediatas de la comunidad, y las necesidades, intereses, y bienestar del individuo. Los servicios para la comunidad activamente coordinan actividades con otras organizaciones de la

groups together around issues and community needs. Community Services carries out its outreach function through non-credit short term fee based classes and workshops, cultural programs and residencies, speakers bureau coordination, recreational programs, community use of college facilities through the Civic Center Act, programs for special populations such as seniors, children, and minorities.

## **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

comunidad para resolver problemas, y a veces ocasionan a juntar a grupos de la comunidad con intereses y necesidades comunes. Los servicios para la comunidad llevan acabo su función de informar ofreciendo clases que son sin crédito y con costo para el estudiante. También ofrecen culturales, coordinación de programas conferenciantes, programas recreacionales, uso del colegio por el Acto del Centro Civico, programas especiales para personas jubiladas, niños y minorías.

## **Acción Afirmativa/ Requisitos del Título 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 Título IX de las Enmiendas Educativas de 1972, Título VII del Decreto de Derechos Civiles de 1964 (así enmendado por el Decreto de la Oportunidad de Empleo de 1972), Secciones 503 y 504 del Decreto de Rehabilitación de 1973 y las Enmiendas del Decreto de Rehabilitación de 1974, Orden Ejecutivo 11246 (así enmendado por Orden Ejecutivo 11375), y el Decreto Federal de

## Employment Act Amendments of 1978.

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.

### 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.

## **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.

## **Attendance**

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

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

## **Auditing Classes**

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

## **Residency Requirements**

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

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 1982-83 school year at \$75 per unit, for a maximum fee per semester of \$1125 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.

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 1982-83, the residence determination dates are as follows:

Summer intersession

- June 13, 1982

Fall semester

- September 6, 1982

Spring semester

- January 30, 1983

Summer intersession

- June 12, 1983

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 1982-83 school year, tuition has been \$97 established at \$75 per unit with a maximum fee of \$1455 \$1125 per semester for 15 or more units). PLUS \$50<sup>00</sup>

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 1982-83 has been established at ~~\$75~~ per semester unit with a maximum fee of ~~\$1125~~ 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 nor 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.)

### Student Health Fees

The student health fee is mandatory for all students at all colleges except as noted in b. below.

#### a. Fee Levels:

- (1) Regular semester (over nine weeks in length): \$7.50
- (2) Summer Intersession: \$3.75

#### b. Exceptions and Exemptions:

- (1) Courses two weeks in length less: No fee and no services.
- (2) Courses three to nine weeks in length: \$3.75
- (3) Exemptions as defined in Board policy:
  - (a) Religious belief: No fee and no services.
  - (b) Apprenticeship: No fee and no services.
  - (c) Low income: Cost of fee included in financial aid award.
  - (d) Students incarcerated or in correction or custodial care facilities: No fee and no services.

### Parking Fees (voluntary for all students at all colleges)

#### a. Regular Semester Fees (12 weeks or longer):

- (1) Automobiles: Regular semester - \$15.00
- (2) Motorcycles: Regular semester \$10.50

#### b. Short-term Fees (less than 12 weeks):

- (1) Six to eleven weeks: Auto - \$10.50; Motorcycle - \$6.00
- (2) One to five weeks: Auto - \$5.25; Motorcycle - \$3.00

\$ 72  
\$ 1080  
beginning  
summer  
1983

- c. Summer Intersession: Auto - \$7.50; Motorcycle - \$5.25
- d. Second Vehicle Permit: \$3.00
- e. Replacement Permit: \$1.50

#### NOTE:

- a. Combination of two permits (one auto and one motorcycle) shall cost not less than \$18.00 for regular semester and \$9.00 for summer intersession.
- b. Students who do not purchase parking permits may purchase a daily pay parking permit.

### 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:

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

## Non-Evaluative Symbols

### 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**

A student may withdraw from a class through the last day of the fourteenth week of instruction for full semester classes or through seventy-five percent (75%) of a class less than a semester in length. The academic record of a student who remains in a class beyond this time limit 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 four weeks of a term or thirty percent (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 for full semester classes or through seventy-five percent (75%) of a class less than a semester in length shall be recorded as "W" on the student's record.

### **Withdrawal from Class**

It is a student's responsibility to initiate a withdrawal when the withdrawal is desired by the student. Forms for this purpose are available in the Records office.

Students or instructors may initiate a withdrawal through the end of the fourth week of instruction for full-semester classes or during the first thirty percent (30%) of a class less than a semester in length. This action results in no record of dropped classes on students' academic records (grade card or transcript).

Students or instructors may initiate a withdrawal between the end of the fourth week and the last day of the fourteenth week for full-semester classes, or through the first seventy-five percent (75%) of a class less than a semester in length. Withdrawal shall be authorized after informing appropriate faculty. This action shall be recorded as "W" on students' academic records.

The academic record of a student who remains in a class beyond this time must reflect a grading symbol other than "W".

The "W" shall be used in calculating grade point averages, but excessive "W's" shall be used as factors in probation and dismissal procedures.

Withdrawal from a class may be authorized after the designated time limit by petition only in extenuating circumstances of verified cases of accidents, illnesses or other circumstances beyond the control of the student. Approved petitions shall result

in a "W" recorded on a student's academic records. The petition for this purpose, "Petition to Change Grade to Withdrawal," is available in the Office of Instruction.

### **Credit/No Credit Options**

Colleges of the Ventura County Community College District may offer courses in two Credit/No Credit (CR/NC) options;

1. courses which are offered on a Credit/No Credit basis only; and 2. courses in which students may elect the Credit/No Credit option.

The first category includes those courses in which all students in the course are evaluated on a Credit/No Credit (CR/NC) basis. This CR/NC grading option shall be used to the exclusion of all other grades in courses for which there is a single satisfactory standard of performance and for which unit credit is assigned. Credit shall be assigned for meeting that standard, No Credit for failure to do so.

The second category of Credit/No Credit options is comprised of courses designated by the college wherein each student may elect by no later than the end of the first thirty percent (30%) of the term or length of the class whether the basis of evaluation is to be Credit/No Credit or a letter grade. Once the thirty percent deadline has passed, the request cannot be withdrawn. It is the student's responsibility to notify the instructor of his or her intent to be graded on a Credit/No Credit basis and to file the appropriate form, otherwise a letter grade will be assigned. The petition for this purpose,

"Request for Credit/No Credit," is available in the Records Office.

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.

A student may apply a maximum of 20 units of credit earned under the Credit/No Credit option to an AA or AS degree or Certificate of Achievement. Credit (CR) is used to denote "passed with credit" when no letter grade is given. Credit is assigned for work of such quality as to warrant a letter grade of C or better.

Units earned on a 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.

Students should be aware that other colleges and universities may restrict the acceptance of courses taken on a Credit/No Credit basis, especially for satisfaction of major requirements.

### **Grade Changes**

In any course of instruction in a college of the Ventura County Community College District 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 dealing with academic grade 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. The petition for this purpose, "Petition to Change Grade," is available in the Office of Instruction.

Withdrawal from a class may be authorized after the designated time limit by petition only in extenuating circumstances of verified cases of accidents, illnesses or other circumstances beyond the control of the student.

Approved petitions shall result in a "W" recorded on a student's academic record. The petition for this purpose, "Petition to Change Grade to Withdrawal," is available in the Office of Instruction.

When grade changes are made, the students' permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

**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. All courses shall be open to credit by examination unless specifically exempted. Each division of the college shall determine the courses for which credit by examination may be granted and the Office of Instruction shall maintain a current list of courses excluded from this policy. For the

purpose of this policy, a course shall mean an organized area of instruction as described in the college catalog. Credits earned under the policy shall not count towards determination of athletic eligibility nor determination of eligibility for veteran's benefits.

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

Credit by examination may be granted only to a student who: is currently enrolled in a least one credit course in the college; has completed at least 12 units in residence in the colleges of the Ventura County Community College District; is not on academic probation; has submitted transcripts of all college work; has not earned college credit in more advanced subject matter, and, has not received a grade (A, B, C, D, F, CR, NC, or equivalent) in the course for which he or she is seeking credit by examination at this or any other college. A student seeking credit by examination will receive a CR (credit) if he or she satisfactorily passes the examination; no other grade will be recorded. Students who are unsuccessful in an attempt to challenge a course by examination will not receive a NC (no credit) and no record of the attempt for credit by examination will appear on a student's transcript. However, students may challenge a course only once. A student may challenge no more than 12 units under the Credit by

Examination policy toward an Associate degree or Certificate of Achievement. Exceptions to the unit limitations are authorized in the following designated occupational programs: Court Reporting, Nursing, and Vocational Nursing. The amount of unit credit granted by examination to an individual shall not count toward the minimum 12 unit requirement for residency. Credit by examination may be granted in only one course in a sequence of courses, as determined by prerequisites. There may be exceptions to the latter provision as determined by instructional divisions.

The petition for this purpose, "Petition for Credit by Examination," is available in the Counseling Office. The petition for credit by examination must be approved a minimum of four weeks before the administration of the examination. The examination must be administered prior to the last day of the final examination period. The examination shall be prepared by either a faculty committee or by an individual instructor with concurrence of either the appropriate department head or division director.

Credit (CR) is used to denote "passed with credit" when no letter grade is given. Credit is assigned for work of such quality as to warrant a letter grade of C or better. Transcript entries shall distinguish credits obtained by examination from credits obtained as a result of regular course enrollment. The student's academic record shall be clearly annotated to



reflect that credit was earned by examination. students should be aware that other colleges may not accept credit by examination for transfer purposes.

### **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

(no title, no grade).

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 the Appendix of this 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.

### **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. certain areas may be selected

to achieve the total of 39 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.

## General Education Certification Requirements

California law permits a community college to certify to California state colleges/universities that the basic 39 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 39 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

Of the 39 units in five areas on the following page, 36 units must be completed in the first four areas (communication, natural sciences, humanities, and social sciences). 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 not degree requirements on page .

## **A. Communication in the English Language and Critical Thinking (9 units)** (Select at least one course from each of three sub-categories.)

1. Written Communication  
English 101, 102
2. Oral Communication  
Speech 101, 102, 103, 107
3. Critical Thinking  
English 101, 102  
Math 14, 101, 112  
Phil 101, 102, 107, 112  
Psych 103, 104  
IS 110

## **B. Physical Universe and Its Life Forms (9 units)** (Select courses from at least two disciplines. At least one of the courses chosen must be a laboratory course.)

1. Physical Science and Mathematics  
Astronomy 101  
Chemistry 20, 101, 102  
Geography 101, 101L, 103  
Geology 101, 101L, 102, 103, 104, 105, 106AB  
Math 14, 102, 103, 105, 106, 112, 114, 120, 121, 122, 134, 135  
Phil 112  
Phys Sci 101  
Physics 1AB, 101, 102, 110, 111, 112, 113  
Psych 102
2. Biological Science  
Ag 103, 104  
Anthro 101  
Biology 101, 102, 103, 105, 106, 107, 108, 110, 111, 112  
Home Ec 122  
Psych 105

## **C. Art, Literature, Philosophy and Foreign Language (9 units)** (Select at least 3 units from Category I and 6 units from Category II.)

1. Category I (3 units)  
Art 101, 102, 103, 104AB, 106AB, 108AB, 112AB, 115, 116, 126AB, 128AB, 152AB, 189A  
English 119  
Music 101, 102ABCD, 103AB, 104, 105, 106, 107ABCD, 108ABCD, 110ABCD, 111ABCD, 112ABCD, 114, 115, 117, 118ABCD, 119, 120, 121, 122, 123, 125AB  
Speech 109  
The Arts 101, 102AB, 103AB, 104, 109, 110ABCD, 112, 113, 114, 115, 117, 120AB, 127
  2. Category II (6 units)  
Anth 112, 113, 189AB  
English 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 113, 117, 118, 120, 189A, 189B, 189D  
French 101, 102  
History 105, 106, 109  
IS 101AB, 102  
Journ 100  
Phil 101, 102, 103, 104, 105, 106, 108, 109, 110, 114  
Spanish 101, 102, 103, 104, 107, 108, 117  
Speech 105  
Soc 114
- ## **D. Social, Political and Economic Institutions (9 units)** (Select one course from at least three different disciplines)
1. Anth 102, 103, 105, 106, 107, 110, 111, 112, 113, 189ABC  
Child Devel 101, 104, 105, 106, 107, 108, 130  
Econ 101, 102  
Geog 102, 104, 106  
Govt Mgmt 106, 107, 108, 109  
History 102, 103, 104, 105, 106, 107, 108, 109, 110, 112, 113, 114, 115, 116, 117  
Home Ec 141  
IS 101AB, 102, 110  
Phil 114  
Political Sc 101, 102, 103, 104, 105, 106, 107, 108  
Psych 101, 102AB, 104, 106, 107, 108, 109, 110, 111, 112, 113, 130  
Soc 101, 102, 103, 104, 105, 106, 107, 108, 109, 112, 114  
Urban Studies 106, 107, 108, 109

## **E. Lifelong Understanding and Self-development (3 units)**

- 1. Biol 106
- Child Devel 129, 130
- \*Health Science 101, 102, 103, 104, 105, 107
- Home Ec 122, 141
- Pers Growth 101AB
- \*PE - All P.E. Activity Courses (maximum of 3 units)
- Psych 101, 102AB, 106, 107, 108, 109, 110, 112, 113, 130
- Recreation 101, 102, 105
- Soc 104, 105, 106

\*Two classes chosen from Health Science and/or PE are required for AA degree but not for certification.

California law requires for the baccalaureate degree that one demonstrate competency in the Constitution of the United States, in American History, including the study of American Institutions and Ideals, and in the principles of the state and local government established under the Constitution of the State of California. Courses satisfying all or part of this requirement are:

History 102, 103, 107, 108, 117  
Polit Sc 101, 102, 103, 107

Consult the transfer catalog or your counselor to determine the number of courses required to meet this American History and Institutions requirement.

## **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 39-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
  2. Biology 101, 102, 103, 105, 106, 107, 108, 109, 110, 111, 112
  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
  2. Music 103AB, 104, 105, 115, 119
  3. Theatre Arts 101, 103AB, 127
- D. Humanities** (2 courses of 3 units or more)
1. English 103, 104, 105, 106, 107, 108, 109, 110, 111, 113, 117, 118, 119, 120
  2. Philosophy 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 112, 114\*
  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
  5. History 102, 103, 104, 105, 106, 107, 108, 109, 113, 114, 115, 116, 117
  6. Interdisciplinary Studies 101AB\*, 110
  7. Political Science 101, 102, 103, 104, 105, 106, 107
  8. Psychology 101, 102AB, 103, 104, 106, 107, 108, 109, 110, 111, 112, 113, 120, 130
  9. Sociology 101, 102, 103, 104, 105, 106, 107, 108, 109, 114

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:

1. History 102, 103, 104, 107, 108, 115, 116, 117
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 OC 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, 106, 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
- Business 120, 101A
- Economics 101, 102
- Geography 101, 102
- Psychology 101, 102A/B, 110
- Sociology 101, 102
2. History 102, 103
3. Political Science 101, 103

### **History**

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

\*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 70 credits are transferable from a community college.
3. "D" grades are granted transfer credit except in major.
4. Both B.A. and B.S. degrees are offered.
5. Most majors require at least 32 credits with 20-24 credits at the upper division level. Consult the CLC catalog for specific departmental requirements.
6. Prospective transfer students are encouraged to schedule an appointment with the Director of Transfer Services for counseling and preliminary transcript evaluations. Students should call the Admissions Office at (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 completed 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.)

**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, 189B
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
3. Child Development (Early Childhood Studies) 101, 104, 105, 106, 107, 108
4. Geography 102, 104
5. Government Management 106, 107, 108, 109
6. Philosophy 102, 105, 106, 114

**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, 101L, 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 102AB, 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 have earned an A.S. degree at Oxnard College or another institution may earn one A.A. degree at Oxnard College. Students who hold a higher degree may earn one A.A. degree and one or more A.S. degree(s) at Oxnard College.

2. General education requirements earned for one degree may be applied toward other degree(s) and any deficiencies in general education must be completed.
3. Candidates for additional degrees must complete a minimum of 12 units of credit, in residence, at Oxnard College subsequent to the completion of

requirements for the previous Associate degree. In addition, candidates must be in attendance at Oxnard College in the semester during which graduation requirements for the additional degree are completed.

4. A.A. degree - 12 or more additional units completed in residence after the awarding of the first degree. Require the completion of all general education units and courses required for the A.A. degree.

A.S. degree - completion of all the required courses listed in the catalog for the specific majors. When these do not total 24 units, completion of the remaining units from electives listed under the major.

Completion of all general education courses required for the A.S. degree.

5. The Associate Dean of 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 course work 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.)

## Degree/Certificate Program Plans

### Accounting

#### Required Courses:

Bus 6	Income Tax Accounting	3
Bus 30	Business Mathematics	3
Bus 101A	Accounting Principles	3
Bus 101B	Accounting Principles	3
Bus 102	Managerial Accounting	3
Bus 111A	Business Law I	3
Bus 120	Introduction to Business	3
Bus 150	Introduction to Data Processing	3

**Units**

#### Recommended Electives:

Econ 101	Principles of Macroeconomics	3
Econ 102	Principles of Microeconomics	3
Bus 140	Business Communications	3
Bus 132	Marketing	3

**Units**

#### Other Electives:

Bus 5	Personal Finance	3
Bus 22	Principles of Bank Operations	3
Bus 31	Calculating Machines	3
Bus 111B	Business Law II	3
Bus 121	Introduction to Management	3
Bus 122	Personnel Management	3
Bus 123	Small Business Management	3
Bus 124	Management Information Systems	3
Bus 130	Sales Techniques	3
Bus 131	Retail Merchandising	3
Bus 133	Advertising	3
Psych 101, or	General Psychology	3
Psych 102	Interpersonal Relations	3

**Units**

## Administrative Aide (Formerly Secretarial Studies)

### Required Courses:

**Complete a minimum of 6 units of the following:**

		Units
OT 11ABC	Beginning Typewriting	3
OT 12ABC	Intermediate Typewriting	3
OT 14ABC	Advanced Typing	3
OT 15	Production Typing	3

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

OT 20	Beginning Shorthand	4
OT 21	Intermediate Shorthand	4
OT 22	Advanced Shorthand	4
OT 25	ABC Shorthand	2

**Complete all of the following courses:**

Bus 30	Business Math	3
Bus 40	Business English or	3
OT 40		3
OT 34	Office Procedures	2
WP 70	Introduction to Word Processing	3

### Elective Courses:

		Units
Bus 2	Preparation for Accounting	3
Bus 140	Business Communications	3
OT 23	Speed Building and Transcription	3
OT 24	Shorthand Review	3
OT 30	Filing Principles	3
OT 32	Copy Processing	2
OT 33	Beginning Machine Transcription	1
OT 35A-N	Specialized Office Skills	1 ea
OT 37	Records Management	3
OT 39	Secretarial accounting	3
WP 74	Word Processing Keyboards	3
WP 75	Word Processing Projects	3
WP 76	Office Management and Supervision	3
Bus 120	Introduction to Business	3
Bus 150	Principles of Data Processing	3

## Administrative Housekeeping

### Required Courses:

		Units
AH 16	Administrative Housekeeping I	3
AH 17	Administrative Housekeeping II	3
AH 9	Sanitation and Environmental Control	2
Econ 2*, or	Introduction to Business and Economics	3
Econ 3*	Economics of Local Government	3
Soc 101	Introduction to Sociology	3
Bus 160	Elements of Supervision	3
Bus 62	Communications: Written and Oral	3
Bus 50	Basic Psychology for Supervisors	3

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

### Elective Courses:

		Units
AH 99ABCD	Administrative Housekeeping Work Experience	1-2-3-4
Bus 44	Records Management	2
H&R 11	Storage, Safety, and Equipment	2
Bus 52	Human Relations	3
Bus 122	Supervisor's Responsibility for Management of Personnel	3
Bus 121	Organization and Management	3
Bus 61	Safety Awareness for Supervision	3

## Agricultural Business

Required Courses:		Units
Ag 6	Introduction to Agricultural Science	2
Ag 11	Agriculture Sales and Service	3
Ag 12	Agricultural Marketing	3
Ag 103	Plant Biology	3
Ag 104	Soil and Plant Nutrition	4
Spch 101	Introduction to Oral Communication	3

In addition, 8 units of elective courses in area of concentration must be taken.

Elective Courses:		Units
Ag 10	Agriculture Projects	*
Ag 13	Business Practices in Landscape Horticulture	3
Ag 21AB, or	Agricultural Mechanics	4 (2-2)
Ag 22	Agricultural Machinery	3
Ag 25	Tractor and Equipment Operations	3
Ag 51	Citrus Production	3
Ag 52	Avocado Production	3
Ag 53	Orchard Management	3
Ag 54	Packing House Management	3
Ag 55	California Fruit Growing	4
Ag 61	Field Crop Production	3
Ag 62	Vegetable Crop Production	3
Ag 66	Landscape Horticulture	3
Ag 69	Park and Golf Course Management	3
Bus 2	Preparation for Accounting	3
Bus 30	Business Mathematics	3
Bus 101A	Accounting Principles	3

\*Not to exceed 4 units.

## Agricultural Mechanics

Required Courses:		Units
Ag 11	Agriculture Sales and Service	3
Ag 36	Agriculture Welding Technology	2
Ag 82, or	Soils and Fertilizers	3
Ag 104	Soil and Plant Nutrition	4
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
Ag 26	Agricultural and Industrial Power	3
DM 2	Basic Engine Theory (Diesel)	2
DM 3	Engine Component Systems (Diesel)	2
DM 4	Engine Overhaul and Repair (Diesel)	4

In addition, a minimum of 6 units must be taken from agriculture elective courses.

Elective Courses:		Units
Ag 6	Introduction to Agricultural Sciences	2
Ag 10	Agriculture Projects	1-2-3-4
Ag 12	Agricultural Marketing	3
Ag 51	Citrus Production	3
Ag 52	Avocado Production	3
Ag 55	California Fruit Growing	4
Ag 62	Vegetable Crop Production	3
Ag 63	Commercial Seed and Flower Production	3
Ag 103	Plant Biology	3
Ag 105	Irrigation and Surveying	3



## Air Conditioning/Refrigeration

<b>Required Courses:</b>		<b>Units</b>
AC 10	Air Conditioning/Refrigeration Fundamentals	3
AC 10L	Air Conditioning/Refrigeration Fundamentals Lab	2
AC 20	Electrical Systems in Air Conditioning	3
AC 20L	Electrical Systems in Air Conditioning Lab	2
AC 30	Airside Systems	3
AC 30L	Airside Systems Lab	2
AC 40	Heating, Hydronics and Control Systems	3
AC 40L	Heating, Hydronics and Control Systems Lab	2
AC 60	Welding	1
AC 89	Air Conditioning/Refrigeration Cluster	1-27
<b>Elective Courses</b>		<b>Units</b>
AC 50	HVAC Calculations and Physical Concepts	3
AC 70	Estimating, Codes, & Sheet Metal Blueprints	2
AC 80	Industry Survey and Repair	1
AC 98		1/2-10
AC 99ABCD		
Ag 36	Ag Welding Technology	2
DM 12	Intro to Hydraulics	3
ES 1-4	Basic Skills	3-3-3-3
IM 4A	Industrial Electricity	3
IM 11AB	Lathes, Mills, and Grinders	3
IM 20	Blueprint Reading, Mechanical Drawing	3
Math 9	Fundamentals of Arithmetic	3
Math 11	Elementary Algebra	5
Math 19ABC	Vocational Mathematics	1-1-1
PhysSci 1	Practical Science	3

## Alcohol Studies

<b>Required Courses:</b>		<b>Units</b>
AlSt 101A	Overview of Alcoholism: Alienation and Addiction	3
AlSt 102	Techniques of Counseling Alcohol-Related Programs	3
AlSt 104	Marriage and Cultural Influences	3
AlSt 105	Alcohol Studies Field Experience	1-3
<b>Elective Courses:</b>		<b>Units</b>
AlSt 101B-G	Modules in Alcohol Studies	½-3
GM 102	Public Personnel Administration	3
GM 103	Elements of Government Finance	3
Psych 102AB	Interpersonal Relations	3
Psych 106	Social Psychology	3
Psych 189A-Z	Current topics in Psychology	1½
Soc 107	Sociology of the Black Community	3
Soc 108	Sociology of the Chicano Community	3

## Automotive Body and Fender

<b>Required Courses:</b>		<b>Units</b>
AB 1	Introduction to Auto Body and Fender Repair	5
AB 2	Intermediate Auto Body and Fender Repair	5
AB 3	Estimating Auto Body Damage and Repair	5
<b>Elective Courses:</b>		<b>Units</b>
AB 4	Advanced Auto Body Collision and Damage Repair	5
AB 98	Short Courses in Auto Body	½-10
AB 99ABCD	Auto Body Work Experience	1-2-3-4
Bus 30	Business Mathematics	3
Bus 111A	Business Law I	3
IM 8	Oxy-Acetylene, Arc, Tig, and Mig Welding	2
Math 9	Fundamentals of Arithmetic	3

## Automotive Mechanics

Required Courses:		Units
AM 3	Engine Tune-Up and Diagnostic Procedures	3
AM 4	Automotive Emission Control	3
AM 10	Fundamentals of Auto Mechanics	3
AM 14	Brake and Front End Repair	4
AM 20	NIASE Mechanics Certification	3
(or AM 30 and AM 40 for 12 units each)		
Elective Courses:		Units
Ag 24	Small Engines	2
Ag 36	Ag Welding Technology	2
AM 12	Automotive Air Conditioning	2
AM 13	Tune-Up Clinic	3
AM 21	Clean Air Tune-Up	3
AM 98	Short Courses in Automotive Mechanics	½-10
AM 99ABCD	Automotive Mechanics Work Experience	1-2-3-4
DM 20	Diesel Engines	3
IM 1	Introduction to Industrial Mechanics	3
Math 9	Fundamentals of Arithmetic	3

## Business Management

Required Courses:		Units
Bus 30	Business Mathematics	3
Bus 101A	Accounting Principles	3
Bus 101B	Accounting Principles	3
Bus 111A	Business Law I	3
Bus 120	Introduction to Business	3
Bus 121	Introduction to Management	3
Bus 122	Personnel Management	3
Bus 132	Marketing	3
Recommended Electives:		Units
Select at least 21 Units from the following.		
Bus 52	Human Relations	3
Bus 140	Business Communications	3
Econ 101	Principles of Macroeconomics	3
Econ 102	Principles of Microeconomics	3
Other Electives:		Units
Bus 4	Analysis of Financial Statements	3
Bus 33	Business Internship	3
Bus 111B	Business Law II	3
Bus 123	Small Business Management	3
Bus 124	Management Information Systems	3
Bus 130	Sales Techniques	3
Bus 131	Retail Merchandising	3
Bus 133	Advertising	3
Bus 135	Retail Store Management	3
Bus 137	Production and Inventory Management	3

## Crop Production

Required Courses:		Units
Ag 12	Agricultural Marketing	3
Ag 21AB, or	Agricultural Mechanics	4 (2-2)
Ag 22	Agricultural Machinery	3
Ag 92	Insects and Diseases of Plants	3
Ag 93	Weeds and Defoliant	3
Ag 103	Plant Biology (qualifies as general ed)	3
Ag 104	Soil and Plant Nutrition	4

<b>Elective Courses:</b>		<b>Units</b>
Ag 6	Introduction to Agricultural Sciences	2
Ag 10	Agriculture Projects	1-2-3-4
Ag 11	Agriculture Sales and Service	3
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**

<b>Required Courses:</b>		<b>Units</b>
Ag 51	Citrus Production	3
Ag 52	Avocado Production	3
Ag 55	California Fruit Growing	4

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

<b>Elective Courses:</b>		<b>Units</b>
Ag 61	Field Crop Production	3
Ag 62	Vegetable Crop Production	3
Ag 63	Commercial Seed and Flower Production	3

### **Culinary Trades**

<b>Required Courses:</b>		<b>Units</b>
H&R 1	Hotel and Restaurant Orientation	1
H&R 2A	Basic Food Preparation I	2
H&R 2B	Basic Food Preparation II	2
H&R 6	Food Purchasing	3
H&R 7	Menu Planning	2
H&R 8	Beginning Baking	2
H&R 9	Sanitation and Environment Control	2
H&R 10	Food and Cost Control	2
H&R 11	Storage Safety and Equipment	2
H&R 14	Institutional Food Service	3

<b>Elective Courses:</b>		<b>Units</b>
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.		
Bus 111A	Business Law I	3
Bus 101A	Accounting Principles	3
OT 11ABC	Beginning Typewriting	3
Bus 62	Oral Communications	3
Spch 101	Introduction to Oral Communications	3
Bus 63	Communication Writing for Supervisors	3
Bus 140	Business Communications	3
Pscyh 101	General Psychology	3

### **Diesel Mechanics**

<b>Required Courses:</b>		<b>Units</b>
DM 2	Basic Engine Theory	2
DM 4	Engine Overhaul and Repair	4
DM 5	Engine Tune-Up and Troubleshooting	2
DM 6	Electrical System Theory	4
DM 8	Power Trains	2
DM 12	Introduction to Hydraulics	3
DM 19	Introduction to Diesel Engines	3
(or DM 89 up to 24 units)		

**Elective Courses:**

		<b>Units</b>
Ag 24	Small Engines	2
Ag 36	Agriculture Welding Technology	2
Ag 32ABC	Agriculture Machinery Skill and Operation	1-1-1
Ag 25ABC	Agriculture Tractor Operation and Maintenance	1-1-1
AM 10	Fundamentals of Auto Mechanics	3
AM 14	Brake and Front End Repair	4
DM 98	Short Courses in Diesel Mechanics	½-10
IM 1	Introduction to Industrial Mechanics	3
DM 7	Electrical System Troubleshooting	4
DM 9	Power Train Overhaul and Repair	2
DM 10	Steering Systems Overhaul and Repair	2
DM 11	Hydraulic Systems, Brakes, Air Systems Overhaul and Repair	2
DM 20	Diesel Engines	3

**Fire Technology****Required Courses:**

		<b>Units</b>
FT 51	Introduction to Fire Technology	3
FT 52	Fundamentals of Fire Prevention	3
FT 53	Fundamentals of Personal Fire Safety and Emergency Action	3
FT 54	Fundamentals of Fire Behavior and Control	3
FT 55	Fire Protection Equipment and Systems	3
FT 56	Fundamentals of Fire Protection	3

**Elective Courses:**

		<b>Units</b>
FT 60	Fire Tactics and Strategy	3
FT 61AB	Fire Instructor	3½
FT 62	Related Codes and Ordinances	3
FT 63	Fire Hydraulics	3
FT 64	Fire Company Organization and Management	3
FT 65	Hazardous Materials	3
FT 67	Fire Apparatus and Equipment	3
FT 68	Fire Investigation I	3
FT 69	Emergency Medical Technician/Fire Service	4
FT 98A-Z	Short Courses in Fire Technology	½-10
FT 99ABCD	Fire Technology Work Experience	1-2-3-4

**Government Management/Services  
Government Management Option****Required Courses:**

		<b>Units</b>
GM 101	Introduction to Government Administration	3
GM 102	Public Personnel Administration	3
GM 103	Elements of Government Finance	3
GM 104	Administrative Law and Procedure	3
GM 106	Contemporary Urban Issues	3
PSc 107	Politics and Administration of State and Local Government	3
Econ 101	Principles of Macroeconomics	3
Econ 102	Principles of Microeconomics	3

**Elective Courses:**

		<b>Units</b>
Econ 2	Economics of Local Government	3
Econ 101	Principles of Macroeconomics	3
Econ 102	Principles of Microeconomics	3
ES 24	Technical Report Writing	3
Sup 1	Basic Psychology for Supervisors	3
Sup 4	Labor Management Relations	3

## Government Services Option

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

### Additional Requirements:

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

## Home Economics — General

Required Courses:		Units
Art 104A	Color and Design	2
HE 14	Consumer Concepts and Community Services	3
HE 122	Nutritional Concepts for All Ages	3
HE 130	Apparel Selection and Grooming	3
HE 132	Beginning Sewing	3
HE 135A	Interior Decorating	3

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

## Home Economics — Clothing

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

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

## Hotel and Restaurant Management

Required Courses:		Units
H&R 1	Hotel and Restaurant Orientation	1
H&R 2AB	Basic Food Preparation I and II	2-2
H&R 3	Supervision of Food Production	2
H&R 4	Restaurant Operations	3
H&R 5	Food and Beverage Management and Services	3
H&R 6	Food Purchasing	3
H&R 7	Menu Planning	1
H&R 9	Sanitation and Environmental Control	2
H&R 11	Storage Safety and Equipment Control	2

Elective Courses:		Units
Bus 30	Business Mathematics	3
Bus 111A	Business Law I	3
Bus 111B	Business Law II	3
Bus 122	Personnel Management and Human Relations	3
Bus 123	Small Business Management	3

Bus 140	Business Communications	3
H&R 8	Beginning Baking	1
H&R 10	Food and Cost Control	2
H&R 11	Storage, Safety, and Equipment	2
H&R 12	Work Improvement/School Cafeteria Workers	2
H&R 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

Required Courses:		Units
IM 1	Introduction to Industrial Mechanics	3
IM 4A	Industrial Electricity	3
IM 11AB	Lathes, Mills, and Grinders	3-3
IM 20	Blueprint Reading/Mechanical Drawing	3
IM 22	Precision Layout and Measurement	3
Ag 36	Ag Welding Technology	2
ES 80	Vocational Essential Skills	3
(or IM 40 up to 24 units)		

Elective Courses:		Units
IM 4B	Industrial Electricity	3
DM 12	Introduction to Hydraulics	3
AC 1	Air Conditioning/Refrigeration Fundamentals	4
Ag 24	Small Engines	2
IM 98	Short Courses in Industrial Mechanics	½-10
IM 99ABCD	Industrial Mechanics Work Experience	1-2-3-4
Math 9	Fundamentals of arithmetic	3
Math 11	Elementary Algebra	5
Math 23	Geometry	3

## Library Technology

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

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

## Legal Assisting

Required Core Courses:		Units
ES 12AB or	Basic Composition	3-3
Eng 101/102	College Composition and Literature	3-3
LA 1	Legal Assisting Fundamentals	3
LA 3	Legal Research/Drafting I	3
LA 5	Legal Research/Drafting II	3

Other Required Courses:		Units
LA 7	Civil Litigation	3
LA 15	Family Law	3
LA 17	Probate	3

**Elective Courses:**

Choose at least two (2) from the following:

LA 9	Evidence for Legal Assistants	3
LA 11	Real Property and Transactions	3
LA 13	Business Organizations	3
LA 19	Workers' Compensation Law	3
*LA 20	Debt Collections	3
LA 21	Legal Assisting Field Experience	3
Bus 111A	Business Law I	3
Bus 101A	Accounting Principles	3
Bus 101B	Accounting Principles	3
WP 74	Word Processing Equipment Operation	3

\*Course currently being developed.

**Units****Merchandising****Required Courses:**

Bus 30	Business Mathematics	3
Bus 101A	Accounting Principles	3
Bus 111A	Business Law I	3
Bus 120	Introduction to Business	3
Bus 130	Sales Techniques	3
Bus 131	Retail Merchandising	3
Bus 132	Marketing	3
Bus 136	Buying and Store Operations	3

**Units****Recommended Electives:**

Bus 140	Business Communications	3
Econ 101	Principles of Macroeconomics	3
Econ 102	Principles of Microeconomics	3
Bus 135	Retail Store Management	3
Bus 150	Principles of Data Processing	3

**Units****Other Electives:**

(Select 2 courses)

Bus 20	Public Relations	3
Bus 33AB	Management Internship	3
Bus 40	Business English	3
Bus 111B	Business Law II	3
Bus 123	Small Business Management	3
Bus 133	Advertising	3
Bus 150	Principles of Data Processing	3
HE 131	Textiles	3

**Units****Office Technician**  
(Formerly General Clerical)**Required Courses:****Complete one of the three courses listed below:**

Bus 2	Preparation for Accounting	3
Bus 101A	Accounting Principles	3
OT 39	Secretarial Accounting	3

**Units****Complete a minimum of 6 units from the following:**

OT 11ABC	Beginning Typing	3
OT 12ABC	Intermediate Typing	3
OT 14ABC	Advanced Typing	3
OT 15	Production Typing	3

**Complete all of the following courses:**

Bus 30	Business Math	3
Bus 40 or	Business English	3
OT 40	Punctuation Review for Secretaries	3
OT 30	Filing	3
OT 34	Office Procedures	2

<b>Elective Courses:</b>		<b>Units</b>
Bus 111A	Business Law	3
Bus 120	Introduction to Business	3
Bus 140	Business Communications	3
OT 20	Beginning Shorthand	4
OT 21	Intermediate Shorthand	4
OT 25	ABC Shorthand	2
OT 33	Beginning Machine Transcription	1
OT 35A-N	Specialized Office Skills	1 ea
OT 37	Records Management	3
WP 70	Introduction to Word Processing	3
Bus 150	Principles of Data Processing	3
WP 74	Word Processing Equipment Operation	3
OT 98	Data Entry	2

### **Real Estate**

<b>Required Courses:</b>		<b>Units</b>
RE 1	Real Estate Principles	3
RE 2	Legal Aspects of Real Estate	3
RE 3	Real Estate Practices	3
RE 4	Real Estate Appraisal I	1
RE 6	Real Estate Finance	3

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

### **Real Estate Escrow Option**

**(Approved Certificate Program by the California Escrow Association)**

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

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



## Supervision

### Required Courses:

Bus 50 or	Basic Psychology for Supervisors	Units
Psych 101	General Psychology	3
Bus 52	Human Relations	3
Bus 122	Personnel Management	3
Bus 62	Oral Communications	3
Bus 103	Elements of Supervision	3
Bus 121	Introduction to Management	3

### Electives:

Bus 111A	Business Law I	Units
Bus 111B	Business Law II	3
Bus 140	Business Communications	3
Bus 54	Labor Management Relations	3
Bus 55	Work Simplification	3
Bus 56	Cost Control for Supervisors	3
Bus 57	Job Analysis for Wage Administration	3
Bus 58	Safety Training and Fire Prevention	3
Bus 59	Developing Employees through Training	3
Bus 60	Management Controls and the Supervisor	3
Bus 63	Communication Writing for Supervisors	3
Bus 99ABCD	Work Experience	1-2-3-4

## Traffic and Transportation

### Required Courses:

T&T 1	Introduction to Transportation	Units
T&T 2	Shipping and Receiving	3
T&T 5	Freight Rates and Tariff Practices	3
T&T 6	Interstate Commerce Principles and Practices	3
T&T 7	Transportation Economics	3
T&T 8	Warehousing and Physical Distribution Management	3

### Elective Courses:

Complete a minimum of 6 units from the following:		Units
Bus 44	Records Management	2
Bus 124	Management Information System	3
Bus 130	Sales Techniques	3
Bus 132	Marketing Management	3
Sup 1	Basic Psychology for Supervisors	3
Sup 4	Labor Management Relations	3
Sup 12	Oral Communications	3
Sup 13	Communication Writing	3
T&T 4	Law of Freight Loss and Damage Claims	3
T&T 10	Air Freight	1
T&T 11	Export and Import Trade	1

## Word Processing

### Required Courses:

WP 70	Introduction to Word Processing	Units
WP 72	Machine Dictation and Transcription	3
WP 76	Administrative Support Procedures	3
WP 77	Office Management and Supervision	3
Bus 40	Business English	3
Bus 150	Principles of Data Processing	3
One of the following:		
OT 12	Intermediate Typewriting	3
OT 14	Advanced Typewriting	3
At least 6 units from the following:		
WP 74	Text Editors (can be repeated for credit)	3
WP 75	Text Editing Projects	3

**Elective Courses:**

Bus 2	Preparation for Accounting
Bus 30	Business Math
Bus 120	Introduction to Business
Bus 140	Business Communications
OT 20	Beginning Shorthand
OT 37	Records Management
OT 39	Secretarial Accounting
Bus 50	Basic Psychology for Supervisors

**Units**

3  
3  
3  
3  
4  
3  
3  
3



# 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 "consejero-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 como ésta 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

PELL Grant; 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 PELL Grant 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 como 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

PELL Grant; Oportunidad Educacional 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. PELL 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

## **Préstamos**

El Préstamo Escolar Nacional (NDSL) y el Préstamo 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 permitirá 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-turno (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 matriculas 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

proporciona varias clases de servicios: reclutamiento, asistencia económica, asistencia tutelar, orientación, consejos académicos, guía de cursos y profesión, préstamos para textos (libros), apoyo y ayuda en general.

Los requisitos de elegibilidad son los siguientes. Aspirantes:

1. deben venir de familias cuyos ingresos no exceden \$9,990 por año en una familia de cuatro miembros.
2. deben matricularse en el colegio con no menos de 12 unidades por semestre o 24 unidades por año académico.
3. deben presentar una aplicación para la pensión federal (BEOG).

Las aplicaciones e información adicional se encuentran en la Oficina de EOPS.

### **Becas**

El programa de becas en el colegio consiste en becas consolidadas por medio de transacciones entre OC y donadores privados, y las becas que provienen de organizaciones locales en la comunidad. Aunque se toma en consideración la situación económica del estudiante es necesario enfatizar, que la elegibilidad se establece por medio de la habilidad del estudiante de satisfacer los requisitos académicos y otros estipulados por los patrocinadores de las becas.

Cada aplicación deberá ir acompañada de lo siguiente:

1. Copia de certificados de cursos (clases) terminados

- academic work
2. Personal letter of application
3. Two letters of recommendation

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

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

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

## **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

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).

## **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, cutirreacciones para tuberculosis, e inmunizaciones contra tétano. 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 veteranos 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. The aims of this program are in close harmony with the objectives of the college to provide opportunities for personal development, group cooperation, leadership development, 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.

Al presente las unidades acreditadas por cursos tomados en el ejército no están evaluadas y no es posible dar crédito directo al estudiante en USAFI o por el Entrenamiento Básico Militar. Sin embargo el colegio de Oxnard acepta que los veteranos obtengan este crédito por medio de otras instituciones. Según el reglamento de la Administración de Veterans, un estudiante que repite un curso, no puede obtener los beneficios de VA en la mayoría de los casos. Los veteranos deben consultar con un consejero o con la Oficina de Administración antes de repetir un curso.

## **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 men's teams in cross country, track and field, basketball, baseball, and soccer; women's teams in cross country, track and field, basketball and volleyball; and co-educational 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 group is a concert choir. This group performs 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.

## **Atlétismo**

Los Condores del colegio compiten en la Liga Estatal del Occidente. OC tiene equipos para hombres de "cross-country," campo y pista, basquetb  l, beisbol, y f  tbol; y equipos para mujeres de "cross-country," campo y pista, basquetb  l y v  libol, y tenis coeducativo. Los atletas deben estar inscritos en 12 o m  s unidades durante la temporada de deportes para ser elegibles para poder competir, y deben completar 24 unidades antes del segundo a  o de competencia.

## **M  sica**

El grupo musical organizado en el colegio de Oxnard es un coro de concierto. Este grupo toca para el p  blico durante el curso del a  o.

## **Drama**

El personal del departamento de Artes Teatrales planea y produce una variedad de obras dram  ticas cada a  o, que van de producciones dram  ticas y musicales a obras teatrales para ni  os en escuelas primarias locales. Los estudiantes de drama tienen la oportunidad de participar en todos los aspectos del campo teatral.

## **Publicaciones**

Las clases de periodismo publican un peri  dico estudiantil, "El Observador," el cual es un veh  culo para expresar la vida del colegio.

# 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 and Mathematics 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 limited 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 habilidades básicas. 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**

Oxnard College's Learning Center, located on the mezzanine in the Library/Learning Resources Center, is open from 8 a.m. to 10 p.m. Monday through Thursday, and from 8 a.m. to 5 p.m. Friday. All students are welcome to use the center at their convenience.

Among the services offered in the Learning Center are:

Free tutoring service in most subjects. Check with the Tutorial Center to arrange for a tutor, or to become a tutor.

Instructors in the basic skills areas — reading, writing, and math — are scheduled in the Learning Center throughout the day and evening.

A variety of machines and programmed learning materials offering supplemental instruction in a wide variety of disciplines, ranging from art to zoology. Ask to see the inventory of programs to learn what's there to help you. Video tapes, slide-tape programs, and computerized instruction are among the range of learning opportunities available in the center.

Self-instructional modules offer opportunities for learning at one's own pace in basic skills areas.

## **Military Science**

### **Army ROTC**

The complete basic course and/or advanced course (for qualified students) of the U.S. Army Reserve Officer Training Corps (Senior Program) is available to all men and women students at the college.

The Army ROTC Program is essentially a leadership and management development program designed to supplement the student's normal academic pursuits in order to provide effective young officer-leaders in either the Active Army or Army Reserve or National Guard. Completion of the Basic Course here is fully transferable to over 300 four-year institutions offering the Army or Air Force ROTC program, and leads to enrollment directly into the Advanced Course upon transfer.

By arrangement with the Professor of Military Science at the University of California at Santa Barbara (UCSB), the Army Reserve Officers Training Corps (ROTC), leading to a commission in the Army, Army Reserve, or Army National Guard, is open to all qualified, full-time students. Two-, three-, and four-year scholarships are available. Oxnard students will attend Army ROTC classes at Ventura College. For information about Army ROTC, qualifying requirements, and scholarships, contact the Enrollment Counselor, Department of Military Science, UCSB, Santa Barbara, CA 93106, phone collect (805) 961-2769 or 961-3058.

## **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.

## **Women's 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.

## **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 fire fighter 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 Bus 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.



## Materials Fees

Materials fees may be required for consumable items in some classes, to defray district costs. Students may be required to purchase safety goggles, clothing, 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.**

**In all other cases, courses will be graded in conformance with the College's grading policy, outlined elsewhere in this Catalog.**

## Schedule of Courses

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

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

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

# 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)

*Transfer credit: CSUC*

## **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)

*Transfer credit: UC, CSUC*

## **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)

*Transfer credit: CSUC*

## **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)

*Transfer credit: CSUC*

### **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)

*Transfer credit: CSUC*

### **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)

*Transfer credit: UC, CSUC*

### **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)

*Transfer credit: UC, CSUC*

### **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)

*Transfer credit: CSUC*

### **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 - 1-1-1-1-1-1 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)

*Transfer credit: CSUC*

**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)

*Transfer credit: UC, CSUC*

### **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)

*Transfer credit: UC, CSUC*

### **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 53 - 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, cnerimoya, and others will be investigated. Field trips and practical laboratories included. (2)

*Transfer credit: CSUC*

### **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)

*Transfer credit: CSUC*

**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. (2)

*Transfer credit: CSUC*

**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)

*Transfer credit: CSUC*

**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)

*Transfer credit: CSUC*

**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 California; irrigation methods and systems, fertilizers, insect, disease and weed control, thatching, aerifying, top dressing, and overseeding. Use of mechanical equipment in turfgrass maintenance as applied to golf courses, parks, schools, and private properties. Field trips required. (2)

*Transfer credit: CSUC*

**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 fundamentals 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)

*Transfer credit: CSUC*



### **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 principle diseases, pests, and weeds of importance in agriculture and around the home; bird and rodent control; materials, equipment, and application methods, with

emphasis on chemical, biological and cultural control and prevention. (2)

*Transfer credit: CSUC*

### **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 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; man-

agement techniques toward prevention of pest problem. Field trips and labs may be required. (2)

*Transfer credit: CSUC*

**Ag 93 - 3 units**  
**Weeds and Defoliantes**

Prerequisite: None  
 2 hours lecture, 3 hours lab weekly

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

*Transfer credit: CSUC*

**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 - ½-3 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 - ½-3 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)

*Transfer credit: UC, CSUC*

**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)

*Transfer credit: UC, CSUC*

**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)

*Transfer credit: CSUC*

# 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**

### **Air Conditioning and Refrigeration Fundamentals**

Prerequisite: Concurrent enrollment in AC 10L suggested

3 hours lecture weekly

Basic study of vapor compression refrigeration cycle and systems components.

## **AC 10L - 2 units**

### **Air Conditioning and Refrigeration Fundamentals Lab**

Prerequisite: AC 10 or concurrent enrollment

1 hour lecture, 3 hours lab weekly

Lecture/lab class projects involving operation of compression systems; design and construction of system piping, techniques of forming, soldering, and brazing copper tubing.

## **AC 20 - 3 units**

### **Electrical Systems in Air Conditioning**

Prerequisite: Completion of or concurrent enrollment in AC 10, 10L, 30L  
3 hours lecture weekly

Basic concepts in electrical principles used in air conditioning. Schematic reading, single phase motor starting, three-phase motor starting, electrical safety.

### **AC 20L - 2 units** **Electrical Systems Lab**

Prerequisite: Completion of or concurrent enrollment in AC 20

1 hour lecture, 3 hours lab weekly

Lab projects and experiments in principles and application of electric circuits equipment, and controls, schematic reading, circuit wiring, use of electrical measuring instruments.

### **AC 30 - 3 units** **Airside Systems**

Prerequisite: Completion of or concurrent enrollment in AC 10, 10L, 30L

3 hours lecture weekly

Study of the behavior of air with emphasis on the psychrometric chart and airside equipments.

Calculations for the conditioned air supply for processes such as heating, cooling, dehumidifying, and evaporative cooling are studied.

### **AC 30L - 2 units** **Airside Systems Lab**

Prerequisite: Completion of or concurrent enrollment in AC 30

1 hour lecture, 3 hours lab weekly

Use of air measuring instruments and lab design projects in determining heating and cooling loads and required air supply, selection of duct sizes.

### **AC 40 - 3 units** **Heating, Hydronics and Control Systems**

Prerequisite: Completion of or concurrent enrollment in AC 10, 10L, 40L

3 hours lecture weekly

Study of gas, steam, hot water, and solar heating systems, pumps, steam and water piping and accessories, and heat powered absorption refrigeration systems; control systems — pneumatic, electric, and self-contained instrumentation.

### **AC 40L - 2 units** **Heating, Hydronics, and Control Systems Lab**

Prerequisite: Completion of or concurrent enrollment in AC 40

1 hour lecture, 3 hours lab weekly

Lab exercises for gas, steam, hot water, and solar heating systems, pumps and piping and pneumatic controls, including maintenance procedures and adjustment.

### **AC 50 - 3 units** **HVAC Calculations and Physical Concepts**

Prerequisite: None

3 hours lecture weekly

Basic mathematical formulas and calculations used in Air Conditioning field work and design.

### **AC 60 - 1 unit** **Welding**

Prerequisite: None

3 hours lab weekly

Oxyacetylene equipment operation for cutting and welding steel, aluminum galvanized sheet metal. Also, stick welding.

### **AC 70 - 2 units** **Estimating, Codes, and Sheet Metal Blueprints**

Prerequisite: For second semester Air Conditioning and Refrigeration majors or equivalent field experience.

1½ hours lecture and 1½ hours lab weekly

Second semester class on building and mechanical codes, estimating techniques for bidding service or installation work, and reading sheet metal blueprints and engineering drawings.

### **AC 80 - 1 unit** **Industry Survey and Repair**

Prerequisite: For second semester Air Conditioning and Refrigeration majors  
3 hours lab weekly

Survey of local industries, opportunities, and equipment. Repairs on equipment brought in by students will be done with guidance from instructor.

### **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**

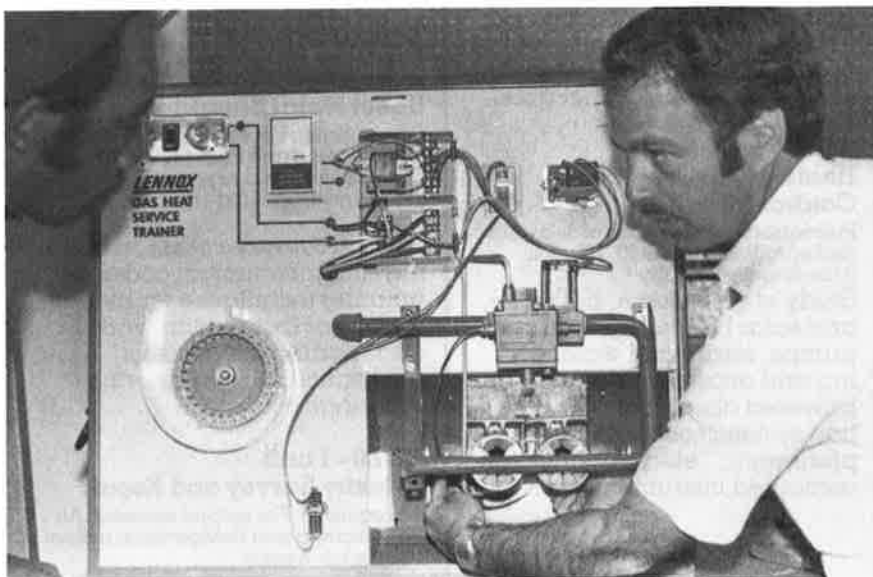
Prerequisite: None  
Lecture and/or lab as required by unit formula

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)



# Alcohol Studies

## **AlSt 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)

## **AlSt 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)

## **AlSt 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.

*Transfer credit: CSUC*

## **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.

*Transfer credit: CSUC*

## **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.

*Transfer credit: CSUC*

## **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.

*Transfer credit: CSUC*

### **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.

*Transfer credit: CSUC*

## **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.

*Transfer credit: UC, CSUC*

### **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.

*Transfer credit: UC, CSUC*

### **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.

*Transfer credit: UC, CSUC*



**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.

*Transfer credit: UC, CSUC*

**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.

*Transfer credit: UC, CSUC*

**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."

*Transfer credit: CSUC*

**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.

*Transfer credit: UC, CSUC*

**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.

*Transfer credit: UC, CSUC*

**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.

*Transfer credit: UC, CSUC*

**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.

*Transfer credit: UC, CSUC*

**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:

*Transfer credit: UC, CSUC*

**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.

*Transfer credit: CSUC*

**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.

*Transfer credit: CSUC*

**Anth 189C - Magic, Religion, and Witchcraft**

Introduction to magic, witchcraft, and sorcery as practiced by primitive, archaic, and classical cultures, comparisons with practices around the world today and a study of the intimate connection with ancient and modern religion.

*Transfer credit: CSUC*

**Anth 199A-B - 1-3/1-3 units**  
**Directed Studies in Anthropology**

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 anthropology on an independent basis. Assigned problems will involve library, lab, and field work. Maximum of 6 units.

*Transfer credit: UC, CSUC*

# 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)

*Transfer credit: UC*

## **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.

*Transfer credit: UC, CSUC*

## **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.

*Transfer credit: UC, CSUC*

## **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)

*Transfer credit: UC, CSUC*

## **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)

*Transfer credit: UC, CSUC*

## **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 uses of color and light; emphasis on technical competence and individual concepts; experimentation with tradition and newer painting materials. (2)

*Transfer credit: UC, CSUC*

## **Art 110AB - 3-3 units** **Advanced Painting**

Prerequisite: Art 108AB 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)

*Transfer credit: UC, CSUC*

**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)

*Transfer credit: UC, CSUC*

**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)

*Transfer credit: UC, CSUC*

**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)

*Transfer credit: UC, CSUC*

**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)

*Transfer credit: UC, CSUC*

**Art 128AB - 3-3 units****Figure Painting**

Prerequisite: Art 108AB 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)

*Transfer credit: UC, CSUC*

**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)

*Transfer credit: UC, CSUC*

**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)

*Transfer credit: UC, CSUC*

**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)

*Transfer credit: UC, CSUC*

**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

*Transfer credit: UC, CSUC*

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)

*Transfer credit: UC, CSUC*

## Astronomy

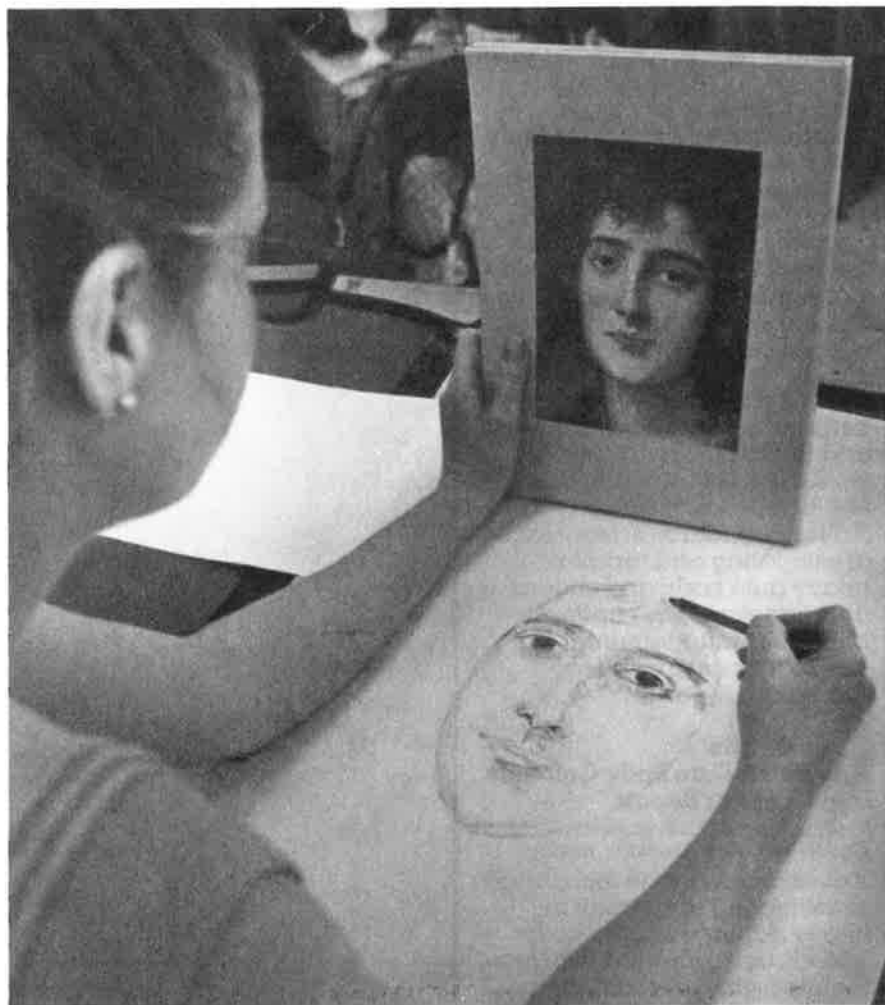
**Ast 101 - 3 units**

### **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)

*Transfer credit: UC, CSUC*



# 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 - 4 units**

### **Engine Tune-Up and Diagnostic Procedures**

Prerequisite: None  
3 hours lecture, 3 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

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 Auto-

motive Service Excellence) Mechanics Certification Test. Course covers engine repair, manual transmission and rear axle, front end, brakes, electrical systems, and engine tune-up.

### **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 30 - 1-12 units** **Tune-up/Line Mechanics**

Prerequisite: Concurrent enrollment in

Vocational Math and Essential Skills

6 hours lecture, 18 hours lab weekly

For students who have job goals in mind. Topics covered are tune-up, electrical systems, emission control, engine overhaul and general repair. May be repeated for credit up to 24 units. (2)

### **AM 40 - 1-12 units** **Brake and Front End Mechanics**

Prerequisite: Concurrent enrollment in

Vocational Math and Essential Skills

6 hours lecture, 18 hours lab weekly

Study of automobile brake systems, includes hydraulics and friction principles, drum and disc brakes, and operation of shop equipment, tools and gauges. Prepares student for California Class C brake license test. Teaches procedures of automotive wheel alignment, wheel balancing, component repair and replacement. May be repeated for credit up to 24 units. (2)



**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)

# Aviation

**AV 98 - ½-10 units**  
**Short Courses in Aviation**

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

Specialized courses designed to train or update workers in the aviation field with content designed specifically for the participants. Unit credit will be determined by the length of the courses as defined by current credit standards. Total credit limited to 10 units. (2)

# Biology

## **Biol 88 - 1 unit**

### **Anatomy and Physiology Study Session**

Prerequisite: Concurrent enrollment in Biol 107, Anatomy and Physiology  
1 hour lecture weekly

A weekly discussion and seminar of the topics of Anatomy and Physiology. (2)

## **Biol 90 - 1 unit**

### **Microbiology Study Session**

Prerequisite: Concurrent enrollment in Biol 110, Microbiology  
1 hour lecture weekly

A weekly discussion and seminar of the topics of Microbiology. (2)

## **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)

*Transfer credit: UC, CSUC*

## **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)

*Transfer credit: UC, CSUC*

## **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)

*Transfer credit: UC*

## **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)

*Transfer credit: UC*

## **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)

*Transfer credit: UC, CSUC*

### **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)

*Transfer credit: UC*

### **Biol 108 - 3 units**

#### **Marine Biology**

Prerequisite: None

3 hours lecture 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 be considered. Optional weekend field trips may be scheduled. (2)

*Transfer credit: UC, CSUC*

### **Biol 108L - 1 unit**

#### **Marine Biology Laboratory**

Prerequisite: Biol 108, may be taken concurrently

3 hours lab weekly

Laboratory and field studies of marine organisms and their environment. Field trips and boat fees may be required. (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)

*Transfer credit: UC, CSUC*

### **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)

*Transfer credit: UC, CSUC*

### **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)

*Transfer credit: UC, CSUC*

### **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)

*Transfer credit: UC, CSUC*

### **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)

*Transfer credit: CSUC*

### **Biol 120 - 2 units** **Micropathology**

**Prerequisite:** Biology 107 or Biology 110 or equivalent

2 hours lecture weekly

Survey of selected microbial diseases of the gastro-intestinal, genitourinary and respiratory systems and skin. The study includes a description of the causative agent, clinical symptoms, diagnosis, treatment,

epidemiology and prevention. (2)

*Transfer credit: UC, CSUC*

### **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)

*Transfer credit: UC, CSUC*



# Business

## **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 office technology 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; problem 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, stock holders, and news media; evaluates communication techniques used to improve public relations and create a favorable public image. Guest speakers when appropriate. (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 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 check-stand procedure. Students will be qualified to meet entry level standards of the retail checking industry. (2)

### **Bus 33A - 3 units**

#### **Marketing/Management Internship Project**

Prerequisite: Bus 120 or equivalent  
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 midmanagement 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 33B - 3 units**

#### **Marketing/Management Internship Project**

Prerequisite: Bus 33A or equivalent  
1 hour lecture, 3 hours lab weekly  
Continuation of Bus 33A, on the job management training, and class lectures. Topics include motivation of employees, improving managerial skills, and preparation for full-time managerial positions. (1)

### **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 50 - 3 units**

#### **Basic Psychology for Supervisors**

Prerequisite: None  
3 hours lecture weekly  
Practical psychology course to give insight into employee and supervisory behavior; emphasis on perception, motivation, learning processes, emotions, and attitudes. (2)

### **Bus 52 - 3 units**

#### **Human Relations (Developing Supervisory Leadership)**

Prerequisite: Bus 50  
3 hours lecture weekly  
Techniques of effectively dealing with others, especially in the work situation; emphasis is

on developing sensitivity toward others and application of management principles of interpersonal relationships. (2)

**Bus 54 - 3 units**  
**Labor Management Relations**

Prerequisite: Bus 50  
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)

**Bus 55 - 3 units**  
**Work Simplification**

Prerequisite: None  
3 hours lecture weekly

Supervisor's responsibility for job, methods improvement; basic principles of work simplification administration and problems involved: motion study fundamentals for supervisors; time study techniques. (2)

**Bus 56 - 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)

**Bus 57 - 3 units**  
**Job Analysis for Wage Administration**

Prerequisite: None  
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)

**Bus 58 - 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)

**Bus 59 - 3 units**  
**Developing Employees through Training**

Prerequisite: Bus 50  
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-hours and outside sources. (2)

**Bus 60 - 3 units**  
**Management Controls and the Supervisor**

Prerequisite: None  
3 hours lecture weekly

Systems approach to management; basic controls and modern control systems application and theory; some exploration of PERT and GANTT techniques



and variations of these methods; relationships and interdependency of input-control-process-feedback-filters and output. (2)

### **Bus 61 - 1 unit**

#### **Safety Awareness for Supervisors**

Prerequisite: None  
16 hours lecture

Course promotes safety awareness through emphasis of overall problem and responsibility of supervisors; reviews fundamentals of first aid and fire prevention; and stresses importance of safety inspections, prompt correction of hazards encountered, and in-depth investigation of all accidents.

### **Bus 62 - 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)

### **Bus 63 - 3 units**

#### **Communication Writing for Supervisors**

Prerequisite: None  
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)

### **Bus 70 - 3 units**

#### **Merchandising Workshop to New York**

Prerequisite: None  
24 hours lecture and 44 hours lab

One-week lab in New York City to visit manufacturers, wholesalers, designers, department stores, Metropolitan Museum of Art Costume Collection. Included are visits to U.N., N.Y. Stock Exchange, World Trade Building, plus others. Seven class meetings prior to trip will acquaint students with background of the retail world. (1)

### **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 16 units.  
Lab hours as required by unit formula

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

*Transfer credit: UC, CSUC*

### **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.

*Transfer credit: UC, CSUC*

### **Bus 102 - 3 units** **Managerial Accounting**

Prerequisite: Bus 101A

3 hours lecture weekly

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

*Transfer credit: CSUC*

### **Bus 111A - 3 units** **Business Law I**

Prerequisite: None. Sophomore standing recommended

3 hours lecture weekly

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

*Transfer credit: UC, CSUC*

### **Bus 111B - 3 units** **Business Law II**

Prerequisite: None

3 hours lecture weekly

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

### **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.

*Transfer credit: CSUC*

### **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.

*Transfer credit: CSUC*

### **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.

*Transfer credit: CSUC*

**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.

*Transfer credit: CSUC*

**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.

*Transfer credit: CSUC*

**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.

*Transfer credit: CSUC*

**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.

*Transfer credit: CSUC*

**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.

*Transfer credit: CSUC*

**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.)

*Transfer credit: CSUC*

**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.

*Transfer credit: CSUC*

**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.

*Transfer credit: CSUC*

**Bus 137 - 3 units**  
**Production and Inventory Management**

Prerequisite: Bus 120 and 121  
3 hours lecture weekly

Covers the field of production and inventory management; topics are record keeping, forecasting, inventory planning, production planning, capacity planning, purchasing, and material requirements planning. (2)

**Bus 140 - 3 units**  
**Business Communications**

Prerequisite: Bus 40 or equivalent or strong English language skills  
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.

*Transfer credit: CSUC*

**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)

*Transfer credit: CSUC*

**Bus 160 - 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, and safety. (2)

**Bus 198 - ½-10 units**  
**Short Courses in Business**

Prerequisite: None  
Lecture and/or lab as required by Unit Formula

Workshops in selected areas of Business to meet specific needs of college or community as required or requested by persons whose needs are not met by regular course offerings. (2)

**Bus 199A-B - 1-3 units**  
**Directed Studies in Business**

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 Business on an independent basis. Assigned problems will involve library, laboratory and field work. Field trips may be necessary. Maximum of 6 units. (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 an understanding of the physical environment, particularly as it affects the social and economic decisions of human kind. Designed for the non-science major. (2)  
*Transfer credit: UC, CSUC*

## **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)

*Transfer credit: UC, CSUC*

## **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 periodic table. Lab designed to develop quantitative relationships through experiments, and to introduce inorganic preparative procedures and computer analysis of data. (2)

*Transfer credit: UC, CSUC*

## **Chem 102 - 5 units**

### **General Chemistry II**

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

Continuation of Chem 101 with introductory matter on electrochemistry thermodynamics, radiochemistry, and descriptive chemistry of common elements; a short section on organic chemistry is included. Lab includes qualitative analysis and thermochemistry, and further develops inorganic preparation techniques. Reaction rate and other quantitative data is analyzed with use of computers. (2)

*Transfer credit: UC, CSUC*

## **Chem 106 - 5 units**

### **Organic Chemistry I**

Prerequisite: Chem 101 and 102  
3 hours lecture, 3 hours lab weekly

Introduction to the fundamentals of organic chemistry designed for chemistry majors, pre-professionals, and students who desire a broad background. Emphasis upon practical application of modern principles to structure, reactivity, methods of synthesis, and physical properties of organic compounds. Lab will give concrete examples of lecture materials. (2)

*Transfer credit: UC, CSUC*

**Chem 107 - 5 units**  
**Organic Chemistry II**

Prerequisite: Chem 106  
3 hours lecture, 3 hours lab weekly

Chem 107 is a continuation of Chem 106 with introduction to macromolecules, polymers, sugar chemistry, and biochemistry. Course will reinforce and broaden that learned in Chem 106. Lab will give concrete examples of lecture materials. (2)  
*Transfer credit: UC, CSUC*



# **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)  
*Transfer credit: CSUC*

**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.

*Transfer credit: UC, CSUC*

### **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.

*Transfer credit: CSUC*

### **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.

*Transfer credit: UC, CSUC*

### **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.

*Transfer credit: UC, CSUC*

### **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.

*Transfer credit: UC, CSUC*

### **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.

*Transfer credit: CSUC*

### **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. (Co-numbered with Psych 111)

*Transfer credit: UC, CSUC*

### **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.

*Transfer credit: UC, CSUC*

### **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.

*Transfer credit: UC, CSUC*

### **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 principles related to licensing and standards, budgeting, space and equipment, hiring and evaluating practices, staff relationships, and parent and community involvement, including organizational requirements to fulfill goals of the program.

*Transfer credit: CSUC*

### **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.

*Transfer credit: CSUC*

### **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, interpersonal and small group interaction. Individual assessments regarding developmental problems. May be repeated for credit.

*Transfer credit: CSUC*

### **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 pre-school child. Use of teacher and student demonstrations, visual aids including films, and field trips. Materials fee may be required.

*Transfer credit: CSUC*

### **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.

*Transfer credit: CSUC*

### **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.

*Transfer credit: CSUC*

### **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)

*Transfer credit: CSUC*

### **CD 199AB - ½-3/½-3 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)

*Transfer credit: CSUC*

# 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, in-

spection of parts, measurements, repairs and tests, re-assembly, 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 repairing 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, driveshafts, 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)

**DM 30 - 1-12 units**  
**Diesel/Heavy Vehicle**  
**Mechanics**

Prerequisite: Concurrent enrollment in Vocational Math and Essential Skills 6 hours lecture and 18 hours lab weekly. Topics covered may include basic engine, theory, engine tune-up, electrical systems, power trains, and hydraulics and equipment components. May be repeated for credit to a maximum of 24 units. Field trips may be required. (2)

**DM 89 - 1-12 units**  
**Diesel/Heavy Vehicle**  
**Mechanics 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 engine theory, engine tune-up, electrical systems, power trains, and hydraulics and equipment components. Credit may be awarded for courses within Diesel Mechanics program successfully completed. Course operated on continuous enrollment plan and graded on credit-no credit basis. May be repeated for credit to a maximum of 36 units.

**DM 98 - ½-10 units**  
**Short Courses in Diesel**  
**Mechanics**

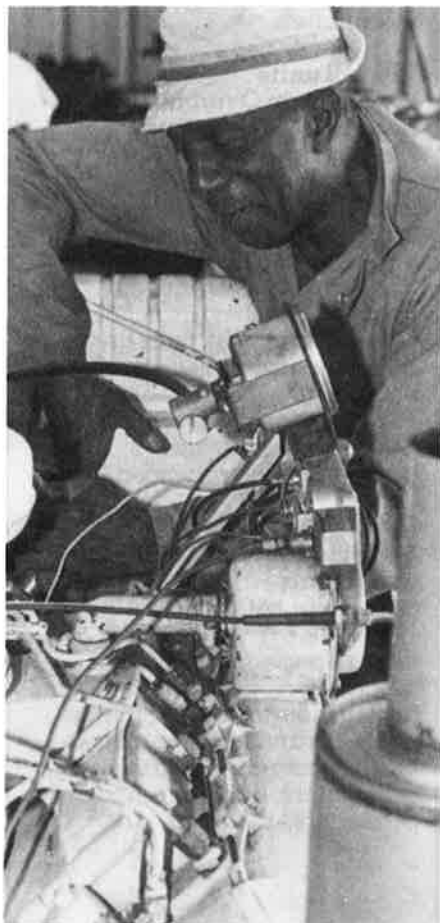
Prerequisite: None  
Lecture and/or lab as required by unit formula

Specialized topics designed to inform or update interested persons in various disciplines within the diesel repair industry. Length of course determines unit credit. (2)

**DM 99ABCD - 1-4 units**  
**Diesel 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 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)



# 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.

*Transfer credit: CSUC*

## **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)

*Transfer credit: UC, CSUC*

## **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.

*Transfer credit: UC, CSUC*

## **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.

*Transfer credit: UC, CSUC*

**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.

*Transfer credit: UC, CSUC*

## **English and Essential Skills**

### **ES 1 - 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 to a maximum of 12 units for credit. (1)

### **ES 5 - 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 to a maximum of 12 units for credit. (2)

### **ES 9AB - 3-3 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. May be taken for credit/no credit. (2)

### **ES 10 - 3 units** **Basic English Grammar and Usage**

Prerequisite: Completion of English writing assessment  
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. Course may be repeated for credit to a maximum of 6 units. (1)

### **ES 12 - 3 units** **Basic Composition**

Prerequisite: Completion of English writing assessment or ES 10  
3 hours lecture weekly

Spelling, grammar, punctuation, sentence structure, diction-vocabulary, transitional devices, parallelism, paragraphing techniques, and theme organization taught and learned through numerous and varied writing assignments emphasizing techniques for improving composition. Students receive much individual help; diagnostic-prescriptive approach used. Course may be repeated for credit to a maximum of 6 units.

### **ES 14 - 3 units** **Intermediate Composition and Literature**

Prerequisite: Completion of English writing assessment or passing grade in ES 12  
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. Course may be repeated for credit to a maximum of 6 units.

### **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 30OTT - 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 - 1-2 units - Vocabulary**

**ES 30WR - 1 unit - Writing Resumes**

### **ES 45 - 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. Course may be repeated for credit to a maximum of 6 units. (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 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 61ABC - ½-½-½ units** **Analyzing language** **Ability**

Prerequisite: None

8 hours lecture

Provides information regarding students' language abilities and development as well as auditory processing problems involving memory, discrimination, articulation, and other areas. Individual instruction offered in deficient areas.

### **ES 62AB - 3 units** **Auditory Skills**

Prerequisite: ES 62A or ES 62B

3 hours lecture weekly

Designed to improve the basic

auditory processing of learning disabled students. Lecture, individual and small group activities will focus upon improving each student's specific weaknesses through the use of relative strength areas and coping mechanisms.

**ES 64 - ½ unit**  
**Learning Skills Lab**

Prerequisite: None  
4½ hours lab for 6 weeks

Addresses individual learning disabilities of students. Unique program carried out for each student based on Individual Education Plan developed by Learning Disability Specialist after thorough diagnostic testing; offered on credit/no-credit basis only. May be repeated for credit.

**ES 68 - 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 80 - 3 units**  
**Vocational Essential Skills**

Prerequisite: None  
3 hours lecture weekly

Focuses on essential skills of writing and oral communication within the context of the student's vocational program. May be taken credit/no credit.

**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 50 - 3 units**  
**Introduction to Literature**

Prerequisite: None  
3 hours lecture weekly

Introduction to different types of literature — fiction, poetry, drama — designed for students who want a taste of literature but may not be taking more advanced courses. Focuses on reading, reaction, and critical interpretation of literature through discussion and writing; designed for students who have an interest in reading.

**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.

Transfer credit: UC, CSUC

**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.

*Transfer credit: UC, CSUC*

### **Engl 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.

*Transfer credit: UC, CSUC*

### **Engl 104 - 3 units** **Survey of English Literature I**

Prerequisite: None. Engl 101 or 102 recommended

3 hours lecture weekly

Survey of English literature in its cultural framework from Anglo-Saxon times to the end of the eighteenth century, covering the heroic age, the Renaissance, and neo-classicism. (2)

*Transfer credit: UC, CSUC*

### **Engl 105 - 3 units** **Survey of English Literature II**

Prerequisite: None. Engl 101 or 102 recommended

3 hours lecture weekly

Survey of English literature in its cultural and political framework from the beginning of the 19th century to the early 20th century, covering the Romantic, Victorian, Edwardian, and Georgian periods of literature. Appropriate field trips. (2)

*Transfer credit: UC, CSUC*

### **Engl 106 - 3 units** **Introduction to Fiction**

Prerequisite: None. Engl 101 or 102 recommended

3 hours lecture weekly

Emphasis on close critical reading of short story and novel; discussions center around importance and function of plot, characterization, atmosphere, theme, symbol. (2)

*Transfer credit: UC, CSUC*

### **Engl 107 - 3 units** **Survey of American Literature I**

Prerequisite: None. Engl 101 or 102 recommended

3 hours lecture weekly

Significant American writers from the early 17th century to 1865, with emphasis on the intrinsic political, social, and intellectual trends of the periods they represent. Recommended as an elective for majors in the humanities, history, or education. (2)

*Transfer credit: UC, CSUC*

### **Engl 108 - 3 units** **Survey of American Literature II**

Prerequisite: None. Engl 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. Re-

commended as an elective for majors in the humanities, history, or education. (2)  
*Transfer credit: UC, CSUC*

### **Engl 109 - 3 units** **Black Literature**

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

Analytical, in-depth study of the literature of the black experience in the United States. (2)  
*Transfer credit: UC, CSUC*

### **Engl 110 - 3-3** **Women in Literature**

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

Examination of images, roles, and identities of women in literature and contribution of women to a variety of literary genres. (2)  
*Transfer credit: UC, CSUC*

### **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.  
*Transfer credit: UC, CSUC*

### **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.  
*Transfer credit: UC, CSUC*

### **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.)  
*Transfer credit: UC, CSUC*

### **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.  
*Transfer credit: UC, CSUC*

### **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.)  
*Transfer credit: UC, CSUC*

### **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.

*Transfer credit: UC, CSUC*

### **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:

*Transfer credit: UC, CSUC*

### **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.

*Transfer credit: UC, CSUC*

### **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.

*Transfer credit: UC, CSUC*

### **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.

*Transfer credit: UC, CSUC*

### **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.

*Transfer credit: UC, CSUC*

### **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.

*Transfer credit: UC, CSUC*

# Fire Technology

## ✓\*FT 51 - 3 units **Introduction to Fire Technology**

Prerequisite: None  
3 hours lecture weekly

Provides introduction to fire protection; career opportunities in fire protection and related fields; history of fire protection; fire loss analysis; public, quasi-public and private fire protection services; specific fire protection functions; basic fire chemistry and physics.

Designed to give an overview of fire technology, the fire service and fire protection field as career potentials.

## ✓\*FT 52 - 3 units **Fundamentals of Fire Prevention**

Prerequisite: None  
3 hours lecture weekly

Organization and function of fire prevention; inspections; surveying and mapping procedures; recognition of fire and life hazards; engineering a solution of a fire hazard; enforcing the solution of a fire hazard; public education aspects of fire prevention. Designed to introduce students to basics of fire prevention. Content will include areas of fire and life safety hazards by occupancy; various technical innovations emphasizing public relations.

*Transfer credit: CSUC*

## ✓\*FT 53 - 3 units **Fundamentals of Personal Fire Safety and Emergency Action**

Prerequisite: None  
3 hours lecture weekly

\*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.

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.

*Transfer credit: CSUC*

## \*FT 54 - 3 units **Fundamentals of Fire Behavior and Control**

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.

*Transfer credit: CSUC*

## ✓\*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.

*Transfer credit: CSUC*

## ✓\*FT 56 - 3 units **Fundamentals of Fire Protection**

Prerequisite: None  
3 hours lecture weekly

Theory and fundamentals of fire protection including fire protection laws, water systems and public fire protection systems, fire protection in buildings and open areas.

*Transfer credit: CSUC*

### **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 national, 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.

*Transfer credit: CSUC*

### **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.

*Transfer credit: CSUC*

### **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.

*Transfer credit: CSUC*

### **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.

*Transfer credit: CSUC*

\*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.

**FT 68 - 3 units**  
**Fire Investigation I**

Prerequisite: None  
3 hours lecture weekly

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

*Transfer credit: CSUC*

**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.

*Transfer credit: CSUC*

**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)

*Transfer credit: CSUC*

**FT 71 - 2 units**  
**Reserve Firefighter Academy**

Prerequisite: Must provide all protective clothing and equipment required by the Ventura County Fire Department. Must provide evidence of physical fitness.

48 hours of lecture and practical application

Introduction to fire department equipment and use; reserve firefighter standards; firefighter safety and first aid.

**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)

*Transfer credit: CSUC*

**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)

*Transfer credit: CSUC*



# 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. (2)

Transfer credit: CSUC

## 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. (2)

Transfer credit: CSUC

## 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.

Transfer credit: UC, CSUC

# 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)

Transfer credit: UC, CSUC

## 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)

Transfer credit: UC

## 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)

Transfer credit: UC, CSUC

**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)

*Transfer credit: UC, CSUC*

**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)

*Transfer credit: UC, CSUC*

**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)

*Transfer credit: UC, CSUC*

# 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)

*Transfer credit: UC, CSUC*

**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)

*Transfer credit: UC, CSUC*

**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)

*Transfer credit: UC, CSUC*

### **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)

*Transfer credit: UC, CSUC*

### **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)

*Transfer credit: UC, CSUC*

### **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)

*Transfer credit: UC, CSUC*

### **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)

*Transfer credit: UC, CSUC*

### **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)

*Transfer credit: UC, CSUC*

# 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)

*Transfer credit: CSUC*

## **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)

*Transfer credit: CSUC*

## **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 process as means of accomplishing public goals. (2)

*Transfer credit: CSUC*

## **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)

*Transfer credit: CSUC*

**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)

*Transfer credit: CSUC*

**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)

*Transfer credit: CSUC*

**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)

*Transfer credit: CSUC*

**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)

*Transfer credit: CSUC*

**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)

*Transfer credit: CSUC*

# 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**

### **Government Operations: Procedures, Practices, Policies**

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 multi-media first aid, CPR refresher, and first aid instructor; students receive Red Cross card upon completion of each course. Some workshops are co-listed with Fire Science 98. (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)

*Transfer credit: UC, CSUC*

## **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 menopause, venereal diseases, female/male hormonal cycles, prostate occurrences. Coursework includes attitudinal as well as factual health information on partnering. (2)

*Transfer credit: UC, CSUC*

## **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)

*Transfer credit: UC, CSUC*

## **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)

*Transfer credit: UC, CSUC*

**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)

*Transfer credit: UC, CSUC*

**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)

*Transfer credit: UC*

**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)

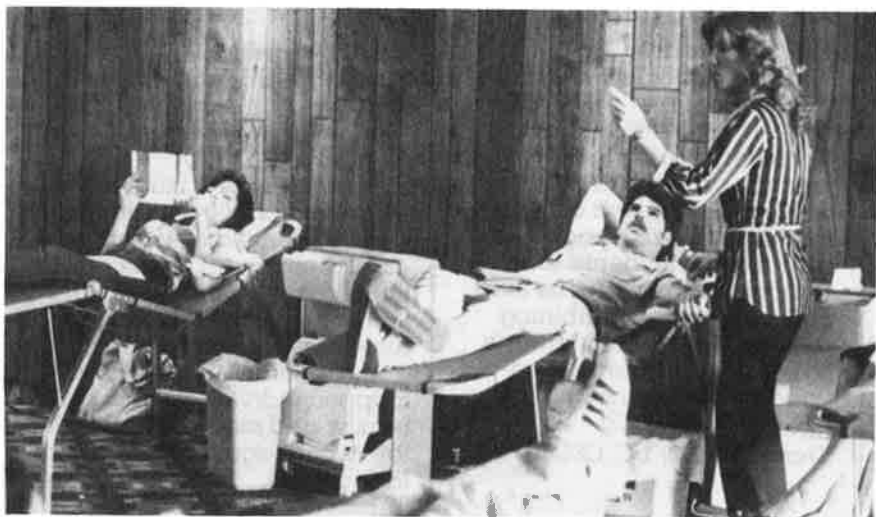
*Transfer credit: UC, CSUC*

**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)

*Transfer credit: CSUC*





# 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.

*Transfer credit: UC, CSUC*

## **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)

*Transfer credit: UC, CSUC*

## **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.

*Transfer credit: UC, CSUC*

## **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.

*Transfer credit: UC, CSUC*

## **Hist 107 - 3 units**

### **History of the Mexican People in the Southwest**

Prerequisite: None  
3 hours lecture weekly

Survey of the history of the Mejjicano from pre-Columbian period to present providing background for contemporary issues, concerns, and problems of Mexican-Americans. Emphasis on Mexican settlement of the region and contributions of the Mejjicano to development of the five Southwestern states (Arizona, California, Colorado,

New Mexico, and Texas). Course satisfies degree requirements in American Institutions.

*Transfer credit: UC, CSUC*

### **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 contemporary 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 institutions, trends, movements, and problems affecting Black America. Course satisfies degree requirements in American Institutions.

*Transfer credit: UC, CSUC*

### **Hist 109 - 3 units** **The Heritage of Mexico**

Prerequisite: None  
3 hours lecture weekly

Course presents major historical developments and personalities which have shaped the Mexican nation, with emphasis on culture and customs of the people throughout their history, plus important events in relationship between Mexico and United States. Significant portion of course deals with role of the Mexican and Mexican-American in contemporary USA. (2)

*Transfer credit: UC, CSUC*

### **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)

*Transfer credit: UC, CSUC*

### **Hist 112 - 3 units** **Great American Women**

Prerequisite: None  
3 hours lecture weekly

A socio-historical analysis of great American women. Biographical data is examined in an attempt to determine how the socio-historical milieu influenced lives of these great women. (Co-numbered with Soc 112.) (2)

*Transfer credit: UC, CSUC*

### **Hist 113 - 3 units** **Modern Russia: An Introduction**

Prerequisite: None  
3 hours lecture weekly

Basic social and political development of Russia since 1801, with emphasis on origins of the Bolshevik Revolution and continuity of Russian civilization. (2)

*Transfer credit: UC, CSUC*

### **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)

*Transfer credit: UC, CSUC*

### **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.  
*Transfer credit: UC, CSUC*

**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.

*Transfer credit: UC, CSUC*

**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.

*Transfer credit: UC, CSUC*

**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)

*Transfer credit: UC, CSUC*

# 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.

*Transfer credit: CSUC*

### **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.

*Transfer credit: CSUC*

### **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.

*Transfer credit: CSUC*

### **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.

*Transfer credit: CSUC*

### **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.

*Transfer credit: UC, CSUC*

### **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.

*Transfer credit: UC, CSUC*

### **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 - ½-10 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 micro-

cultures common to the Southern California area; patterns of family life as essential influence upon home economist's role.

*Transfer credit: UC, CSUC*

**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.

*Transfer credit: UC, CSUC*

**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.

*Transfer credit: UC, CSUC*

**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.

*Transfer credit: UC, CSUC*

**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.

*Transfer credit:* UC, CSUC

### **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.

*Transfer credit:* UC, CSUC

### **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.

*Transfer credit:* UC, CSUC

### **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)

*Transfer credit:* CSUC

### **HE 135AB - 3-3 units** **Interior Decorating**

**Prerequisite:** None. Art 104 recommended

3 hours lecture weekly

Principles and elements of design and color as applied to

home interiors; materials, organization, and arrangement as related to living needs. Offers basic preparation for students who plan to seek employment in the field of interior design. Field trips will be required.

*Transfer credit:* UC, CSUC

### **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.

*Transfer credit:* CSUC

### **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.

*Transfer credit:* UC, CSUC

### **HE 199AB - ½-3/½-3** **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.

*Transfer credit:* UC, CSUC

# 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  
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, 1½ hours lab weekly

Fundamentals of AC and DC circuits, motors, and generators. Nature of electricity, electrical calculations, magnetism, 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.

### **IM 8 - 2 units**

#### **Oxygen-Acetylene, Arc, TIG, and MIG Welding**

Prerequisite: None

1 hour lecture, 3 hours lab weekly

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

### **IM 9 - 1 unit**

#### **Blueprint Reading, Mechanical Drawing, and Precision Measuring**

Prerequisite: None

3 hours lab weekly

Fundamentals of blueprint reading and mechanical drawing including construction of mechanical drawings for various projects; use of various precision measuring instruments.

### **IM 10 - 1 unit**

#### **Metals and Heat Treating**

Prerequisite: None

3 hours lab weekly

Fundamentals of metallurgy including composition, alloys, methods of manufacturing, and various methods of heat-treating common steels.

### **IM 11AB - 3-3 units**

#### **Lathes, Mills, and Grinders**

Prerequisite: None

2 hours lecture, 3 hours lab weekly

Fundamentals of lathe construction and operation; emphasis on proper set-up, speeds and feeds, and tool grinding for various materials. Fundamentals of milling machine construction and operation; em-

phasis on proper set-ups, speeds and feeds, use of accessories and tools for various materials. Precision grinding operation; emphasis on the use of basic grinding machines, including bench grinder and surface grinder. Supplies for this class are available from the College bookstore and cost approximately \$45.00. In addition, students may be required to provide material for their projects.

### **IM 12 - 2 units**

#### **Machine Repair and Lubricants**

Prerequisite: None

1 hour lecture, 3 hours lab weekly

Fundamental machine construction, diagnosing, and repairing various types of machinery including power transmission systems with emphasis on fitting bearings and component parts together. Study of various types of lubricants, their uses and applications will be stressed.

### **IM 20 - 3 units**

#### **Blueprint Reading/ Mechanical Drawing**

Prerequisite: None

2½ hours lecture, 1½ hours lab weekly

Blueprint reading and sketching for welders and machinists. Interpretation of drawings for features of fabrication, construction, and assembly.

### **IM 21 - 3 units**

#### **Introduction to Casting Metallurgy**

Prerequisite: None

3 hours lecture weekly

Teaches elementary metallurgy with emphasis on castings, alloys and heat treatment. (2)

### **IM 22 - 3 units** **Precision Layout and Measurement**

Prerequisite: None  
2½ hours lecture, 1½ hours lab weekly  
Comprehensive overview of principles of precision measurements as applied to the machine tool trades with emphasis on locational, linear, angular, and geometric measurement, and their application to precision layout. Application of blueprint specification and related fields such as tolerance, fitting, gauge reading, and interpretation also studied.

### **IM 50 - 3 units** **Intro to Industrial Electronics**

Prerequisite: None  
3 hours lecture weekly  
Covers topics such as electron theory, Ohms law, series and parallel circuits, meters, conductors, and insulators, resistors and semiconductors.

### **IM 51 - 3 units** **Electronic Schematic Reading**

Prerequisite: None  
2½ hours lecture, 1½ hours lab weekly  
Covers typical schematics, block diagrams, systems layouts, symbols, and circuits.

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

Specialized workshops designed to train or update workers in the industrial mechanics field, content designed specifically for the participants. Unit credit will be determined by the length of the workshop as defined by current credit standards. Total workshop credit limited to 10 units. (2)

### **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. 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 academic program and vocational goals. (2)

# Information Processing Systems

## **IPS 100 - 3 units**

### **Introduction to Information Processing Systems**

Prerequisite: None  
3 hours lecture weekly

Comprehensive introduction to principles of computers and electronic data processing. Special emphasis given to business applications for computers. (2)

## **IPS 101 - 3 units**

### **Introduction to Programming**

Prerequisite: IPS 100  
3 hours lecture weekly

Designed for students with little or no computer experience. Topics include uses of existing programs, introduction to BASIC, COBOL, and FORTRAN programming languages, problem solving, programming systems, numerical operations, and systems analysis. (2)

## **IPS 102 - 3 units**

### **Essential Skills for Information Processing**

Prerequisite: None  
3 hours lecture weekly

Team-taught course in which students will spend six weeks with the behavioral Science department studying how computers have impacted the society; six weeks with the Math department studying basic math (adding, subtracting, multiplying, dividing, fractions, and decimals), solutions of the 1st degree, and linear (qualitative) functions and concepts; and six weeks with the Business department

studying accounting and how computers are used in business applications. Helps direct students into the track which will best meet goals. (2)

## **IPS 103 - 3 units**

### **Basic Programming**

Prerequisite: Math 14 or Math 103 or IPS 102

3 hours lecture weekly

Familiarization with interactive programming concepts and techniques with particular emphasis on BASIC — a commonly used language for modern home and hobby computers. (2)

## **IPS 103L - 1 unit**

### **Basic Laboratory**

Prerequisite: Enrollment in IPS 103  
3 hours lab weekly

Supervised computer programming practice. Designed to assist students in successfully performing interaction with computers and to provide programming practice. (2)

## **IPS 104 - 3 units**

### **COBOL I Programming**

Prerequisite: IPS 100  
3 hours lecture weekly

Study of information systems and COBOL (Common Business Oriented Language) programming. File description entries, record description clauses. Working-storage, conditional names, verb categories. Corresponding and perform options. Special consideration given to concepts of file structure and file processing. (2)

## **IPS 105 - 3 units**

### **COBOL II Programming**

Prerequisite: IPS 104, COBOL I  
3 hours lecture weekly

Designed to both extend the students' skill in computer programming and knowledge of

the most frequently used language in business data processing. Emphasis on tape and disk file processing includes input editing, sequential file updating, and the creation, updating, and retrieval of indexed sequential file with business applications. (2)

**IPS 105L - 1 unit**  
**COBOL II Laboratory**

Prerequisite: Enrollment in IPS 105  
3 hours lecture weekly  
Supervised computer programming practice. Designed to assist students in successfully performing interaction with computers and to provide programming practice. (2)

**IPS 108 - 3 units**  
**Information Processing Systems Design**

Prerequisite: IPS 100, 101, 102, 103, 103L  
3 hours lecture weekly  
Analysis, design, and control of data systems for management and communications. Methods in information storage and retrieval, file organization, telecommunication, data base management, security, environmental control, and networking. (2)

**IPS 109 - 3 units**  
**Information Processing Systems Operations**

Prerequisite: IPS 100, 101, 102, 103, 103L  
3 hours lecture weekly  
Duties of computer operator, use of input-output devices, job control cards, console commands, processing programs, utility programs, disk operating systems. (2)

**IPS 111 - 3 units**  
**Computer Modeling**

Prerequisite: IPS 100, 101, 102, 103, 103L or intermediate algebra and computer programming course work at the college level.

2 hours lecture, 3 hours lab weekly  
Designed to provide students in many disciplines with an introduction to modeling and simulation techniques. Methods for using mathematics to model social, biological, and environmental problems studied. Computer used as a tool in performing calculations implied by models and in showing that simple mathematical techniques can lead to understanding of complex situations. (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.

*Transfer credit: UC, CSUC*

## **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.

*Transfer credit: UC, CSUC*

## **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 natural 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. (2)

*Transfer credit: UC, CSUC*

## **IS 199AB - ½-3/½-3 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 6 units.

*Transfer credit: UC, CSUC*



# 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. (2)

*Transfer credit: CSUC*

## **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. (2)

*Transfer credit: CSUC*

# 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, stock holders, 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)

*Transfer credit: CSUC*

## **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)

*Transfer credit: CSUC*

## **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)

*Transfer credit: CSUC*

## **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)  
*Transfer credit: UC, CSUC*

**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)  
*Transfer credit: UC, CSUC*

**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)  
*Transfer credit: UC, CSUC*

**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)  
*Transfer credit: UC, CSUC*

**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)  
*Transfer credit: UC, CSUC*

**Journ 110AD - 2 units**  
**Observer Staff Lab**

Prerequisite: Concurrent enrollment in any Journalism class.  
6 hours lab weekly  
Specialized instruction in the preparation of the college paper.

**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)  
*Transfer credit: CSUC*

# 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 and Drafting I**

Prerequisite: ES 12AB

3 hours lecture weekly

General introduction to basic legal research and drafting tools and their use to accomplish research requirements of a legal practice. Concentration on legal writing is aimed to improve techniques. Students will learn to write technically in legal terms. (2)

## **LA 5 - 3 units**

### **Legal Research and Drafting II**

Prerequisite: LA 3

3 hours lecture weekly

Continuation of coursework from LA 3. Students will spend time in legal library and will research and draft documents representative of those required for legal assistants. (2)

## **LA 7 - 3 units**

### **Civil Litigation**

Prerequisite: ES 12AB, LA 1, LA 3, 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**

### **Evidence for Legal Assistants**

Prerequisite: ES 12AB, LA 1, LA 3, LA 5

3 hours lecture weekly

Examines 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**

### **Real Property Transactions**

Prerequisite: ES 12AB, LA 1, LA 3, LA 5.

Accounting recommended

3 hours lecture weekly

Analysis of laws of real property, estates in land, landlord-tenant, leases, deeds, and contracts; identification of problems in real property transactions; recording and searching public documents. (2)

## **LA 13 - 3 units**

### **Business Organizations**

Prerequisite: ES 12AB, LA 1, LA 3, LA 5.

Accounting recommended.

3 hours lecture weekly

Survey of the law of agency and partnership, with emphasis on legal liabilities of each entity; law of corporations and their legal structure, from initial formation to daily operations, capitol structure, and responsibility to shareholders. (2)

**LA 15 - 3 units****Family Law**

Prerequisite: ES 12AB, LA 1, LA 3, LA 5  
3 hours lecture weekly

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: ES 12AB, LA 1, LA 3, LA 5  
3 hours lecture weekly

Overview of basic probate procedures, summary termination of joint tenancy, designed to cover every aspect including preparation and filing of the California State Inheritance Tax forms. 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: ES 12AB, LA 1, LA 3, LA 5  
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)

*Transfer credit: UC*

## **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 - 1-3 units**

### **Vocational Mathematics**

Prerequisite: None for Math 19A; Math 19A for 19B; Math 19B for 19C

Lecture and/or lab as required by unit formula.

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 - ½-10 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)

*Transfer credit: UC, CSUC*

### **Math 102 - 3 units**

#### **Math for Elementary Teachers**

Prerequisite: Math 14 with a grade of C or equivalent.

2 hours lecture, 3 hours lab 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)

*Transfer credit: UC, CSUC*

### **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)

*Transfer credit: UC, CSUC*

### **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)

*Transfer credit: UC, CSUC*

### **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)

*Transfer credit: UC, CSUC*

### **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)

*Transfer credit: UC, CSUC*

### **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)

*Transfer credit: UC, CSUC*

**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)

*Transfer credit: UC, CSUC*

**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)

*Transfer credit: UC, CSUC*

**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)

*Transfer credit: UC, CSUC*

**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)

*Transfer credit: UC, CSUC*

**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)

*Transfer credit: UC, CSUC*

**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)

*Transfer credit: UC, CSUC*

**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)

*Transfer credit: CSUC*



**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)

*Transfer credit: UC, CSUC*

**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)

*Transfer credit: CSUC*

**Math 138 - 3 units**  
**Computer Programming -**  
**PASCAL**

Prerequisite: Math 14 and concurrent enrollment in Math 138L.  
3 hours lecture weekly

Introduction to computer programming using the PASCAL language. Techniques for writing well-structured programs will be emphasized. (2)

**Math 138L - 1 unit**  
**Computer Programming -**  
**Supervised Practice**

Prerequisite: Concurrent enrollment in Math 138.  
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)

*Transfer credit: UC, CSUC*

# 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.

*Transfer credit: UC, CSUC*

## **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.

*Transfer credit: UC, CSUC*

## **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.

*Transfer credit: UC, CSUC*

## **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.

*Transfer credit: UC, CSUC*

## **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.

*Transfer credit: UC, CSUC*

## **Mus 103A - 3 units** **Music Appreciation I: Music and Listening**

Prerequisite: None  
3 hours lecture weekly

Survey of Western musical history from Renaissance to pre-

sent; special emphasis on understanding and enjoyment in listening with an introduction to principles employed in music.

*Transfer credit: UC, CSUC*

**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.

*Transfer credit: UC, CSUC*

**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.

*Transfer credit: UC, CSUC*

**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.

*Transfer credit: UC, CSUC*

**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)

*Transfer credit: UC, CSUC*

**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)

*Transfer credit: UC, CSUC*

**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)

*Transfer credit: UC, CSUC*

**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 106 recommended. 1½ hours lecture, 1½ 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)

*Transfer credit: UC, CSUC*

**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)

*Transfer credit: UC, CSUC*

**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)

*Transfer credit: UC, CSUC*

**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)

*Transfer credit: UC, CSUC*

**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.

*Transfer credit: UC, CSUC*

### **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)  
*Transfer credit: UC, CSUC*

### **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 instrument. Course may be repeated for credit up to four semesters. (2)

*Transfer credit: UC, CSUC*

### **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, instrumentalists, singers, and arrangers; popular music and its background.

*Transfer credit: UC, CSUC*

### **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)

*Transfer credit: UC, CSUC*

### **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 repeated for credit up to four semesters. (2)

*Transfer credit: UC, CSUC*

### **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 literature written for ensemble groups; to perfect and perform these compositions. (2)

*Transfer credit: UC, CSUC*

### **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 literature written for ensemble groups; to perfect and perform these compositions. Course may be repeated for credit up to four semesters. (2)

*Transfer credit: UC, CSUC*

**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; experience in one or more aspects of a production: leading roles, chorus, dancing, dramatic techniques of musicals, backstage and technical work.

Course may be repeated for credit up to four semesters. (2)

*Transfer credit: UC, CSUC*

**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 required or requested by persons whose needs are not met by regular course offerings. Topics might include but are not limited to musical theatre, opera workshop, accompanying, piano teaching, conducting, church music, instrumental or choral techniques, master classes, diction, music education. (2)

*Transfer credit: UC, CSUC*

**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)

*Transfer credit: UC, CSUC*

# 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 11ABC - 1-3 units**  
**Beginning Typing**

Prerequisite: None. Not open to students who have credit for one semester of typing in any other school.  
Lecture and/or lab as required by unit formula

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

Course structured so student can receive one, two or three units of credit based on amount of course satisfactorily completed. (2)

*Transfer credit: CSUC*

### **OT 12ABC - 1-3 units Intermediate Typing**

**Prerequisite:** OT 11ABC with grade of C or equivalent. Recommended that student be working at 40+ wpm. Lecture and/or lab as required by unit formula

Additional practice in business letters, tabulations, manuscript typing; permits students to achieve a minimum speed of 45 words/minute (gross) for five minutes. Course structured so student can receive one, two, or three units of credit based on amount of course satisfactorily completed. (2)

*Transfer credit: CSUC*

### **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 14ABC - 1-3 units Advanced Typing**

**Prerequisite:** OT 12ABC with a grade of C, or one year of high school typing  
Lecture and/or lab as required by unit formula

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. Course structured so student can receive one, two or three units of credit based on amount of course satisfactorily completed. (2)

### **OT 15 - 3 units Production Typing**

**Prerequisite:** OT 14ABC 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)

*Transfer credit: CSUC*

### **OT 19 - 2 units Microcomputer Data Entry**

**Prerequisite:** OT 11A or equivalent.  
**Recommended:** OT 11BC, OT 35B, Bus 2, Bus 101A or equivalent training in typewriter and accounting.

Extensive hands-on training with up-to-date microcomputers in keyboarding skills including introductory BASIC programming, formatting, verification, and use of prepared software programs for computer applications in business, sales, accounting, etc. (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)

*Transfer credit: CSUC*

### **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 mailable copy transcription skills; extensive dictation of new material requiring transcription. (2)

*Transfer credit: CSUC*

### **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)

*Transfer credit: CSUC*

### **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)

*Transfer credit: CSUC*

### **OT 26 - 4 units** **Machine Shorthand I**

Prerequisite: OT 11ABC or 12ABC 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: OT 26 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 12ABC 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 12ABC 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 reception 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 39 - 3 units** **Secretarial Accounting**

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)

### **OT 40 - 3 units** **English Mechanics for Secretaries**

Prerequisite: None

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)

### **OT 50 - 3 units** **Medical Terminology**

Prerequisite: None

3 hours lecture weekly

Teaches spelling, definition, and pronunciation of medical terms with emphasis on prefixes, suffixes, and roots of medical terms. (2)

### **OT 51 - 3 units** **Advanced Medical Terminology**

Prerequisite: OT 50

3 hours lecture weekly

Develops advanced knowledge of medical vocabulary by providing intensive training in spelling, pronunciation, and definitions of medical terminology with emphasis on body systems. (2)

### **OT 52 - 3 units** **Medical Office Procedures**

Prerequisite: OT 14ABC or typing speed of at least 50 wpm

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)

### **OT 53 - 3 units** **Medical Insurance**

Prerequisite: None

3 hours lecture weekly

Develops an understanding of the leading types of medical insurance with intensive instruction and drill in completing medical insurance forms for Blue Cross, Blue Shield, Worker's Compensation, State Disability, Medi-Cal, Medicare, etc. (2)

### **OT 54 - 2 units** **Medical 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 mailable letters and reports at an acceptable production rate. Includes case histories, surgical and lab reports with review of specialized medical vocabulary. (2)

### **OT 61 - 3 units** **Legal Office Procedures**

Prerequisite: Typing speed of at least 40 wpm

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)

### **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 mailable 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 (type-writing, 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 themselves, 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 designed to upgrade student abilities in the area of job-seeking techniques, resumé preparation, and interviewing methods; practical experiences in resumé 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 reviewing 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 - ½-10 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.

*Transfer credit: CSUC*

#### **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.

*Transfer credit: CSUC*

#### **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.

*Transfer credit: CSUC*

# Philosophy

## **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.

*Transfer credit: UC, CSUC*

## **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.

*Transfer credit: UC, CSUC*

## **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.  
*Transfer credit: UC, CSUC*

## **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.  
*Transfer credit: UC, CSUC*

## **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.

*Transfer credit: UC, CSUC*

## **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 influence on contemporary society. Begins with the birth of the modern mind and rise of science in the Renaissance and continues to present day. Special emphasis given to the schools of rationalism, empiricism, critical philosophy, and existentialism.

*Transfer credit: UC, CSUC*

### **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.

*Transfer credit: UC, CSUC*

### **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.

*Transfer credit: UC, CSUC*

### **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 discussion of the history of religious movements and causes underlying current religious variations.

*Transfer credit: UC, CSUC*

### **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.

*Transfer credit: UC, CSUC*

### **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.)

*Transfer credit: UC, CSUC*

### **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 high-

lights 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.)

*Transfer credit: UC, CSUC*

**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)

*Transfer credit: UC, CSUC*

### **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. (2)

*Transfer credit: UC, CSUC*

### **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. (2)

*Transfer credit: UC, CSUC*

### **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.

*Transfer credit: UC, CSUC*

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

*Transfer credit: UC, CSUC*

### **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. (2)

*Transfer credit: UC, CSUC*

## **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. (2)

*Transfer credit: UC, CSUC*

### **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. (2)

*Transfer credit: UC, CSUC*

**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)

*Transfer credit: CSUC*

**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. (2)

*Transfer credit: UC, CSUC*

**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. (2)

*Transfer credit: UC, CSUC*

**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. (2)

*Transfer credit: UC, CSUC*

**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. (2)

*Transfer credit: UC, CSUC*

**PE 120AB - 1-2 units**  
**Dance Production**

Prerequisite: Beginning and

Intermediate Dance or equivalent

1 hour lecture, 1-3 hours activity weekly

Practical experience in the many phases of dance concert and demonstration, i.e., choreography, staging, make-up, costuming, set designing and construction, lighting, and publicity. (2)

*Transfer credit: UC, CSUC*

**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. (2)

*Transfer credit: UC, CSUC*

**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. (2)

*Transfer credit: UC, CSUC*

**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. (2)

*Transfer credit: UC, CSUC*

### **PE 124 - 1½ units**

#### **Mexican Dance**

Prerequisite: None

1 hour lecture, 2 hours activity weekly

Development of basic Mexican dance skills, understanding and appreciation. (2)

*Transfer credit: UC, CSUC*

### **PE 125A - 1 unit**

#### **Beginning Baile Folklorico**

Prerequisite: None

3 hours lab weekly

Provides students with knowledge of different dances from several states of Mexico, including a variety of steps and dance techniques, costumes, music, and a brief history of the dances. (2)

*Transfer credit: UC*

### **PE 125B - 1 unit**

#### **Intermediate Baile Folklorico**

Prerequisite: PE 125A or advanced

ability in Folklorico dancing

3 hours lab weekly

Designed for students who have had experience in Mexican Folk Dance. Students should already be familiar with basic techniques of dances and able to move on to more advanced steps and choreography of various dances in preparation for performances. (2)

*Transfer credit: UC*

## **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. (2)

*Transfer credit: UC, CSUC*

### **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. (2)

*Transfer credit: UC, CSUC*

### **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. (2)

*Transfer credit: UC, CSUC*

### **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. (2)

*Transfer credit: UC, CSUC*

### **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. (2)

*Transfer credit: UC, CSUC*

### **PE 134A - 1½ units** **Beginning Aikido**

**Prerequisite:** None

1 hour lecture, 2 hours lab weekly

Aikido, founded by Morihei Uyeshiba, is a martial art based on the ultimate power of Love. Self-defense training in Aikido is practice in integration of physical body, energy body and mind in flowing harmony with the universe. Practice is the process of transformation leading toward a dynamic, greater self-consciousness. (2)

*Transfer credit: UC*

### **PE 134B - 1½ units** **Intermediate Aikido**

**Prerequisite:** Beginning Aikido or consent of instructor by demonstration of ability to do break-falls and rolls.

1 hour lecture, 2 hours lab weekly

Aikido, founded by Morihei Uyeshiba, is a martial art based on the ultimate power of Love. Self defense training in Aikido is practice in integration of physical body, energy body and mind in flowing harmony with the univers. Practice is the process of transformation leading toward a dynamic, greater self consciousness. (2)

*Transfer credit: UC*

## **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. (2)

*Transfer credit: UC, CSUC*

### **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. (2)

*Transfer credit: UC, CSUC*

### **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)

*Transfer credit: UC, CSUC*

### **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. (2)

*Transfer credit: UC, CSUC*

### **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. (2)

*Transfer credit: UC, CSUC*

### **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. (2)

*Transfer credit: UC, CSUC*

**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. (2)

*Transfer credit: UC, CSUC*

**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. (2)

*Transfer credit: UC, CSUC*

**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)

*Transfer credit: UC, CSUC*

**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)

*Transfer credit: UC, CSUC*

**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. (2)

*Transfer credit: UC, CSUC*

**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. (2)

*Transfer credit: UC, CSUC*

**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. (2)

*Transfer credit: UC, CSUC*

**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. (2)

*Transfer credit: UC, CSUC*

**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

1 hour lecture, 3 hours activity weekly

More advanced participation in backpacking activities to include equipment, clothing, food and recipes, menus and food list, cooking, safety and survival on the trail, in camp,

ecology; preparation and participation in backpacking trips required. (2)

*Transfer credit: UC, CSUC*

**PE 143A - 1½ units**  
**Jogging for Fitness**

Prerequisite: None

1 hour lecture, 2 hours activity weekly

Course is designed to help the individual improve physical health and general well-being; open to all students. Emphasis will be placed on endurance training with gradual increase of running; special attention will be given to cardiovascular fitness and weight control. (2)

*Transfer credit: UC, CSUC*

**PE 143B - 1½ units**  
**Intermediate Jogging for Fitness**

Prerequisite: PE 143A or equivalent

1 hour lecture, 2 hours activity weekly

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

*Transfer credit: UC, CSUC*

**PE 144A - 1½ units**  
**Introduction to Hatha Yoga**

Prerequisite: None

1 hour lecture, 2 hours activity weekly

Hatha Yoga, an eastern approach to physical well-being that includes relaxation techniques, specific therapy for body control, good health, and some techniques for mental and emotional control; background of Hatha Yoga and diet will also be observed. (2)

*Transfer credit: UC, CSUC*

**PE 144B - 2 units**  
**Intermediate Hatha Yoga**

Prerequisite: PE 144A or equivalent

1 hour lecture, 3 hours lab weekly

Study of Hatha Yoga; Hatha

more advanced than in the introductory class. (2)

*Transfer credit: UC*

**PE 145A - 1½ units**  
**Tumbling — Floor Exercise**

Prerequisite: None

1 hour lecture, 2 hours activity weekly

Development of proficiency in elementary skills of tumbling and gymnastics with principles of fitness and development and maintenance of a high level of efficiency. Emphasis on development of proficiency in elementary skills of apparatus. (2)

*Transfer credit: UC, CSUC*

**PE 146 - 1½ units**  
**Pre-Jogging/Walking and Conditioning**

Prerequisite: None

1 hour lecture, 2 hours activity weekly

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. (2)

*Transfer credit: UC, CSUC*

**PE 147A - 1½ units**  
**Beginning Racquetball**

Prerequisite: None

1 hour lecture, 2 hours lab weekly

Instruction and practice in basic skills of racquetball. Emphasis is on the techniques of serving, forehand and backhand play. A thorough understanding of rules and strategy, along with competition in singles and doubles, is provided. Students will be expected to furnish own equipment. (2)

*Transfer credit: UC, CSUC*

**PE 147B - 1½ units**  
**Intermediate Racquetball**

Prerequisite: PE 147A  
1 hour lecture, 2 hours lab weekly  
Instruction and practice in development of advanced skills, rules, and strategy of racquetball; refinement of overall game with competition in singles and doubles. Students furnish their own equipment. (2)

*Transfer credit: UC*

**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. (2)

*Transfer credit: UC, CSUC*

**PE 150A - 1½ units**  
**Weight Training and Body Conditioning**

Prerequisite: None  
1 hour lecture, 3 hours activity weekly  
Basic techniques, skills and principles of fitness and development and maintenance of a high level of efficiency. (2)

*Transfer credit: UC, CSUC*

**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. (2)

*Transfer credit: UC, CSUC*

**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)

*Transfer credit: UC, CSUC*

**PE 152A - 1½ units**  
**Aerobics in Physical Education**

Prerequisite: None  
1 hour lecture, 2 hours activity weekly

Introduction to principles and techniques of Aerobics.

*Transfer credit: UC, CSUC*

**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)

*Transfer credit: UC, CSUC*

**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. (2)

*Transfer credit: UC, CSUC*

**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. (2)

*Transfer credit: UC, CSUC*

**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. (2)

*Transfer credit: UC, CSUC*

**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. (2)

*Transfer credit: UC, CSUC*

**PE 158A - 1 unit**  
**Beginning Team Sports for Women**

Prerequisite: None  
3 hours activity weekly

Techniques, strategies, rules of team sports in season, with opportunity to participate in the intramural program. Emphasis on flag football, volleyball, and basketball. (2)

*Transfer credit: UC, CSUC*

**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. (2)

*Transfer credit: UC, CSUC*

**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. (2)

*Transfer credit: UC, CSUC*

**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. (2)

*Transfer credit: UC, CSUC*

**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. (2)

*Transfer credit: UC, CSUC*

**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. (2)

*Transfer credit: UC, CSUC*



**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 skills of passing, running, kicking, and tackling, and offensive and defensive strategy. (2)

*Transfer credit: UC, CSUC*

**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. (2)

*Transfer credit: UC, CSUC*

**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. (2)

*Transfer credit: UC, CSUC*

**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. (2)

*Transfer credit: UC, CSUC*

**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.

*Transfer credit: UC, CSUC*

**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.

*Transfer credit: UC, CSUC*

### **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.

*Transfer credit: UC, CSUC*

### **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.

*Transfer credit: UC, CSUC*

### **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.

*Transfer credit: UC, CSUC*

### **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.

*Transfer credit: UC, CSUC*

### **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.

*Transfer credit: UC, CSUC*

### **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.

*Transfer credit: UC, CSUC*

### **PE 183AB - 2½-2½ 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.

*Transfer credit: UC, CSUC*

**PE 184AB - 2½-2½ 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.

*Transfer credit: UC, CSUC*

**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. (2)

*Transfer credit: UC, CSUC*

**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. (2)

*Transfer credit: UC, CSUC*

**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. (2)

*Transfer credit: UC, CSUC*

**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. (2)

*Transfer credit: UC, CSUC*

**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. (2)

*Transfer credit: UC, CSUC*

**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.

*Transfer credit: UC, CSUC*

# 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 - ½-10 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)

*Transfer credit: UC, CSUC*

## 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)

*Transfer credit: UC, CSUC*



# Physics

## **Ph 1AB - 5-5 units Technical Physics**

Prerequisite: Math 14 or equivalent with minimum grade of C or better  
4 hours lecture, 3 hours lab weekly

Mechanics, heat, electricity, magnetism, sound, light, and atomic energy with emphasis on technical applications in industry. A rigorous but non-calculus course in basic applied physics. Required of all technical majors. (2)

*Transfer credit: UC, CSUC*

## **Ph 101 - 4 units College Physics**

Prerequisite: High School math through trig; Math 114 may be taken concurrently. Phys Sci 101 recommended for students with limited science backgrounds.

3 hours lecture, 3 hours lab weekly

Introduction to mechanics, kinetics, energy, heat, gases, molecular motion, and sounds. A descriptive course with some quantitative work; demonstration lectures and solution of problems. Course designed to meet needs of medical, dental, optometry, and liberal arts students. Role of the lab is to reinforce the content of the lecture. Computer analysis of data collected in lab is introduced. (2)

*Transfer credit: UC, CSUC*

## **Ph 102 - 4 units College Physics**

Prerequisite: Ph 101

3 hours lecture, 3 hours lab weekly

Introduction to electricity and magnetism, wave motion (light and sound), duality of nature, quantum theory of atomic structure. Continuation of Ph 101

with extensive use of demonstration and practical application. Includes computer data analysis techniques. (2)

*Transfer credit: UC, CSUC*

## **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)

*Transfer credit: UC, CSUC*

## **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)

*Transfer credit: UC, CSUC*

## **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 electronics. Lab designed to reinforce lecture. (2)

*Transfer credit: UC, CSUC*

**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)

*Transfer credit: UC, CSUC*

**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)

*Transfer credit: UC, CSUC*

## Political Science

**PSc 101 - 3 units**  
**Introduction to Politics**

Prerequisite: None  
3 hours lecture weekly

Course introduces students to ideas and institutions at the local, state, and federal levels. Concepts of law, justice, democracy, social welfare, and liberty discussed in relation to contemporary institutions of government. Fulfills state requirements in American Institutions. (2)

*Transfer credit: UC, CSUC*

**PSc 102 - 3 units**  
**Law, Society, and the Citizen**

Prerequisite: None  
3 hours lecture weekly

Study of basic principles of constitutional law established and enforced by local, state, and federal institutions. Special attention to rights and obligations of citizens and to problems of law enforcement in contemporary society. Fulfills state requirements in American Institutions. (2)

*Transfer credit: CSUC*

**PSc 103 - 3 units**  
**Government of the United States**

Prerequisite: None  
3 hours lecture weekly

Course surveys and analyzes main political ideas, institutions, and people at work in the United States today, in their state, national, local, and foreign activities. Fulfills state requirements in American Institutions. (2)

*Transfer credit: UC, CSUC*

**PSc 104 - 3 units**  
**World Political Relations**

Prerequisite: None  
3 hours lecture weekly

Course explores official and unofficial connections between governments and peoples of the world and traditions, policies, and institutions which bind them together or hold them apart, with particular reference to problems of war, peace, and change. (2)

*Transfer credit: UC, CSUC*

**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. (2)

*Transfer credit: UC, CSUC*

**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. (2)

*Transfer credit: UC, CSUC*

**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 pro-

grams, and relationship of state and local to national government considered. (2)

*Transfer credit: UC, CSUC*

**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. (2)

*Transfer credit: UC, CSUC*

**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.

*Transfer credit: UC, CSUC*

# Psychology

## **Psych 10 - 2 units** **Creative Listening**

Prerequisite: None

1½ hours lecture, 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 scientific method, biology of behavior,

conditioning and learning, intelligence, motivation, personality, mental health, and therapy.

*Transfer credit: UC, CSUC*

## **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, and explore ways of knowing themselves, and others. A combination of experiential and theoretical approaches is used to increase awareness, clarify values, and aid in decision-making.

*Transfer credit: UC, CSUC*

## **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.

*Transfer credit: UC, CSUC*

## **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. Recom-



mended as a third course for psychology majors.

*Transfer credit: UC, CSUC*

**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.

*Transfer credit: UC, CSUC*

**Psych 106 - 3 units**  
**Social Psychology**

Prerequisite: Psych 101 recommended  
3 hours lecture weekly

Study of research on human social relationships. Topics may include personal interaction, perceiving others, social attraction, status, power and influence, leadership, attitude formation and change, communication, propaganda, prejudice, and social change.

*Transfer credit: UC, CSUC*

**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.)

*Transfer credit: UC, CSUC*

**Psych 108 - 3 units**  
**Developmental Psychology**

Prerequisite: Psych 101  
3 hours lecture weekly

Course explores path of human development from beginning of life through adolescence; emphasis placed on normal developmental patterns using current information; child-rearing practices and their efforts on later development critically examined.

*Transfer credit: UC, CSUC*

**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.

*Transfer credit: UC, CSUC*

**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.

*Transfer credit: UC, CSUC*

**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.)

*Transfer credit: UC, CSUC*

**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.

*Transfer credit: UC, CSUC*

**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.

*Transfer credit: UC, CSUC*

**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.

*Transfer credit: UC, CSUC*

**Psych 130 - 3 units**  
**Introduction to Humanistic Psychology**

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.

*Transfer credit: UC, CSUC*

**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.

*Transfer credit: UC, CSUC*

**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.

*Transfer credit: UC, CSUC*

**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.

*Transfer credit: UC, CSUC*

## Public Services

**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)

## Reading

Reading courses are listed under Essential Skills.



## 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)  
*Transfer credit: CSUC*

### **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)  
*Transfer credit: CSUC*

### **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)  
*Transfer credit: CSUC*

### **RE 4 - 3 units**

#### **Real Estate Appraisal I**

Prerequisite: RE 1 or equivalent\*  
3 hours lecture weekly

Introduction to real estate appraisal, exploring funda-

mental 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)  
*Transfer credit: CSUC*

### **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)

*Transfer credit: CSUC*

### **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)

*Transfer credit: CSUC*

### **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 es-

tate; background for more specialized courses in real estate operation and techniques. Meets one of the requirements for the Real Estate Broker's License. (2)

*Transfer credit: CSUC*

\*Equivalence to RE 1 can be possession of a California Real Estate Sales License or ability to take the broker's examination.

### **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)

*Transfer credit: CSUC*

### **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)

*Transfer credit: CSUC*

### **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)

*Transfer credit: CSUC*

**RE 98 - ½-10 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 instruction 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)

\*Equivalence to RE 1 can be possession of a California Real Estate Sales License or ability to take the broker's examination.

# Recreation

**Rec 98 - 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)

*Transfer credit: UC, CSUC*

### **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)

*Transfer credit: UC, CSUC*

### **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)

*Transfer credit: UC*

### **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)

*Transfer credit: UC, CSUC*

### **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)

*Transfer credit: UC, CSUC*

### **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)

*Transfer credit: UC, CSUC*

### **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)

*Transfer credit: CSUC*

# 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 - ½-10 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.

*Transfer credit: CSUC*

## **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.

*Transfer credit: CSUC*

## **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.

*Transfer credit: CSUC*

## **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.

*Transfer credit: CSUC*

## **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.

*Transfer credit: CSUC*

## 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.

*Transfer credit: UC, CSUC*

### **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)

*Transfer credit: UC, CSUC*

### **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)

*Transfer credit: UC, CSUC*

### **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)  
*Transfer credit: UC, CSUC*

**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)

*Transfer credit: UC, CSUC*

**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)

*Transfer credit: UC, CSUC*

**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)

*Transfer credit: UC, CSUC*

**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)

*Transfer credit: UC, CSUC*

**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)

*Transfer credit: UC, CSUC*

**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)

*Transfer credit: UC, CSUC*

**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)

*Transfer credit: UC, CSUC*

**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)

*Transfer credit: UC, CSUC*



# 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. Course may be repeated for credit. (2)

*Transfer credit: CSUC*

## **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. Course may be repeated for credit. (2)

*Transfer credit: CSUC*

## **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. Course may be repeated for credit. (2)

*Transfer credit: CSUC*

## **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. Course may be repeated for credit. (2)

*Transfer credit: CSUC*

## **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 system-

atically learned without prior knowledge of the language. Practical informal Spanish for effective communication. Special needs will be given special consideration. (2)

### **Spn 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)

### **Spn 50 - 3 units** **Situational Spanish**

Prerequisite: Spn 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)

### **Spn 98A-Z - ½-10 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)

### **Spn 101-102 - 5-5 units** **Elementary Spanish**

Prerequisite: None for Spn 101; Spn 101 for Spn 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.  
*Transfer credit: UC, CSUC*

### **Spn 103-104 - 5-5 units** **Intermediate Spanish**

Prerequisite: Spn 102 for 103, or three years of high school Spanish with grades of C or better; Spn 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.

*Transfer credit: UC, CSUC*

### **Spn 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.

*Transfer credit: UC, CSUC*

**Spn 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.

*Transfer credit: UC, CSUC*

**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.

*Transfer credit: UC, CSUC*

**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.)

*Transfer credit: UC, CSUC*

**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.

*Transfer credit: UC, CSUC*

# 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.

*Transfer credit: UC, CSUC*

## **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 audience analysis, utilization of motives, and speech purposes. Emphasis on completeness and validity of support through planned research of speech topics.

*Transfer credit: UC, CSUC*

## **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.

*Transfer credit: UC, CSUC*

## **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 ThA 104.)

*Transfer credit: UC, CSUC*

**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.

*Transfer credit: UC, CSUC*

**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.

*Transfer credit: UC, CSUC*

**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.

*Transfer credit: UC, CSUC*

**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)

*Transfer credit: CSUC*

**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.)

*Transfer credit: UC, CSUC*

**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.

*Transfer credit: CSUC*



### **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.

*Transfer credit: UC, CSUC*

### **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.

*Transfer credit: UC, CSUC*

### **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.

*Transfer credit: CSUC*

## **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)

*Transfer credit: UC*

### **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.)

*Transfer credit: UC, CSUC*

### **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)

*Transfer credit: UC, CSUC*

### **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.

*Transfer credit: UC, CSUC*

### **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 correction pronunciation and enunciation, including study of dialects, foreign and regional. Designed for students in drama, forensics, broadcasting, and self-improvement. (Co-numbered with Speech 104.)

*Transfer credit: UC, CSUC*

### **ThA 109 - 3 unit** **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.)

*Transfer credit: UC, CSUC*

### **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)

*Transfer credit: UC, CSUC*

### **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)

*Transfer credit: UC, CSUC*

### **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 make-up; and house management. (2)

*Transfer credit: UC, CSUC*

### **ThA 114 - 3 units** **Summer Theatre - Acting**

Prerequisite: None  
9 hours lab weekly

Participation as a performer in summer theatre productions. (2)

*Transfer credit: UC, CSUC*

### **ThA 115 - 3 units** **Directing for the Stage**

Prerequisite: ThA 102A  
2 hours lecture, 3 hours lab weekly

Study of history of stage direct-

ing; concentration placed on art and craft of directing for stage with emphasis on techniques. Practical experience in directing scenes from plays. (2)

*Transfer credit: UC, CSUC*

**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)

*Transfer credit: UC, CSUC*

**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)

*Transfer credit: UC, CSUC*

**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.

*Transfer credit: UC, CSUC*

**ThA 199AB - ½-3/½-3 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)

*Transfer credit: UC, CSUC*

# 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 courtesies, 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, transmission, 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.)

*Transfer credit: CSUC*

### **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.)

*Transfer credit: CSUC*

### **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 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.)

*Transfer credit: CSUC*

### **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.)

*Transfer credit: CSUC*



# 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 72 - 3 units** **Word Processing: Machine Transcription**

Prerequisite: OT 33 (concurrent enrollment acceptable) or equivalent; WP 74 (concurrent enrollment acceptable)  
2 hours lecture, 3 hours lab weekly  
Practice in using transcribing machines and the art of listening. English usage and business procedures emphasized. Extensive practice in spelling and punctuating business letters and forms and in Dictation techniques.

## **WP 74 - 3 units** **Word Processing: Equipment Operation**

Prerequisite: OT 12ABC or equivalent and typing speed of at least 50 wpm  
2 hours lecture, 3 hours lab weekly  
Provides training on word processing equipment; students given basic operational instruction and practical experience on machines for office-related jobs. Students may repeat course according to equipment availability.

## **WP 75 - 3 units** **Text Editing Projects**

Prerequisite: WP 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, 72, 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, 72, 74, 76  
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)

### **WP 98 - ½-10 units Short Courses in Word Processing**

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 Word Processing. Unit credit determined by length of course. (1)



# 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, sandclub, sandbag, 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 probation involves notification in writing of the reason for disciplinary probation to the student(s) or the president of the student organization involved.

**Restitution** - Reimbursement for damage or for misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage.

**Summary Suspension** - A summary suspension is for purposes of investigation. It is a means of relieving the tension of the student body or individual class due to a serious infraction of student behavior standards, removing a threat to the well-being of the students, or removing for the good order of the college a student or students whose presence would prevent the continued normal conduct of the academic community. Summary suspension is limited to that period of time necessary to ensure that the purpose of the summary suspension is accomplished and in any case, no more than a maximum of five school days. Summary suspension is a type of suspension other than that ordinarily invoked by the instructor for disciplinary reasons in the classroom. The college President, Dean of Student Services, or other staff member designated by the President may summarily suspend a student when he deems it necessary for the safety and welfare of the college.

**Disciplinary Suspension** - Disciplinary suspension follows a hearing based on due process. It shall be invoked by the college President, upon the stu-

dent for misconduct when other corrective measures have failed or when the seriousness of the situation warrants such action.

**Expulsion** - An expulsion is a long-term or permanent denial of class attendance including all campus privileges. The board of trustees may expel a student who has been convicted of a crime arising out of a campus disturbance, or after a hearing by a campus body has been found to have willfully disrupted the orderly operation of the campus.

\*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 or 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.

Barstow Community College District

Butte Community College District

Cerritos Community College District

Citrus Community College District

Coachella Valley Community College District

Compton Community College District

Foothill Community College District

Fremont-Newark Community College District

Glendale Community College District

Lake Tahoe Community College District

Los Angeles Community College District

Mendocino Community College District

Merced Community College District

Saddleback Community College District

San Francisco Community College District

San Joaquin Delta Community College District

Santa Barbara Community College District

Santa Clarita Community College District

Siskiyou Joint Community College District

Victor Valley Community College District

West Hills Community College District

Yuba Community College District

# Appendix VI

## 1982-83 Non-Resident and Out-of-District Tuition Fee and Refund Schedule

### VENTURA COUNTY COMMUNITY COLLEGE DISTRICT District Administration Center

### Non-Resident and Out-of-District 1982-83 Tuition Fee and Refund Schedule

Units Enrolled	Tuition Charge	1st Week Refund		2nd Week Refund		3rd Week Refund		4th Week Refund
		Reg.	SS	Reg.	SS	Reg.	SS	** Reg. Only
½	\$ 37.50	\$ 12.50	\$ 12.50	\$ 12.50	\$ 12.50	\$ 12.50	\$ 9.00	\$ 9.00
1	75.00	50.00	50.00	50.00	37.50	37.50	19.00	19.00
1½	112.50	87.50	87.50	84.00	56.00	56.00	28.00	28.00
2	150.00	125.00	125.00	112.50	75.00	75.00	37.50	37.50
2½	187.50	162.50	162.50	141.00	94.00	94.00	47.00	47.00
3	225.00	200.00	200.00	169.00	112.50	112.50	56.00	56.00
3½	262.50	237.50	237.50	197.00	131.00	131.00	66.00	66.00
4	300.00	275.00	275.00	225.00	150.00	150.00	75.00	75.00
4½	337.50	312.50	312.50	253.00	169.00	169.00	84.00	84.00
5	375.00	350.00	350.00	281.00	187.50	187.50	94.00	94.00
5½	412.50	387.50	387.50	309.00	206.00	206.00	103.00	103.00
6	450.00	425.00	425.00	337.50	225.00	225.00	112.50	112.50
6½	487.50	462.50	462.50	366.00	244.00	244.00	122.00	122.00
7	525.00	500.00	500.00	394.00	262.50	262.50	131.00	131.00
7½	562.50	537.50	537.50	422.00	281.00	281.00	141.00	141.00
8	600.00	575.00	575.00	450.00	300.00	300.00	150.00	150.00
8½	637.50	612.50	612.50	478.00	319.00	319.00	159.00	159.00
9	675.00	650.00	650.00	506.00	337.50	337.50	169.00	169.00
9½	712.50	687.50	687.50	534.00	356.00	356.00	178.00	178.00
10	750.00	725.00	725.00	562.50	375.00	375.00	187.50	187.50
10½	787.50	762.50	762.50	591.00	394.00	394.00	197.00	197.00
11	825.00	800.00	800.00	619.00	412.50	412.50	206.00	206.00
11½	862.50	837.50	837.50	647.00	431.00	431.00	216.00	216.00
12	900.00	875.00	875.00	675.00	450.00	450.00	225.00	225.00
12½	937.50	912.50	912.50	703.00	469.00	469.00	234.00	234.00
13	975.00	950.00	950.00	731.00	487.50	487.50	244.00	244.00
13½	1,012.50	987.50	987.50	759.00	506.00	506.00	253.00	253.00
14	1,050.00	1,025.00	1,025.00	787.50	525.00	525.00	262.50	262.50
14½	1,087.50	1,062.50	1,062.50	816.00	544.00	544.00	272.00	272.00
15 or more	1,125.00	1,100.00	1,100.00	844.00	562.50	562.50	281.00	281.00
	Maximum	\$25.00 administrative fee charge		* \$25.00 administrative fee charge 75% ref. 50% ref.		* \$25.00 administrative fee charge 50% ref. 25% ref.		* \$25.00 administrative fee charge 25% ref.

\*\* Indicates that a minimum administrative fee of \$25.00 is deducted from those refunds.

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

VOID for fall 1983  
Semester

# Appendix VII

## Admission, Probation, Dismissal and Readmission Policies

Admission, probation, dismissal, and readmission policies and procedures are designed to assist students in making progress toward realistic academic, career and personal goals. Admission to designated instructional programs, as identified by each college, is conditional until complete official transcripts have been received from previous institutions attended.

**Standards for Probation:** 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.

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%).

A student transferring to a college of the Ventura County Community College District

from another college is subject to the same probation and dismissal policies as students of this college district.

**Notification of Probation:** Each college in this District shall make a reasonable effort to notify a student of probation at or near the beginning of the semester in which it will take effect but, in any case, no later than the start of the fall semester. A student placed on probation is, as a condition of continuing enrollment, to receive individual counseling, including the regulation of his or her academic program. Each student shall also receive any other support services to help the student overcome any academic difficulties. A student on probation must have counselor approval prior to registration of his or her educational program.

**Removal from Probation:** 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.

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%).

**Standards for Dismissal:** 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.

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%).

#### **Notification of Dismissal:**

Each college in the Ventura County Community College District shall make a reasonable effort to notify a student of 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. A student subject to dismissal has the right of appeal. An exception to dismissal may be made in the event of extreme and unusual circumstances that can be supported by evidence provided by the student. Requests for appeal shall be submitted to the Dean of Admissions and Records.

**Readmission:** A student applying for readmission shall not be reinstated until a minimum of one semester has elapsed after dismissal. A student applying for readmission must submit a written request to the Dean of Admissions and Records. The request shall explain what circumstances or conditions would justify readmission. A student who is readmitted shall receive individual counseling to assess his or her academic and career goals. A readmitted student must have counselor approval of his or her educational program prior to registration.

#### **Cheating or Plagiarism:**

Instructors have the responsibility and authority for dealing with any cheating or plagiarism which may occur in their classes. It is the policy of the Ventura County Community College District that the instructor may dismiss a student involved in such dishonest behavior from class with a grade of "F." In addition, the faculty member may direct the matter to the Dean of Student Services for further disciplinary action.

#### **Course Repetition**

A course in which a grade of C or better has been earned may not be repeated except as identified 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. This policy may apply more than once to any particular course. A course taken at another institution, in which a substandard grade was earned, may be repeated at the colleges of the Ventura County Community District, subject to this policy. In order to identify acceptable equivalencies, course equivalency shall be determined chiefly by content, as defined in the catalog course description, and not by course title or units. Prior approval for course repetition shall be required. The petition for this purpose, "Petition for Course Repetition," is available in the Counseling office.

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.

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 may petition to have a portion of previous college work disregarded in meeting academic requirements in the colleges of the Ventura County Community College District. Academic Renewal is intended to facilitate the completion of requirements necessary for an academic degree or certificate.

A student may petition, once only, to eliminate grade point calculations and credits from selected portions of previous college work which is not reflective of the student's present demonstrated ability and level of performance. The student may petition for Academic Renewal to disregard previous substandard college work by selecting one of the following options:

1. Disregard a maximum of 15 or fewer semester units of any courses with less than a C or equivalent grade taken during any two terms, not necessarily consecutively; or
2. Disregard

all courses from two consecutive semesters (one summer or inter-session may be regarded as equivalent to one semester at the student's discretion). Courses and units taken at any institution may be disregarded.

Academic renewal may be granted only to a student who: is currently enrolled in at least one credit course in the college; has completed at least 12 units in the colleges of the Ventura County Community College District; has submitted transcripts of all College work; has waited two years since course work to be disregarded was completed; and, has subsequently completed at least 30 semester units with a minimum 2.40 grade point average.

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. The petition for this purpose, "Petition for Academic Renewal", is available in the Counseling Office. Upon granting the petition of Academic renewal, the student's permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

The student should be aware that other colleges or universities may have different policies concerning Academic Renewal and may not honor this policy.



# 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 coorrective 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, bookmarkers, 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 which **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.

## **Appendix X**

### **Policy On Sexual Harassment**

The Ventura County Community College District is committed to all provisions of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and other human rights and equal opportunity laws. These laws include prohibitions of discrimination in employment and educational programs and services on the basis of sex.

Recent guidelines for Title VII of the Civil Rights Act focus upon sexual harassment as an unlawful practice. "Sexual harassment like harassment on the basis of color, race, religion or national origin has long been recognized by the Equal Employment Opportunity Commission as a violation of section 703 of Title VII of the Civil Rights Act as amended" (Federal Register, April 11, 1980). Recent interpretations of Title IX of the Education Amendments similarly delineate sexual harassment as discriminatory and unlawful.

Sexual harassment is unacceptable conduct, is unlawful, and will not be tolerated by the Ventura County Community College District. Disciplinary action shall be initiated against any individual found guilty of sexual harassment. The following criteria shall determine whether actions constitute sexual harassment.

1. **Employment/Educational Condition.**

Submission to the conduct is either an explicit or implicit term or condition of employment and/or pursuit of educational objectives.

2. **Employment/Educational Consequence.**

Submission to or rejection of the conduct is used as a basis for employment, educational, and/or service decisions affecting the persons who did the submitting or rejecting.

3. **Offensive Job/Educational Interference.**

The conduct has the purpose or effect of substantially interfering with an individual's work, academic, or other educational performance or creating an intimidating, hostile or offensive environment.

## **Implementation and Grievance Procedures**

### **STUDENTS**

This procedural statement is a special application of the College District's Student Grievance Policy. It is presented in direct reference to the sexual harassment of students of the colleges of the Ventura County Community College District and to the related policy of the District adopted by the District's Governing Board. The Board policy is based on Federal and State statutes on this subject.

While sexual harassment of students by other students or by District employees represents a

wrong as described in the District's "Student Grievance Procedures," the nature of this particular offense renders it exceptional. Thus, a separate procedure has been established to recognize this distinction.

Sexual harassment is a matter requiring unusually prompt attention by authority since failure to act may represent various kinds of academic and personal damages to the alleged victim. Further, the issues involved are typically very personal and sensitive, and many victims will not risk the delays, publicity and complications attendant to regular grievance procedures. Since this District recognizes the delicate nature of such situations, each step in the grievance procedure will be conducted with discretion in order to maintain a high degree of confidentiality. It is the intent of these procedures to result in prompt recourse and to ensure fairness and equity to both the person alleging the wrong and to the person accused of the wrong.

The District recognizes its responsibility to make every effort to maintain a neutral work and educational environment free of sexual harassment and/or intimidation.

For purposes of this policy, examples of conduct which may constitute sexual harassment, and are outside the standards of professional conduct, include:

1. Deliberate or unsolicited verbal comments, gestures, physical contacts of a sexual nature or demeaning to one's gender which are unwelcome and/or interfere with work productivity.

2. Implicit or explicit sexual behavior by a teacher, supervisor, fellow student, or co-worker to control, influence or otherwise affect the job, salary, course grade, performance evaluation, opportunity for employment, or career of an employee, nondistrict affiliated applicant for employment, or student.

### **Procedure:**

**Step 1.** Students who believe that they have been subjected to any form of sexual harassment should carefully review both the District's policy on this subject and this procedure. They are encouraged to seek counsel from any member of the college community in whom they have confidence; however, it is recommended that the student contact the Counseling Office to discuss any possible complaint. In order to provide the best professional support to students, the Dean of Counseling or his/her designee shall designate two counselors, one male, one female, who will have special responsibility for advising students in matters of sexual harassment. The purpose of such counsel is personal support in a time of crisis. If the complaint involves sexual harassment by a college district employee, the student should proceed to Step 2 of this procedure (see below). The student shall have the right to be accompanied through the complaint process by an advisor of his/her choice. If the problem involves sexual harassment by another student, the Counseling Office shall refer the complainant to the Dean of Student

Services who will take action as prescribed in the Student Conduct Code.

**Step 2.** Complaints should be brought to the College Dean of Student Services. The Dean will hear the complaint, counsel the complainant and be available to act as the complainant's advisor during the resolution process. If, for any reason, the Dean is unavailable or if the complainant rejects this party in the role described, the college officer hearing the charges shall be the Dean of Instruction.

**Step 3.** If the problem cannot be resolved at the second step within five working days, the Dean will transmit it, in writing and signed by the complainant, to the college President and to the district Director of Affirmative Action for information purposes.

The President will act as described in the circumstances that follow:

1. The President will ask the campus certificated management representative to the District Advisory Committee on Affirmative Action to consult with the person mentioned in the complaint and such other persons as may be necessary to resolve the complaint. The supervising manager of the person accused must be consulted in this process, and the accused will be given a copy of the written accusation.
2. If the problem cannot be resolved to the satisfaction of all parties at Step 1 within five working days, the campus management Affirmative Action representative will transmit the written and signed complaint to the

President. At this point, the President may either dismiss the matter for cause stated in writing to all parties or remand the case to a formal hearing. The President must act within five working days.

#### **Step 4.**

If a formal hearing is held, the following procedures will be employed by the college Grievance Committee.<sup>1</sup>

1. 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.
2. 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.
3. 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. If the person who is the subject of the complaint elects to have legal counsel present at the hearing, he/she must notify the College/District in sufficient time so that the district might arrange to have its own legal counsel available.
4. The accused person and/or representative may be present as well as the aggrieved person and/or her/his rep-

resentative. No other persons except scheduled single witnesses and the Grievance Committee members shall be present.

5. The person making the charge shall assume the burden of proof. The rule of confidentiality shall prevail at all stages of the hearing.
6. The committee shall judge the relevancy and weight of testimony and evidence. It shall make its findings on fact and limit 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.
7. 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:
  - a. Concur with the committee's recommendation.
  - b. Not concur with the committee's recommendation.
  - c. Take alternative action.
  - d. The college President shall state in writing the reasons for the action taken on the committee's recommendation. The President shall act within ten working days.
8. If either party does not agree with the decision of the college President at this time, an appeal may be made to the Chancellor of the Ventura County Community College District through the District's Affirmative Action

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<sup>1</sup>The nature of the College Grievance Committee is described fully under the main Student Grievance Policy.

Officer; if he/she is still dissatisfied with the decision, an appeal may be made to the Governing Board who shall render the final decision.

9. 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 be made in compliance with board/state/federal laws, rules, regulations and contracts.

## **EMPLOYEES**

- A. Sexual harassment is a matter requiring unusually prompt attention by authority since failure to act may represent personal damages to the alleged victim.

Further, the issues involved are typically very personal and sensitive, and many victims will not risk the delays, publicity and complications attendant to regular grievance procedures. Since this District recognizes the delicate nature of such situations, each step in the grievance procedure will be conducted with discretion in order to maintain a high degree of confidentiality. It is the intent of these procedures to result in prompt recourse and to ensure fairness and equity to both the person alleging the wrong and to the person accused of the wrong.

The District recognizes its responsibility to make every effort to maintain a neutral

work and educational environment free of sexual harassment or intimidation. For purposes of this policy, examples of conduct which may constitute sexual harassment, and are outside the standards of professional conduct, include:

1. Deliberate or unsolicited verbal comments, gestures, physical contacts of a sexual nature or demeaning to one's gender which are unwelcome and interfere with work or learning productivity.
  2. Implicit or explicit sexual behavior by a teacher, supervisor, or co-worker to control, influence or otherwise affect the job, salary, course grade, performance evaluation, opportunity for employment, or career of an employee, non-district affiliated applicant for employment, or student.
- B. Employees of the Ventura County Community College District who believe they are the victims of sexual harassment should promptly notify their immediate supervisor. If the complaint is against the immediate supervisor, the employee's recourse shall be to the District Affirmative Action Office and the complaints will be reviewed and investigated in accordance with the appropriate provisions in the "Evaluation and Review Procedure for Processing Grievances" in the Affirmative Action Policy and Program Manual.
  - C. Non-district affiliated applicants for employment/ad-



mission to college district programs shall have direct recourse to the District Affirmative Action Office. The complaints will be reviewed and investigated in accordance with the appropriate provisions in the "Evaluation and Review Procedure for Processing Grievances" in the Affirmative Action Policy and Program Manual.

- D. Administrative and supervisory personnel who receive complaints of sexual harassment shall endeavor to obtain all necessary information from the complainant and the accused and shall follow up the complaint with an initial investi-

gation, and notify the Affirmative Action Officer that a complaint has been received and shall keep the Affirmative Action Officer informed as to any developments in the investigation process.

- E. Sanctions: The district will impose appropriate sanctions against employees and students who are found to have engaged in sexual harassment while on or about the campus or district office.
- F. In cases where allegations are found to be totally without merit the individual who initiated the charges may be subject to disciplinary procedures.



## Faculty and Administration

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Ruth Oren

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# Index

## A

Academic Counseling, 53  
Academic Information, 17  
Academic Renewal, 24, 226  
Accident Insurance, 58  
Accounting, 40, 99  
Accreditation, 14  
Administration, College, 236  
Administrative Aide, 41  
Administrative Housekeeping, 41, 68  
Admission Policies, 28  
Admission Procedures, 17, 224  
Advanced Placement, 18  
Affirmative Action, 15  
Afro-American History, 132  
Agriculture, 69  
Agricultural Business, 42  
Agricultural Mechanics, 42  
Aid, Financial, 55  
Aids and Scholarships, 57  
Air Conditioning/Refrigeration, 43, 78  
Alcohol Studies, 43, 81  
Algebra, 152  
Anatomy, 93  
Anthropology, 82  
Archery, 174  
Argumentation, 202  
Armed Services Training, 27  
Art, 85  
Associate in Arts Degree, 35  
Associate in Science Degree, 36  
Associated Students, 60  
Astronomy, 87  
Athletics, 61  
Attendance, 18  
Auditors, 18  
Automotive Body Repair, 43, 88  
Automotive Mechanics, 44, 89  
Aviation, 91

## B

Backpacking, 175  
Badminton, 174  
Ballet, 172  
Band, Stage, 159  
Banking, 96  
Baseball, 178  
Baseball, Varsity, 179  
Basketball, 178  
Basketball, Varsity, 179  
Bicycling, 174  
Biology, 92  
Bilingual Program, 63  
Black Literature, 118  
Board, Governing, 236  
Body Mechanics, 177  
Botany, 92  
Bowling, 175  
Business, 95  
Business Law, 100  
Business Math, 97  
Business Management, 44

## C

Calendar, 6  
Calculus, 153, 154  
Campus Map, 5  
Career Counseling, 54  
Ceramics, 86  
Certificates of Achievement, 39  
Chemistry, 103  
Child Development, 104  
Choir, 157  
Clerical, 49, 160  
Clothing, Pattern Design, 135, 136  
College Administration, 236  
College History, 11  
College, Nature of, 7  
College Philosophy, 7  
College Transfer Curriculum, 28  
College Withdrawal, 22  
Color and Design, 85  
Community Services, 14  
Conduct, Standards of, 216  
Counseling Services, 53  
Course Descriptions, 66  
Course Repetition, 24, 225  
Creative Writing, 117  
Credit by Examination, 25  
Credit, Military, 27  
Credit-No Credit Options, 23, 67  
Credit, Transfer, 28  
Crop Production, 44  
Cross Country, Varsity, 179  
Culinary Trades, 45  
Curriculum, College Transfer, 28

## D

Dance, 171  
Dean's List, 28  
Debate, 202  
Description of Courses, 66  
Design and Color, 85  
Diesel Mechanics, 45, 108  
Disabled Students Program, 62  
Dismissal, Probation Policy, 28, 224  
Dramatics, 61  
Drawing, 86  
Dropping a Course, 22  
Due Process, 216

## E

Economics, 111  
Employment Services, 56  
EOP Services, 56  
English/Essential Skills, 112  
Escrow, 191  
ESPIGA Program, 63  
Essential Skills, 112  
Examination, Credit by, 25  
Examinations, Final, 27  
Expenses, Student, 20

## **F**

Facilities, Campus, 5  
Faculty, 236  
Fees, 20  
Filing, 162, 165  
Final Examinations, 27  
Financial Aid, 55  
Fire Technology, 46, 120  
First Aid and Safety, 130  
Football, 181  
Foreign Language, 123, 147, 198  
Foreign Students, 19  
French, 123

## **G**

General Education Requirements, 29  
  Cal Lutheran, 34  
  CSU System, 30  
  LaVerne, 33  
  UCSB, 32  
Geography, 123  
Geology, 124  
Geometry, 152  
Golf, 175  
Governing Board, 236  
Government Management, 46, 126  
Government Services, 46, 128  
Grade Changes, 23  
Grade Point Average, 21  
Grades, Incomplete, 21  
Grading System, 21  
Graduation Requirements, 35  
Grants, 55  
Grievance Proceedings, 218  
Grocery Checking, 97  
Growth, Personal, 166  
Guidance, 53  
Guidelines for Additional Degrees, 37

## **H**

Health Fee, 20  
Health Services, 58, 227  
Health Science, 129  
History, 131  
  Afro-American, 132  
  Asian, 132  
  California, 131  
  Mexican-American, 131, 132  
  United States, 131  
  Western Civilization, 131  
  Women's, 132, 133  
History, College, 11  
Home Economics, 47, 133  
Hotel and Restaurant, 47, 137

## **I-J-K**

Incomplete Grades, 21  
Industrial Mechanics, 48, 140  
Information, Academic, 17  
Information Processing, 143  
Interdisciplinary Studies, 146  
Interdistrict Permits, 222  
Instructional Associate, 145  
Japanese, 147  
Job Placement, 56  
Jogging, 176

Journalism, 147  
Karate, 173

## **L**

Language, English, 112  
Language, Foreign, 123, 147, 198  
Law, Business, 100  
Learning Center, 64  
Legal Assisting, 48, 149  
Library, District Resources, 28  
Library Technology, 48, 151  
Listening Devices, Use of, 28  
Literature  
  American, 117  
  Black, 118  
  English, 117  
  Mexican-American, 118, 200  
  Women in, 118  
Loans, Student, 56  
Lower Division Requirements, 28

## **M**

Machine Transcription, 162  
Maps, 4, 5  
Marketing, Retail, 97  
Mathematics, 152  
Mathematics, Business, 97  
Medical Office Procedures, 164  
Medical Terminology, 164  
Memberships, 14  
Merchandising, 49  
Mexican-American Literature, 118, 200  
Military Credit, 27  
Military Science, 64  
Music, 156  
Music Organizations, 61

## **N-O**

Nature, College, 7  
Nutrition, 134  
Objectives, Specific, 8  
Occupational Curriculum Patterns, 39  
Occupational Education, 38  
Oceanography, 125  
Office Technician, 49  
Office Technology, 160  
Oral Communication, 201  
Outboard Motorboat Mechanics, 165  
Out-of-District Permits, 222

## **P**

Painting, 85  
Personal Counseling, 54  
Personal Growth, 166  
Philosophy, 168  
Philosophy, College, 7  
Physical Education, 170  
Physical Science, 182  
Physics, 183  
Piano, 157  
Plagiarism, 225  
Policies, Readmission, 225  
Political Science, 184  
Privacy, Rights of Students, 229  
Probation, Dismissal, 28, 224  
Procedures, Admission, 17, 224

Psychology, 186  
Publications, 61  
Public Relations, 96  
Public Services, 189  
Public Speaking, 201

## **Q-R**

Racquetball, 176  
Reading (see Essential Skills), 112  
Readmission Policies, 28, 224  
Real Estate, 50, 190  
Recording Devices, Use of, 28  
Recreation, 192  
Refrigeration, 43, 78  
Registration, 17  
Release of Information, 229  
Repeating Courses, 24  
Residency Requirements, 18  
Restaurant and Hotel Management, 47, 137  
Request for Transcripts, 21  
Requirements  
    Graduation, 35  
    Lower Division, 28  
    State Colleges, 30  
    Universities, 32  
Rugby, 179

## **S**

Safety and First Aid, 130  
Sailing, 171  
Scholarships and Aids, 57  
Science, Health, 129  
Science, Physical, 182  
Science, Political, 184  
Secretarial Studies, 49, 160  
Self Defense, 174  
Sexual Harassment, 230  
Shakespeare, 118  
Shorthand, 161  
Sign Language, 194  
Soccer, 178  
Sociology, 195  
Spanish, 195  
Speaking, Public, 201  
Speech, 201  
Stage Band, 159  
State College General Education Requirements, 29  
Stenography, 161  
Student Association, 60  
Student Conduct, Standards, 216  
Student Employment, 56  
Student Fees, 19  
Student Loans, 56  
Student Organizations, 60  
Student Services, 53  
Students, Foreign, 19  
Students, Rights of Privacy, 229  
Summer Intersession, 6  
Supervision, 51, 97  
Swimming, 170

## **T**

Tai Chi Chuan, 173  
Tennis, 175  
Textbooks and Supplies, 21

Theatre Arts, 203  
Title IX, 15  
Track and Field, 177  
Traffic and Transportation, 51, 206  
Transfers, 28  
Truck Driving and Transporting, 207  
Tuition, 20  
Tuition Refund Schedule, 223  
Tutorial Services, 64  
Typing, 160

## **U-V**

UCSB GED Requirements, 32  
Urban Studies, 209  
Varsity Sports, 179  
Veterans' Services, 59  
Vocational Counseling, 54  
Volleyball, 178

## **W-X-Y-Z**

Withdrawal from College, 22  
Women in Literature, 118  
Word Processing, 51, 211  
Women's Program, 65  
Work Experience, 65  
Work Study, 56  
Wrestling, 173  
Writing, Creative, 117  
Yoga, 176





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