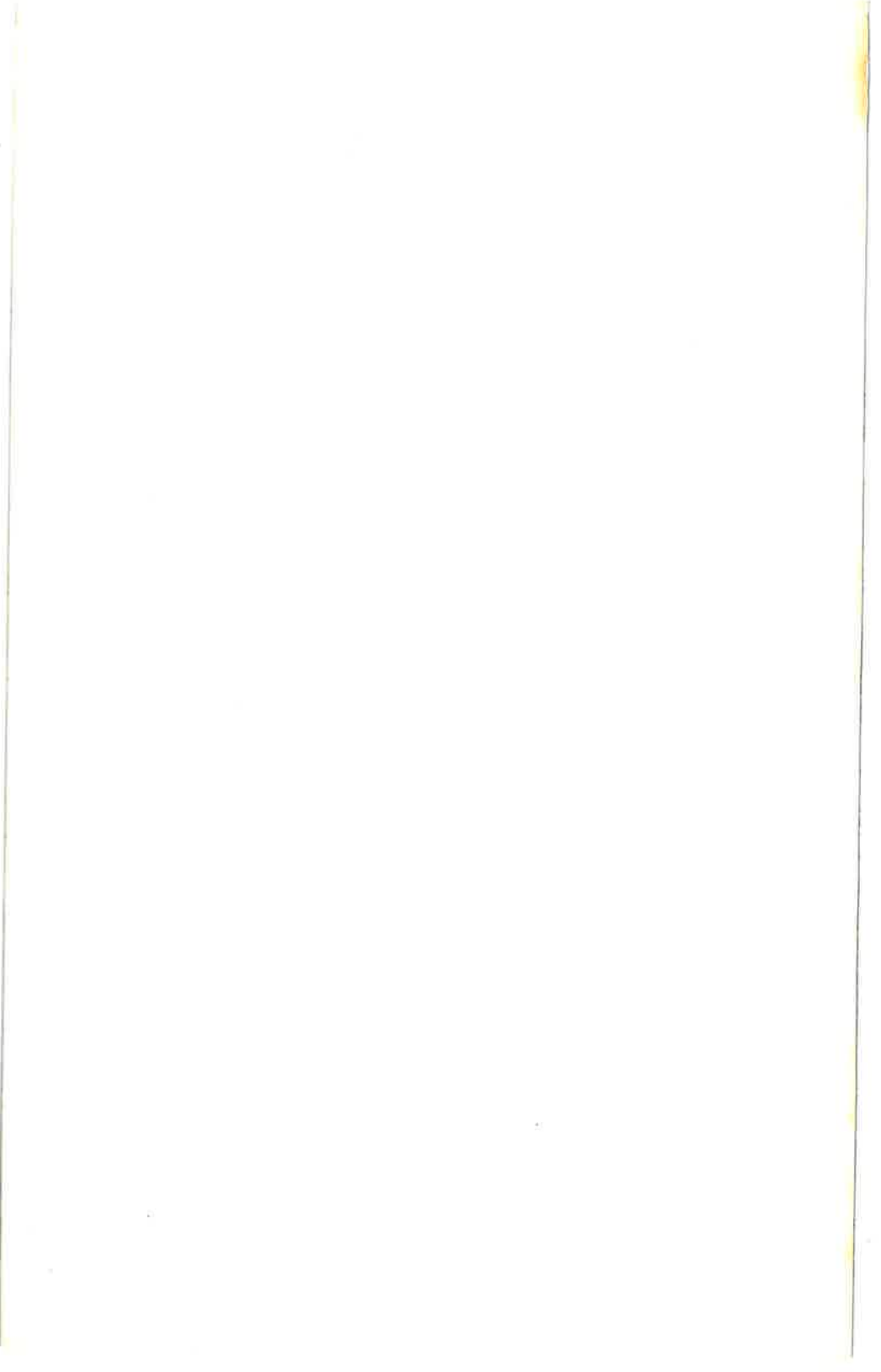




OXNARD COLLEGE CATALOG 1984-86



Oxnard College Catalog 1984-1986



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

NOTE:
Supplements to this two-year catalog
will be issued as appropriate
to update essential information.

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Ventura County Community College District Governing Board



David Bender, Jr.



Dr. Fernando Elizondo



Dr. James T. "Tom" Ely



Gregory Kampf



Ruth Oren



Alfred P. Fernandez
Chancellor



President's Welcome

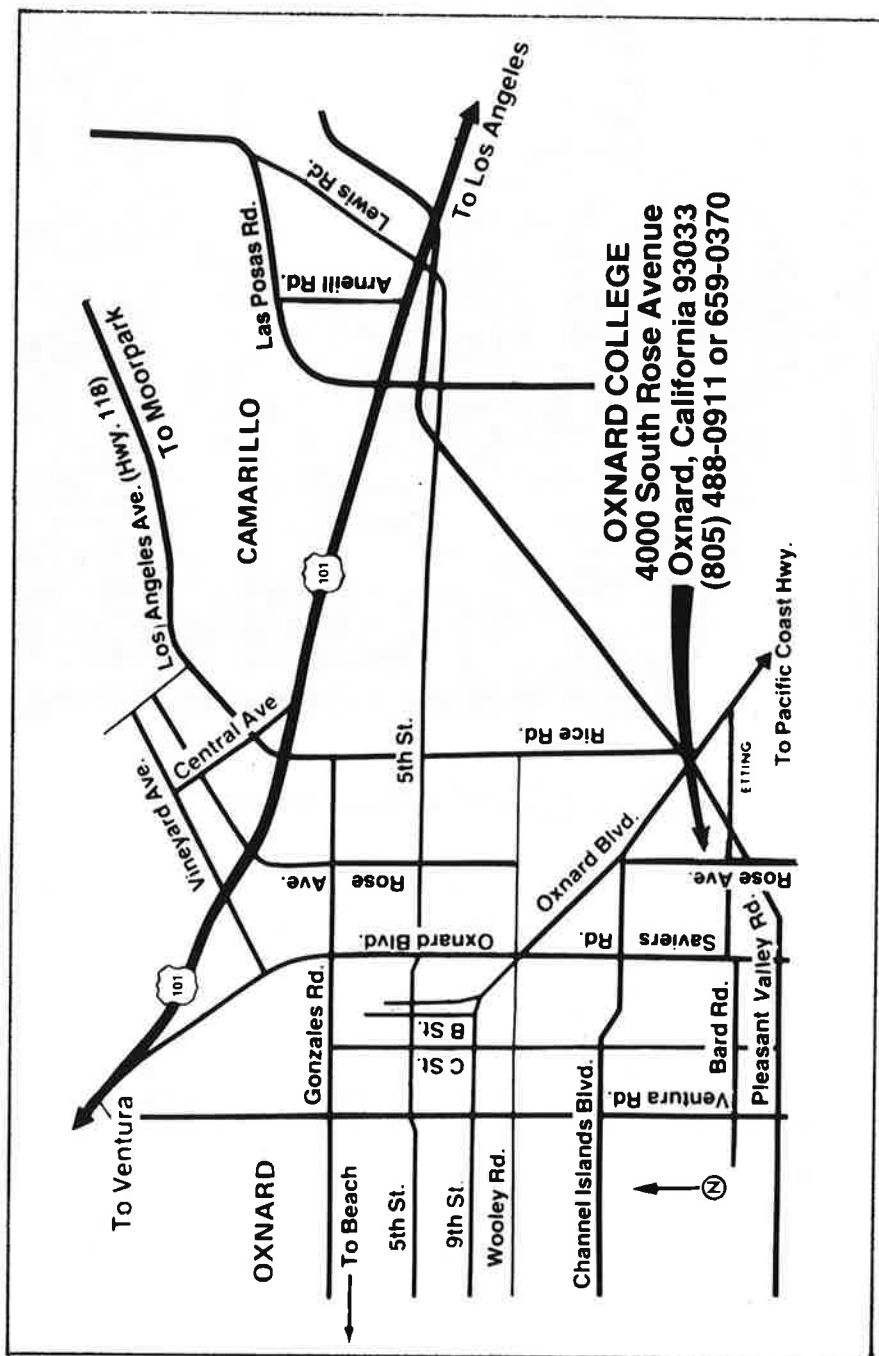
Welcome to Oxnard College, one of the 106 public community colleges in California. Oxnard is a comprehensive college. We offer academic classes that are generally transferable to other colleges and universities, as we are fully-accredited. Our career programs are outstanding and will be even better as we obtain our new \$4 million occupational education complex in the near future. You will find our extensive student services program described in this catalog. We have an outstanding faculty and staff.

The fees are minimal — the rewards are great. Set your sights high. Enroll with us. Complete an education program. Consider the completion of a bachelor's degree at a four-year college or university. Join the thousands who treasure their college educations. We look forward to serving you.

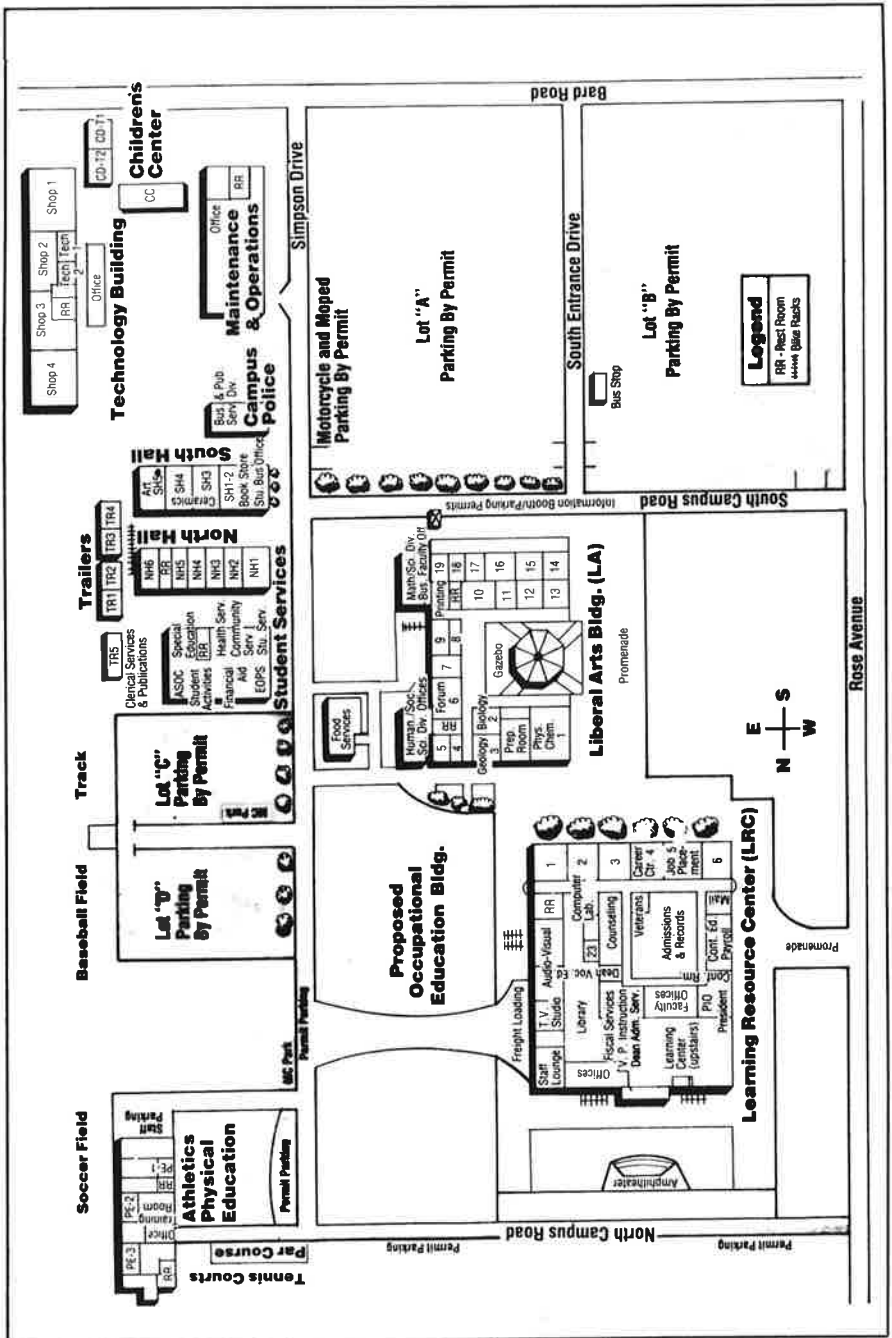
Cordially,

Edward W. Robings
President

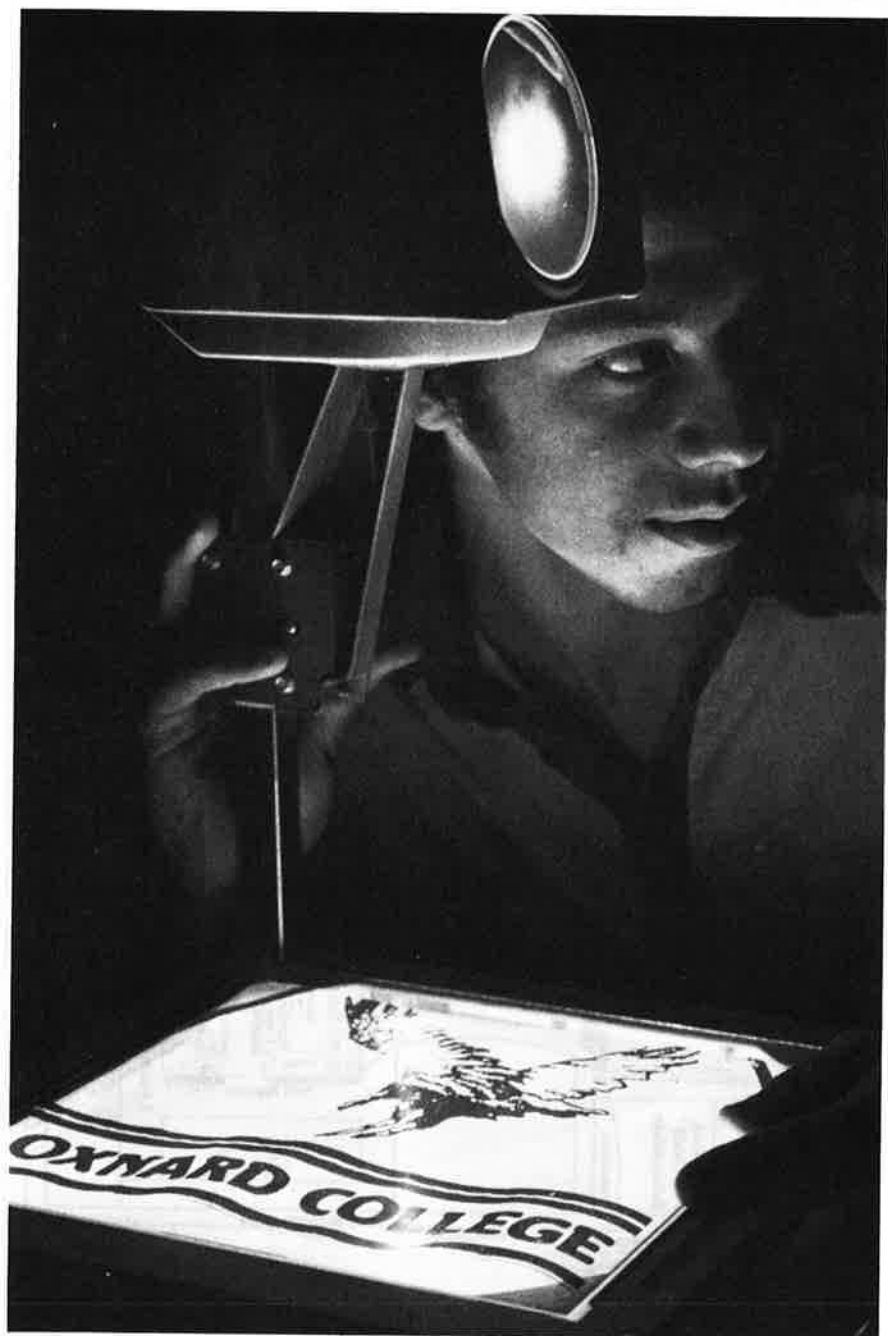
Oxnard College Location



Oxnard College Campus Map



GENERAL INFORMATION



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 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; occupational, general,

Informacion 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.

Filosofia 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 de transferir; de preparar para

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.

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

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

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

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

Objetivos Específicos

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

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

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.

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.

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 concocimiento 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 ejerce 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.

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

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.

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.

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.

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.

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 in 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 Service

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

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

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

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

Austin, Field, Fry, and Barlow of Los Angeles were chosen to design the Oxnard College campus.

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

The 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.

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

Los Angeles fueron escogidas para diseñar el Colegio de Oxnard.

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.

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,

Library/Learning Resources 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 are scheduled next.

Oxnard College continues to be committed to developing a comprehensive educational program as well as a comprehensive campus environment for the students of its service area.

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.

Centro 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

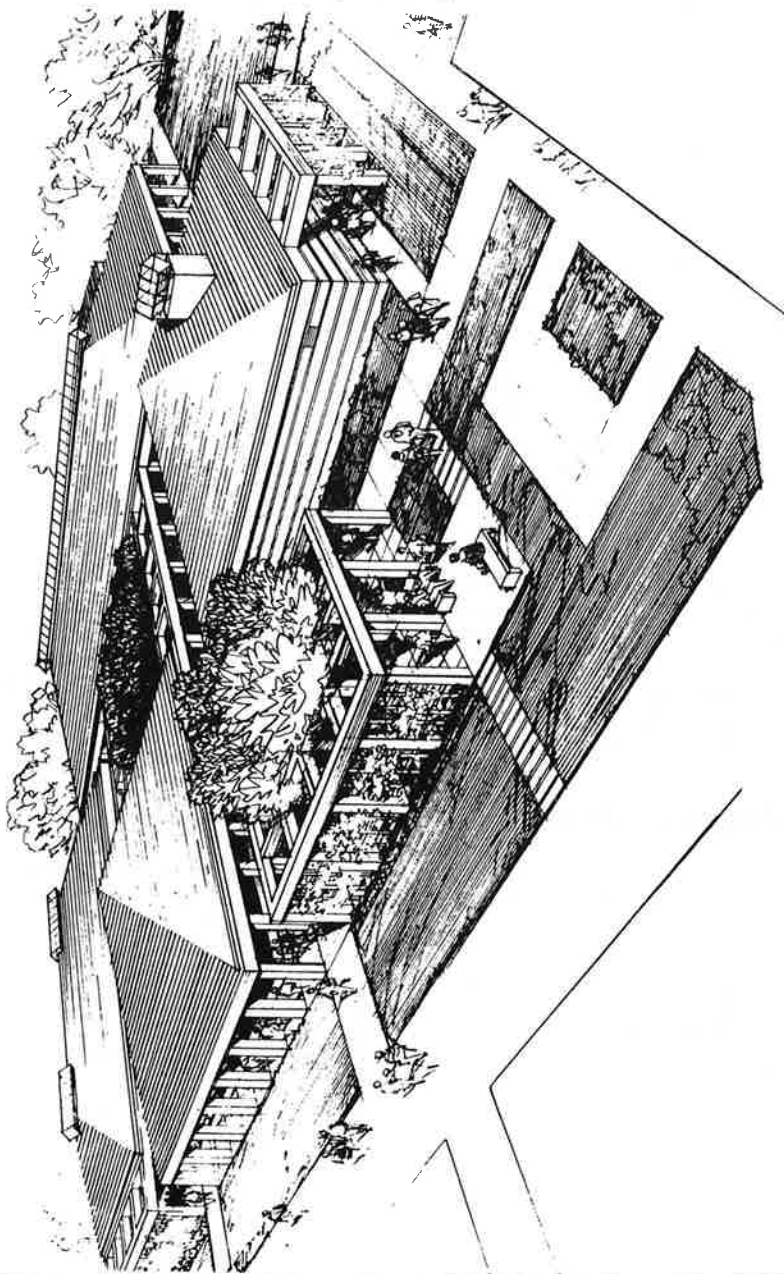
Estos edificios forman el núcleo que además incluye dos edificios móviles de salones, un edificio de talleres vocacionales y un centro de servicio para estudiantes. Baños y casilleros para el edificio de educación física, facilidades al aire libre con canchas de tenis, un campo de beisbol, y una pista para carreras fueron terminados en Septiembre de 1980, seguidos por el edificio de servicios de comidas. Los edificios de ciencias naturales y de educación vocacional serán los siguientes.

El Colegio de Oxnard continua su cometido de desarrollar un programa educativo total tanto como un ambiente total del colegio para los estudiantes de la área.

Accreditación

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.

Occupational Education Building (Opening Spring 1986)



Occupational Education Building Scheduled for Construction

Construction on OC's next major building, a \$4.2 million occupational education complex, will begin in fall 1984 with completion and occupancy scheduled for 1986. The 22,000 square feet of classroom, laboratory, and office space will house the college's information (data) processing services, air conditioning and refrigeration, hotel and restaurant management, electronics, and industrial classes including automotive and machine shops.

The new facilities in the four-wing complex (see artist's rendering on facing page) will free up space elsewhere on campus for general education and transfer courses, and will allow expansion of currently overcrowded programs.

The majority of the required funding will come from the state, including the cost of equipping the new building. "We want the most modern, state-of-the-art facility we can possibly have," according to President Edward W. Robings. "As we build up, we can put the best equipment in that facility, and that should attract more students."

Additional information about the programs scheduled for occupancy in the new building may be found in this catalog as follows:

Air Conditioning and Refrigeration

See page 87 for curriculum pattern, and pages 120-122 for course descriptions.

Electronics and Electrics

See pages 188-190 for course descriptions. Full curriculum patterns will be available on occupancy of new building.

Hotel and Restaurant Management

See page 93 for curriculum pattern, and pages 183-187 for course descriptions.

Industrial Mechanics

See page 93 for curriculum pattern, and pages 187-191 for course descriptions.

Information Processing

See page 94 for curriculum pattern, and pages 191-193 for course descriptions.

Word Processing

See page 98 for curriculum pattern, and pages 272-273 for course descriptions.

Memberships

Oxnard College is a member of the American Association of Community and Junior Colleges, the California Association of Community Colleges, 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 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, and programs for special populations such as seniors, children, and minorities.

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, 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 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, coordinacion de programas conferenciantes, programas recreacionales, uso del colegio por el Acto del Centro Civico, y programas especiales para personas jubiladas, niños, y minorías.

Affirmative Action

The Ventura County Community College District and its three colleges are committed to providing equal opportunity in instruction, employment, and related services regardless of age, race, color, sex, national origin, religion, or handicap in accordance with the requirements of Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Sections 503 and 504 of the Rehabilitation Act of 1973, as amended. If you feel that you have been discriminated against in regard to any of these programs or activities, please contact the Oxnard College Vice President of Student Services' Office, Student Services Building, telephone 488-0911, ext. 242.

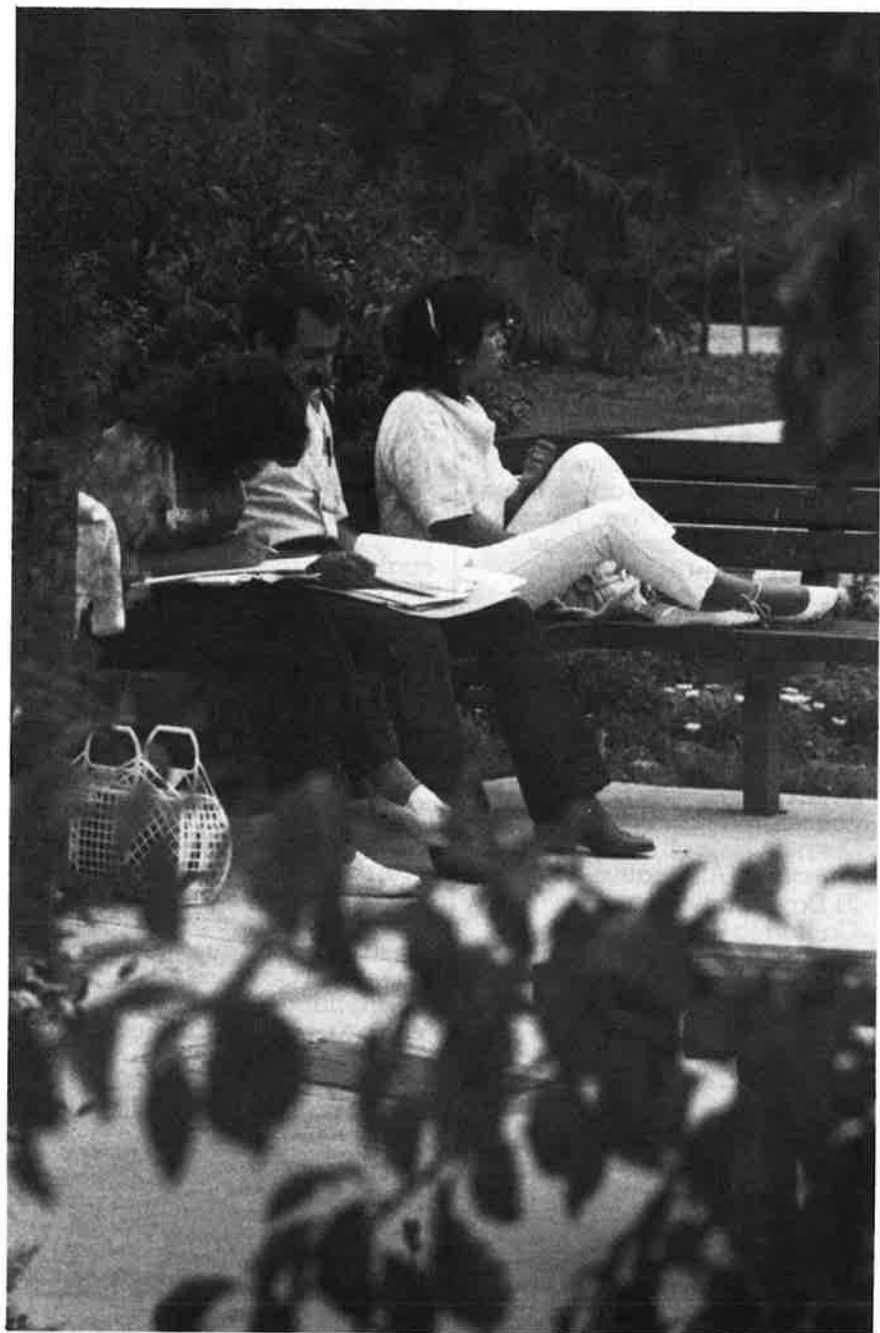
Additional inquiries regarding these laws and regulations and the corresponding Ventura County Community College District Governing Board policies may be directed to the District Office of Personnel/Affirmative Action, 71 Day Road, Ventura, California 93003, telephone 642-0161 or 656-7387, ext. 18.

Acción Afirmativa

El Distrito del Colegios de la Comunidad del Condado de Ventura y sus tres colegios están empeñados en proveer igual oportunidad en instrucción, empleo y servicios relacionados, sin importar la edad, raza, color, sexo, país de origen, religión o incapacidades, de acuerdo con los requerimientos de los Títulos VI y VII del Acto de Derechos Civiles de 1964, que fueron así enmendados; Título IX de las Enmiendas de Educación de 1972; y las Secciones 503 y 504 del Acto de Rehabilitación del 1973, así enmendado. Si usted siente que ha sido discriminado en cualquiera de estos programas de actividades, lo cual está prohibido por las disposiciones federales mencionadas arriba, por favor pongase en contacto con el Vice-Presidente de la Oficina de Servicios para Estudiantes del Colegio de Oxnard, en el Edificio de Servicios para Estudiantes, teléfono 488-0911, ext. 242.

Para preguntas adicionales acerca de estas leyes y disposiciones y las correspondientes pólizas de la Mesa Directiva que preside el Distrito de Colegios de la Comunidad del Condado de Ventura, pueden dirigirse a la Oficina de Personal del Distrito/Acción Afirmativa, 71 Day Road, Ventura, California 93003, teléfono 642-0161 o 656-7387, ext. 18.

ADMISSIONS INFORMATION



Admissions Information

Eligibility

Admission to Oxnard College is open to any high school graduate, anyone possessing a high school proficiency certificate, or any adult 18 years of age or older and capable of profiting from instruction. Students entering any of the public community colleges of California are subject to the residency requirements as determined by the State of California.

A student is eligible to attend Oxnard College if his/her legal residence is within the Ventura County Community College District. Students whose legal residence is in another state or in a foreign country may be admitted under conditions stipulated by the Governing Board and on payment of tuition fees, a schedule of which appears in the Appendices. A student whose legal residence is in certain specified California community college districts may be admitted to Oxnard College provided that the student secures a permit from the community college district in which he/she is a legal resident.

The right of a student to attend any community college in this district is conditioned by certain admissions and residency qualifications as provided by law. Students disqualified from other institutions must petition

Informacion Para Admision

Elegibilidad

El Colegio de Oxnard admite a personas quienes se han graduado de la preparatoria (high school), o que han cumplido los 18 años y pueden ser beneficiados de la instrucción que se les ofrece. Estudiantes especiales que hayan sido descalificados por otros colegios deben hacer una petición por medio del Decano de Admisiones y Registros. El procedimiento de admisión es el siguiente:

Un estudiante es elegible para asistir al Colegio de Oxnard si su residencia legal está entre el Distrito de Colegios de la Comunidad del Condado de Ventura. Estudiantes quienes son residentes de otro estado o de un país extranjero pueden ser admitidos bajo las condiciones estipuladas por la Mesa Gubernamental y en el pago de cuotas de inscripción. El horario de cuotas aparece en el apéndice. Un estudiante quien es residente legal de otro distrito de colegios de la comunidad de California puede ser admitido al Colegio de Oxnard proviendo que el estudiante asegure permiso del distrito de colegios de la comunidad del cual es residente legal.

El derecho del estudiante de asistir a cualquier colegio de la comunidad en este distrito está condicionado por ciertos requisitos de admisión y residencia estipuladas por ley. Estudiantes que no han

through the Office of Admissions and Records for permission to enter.

Further information is listed under Residency Requirements, or may be obtained from the Office of Admissions and Records.

Admission Procedure

Application for Admission

An application for admission may be obtained by contacting:

Oxnard College
4000 South Rose Avenue
Oxnard, California 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.

Transcript Requirements

The requirements for official copies of high school and/or college and university transcripts are as follows:

1. All new students are required to have their past transcripts sent if they have attended high school in the past three years.
2. All veterans and financial aid students are required to send transcripts of any courses completed at other

calificado para admisión a otras instituciones deben hacer petición por medio de la Oficina de Admisiones y Registros para obtener permiso de admisión.

Más información se encuentra en la sección de Requisitos de Residencia, o puede obtenerla en la Oficina de Admisiones y Registros.

Proceso de Admisión

Solicitud para Admisión

Para obtener una solicitud para admisión debe dirigirse a:

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

La solicitud debe completarse pronto y regresarse al Colegio.

Seguro Social

Los números del Seguro Social se usan para identificación del estudiante, así que todo estudiante que vaya a matricularse debe estar preparado para presentar su tarjeta de Seguro Social. Si el estudiante no tiene número de Seguro Social, se le asignará un número de estudiante.

Requerimientos de Transcripciones

Los requerimientos para copias oficiales de transcripciones de preparatoria y/o colegios y universidad son las siguientes:

1. Todos los estudiantes nuevos deben de presentar transcripciones si han asistido a la preparatoria en los últimos tres años.
2. Todos los veteranos y estudiantes que reciben ayuda financiera deben de mandar transcripciones de

colleges and universities.

3. All students enrolling in any math courses are required to send transcripts of any math courses completed either in high school or at other colleges and universities during the past three years.
4. All applicants for associate degrees and/or certificates of achievement are required to send transcripts of any courses completed at other colleges and universities.
5. Special programs with special admission requirements require a student to file all high school and college transcripts to verify eligibility.
6. All other students are urged to have transcripts of both high school and college work forwarded to Oxnard College.

Assessment

The first steps in establishing an assessment process of entering students into colleges of the Ventura County Community College District are underway. The purpose of assessment is to place students into classes where they are capable of succeeding and reaching their educational goals. The first steps include placement tests for students in math, English, and reading. Contact the Counseling Office for further information.

los cursos que han completado en otros colegios y universidades.

3. Todos los estudiantes que se registren en cualquier curso de matemáticas, deben mandar transcripciones de los cursos de matemáticas que han completado, ya sea en la preparatoria o en otros colegios y universidades durante los últimos tres años.
4. Todos los solicitantes de "associate degrees" y/o certificados en estudios vocacionales deben mandar transcripciones de todos los cursos completados en otros colegios y universidades.
5. Los programas especiales con requerimientos especiales de admisión exigen que el estudiante proporcione todas las transcripciones de preparatoria y de colegio para verificar su elegibilidad.
6. A los demás estudiantes se les requiere que manden al Colegio de Oxnard las transcripciones de preparatoria así como las de otro colegio que hayan asistido.

Evaluación

Los primeros pasos para establecer un proceso de evaluación para estudiantes nuevos a los colegios del Distrito de Colegios de la Comunidad del Condado de Ventura está en desarrollo. El propósito de la evaluación es de poder recomendarle al estudiante las clases en las cuales tendrá más éxito y podrá llegar a su meta de educación. Los primeros pasos incluyen exámenes de evaluación en matemáticas, inglés, y lectura.

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 Admission and 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.

Late Registration

Late registration will take place 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

Comuníquese con la Oficina de Consejeros para más información.

Asesoramiento

Habrán consejeros disponibles para orientar a los estudiantes acerca de las clases que pueden tomar de acuerdo con sus intereses y objetivos. Las citas para orientación académica se deben hacer antes que las inscripciones empiecen. Los estudiantes que vienen por primera vez y que desean registrarse en más de 6 unidades deben ver a un consejero antes de matricularse. Si un estudiante desea tomar más de 18 unidades, deben solicitar el permiso del Decano de Admisiones y Registros.

Inscripciones

El horario de clases será publicado antes de la sesión de verano y antes de los semestres de otoño y primavera. Por favor siga las instrucciones que aparecen en dichos programas.

Inscripciones Retrasadas

Las inscripciones retrasadas se llevarán a cabo después del comienzo de las clases de los semestres de otoño y primavera.

Cursos Abiertos para Inscripciones

Todos los cursos que ofrecen El Distrito de Colegios de la Comunidad del Condado de Ventura y sus colegios están totalmente abiertos para inscripción y participación de cualquier personas que haya sido admitida en el colegio y que reúna los

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 intersession is limited to students who have completed their sophomore (10th grade) year in high school. An approved advanced placement form, signed by the high school principal or designee, is required before a student is permitted to register.

Residency Requirements

The right of any student to attend a public community college in California is conditioned by certain residence qualifications. California state law requirements indicate the following:

To be a legal California resident for admission and tuition purposes, a student must have been living in California for at least one year preceding the semester residence determination date in order to qualify as a "resident student."

requisitos necesarios para la clase o programa, a menos que haya sido exenta específicamente por un estatuto.

Colocación Avanzada para Estudiantes de la Preparatoria (High School)

De acuerdo con el Código de Educación de California, los estudiantes de preparatoria que están en su segundo o tercer (onzavo o dozavo) grado pueden entrar en los cursos del colegio en los semestres de otoño y primavera. En la sesión de verano se admiten solo estudiantes que han completado su primer año (10mo grado) de preparatoria. Para ser admitidos se requiere una forma de colocación avanzada firmada por el (la) director(a) de la preparatoria o la persona que el (ella) asigne.

Requerimientos de Residencia

El derecho de todo estudiante de asistir a un colegio público de la comunidad está condicionado a ciertos requisitos de residencia. La ley del estado de California indica lo siguiente:

Para propósitos de admisión y colegiatura, para ser un residente legal del estado de California, un estudiante debe haber estado viviendo en California por lo menos con un año de anterioridad a la fecha de determinación de su

The residence determination date for a given semester is the day before the semester opening date.

It is the student's responsibility to demonstrate both physical presence and intent to establish permanent residence in California. Presence and intent may be demonstrated in several ways.

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

Students classified as "non-resident" will be required to pay a tuition fee fixed each year by the California State Legislature. Fees are published in the Schedule of Classes each semester, and must be paid prior to enrollment in the college.

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

residencia en el semestre para calificar como un "estudiante residente." La fecha de determinación de residencia para un semestre es el día anterior a la iniciación del mismo.

Es responsabilidad del estudiante de comprobar tanto su asistencia física como el intento de establecer residencia permanente en California. Puede demostrar ambas cosas en varias maneras.

Debido a la complejidad de estas leyes, los estudiantes que tengan dificultad en determinar su residencia deben ponerse en contacto con el Decano de Admisiones y Registros.

Los estudiantes clasificados como "no-residentes" tendrán que pagar la cuota de colegiatura fijada cada año por la Legislatura del Estado de California. Las cuotas se publican en el horario de clases cada semestre y deben ser pagadas antes de matricularse en el colegio.

Estudiantes Extranjeros

Los estudiantes extranjeros son admitidos bajo un sistema de cuota, deben tener la autorización del Decano de Admisiones y Registros para registrarse, y deben seguir este procedimiento:

1. Someter una solicitud completada para admisión.
2. Proveer evidencia de proficiencia en el uso del inglés. Los estudiantes tienen que completar la

score of at least 505. For information write:
Educational Testing Service
Post Office Box 899
Princeton, New Jersey 08540

3. State a specific objective (major course of study).
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. Pay tuition fee prior to enrollment (fees are listed in the Schedule of Classes each semester).

Oxnard College attempts to select for admission only those foreign students who are above

prueba de inglés como idioma extranjero (TOEFL) y sacar una puntuación de por lo menos 505. Para información puede escribir a:

Educational Testing Service
Post Office Box 899
Princeton, New Jersey 08540

3. Declarar su objetivo de estudios.
4. Someter una carta de recomendación y transcripciones de escuelas preparatorias y colegios a los que asistió previamente.
5. Incluir un estado de cuentas de sus finanzas.
6. Incluir también un certificado de salud extendido por un doctor con licencia de California. Dicho certificado debe incluir resultados de radiografías del pecho para TB.
7. Entrevistarse con el Director de la Oficina de los Servicios Médicos del colegio.
8. Mostrar un comprobante de su seguro médico.
9. Firmar una declaración de entendimiento y responsabilidad.
10. La forma I-20A del Departamento de Inmigración le será extendida después de que todos los otros requisitos para admisión hayan sido cumplidos debidamente.
11. Pagar la colegiatura antes de inscribirse, las cuotas aparecen en el horario de clases cada semestre).

El Colegio de Oxnard procura seleccionar para admisión solamente aquellos estudiantes

average in scholastic achievement and personal qualifications.

Tuition or Nonresident Fee

Tuition is required of all students classified as nonresidents of the state of California and foreign students. There is a one-year exemption for military personnel and their dependents assigned to California bases. These students are given one year from their assigned duty date to establish their California residency or to prepare to pay tuition fees. (Please refer to Residency Requirements section.)

Tuition Refunds

Eligibility for and amount of tuition fee refunds will be determined by the number of units for which there were financial charges and the date of official withdrawal from class.

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. Refunds will be issued by check through the Student Business Office within a reasonable period of time following official notification.

que sobreslagan en sus calificaciones académicas y personales.

Cuota de Colegiatura para No-Residentes

Se requiere que todos los estudiantes clasificados como no-residentes del estado de California y estudiantes extranjeros paguen colegiatura. Hay una exención de un año para personal militar y sus dependientes asignado a bases en California. A dichos estudiantes se les da un año a partir de la fecha en que fueron asignados para que establezcan su residencia en California o se preparen a pagar colegiatura. (Vea la sección de Requerimientos de Residencia.)

Reembolsos de Colegiaturas

La elegibilidad y la cantidad de reembolsos de colegiatura será determinada por el número de unidades por las cuales se cobró alguna cantidad y por la fecha en que oficialmente se dejó una clase.

El programa de reembolsos se basa en una escala de disminución: no se dan reembolsos después de la cuarta semana de un semestre regular, ni después de la tercera semana de la sesión de verano. El decano de Admisiones y Registros computará y aprobará la cantidad que debe reembolsarse y notificará por escrito a la Oficina de Negocios de Estudiantes. Los reembolsos se harán por medio de cheque

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

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

y a través de la Oficina de Negocios de Estudiantes dentro de un periodo de tiempo razonable despues de la notificación oficial.

(Consulte el apendice del Programa de Reembolsos a No-Residentes y Residentes de Fuera del Distrito.)

Crédito por Servicio Militar

Los colegios del Distrito de Colegios de la Comunidad del Condado de Ventura reconocerán y darán crédito a veteranos por cualquier entrenamiento educacional que hayan tenido en las fuerzas armadas de los EEUU siempre y cuando dicho crédito no sea una repetición de cursos tomados previamente.

Un veterano que haya completado un periodo de servicio continuo de 181 días o más con el Servicio Militar de Los Estados Unidos (Air Force, Army, Coast Guard, Marine Corps, and Navy) y haya completado un mínimo de 12 unidades con un promedio de "C" en los colegios de este distrito, puede solicitar que se le autorize crédito como sigue:

1. Tres unidades semestrales de crédito electivo (no título ni calificación) y que haya sido dado de baja o retirado del servicio activo pero NO bajo condiciones deshonorables.
2. El veterano, además del crédito concedido bajo los terminos en "1," también podrá tener derecho a crédito por cursos de escuela de servicio formal ofrecidos por los Servicios Militares de

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 DANES 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

los Estados Unidos recomendado por la Comisión en Acreditación de Experiencias de Servicio del Concilio Americano de Educación. El crédito otorgado será agregado a aquel que le fue permitido bajo las condiciones enumeradas en "1" y será reportado como crédito electivo (no título ni calificación).

3. A los veteranos se les otorgará crédito avanzado establecido por cursos "a nivel de colegio" y bajo los auspicios de DANES o El Instituto de Fuerzas Armadas de Los Estados Unidos. Tal crédito se concederá de la misma manera y bajo la misma política que cuando se da crédito de colegios y universidades acreditadas. Cualquier trabajo escolar que haya cursado un veterano en un colegio o universidad acreditado cuando estaba en el servicio militar, y por el cual el colegio o universidad entrega una transcripción regular que muestre los créditos ganados para los títulos que allí se otorgan, le servirá para obtener crédito avanzado establecido, bueno para su "Associate Degree," de la misma manera como si el estudiante hubiera sido un civil cuando hizo los cursos.

Los veteranos deben estar conscientes de que otros colegios o universidades pueden tener políticas diferentes concernientes a crédito por entrenamiento militar educacional. No se pueden asegurar que las

other institutions of higher education. In no case shall the total number of semester units allowed under numbers "1" and "2" above, exceed 12.

Full-Time Student

A student is defined as full-time if carrying 12 or more units in a regular semester or 4 units in a summer session.

Unit Requirements for Benefits and Activities

To qualify for certain benefits and activities, minimum unit requirements must be maintained, as follows:

Veteran and war orphan benefits under GI Bill: 12 or more units completed by end of semester, full subsistence; 9-11 units, three-quarters subsistence; 6-8 units, one-half subsistence.

Social Security benefits: 24 units per academic year (no benefits payable if course load drops below 12-unit minimum per semester).

Automobile and medical insurance: 12 units

Financial aid and EOPS services: 12 units

unidades que conceden los colegios de este distrito serán aceptadas por otras instituciones educacionales superiores. En ningún caso el número total de unidades de semestre, permitidas bajo las condiciones expuestas en los párrafos 1 y 2, deberán exceder de 12.

Estudiantes de Tiempo Completo

Un estudiante es definido como estudiante de tiempo-completo si en un semestre regular lleva un mínimo de 12 unidades, o un mínimo de 4 unidades en una sesión de verano.

Requerimientos de Unidades para Beneficios y Actividades

Para calificar para ciertos beneficios y actividades se requiere mantener un mínimo de unidades, como sigue:

Los veteranos y huérfanos de guerra que estén recibiendo beneficios bajo el GI Bill: 12 o más unidades completadas al final del semestre; 9-11 unidades en tres-cuartos de semestre; 6-8 unidades en la mitad del semestre.

Beneficios del Seguro Social: 24 unidades por año académico (no se le pagarán sus beneficios si sus unidades bajan de 12 en un semestre).

Seguros, médico y de automóvil: 12 unidades
Ayuda financiera y servicios de EOPS: 12 unidades
Elegibilidad atlética: 12

Athletic eligibility: 12 units
Student government: 12 units

Transfer Credit Evaluation

Students transferring to Oxnard College from other colleges or universities are required to declare all previous college work. Failure to provide complete information may result in dismissal from Oxnard College. Students transferring from colleges accredited by the recognized regional accrediting associations will normally be granted lower division credit for courses which correspond to the courses described in this catalog. Courses not acceptable for credit include those in religious education and those from some specialized institutions such as art, music, business, and hospital nursing schools.

unidades
Gobierno estudiantil: 12 unidades

Evaluación de Créditos para Transferencia

A los estudiantes que se estén transfiriendo de otros colegios o universidades al Colegio de Oxnard, se les requiere que declaren todo su trabajo anterior de colegio. Una violación a este requisito puede resultar en su expulsión del colegio. A los estudiantes que se estén transfiriendo de colegios acreditados por las reconocidas asociaciones regionales acreditadoras, normalmente se les otorgará una división de créditos más baja por cursos que correspondan a los cursos descritos en este catálogo. Entre los cursos no aceptables para crédito incluyen aquellos de educación religiosa y aquellos de algunas instituciones especializadas tales como arte, música, negocios, y escuelas de hospitales para enfermeras.

Student Fees

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

Mandatory Fees

The Ventura County Community College District Governing Board has adopted the state-mandated enrollment fee which starts with the fall semester of 1984. The fee is \$50 for students carrying six or more units and \$5 per unit for students carrying less than six units. Other fees, such as parking fees and nonresident tuition, remain in force. All fees are subject to change without notice. Contact the Dean of Admissions and Records for further information and consult the catalog supplement in the schedule of classes.

Withdrawal Fee

Beginning with the fall semester 1983 until this State law becomes inoperative on July 1, 1987, all California community colleges will charge a fee of \$10 per course, not to exceed a total amount of \$20, for a student program change consisting of dropping one or more courses any time after two weeks from the beginning of instruction in any semester. The fee shall not be charged for changes due to special circumstances affecting the student's ability to complete the course or for changes initiated or required by the college.

Cuotas de Estudiantes

Las cuotas de estudiantes que se enumeran en seguida para su información están sujetas a cambios.

Cuotas Obligatorias

La mesa Gubernamental del Distrito de Colegios de la Comunidad del Condado de Ventura ha adoptado la cuota de inscripción por mandato del estado que empezará en el semestre de otoño de 1984. La cuota es de \$50 para estudiantes matriculados en seis unidades o más y \$5 por cada unidad para estudiantes matriculados en menos de seis unidades. Otras cuotas, como las de estacionamiento y las de no-residentes, continúan en efecto. Todas las cuotas están sujetas a cambio sin previo aviso. Para más información, comuníquese con el Decano de Admisiones y Registros y consulte el suplemento en el horario de clases.

Cuota de Retracción

Empezando en el otoño del 1983 hasta que la ley estatal deje de existir en julio 1, 1987, todos los California Community Colleges cobrarán al estudiante una cuota de \$10 por curso sin exceder un total de \$20 por cada cambio en su programa de estudio (dejar clases) después de dos semanas del comienzo de clases. Este dinero no se cobrará si hay circunstancias especiales que afecten la habilidad del estudiante de terminar el curso o por cambios iniciados por la administración del colegio.

Non-Mandatory Fees

Non-mandatory fees are identical for day and evening students. They may be paid at registration or at the Student Business Office.

Student Parking Fee

- a. Regular Semester Fees (12 weeks or longer):
 - (1) Automobiles: Regular semester - \$15
 - (2) Motorcycles: Regular semester \$10.50
- b. Short-term Fees (less than 12 weeks):
 - (1) Six to eleven weeks: Auto - \$10.50; Motorcycle - \$6
 - (2) One to five weeks: Auto - \$5.25; Motorcycle - \$3
- c. Summer Intersession: Auto - \$7.50; Motorcycle - \$5.25
- d. Second Vehicle Permit: \$3
- e. Replacement Permit: \$1.50

NOTE:

- a. Combination of two permits (one auto and one motorcycle) shall cost not less than \$18 for regular semester and \$9 for summer intersession.
- b. Students who do not purchase parking permits may purchase a daily pay parking permit.

Cuotas No-obligatorias

Las cuotas que no son obligatorias son idénticas para los estudiantes de día y los de noche. Pueden ser pagadas al tiempo de registrarse o en la Oficina de Asuntos de Estudiantes.

Cuota de Estacionamiento para los Estudiantes

- a. Cuota para el Semestre Regular (12 semanas o más):
 - (1) Automoviles: Semestre regular - \$15
 - (2) Motocicletas: Semestre regular - \$10.50
- b. Cuotas por Terminio Corto (menos de 12 semanas):
 - (1) 6 a 11 semanas: Automovil - \$10.50; Motocicleta - \$6
 - (2) 1 a 6 semanas: Auto - \$5.25; Motocicleta - \$3
- c. Sesión de Verano: Auto - \$7.50; Motocicleta - \$5.25
- d. Permiso para segundo vehículo: \$3
- e. Permiso para Remplazo: \$1.50

NOTA:

- a. La combinación de dos permisos (un automovil y una motocicleta) costará no menos de \$18 por semestre regular y \$9 por la sesión de verano.
- b. Los estudiantes que no compran permisos de estacionamiento para todo el periodo de clases, pueden comprar diariamente un permiso.

Student Body Card

A student body card may be purchased for \$6 per semester or \$8 for the year. All registered students are encouraged to buy their ASOC cards as early as possible to insure maximum benefits. Funds from the purchase of cards support the operations and activities of ASOC.

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.

Transcripts

Two Oxnard College transcripts are furnished each student free of charge. A \$1 fee is charged for each additional transcript requested.

Tarjeta del Gobierno Estudiantil

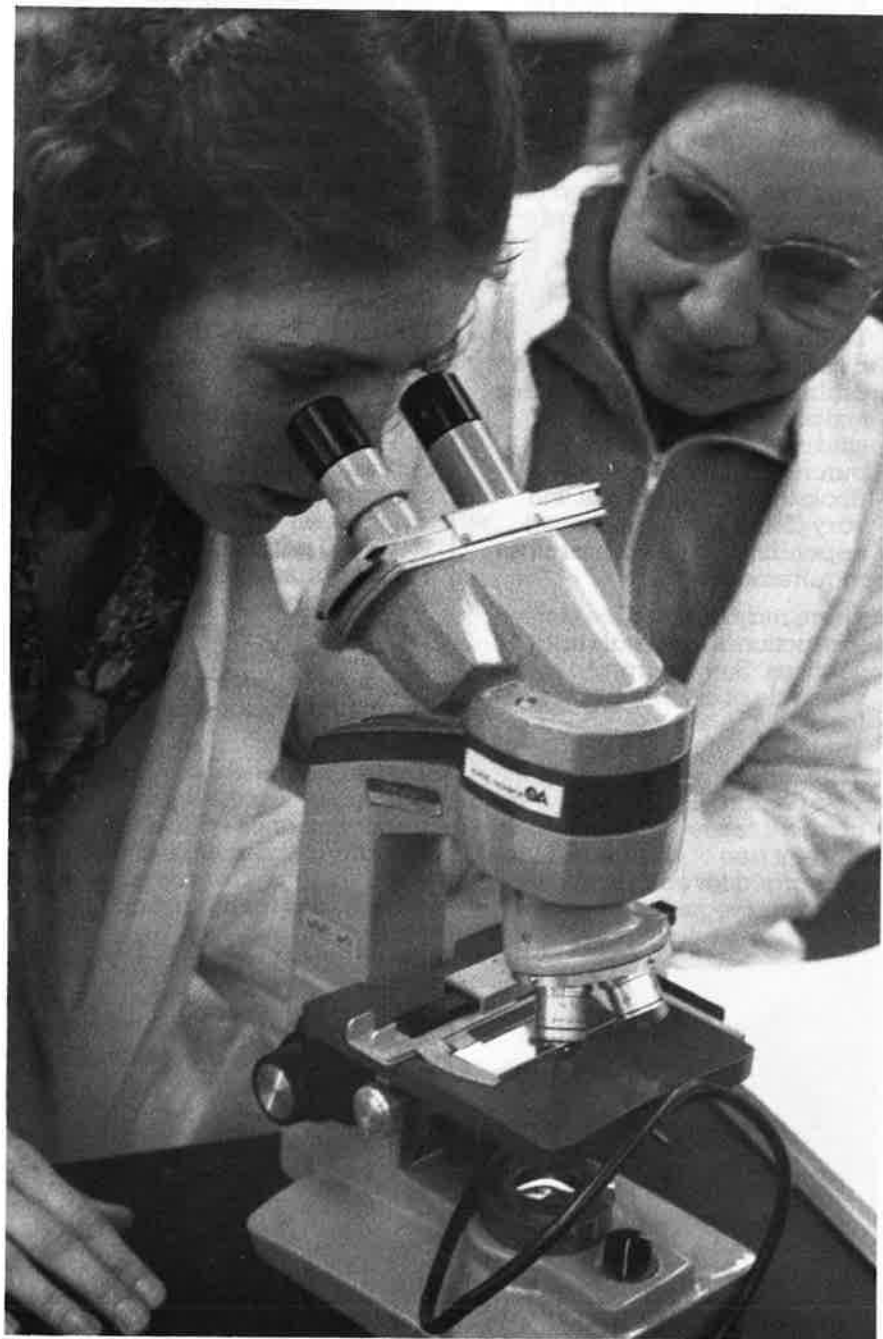
La tarjeta se puede comprar por \$6 por semestre o \$8 por el año. A todos los estudiantes que estén inscritos se les invita a comprar sus tarjetas de ASOC (asociación estudiantil) tan pronto como sea posible para que aseguren máximos beneficios. Los fondos de la venta de las tarjetas respalda las operaciones y actividades de ASOC.

Libros de Texto y Utiles

Por ley del estado, el Colegio de Oxnard está prohibido proporcionar libros de texto o utiles gratis a los estudiantes. Ambas cosas pueden comprarse en la librería del colegio y el costo varía, (\$50-\$150 por semestres) según los requerimientos individuales de cada clase. Puede haber cargos extra por materiales de instrucción y servicios. Consulte un horario de clases para información acerca de estos.

Transcripciones

Se proporcionan dos transcripciones del Colegio de Oxnard a cada estudiante sin costo alguno. Transcripciones adicionales les costarán \$1 cada una.



Academic Policies

Grading Practices

Work in all courses acceptable in fulfillment of the requirements for associate degrees, certificates, diplomas, licenses, or baccalaureate level work shall be graded in accordance with the provisions adopted by the District Board of Trustees for the following sections which relate to the letter grading scale, the credit/no credit options, or credit by examination.

Grading System

Letter Grading Scale

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 Points
A = Excellent	4
B = Good	3
C = Satisfactory	2
D = Passing, less than satisfactory	1
F = Failing	0
CR = Credit	
NC = No credit	

Courses taken on a credit/no credit basis are disregarded in calculating grade point average. However, units earned on a credit basis shall

Póliza Académica

Prácticas de Calificación

Trabajo en todos los cursos aceptables en llenar los requisitos para "associate degrees," certificados, diplomas, licencias, o trabajo al nivel de bachillerato será evaluado de acuerdo a las reglas adoptadas por la Mesa Directiva del Distrito para las siguientes secciones que se relacionan a la escala de grados de letra, la opción de crédito/no crédito, o crédito por examinación.

Sistema de Calificaciones

Escala de Grados de Letra

La escala de calificaciones se basará en la equivalencia de puntos para determinar el promedio de calificación del estudiante. La calificación más alta recibirá 4 puntos y la más baja recibirá 0, usando los siguientes símbolos evaluativos:

Símbolo	Puntos de Calificación
A = Excelente	4
B = Bueno	3
C = Satisfactorio	2
D = Pasa, menos que satisfactorio	1
F = Reprobado	0
CR = Crédito	
NC = No crédito	

Cursos tomados a base de crédito no se tomarán en cuenta al calcular el promedio de calificación. Unidades

be counted toward satisfaction of curriculum requirements. "CR" is used to denote "passed with credit" when no letter grade is given. "CR" is assigned for work of such quality as to warrant a letter grade of "C" or better. "NC" is used to denote "no credit" when no letter grade is given. See Credit/No Credit Options section.

Non-Evaluative Symbols

The District Governing Board has authorized the use of only the non-evaluative symbols "I," "IP," "RD," and "W," which are defined in the following paragraphs:

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 condition for the 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 is 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

ganadas a base de crédito contarán satisfactoriamente hacia requerimientos del programa de estudios. "CR" se usa para significar "pasar con crédito" cuando no se da calificación de letra. "CR" se asigna para trabajo que se merece una calificación de "C" o mejor. "NC" se usa para significar "No Crédito" cuando no se da calificación de letra.

Símbolos No-evaluativos

La Mesa Gubernamental del Distrito ha autorizado el uso de los siguientes símbolos no-evaluativos: "I," "IP," "RD," y "W," que se definen en los párrafos siguientes:

I = Incompleto

Trabajo académico incompleto por impredecibles emergencias y razones justificadas al término del semestre pueden resultar en el símbolo "I" en el record del estudiante. Las condiciones para remover dicha "I" deben de ser anotadas por el instructor por escrito. Esta anotación debe contener las condiciones para remover la "I" y también la calificación asignada en su lugar. Esto debe darse al estudiante conservando una copia en archivo hasta que se haga el cambio de la "I" o el límite de tiempo haya pasado. Una calificación final será asignada cuando el trabajo estipulado haya sido terminado y evaluado, o cuando el límite de tiempo para hacer dicho trabajo haya pasado. La "I" podrá ser cambiada, a más tardar, un año después de terminado el periodo de clases durante el cual fue asignada. El símbolo "I" no se usará en calcular unidades ni tampoco

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 shall 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 75 percent of a class less than a semester in length. The academic record of a

puntos para calificación. En cualquiera de los Colegios del Distrito, en circunstancias especiales, el estudiante podrá formular una petición para que este límite de tiempo sea extendido.

IP = En Progreso

El símbolo "IP" se usará para indicar que la clase se extenderá más allá del límite fijado para el final del periodo de clases. Indica que el trabajo está "en progreso," pero que la calificación será asignada hasta que dicho trabajo se complete. El símbolo "IP" permanecerá en el record permanente del estudiante para tener completa su documentación. La calificación evaluativa apropiada y crédito de unidades serán asignados y aparecerán en el record del estudiante por el término en el cual el curso se complete. La "IP" no se usará para calcular el promedio de calificación.

RD = Reporte Atrasado

El símbolo "RD" puede ser asignado únicamente por el archivador. Se usa cuando hay un retraso en el reporte de la calificación del estudiante debido a circunstancias fuera del control de éste. Es una anotación temporal que será reemplazada por un símbolo permanente tan pronto como sea posible. "RD" no se usará para calcular un promedio de calificaciones.

W = Withdrawal (Dejar una Clase)

El estudiante puede dejar una clase hasta el último día de la catorzava semana de instrucción en las clases de semestre, o hasta terminar el 75 por ciento de una clase menos de un semestre de larga. El

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 30 percent 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 75 percent of a class less than a semester in length shall be recorded as "W" on the student's record.

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.

record del estudiante que permanece en una clase por un tiempo más largo que este debería mostrar una calificación que no sea una "W." Cuando el estudiante deja una clase dentro de las primeras cuatros semanas del curso o dentro de 30% del mismo, (lo que ocurra primero) ninguna anotación debería aparecer en su record (ni "W" ni otra). Si el estudiante deja una clase entre el fin de la cuarta semana y el último día de la catorzava semana de un semestre o el 75% del mismo, una "W" debería aparecer en su record.

Opciones de Crédito/No Crédito

Los colegios del Distrito de Colegios de la Comunidad del Condado de Ventura ofrecen cursos en dos opciones de Crédito/No Crédito: (1) cursos que se ofrecen sobre una base de Crédito/No Crédito solamente, y (2) cursos en los cuales los estudiantes pueden escoger la opción de Crédito/No Crédito.

La primera categoría incluye aquellos cursos en que todos los estudiantes del grupo son evaluados a base de Crédito/No Crédito ("CR"/"NC"). Esta opción de calificación de Crédito/No Crédito se usará al excluirse todas las otras calificaciones en cursos por los cuales hay un solo promedio satisfactorio por el cual se asigna el crédito. Este crédito será asignado al alcanzar tal promedio. Si no se logra el promedio, no se dará el crédito.

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 30 percent 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 30 percent deadline has passed, the request cannot be withdrawn and the student becomes ineligible to petition to change a grade. 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.

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 A.A. or A.S. 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

La segunda categoría de cursos con la opción de Crédito/No Crédito incluye cursos designados por el colegio donde cada estudiante puede elegir, antes del fin del primer 30% del periodo de clases, si la evaluación ha de hacerse a base de Crédito/No Crédito o calificación. Una vez que el primer 30% de la duración del curso haya pasado, la petición no se puede cambiar. Es la responsabilidad del estudiante notificar al instructor de su intento de ser calificado a base de Crédito/No Crédito y de llenar la forma apropiada; de otra manera se le asignará una calificación de letra.

Todas las unidades que se adquieran a base de Crédito/No Crédito en instituciones acreditadas de California o de estudios avanzadas o instituciones equivalentes fuera del estado, se contarán de acuerdo con el curriculum de requerimientos de colegios de la comunidad.

Un estudiante puede solicitar el máximo de 20 unidades de crédito basadas en la opción de Crédito/No Crédito para un título de A.A. o A.S., o un Certificado Vocacional. Crédito (CR) se usa para denotar "Pasó con Crédito" cuando no se da una calificación de letra. Crédito se asigna cuando el trabajo tiene la calidad suficiente como para obtener una calificación de "C" o mejor.

Las unidades que se adquieren a base de Crédito/No Crédito no se usarán para calcular promedio de calificación. Sin embargo, las unidades que

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.

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.

It is also the responsibility of students, at the beginning of the semester, to become aware of the attendance and absence policies of the instructor for each class in which they are enrolled. When a student's absence exceeds in number $1/9$ of the total class contact hours for the session (e.g., absence from a semester-long class equal to twice the number of hours the class meets in one week), the instructor may, after due warning, request that the Office of Admissions and Records drop such student from the class and that a grade be

traten de obtenerse y por las cuales se hace una anotación de NC se tomarán en cuenta en casos de probación o procedimientos de expulsión.

El estudiante debe estar consciente de que otros colegios o universidades pueden restringir la aceptación de cursos que se han tomado a base de Crédito/No Crédito, especialmente para satisfacer mayores requerimientos.

Asistencia a Clases

Todos los estudiantes admitidos al Colegio de Oxnard deben asistir a sus clases regularmente por dos razones: porque la continuidad de asistencia es necesaria para el progreso individual y del grupo en cualquier clase, y porque el apoyo financiero depende de la asistencia de estudiantes a clases.

Ausencia por cualquier razón no desobliga al estudiante de sus responsabilidades de completar todos los requerimientos de sus clases.

Es la responsabilidad del estudiante de informarse cada semestre de las pólizas de asistencia y ausencia que cada maestro tiene en cada clase en que esté inscrito. Cuando la ausencia del estudiante es más de $1/9$ del total de horas de contacto para cada sesión (ej., la ausencia en una clase semestral iguale lo doble de horas que se reúna una clase en una semana), el profesor(a), después de una advertencia al estudiante, puede pedir a la Oficina de Admisiones y Registros de quitar al estudiante de la lista oficial y

recorded in accordance with the policy for dropping a course.

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 30 percent 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 75 percent 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 not be used in calculating grade point averages, but excessive "W's" shall be used as factors in

que se le asigne la calificación de acuerdo con la póliza de retirarse de una clase.

Cómo Dejar Una Clase

Es la responsabilidad del estudiante dar los pasos necesarios para dejar una clase cuando el/ella desee hacerlo. Las formas para este propósito están disponibles en la Oficina de Admisiones y Registros.

Estudiantes o instructores pueden iniciar los trámites para el "retiro" (withdrawal) durante la cuarta semana de instrucción en un semestre, o antes de terminar el 30% de la clase cuando es un curso más corto que un semestre regular. Esta acción resultará en que el archivo académico del estudiante, tarjeta de calificaciones, o transcripciones, no muestren que dejó la clase. Estudiantes o instructores pueden iniciar un "retiro" entre el fin de la cuarta semana y el último día de la catorzava semana en un semestre, o durante el primer 75% de un curso menos largo que un semestre. El "retiro" será autorizado después de informar a la facultad apropiada. Esta acción resultará en una "W" en el archivo del estudiante.

El archivo académico del estudiante que permanece en clase por más de este tiempo debe reflejar una calificación y no una "W."

Una "W" no se usará para calcular el promedio de calificación, pero si hay demasiadas "W's, éstas

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.

Withdrawal from College

It is the student's responsibility to formally withdraw from all classes if he or she intends to withdraw from college. A student who withdraws after the end of the fourth week of instruction for full-semester classes, or after the end of the first 30 percent of a term for short-term or less than full-semester classes, shall have an entry made on his or her permanent record in accordance with the regulations specified in the Withdrawal from Class policy. Forms for this purpose are available in the Records Office.

podrían usarse como factores en procedimientos de expulsion.

La autorización para dejar una clase después del límite de tiempo asignado puede obtenerse solamente bajo circunstancias atenuantes o la verificación de casos de accidente, enfermedad, u otras circunstancias fuera del control del estudiante. Las peticiones de esta clase que sean aprobadas resultarían en una "W" en el archivo del estudiante. La forma para esta petición, "Petición para cambiar calificación a Withdrawal" puede ser obtenida en la Oficina de Instrucción.

Cómo Retirarse Oficialmente del Colegio

Es la responsabilidad del estudiante de formalmente retirarse de todas sus clases si es su intención retirarse del colegio. Un estudiante tendrá una anotación permanente en su archivo de acuerdo con las reglas especificadas en la Póliza Para Retirarse de Clases. Formas para esto se pueden obtener en la Oficina de Registros si deja sus clases después de la cuarta semana de clases de un semestre completo, o después del primer 30% de un curso menos de un semestre de largo.

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.

When grade changes are made, the student's permanent academic record shall be annotated in such a manner that all work remains legible, ensuring 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 identified in the catalog course description. Courses taken at any college in which a grade of "D," "F," "NC," or other

Cambios de Calificación

En cualquier curso de instrucción de un colegio del Distrito de Colegios de la Comunidad del Condado de Ventura en que se da una calificación, el instructor del curso determinará la calificación que se le dará a cada estudiante de acuerdo con el sistema de símbolos y promedios de calificación. La determinación de la calificación por el instructor será definitiva siempre y cuando no contenga errores, fraude, mala fe, o incompetencia. Los procedimientos para la corrección de una calificación que tiene un error incluirán la eliminación de la calificación incorrecta en el archivo del estudiante. La forma para esta petición "Petición para Cambio de Calificación" está disponible en la Oficina de Instrucción.

Cuando se hacen cambios de calificación, las anotaciones en el archivo académico permanente del estudiante se harán de tal manera que todo el trabajo sea perfectamente legible, asegurando así una historia académica efectiva y completa.

Repetición de un Curso

Un curso en el cual se ha obtenido una calificación de "C" o mejor no podrá repetirse excepto como se explica en la descripción de cursos en el catálogo.

Cursos en cualquier colegio en

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 College 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 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 previous 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, ensuring 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.

el cual se ha obtenido una calificación de "D," "F," "NC," u otra baja calificación pueden repetirse con el propósito de mejorar la calificación. Esta póliza puede aplicarse más de una vez a cualquier curso en particular. Un curso tomado en otra institución en el cual se ha obtenido una calificación baja, puede repetirse en los colegios del Distrito de Colegios de la Comunidad del Condado de Ventura sujeto a esta póliza. Para identificar equivalencias aceptables, equivalencia de cursos será determinada principalmente por contenido, como este definido en la descripción de cursos en el catálogo, y no por título o unidades. Se requiere aprobación para repetición de un curso. La petición para este propósito, "Petición para Repetición de Curso," está disponible en la Oficina de Consejeros.

Al completar la repetición del curso, la calificación más baja se omitirá de la computación del promedio de calificación acumulativa y se tachará en el archivo permanente. Las anotaciones en el archivo permanente se harán de tal manera que todo el trabajo sea legible, asegurando una historia académica completa y efectiva.

Los estudiantes deben entender que otros colegios o universidades podrían no aceptar crédito por trabajo que represente una repetición de trabajo de escuela preparatoria. Además, no se puede garantizar que las clases que se repitieron y dieron por resultado una mejor calificación serán aceptadas

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 one or two terms, not necessarily consecutively; or (2) disregard all courses from two consecutive terms (one summer or intersession 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

por otros colegios o universidades.

Reanudación Académica sin Repetición de Curso

Estudiantes pueden solicitar que una parte de su trabajo previo en el colegio sea descartado de toda consideración para llenar los requerimientos en los colegios del Distrito de Colegios de la Comunidad del Condado de Ventura. La reanudación académica es para facilitar el cumplimiento de los requisitos necesarios para un título académico o certificado.

El estudiante puede pedir, solo una vez, que se eliminen los cálculos de su calificación y los créditos de porciones selectas de su trabajo previo en el colegio que no reflejan su presente habilidad o nivel de cumplimiento. El estudiante puede solicitar reanudación académica seleccionando una de las siguientes opciones: (1) descartar el máximo de 15 unidades de cualquier curso con grado más bajo de "C" or grado equivalente, cursado durante uno o dos semestres, no necesariamente consecutivos (una sesión de verano puede contar como equivalente a un semestre a la descreción del estudiante). Cursos y unidades tomadas en cualquier institución pueden ser descartadas.

Reanudación académica se concederá solamente a estudiantes que estén

one credit course in the college; has completed at least 12 units in residence in the colleges of the Ventura County Community College District; has submitted transcripts of all college work; has waited two years since the course work to be disregarded was completed; and has subsequently completed at least 30 semester units with a minimum 2.40 GPA.

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 for 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.

matriculados en por lo menos un curso de credito en el colegio; han completado por lo menos 12 unidades en residencia en los colegios del Distrito de Colegios de la Comunidad del Condado de Ventura; han sometido transcriptos de todo trabajo en el colegio; han esperado dos años desde que el trabajo que sera descartado fue completado; y han subsecuentemente completado por lo menos 30 unidades semestrales con el mínimo de 2.40

Los colegios del Distrito de Colegios de la Comunidad del Condado de Ventura aceptarán acciones similares de otros colegios y universidades acreditadas en determinar promedio de calificación y créditos.

La petición para este propósito "Petición para Reanudación Académica" esta disponible en la Oficina de Consejeros. Al conseder la Petición para Reanudación Académica, el archivo académico permanente del estudiante se anotará de tal manera que todo el trabajo sea legible asegurando una historia académica completa y efectiva.

Estudiantes deben estar concientes que otras universidades pueden tener diferente póliza concerniente a la reanudación académica y no aceptar esta poliza.

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

Crédito por Examen

El conceder crédito de unidades para un curso, por examen, está basado en el principio de que experiencia previa, entrenamiento o instrucción es el equivalente de un curso específico que se da en el colegio. Si un examen indica que el estudiante posee la equivalencia y la maestría adecuada de la materia, el crédito se otorga. Todos los cursos estarán abiertos para crédito por examen a menos que estén específicamente exentos. Cada división del colegio determinará los cursos por los cuales se puede otorgar crédito por examen y la Oficina de Instrucción mantendrá una lista al día de los cursos excluidos de esta póliza. Para el propósito de esta póliza, un curso dignificará una área organizada de instrucción como se describe en el catálogo del colegio. Los créditos que se ganan bajo esta póliza no contarán hacia la determinación de elegibilidad atlética ni para determinar elegibilidad para beneficios de veteranos.

Se hará una excepción a lo anterior cuando sea necesario para cumplir con estipulaciones de la ley del estado de California. Crédito por examen se podrá otorgar únicamente a un estudiante que esté registrado en por lo menos un curso de crédito en el colegio; ha completado por lo menos 12 unidades en residencia en los colegios del Distrito de Colegios de la Comunidad del Condado de Ventura; que no está a

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 Respiratory Care. 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.

probación académica; ha sometido transcripciones de todo su trabajo de colegio; no ha ganado crédito en una materia más avanzada y no ha recibido una calificación de ("A," "B," "C," "D," "F," "CR," "NC," o equivalente) en el curso por el cual está tratando de conseguir crédito por examen en este o cualquier otro colegio. El estudiante que solicita crédito por examen recibirá un "CR" (crédito) si el o ella pasa el examen satisfactoriamente; ningún otro grado se anotará en su archivo. Los estudiantes que no tienen éxito cuando hacen el examen para obtener crédito, no recibirán un "NC" (no crédito) ni aparecerá en su record el examen que hicieron sin éxito. Sin embargo, el estudiante podrá hacer el intento de obtener crédito por examen por un curso solo una vez. Lo máximo que un estudiante puede obtener bajo esta política, cuando está estudiando para obtener un "Associate Degree" o Certificado Vocacional son 12 unidades. Los siguientes programas ocupacionales pueden autorizar algunas excepciones a estas limitaciones: Reportaje de Corte, Enfermería, y Cuidado Respiratorio. La cantidad de unidades de crédito concedidas a una persona por un examen no contarán para el requerimiento de residencia de un mínimo de 12 unidades. El crédito por examen puede darse solo en un curso en una secuencia de cursos, tal como está determinado por los prerequisites. Puede haber excepciones a esta regla, según determinen las divisiones de instrucción.

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.

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. Exceptions to

La petición para este propósito "Petición para Crédito por Examen," está disponible en la Oficina de Consejeros. La petición de crédito por examen debe ser aprobada por lo menos 4 semanas antes de tomar el examen. El examen debe administrarse antes del último día del periodo de exámenes finales. El examen será preparado ya sea por un comite de la facultad o por un instructor con el consentimiento del jefe del departamento o del director de la division.

Crédito ("CR") significa "pasó con crédito," cuando no se da una calificación de letra. El crédito se asigna por un trabajo que tenga la calidad suficiente para obtener una calificación de "C" o mejor. Las anotaciones en las transcripciones especificarán si el crédito se obtuvo por examen o como resultado de una inscripción en un curso regular. El record académico del estudiante se anotará claramente para que refleje que el crédito se obtuvo por examen. Los estudiantes deben estar conscientes de que otros colegios pueden rehusar el aceptar crédito por examen para el proposito de transferencia.

Exámenes Finales

Exámenes formales se dan al termino de cada semestre. Se requiere que los estudiantes tomen exámenes en las clases en las cuales están registrados. Excepciones a esta regla en situaciones de emergencia requieren aprobación del

this rule in emergency situations will require the approval of the instructor of record and the Vice-President of Instruction. All student requests for examinations to be administered at a later date must be filed on the proper petition form in the Records Office. Petitions for late examinations will not be considered if the student leaves prior to the last three weeks of the semester.

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.

instructor del curso y el Vice Presidente de Instrucción. Todas las peticiones para tomar un examen más tarde deben entregarse a la Oficina de Registros. Peticiones para tomar exámenes después de la fecha fijada no se considerarán si el estudiante deja de asistir a clases tres semanas antes de que se termine el semestre. No se administran exámenes previos a las fechas que han sido fijadas para ello. Las solicitudes de los estudiantes para tomar un examen después de las fechas regulares se deben hacer llenando la forma para dicha petición que se puede obtener en la Oficina de Registros.

Polizas de Admisión, Periodos a Prueba, Expulsión, y Readmisión

Los principios y las pólizas de admisión, probación, expulsión, y readmisión han sido designadas para ayudar a los estudiantes a progresar en su camino hacia metas realistas vocacionales y educacionales. Los estudiantes que deciden registrarse deben ser animados para que aprovechen la oportunidad de desarrollar todo su potencial. Limitaciones relacionadas con programas, cursos, y número de unidades son consistentes con la filosofía de proveer una oportunidad para tener éxito. La declaración completa de la póliza adoptada por la Mesa Directiva del Distrito en Admisión, Probación, Expulsión, y Readmisión, aparece en el apéndice de este catálogo.

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 Vice-President of Student Services for further disciplinary action.

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.

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.

Fraude o Plagio

Instructores tienen la responsabilidad y la autoridad para tratar con casos de fraude y plagio que ocurran en sus clases. Es la política del Distrito de Colegios de la Comunidad del Condado de Ventura que un instructor puede despedir de la clase a un estudiante por tal comportamiento deshonesto con una calificación de "F." Es más, el miembro de la facultad puede dirigir el caso al Vice Presidente de Servicios Estudiantiles para acción disciplinaria.

Oyentes en Clases

La política del Colegio de Oxnard y El Distrito de Colegios de la Comunidad del Condado de Ventura es que oyentes no se permiten en clases de crédito. Todos los estudiantes que asistan a class regularmente deben estar registrados.

Lista del Decano

A los estudiantes que completan un programa de 12 o más unidades con un promedio de 3.5 de calificación o más alto durante el semestre, se les dará un reconocimiento especial. Los nombres de estos estudiantes se pondrán en la Lista del Decano y se les dará el reconocimiento apropiado en el colegio y en la comunidad.

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 instructor 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, a notice of consent will be filed in the Office of Instruction.

Uso de Aparatos para Escuchar o Hacer Grabaciones

La ley del estado de California prohíbe el uso de cualquier aparato electrónico para escuchar o grabar sin el consentimiento previo del instructor y de la gerencia del colegio. Cualquier estudiante que necesite usar aparatos electrónicos debe asegurarse de tener el consentimiento del instructor. Si el instructor está de acuerdo en aceptar a tal petición, debe registrarlo en una nota de consentimiento con el Decano de Instrucción.



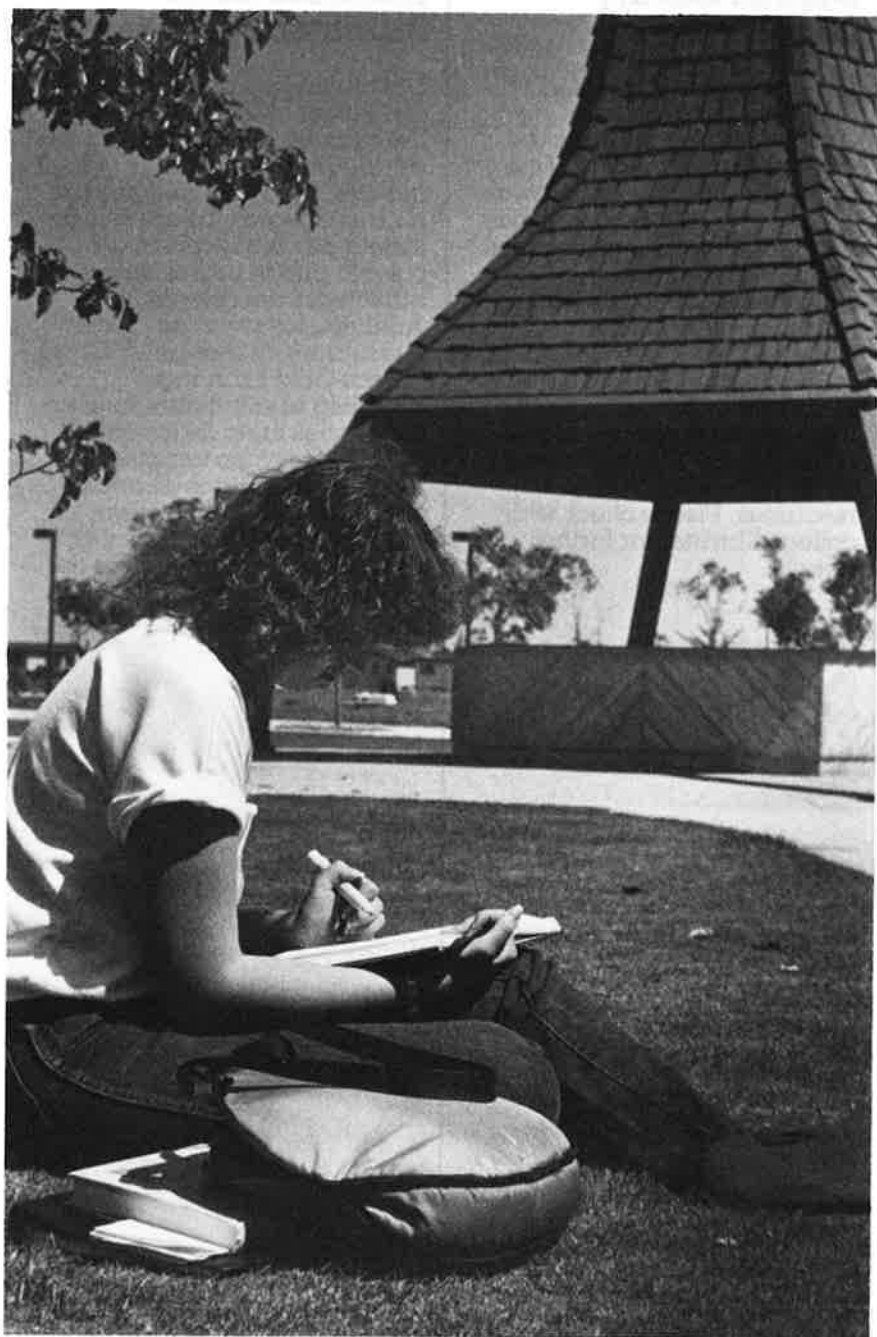
Availability of District Library Resources

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.

Disponibilidad de Los Recursos de la Biblioteca del Distrito

Las bibliotecas en los colegios de Oxnard, Moorpark, y Ventura están disponibles para estudiantes que estén matriculados en cualquiera de los tres colegios. La apropiada tarjeta de identificación del colegio puede usarse en las bibliotecas del colegio. Además, los sistemas "Total Interlibrary Exchange" (TIE) y el "Black-Gold Exchange" permiten al estudiante solicitar materiales tanto de las otras bibliotecas como también de todos los miembros de estos sistemas. Esto aumenta en buen grado el acceso que el estudiante tiene a recursos de biblioteca. Por favor informese con la biblioteca de su colegio para más detalles.

STUDENT SERVICES



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 inculcar 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 (PELL) requires 6 units.

Loans

National Direct Student Loan (NDSL); California Guaranteed

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 colocacion 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.

Préstamos

El Préstamo Escolar Nacional (NDSL) y el Préstamo Escolar

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 EOPS program provides the following types of services:

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 proporciona varias clases de

recruitment, financial assistance, tutorial assistance, orientation, academic counseling, career guidance, book loans, supportive services.

Eligibility requirements are as follows. Applicants:

1. must come from a family whose income does not exceed \$11,999 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 PELL Grant application.

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

Scholarships

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

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

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

1. Required transcripts of past academic work

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 excedan \$11,999 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 (PELL).

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

2. Personal letter of application
3. Two letters of recommendation

Specific details of any additional supporting 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

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.

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: primeros auxilios, pruebas y tratamientos de enfermedades simples, planificación de la familia, pruebas y consejos de embarazo, exámenes de vista y

for tuberculosis and tetanus immunizations. Physician, psychologist, and nurse practitioner services are available by walk-in clinic or appointment. Health and psychological 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.

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

oído, presión de sangre, enfermedades venereas, y cancer, cutirreacciones para tuberculosis, e inmunizaciones contra tetano. Servicios de médico, psicólogo, y de enfermera están disponibles con cita o sin cita. Se ofrecen también consejos psicológicos y 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 periodo 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.

NOTA: 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

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

The ASOC (Associated Students of Oxnard College) was established in 1975 when the college opened. This association carries major responsibility for student government, campus clubs, and organizations.

The aims of the association are in close harmony with the objectives of the college, including opportunities for personal development, group cooperation, leadership development and enrichment of college life.

Holding an ASOC office is an important and demanding job, but it is also rewarding.

Elections are held twice a year, once in the fall (October), and once in the spring (May). To run for office a student must obtain a candidate's form from the Student Activities Office. All students carrying three or more units with a 2.0 GPA or better are eligible to run. Students carrying three units or more are eligible to vote at these

Oxnard acepta que los veteranos obtengan este crédito por medio de otras instituciones.

Segun el reglamento de la Administración de Veteranos, 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 Asociación de Estudiantes

La asociación de estudiantes del Colegio de Oxnard ASOC fue fundada en 1975. Esta asociación tiene una gran responsabilidad con los estudiantes en general, clubs, y otras organizaciones.

El propósito de la asociación está en completa armonía con los objetivos del colegio, por ejemplo: oportunidades para el desarrollo personal y enriquecimiento educacional, liderazgo, y cooperación entre grupos.

Ser representante de ASOC exige un gran esfuerzo, pero es también muy recompensante.

Se celebran elecciones dos veces por año, en otoño (octubre) y en primavera (mayo). Para correr por cualquier candidatura, el estudiante puede conseguir una forma en la oficina de actividades estudiantiles. Todos los estudiantes que estén inscritos en tres o más unidades y tengan un promedio de

elections.

All students are encouraged to participate in activities of their choosing, such as student government, music, athletics, and club activities.

Student Activities

The Student Activities program located in the Student Services Building is designed to assist students in developing leadership skills and in the enrichment of their educational experience.

Activities provided include student government, campus clubs and organizations, club faires, noon lectures, and entertainment.

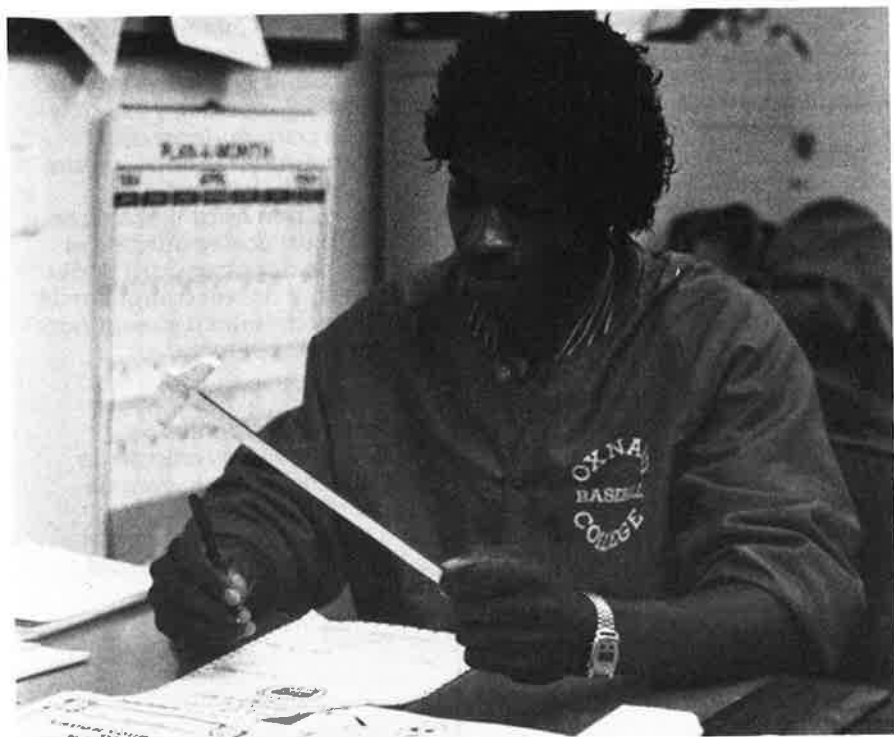
calificaciones de 2.0 son elegibles a votar en las elecciones.

A todos los estudiantes se les invita a participar en las actividades que escojan ya sea en el gobierno estudiantil, eventos musicales, atletismo, o actividades de los clubs.

Actividades Estudiantiles

La Oficina de Actividades Estudiantiles está localizada en el Edificio de Servicios Estudiantiles. Este programa es designado para asistir a estudiantes en el desarrollo de sus habilidades como líderes y para el enriquecimiento de su experiencia educacional.

Las actividades incluyen: gobierno estudiantil, clubs y organizaciones, ferias, pláticas, y entretenimientos. A



New and continuing students are encouraged to participate in one or more of the activities. Furthermore, existing clubs are always looking for new ideas to increase their membership. The Student Activities staff is available Monday through Friday to assist students with information about forming a special-interest club or joining an existing one.

An additional service provided by the Student Activities Program is a housing information exchange with cards posted on a daily basis with information provided by individuals looking for housing.

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. Student athletes must be enrolled in 12 or more units during the sports season to be eligible for competition, and complete 24 units prior to the second year of competition.

Music Organizations

Oxnard College's organized musical groups include a concert choir and a jazz ensemble. Both groups perform publicly during the course of the year.

Los estudiantes actuales y de nuevo ingreso se les anima a participar en cualquiera de nuestras muchas actividades. Además, los clubs existentes están siempre buscando nuevas ideas para aumentar sus miembros.

El personal de la oficina de actividades estudiantiles está disponible de lunes a viernes para ayudar a los estudiantes con información acerca de la formación de clubs o de unirse a los ya existentes. El programa presta también información de servicio habitacional con tarjetas actualizadas que proveen individuos buscando este servicio.

Atletismo

Los Condores del colegio compiten en la Liga Estatal de Occidente. OC tiene equipos para hombres de "cross-country," campo y pista, basquetbol, beisbol, y futbol; y equipos para mujeres de "cross-country," campo y pista, basquetbol, y volibol. Los atletas deben estar inscritos en 12 o más unidades durante el tiempo de deportes para poder competir, y deben completar 24 unidades anterior a su segundo año de competencia.

Musica

Los grupos musicales organizados en el colegio de Oxnard incluyen un coro de concierto y una orquesta. Ambos grupos tocan para el público durante el curso del año.

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.

Drama

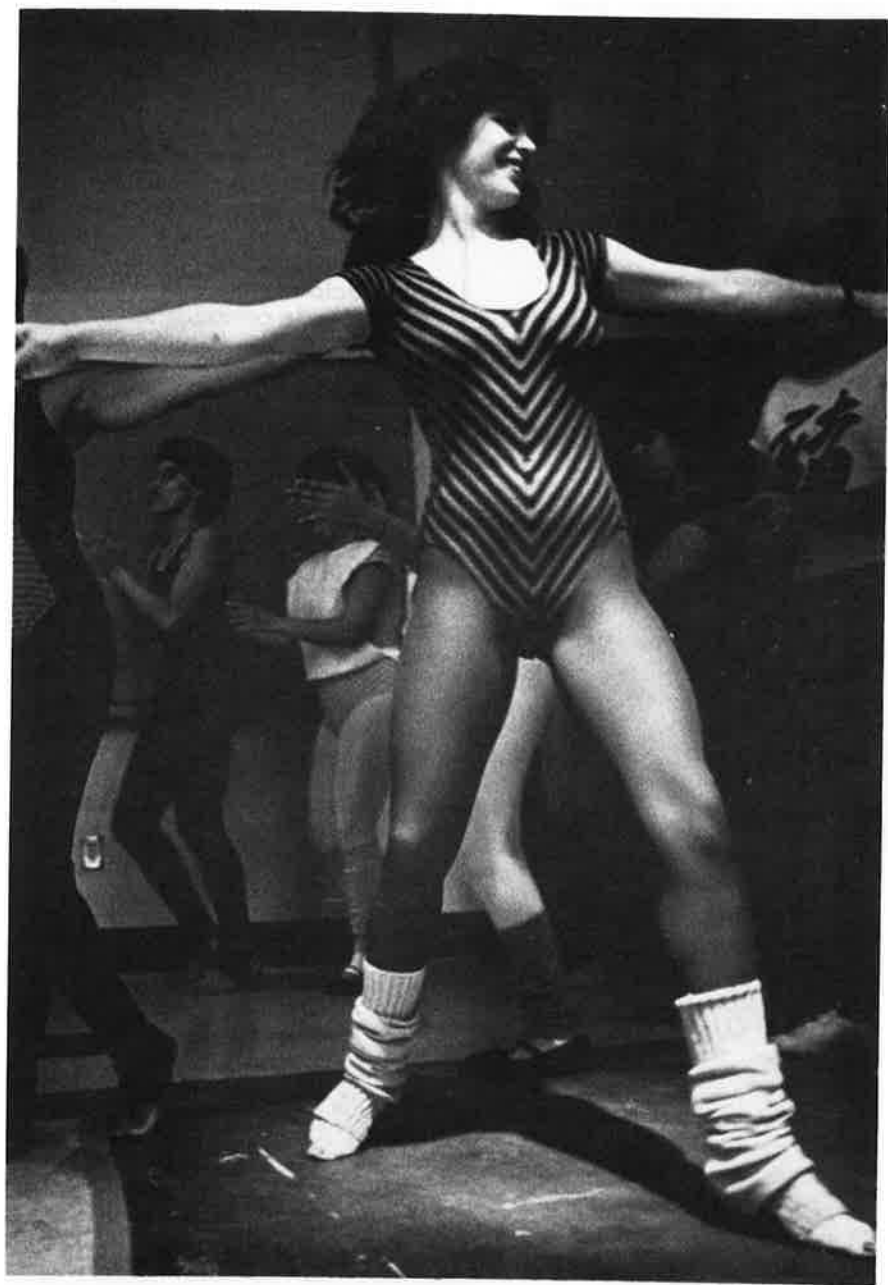
El personal del departamento de Artes Teatrales planea y produce una variedad de obras dramáticas cada año, que van de producciones dramáticas y musicales a obras teatrales para niños en escuelas primarias locales. Los estudiantes de drama tienen la oportunidad de participar en todos los aspectos del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

Publicaciones

Las clases de periodismo publican un periódico estudiantil, "El Observador," el cual es un vehículo para expresar la vida del colegio.



SPECIAL PROGRAMS



Special Programs

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.

Programas Especiales

El Programa de ESPIGA

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

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

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

Learning Center

OC's Learning Center, located on the mezzanine in the Library/Learning Resources Center on campus, is open from 8 a.m. until 9 p.m. Monday through Thursday, and from 8 a.m. until 5 p.m. Friday. All students are welcome to use the center at their convenience.

The Learning Center offers many services, including the following:

Free tutoring 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 — 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. Videotapes, 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, California 93106, phone collect (805) 961-2769 or 961-3058.

Special Education 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 dictionary, readers, and mobility assistance. For the hearing impaired, the college offers special classes taught in sign language such as English Grammar for the Deaf, Mathematics, and Contemporary Issues for the Deaf. Services for the deaf also include classroom interpreting, language programs, and tutors proficient in sign language.

Services for the learning disabled include diagnostic testing, counseling, individualized learning strategies, special classes and individualized educational plans. For the physically handicapped, the college offers transportation, mobility assistance, tutoring, and loaner electric wheelchairs for on-campus transportation. Oxnard College now offers a homebound program for students unable to attend classes on campus. Vocational assessment for handicapped students is now available in addition to diagnostic and academic testing.

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-

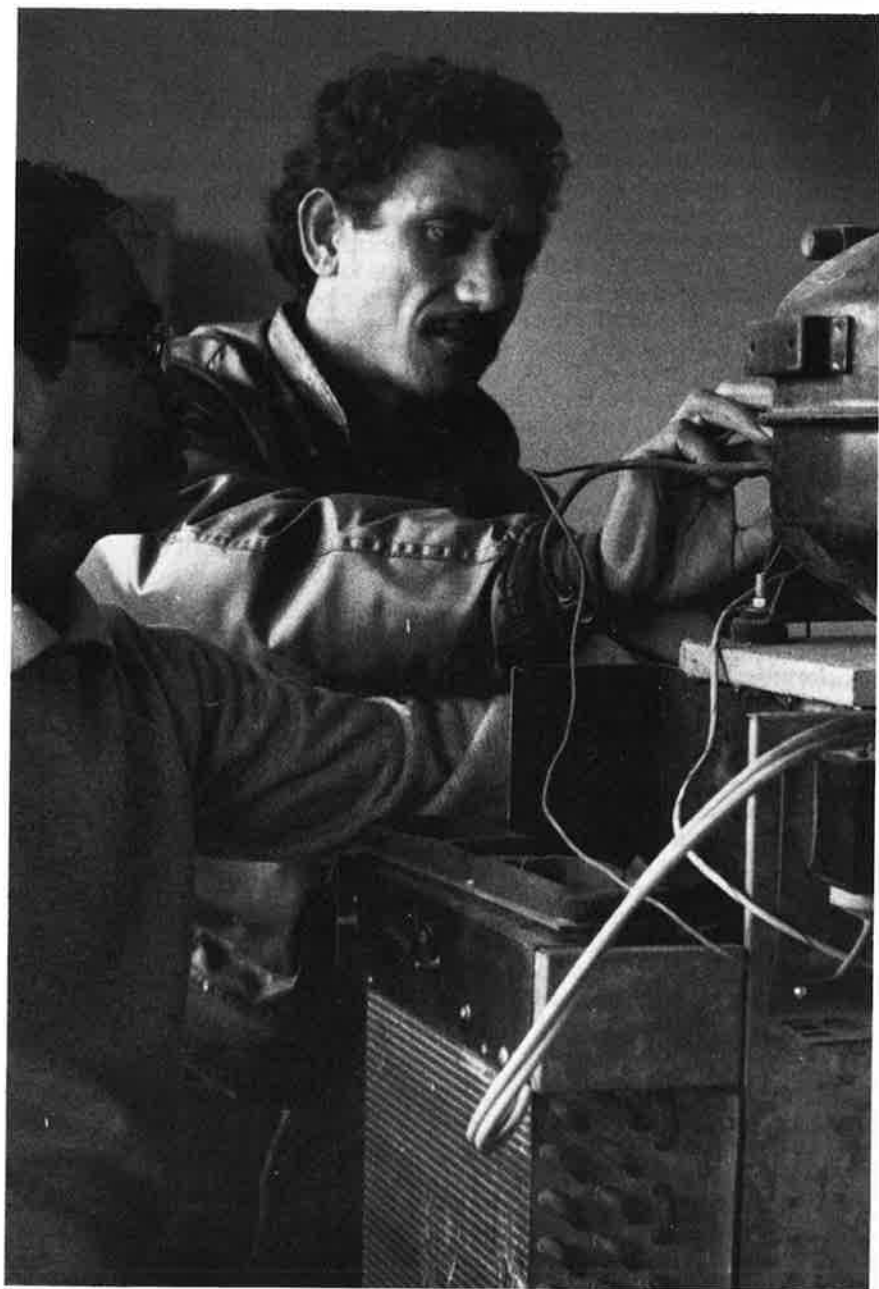
or long-term assistance. Also available are tutors on a drop-in basis in certain areas. The Tutorial Center is located on campus, in conjunction with the Learning Center.

Women's Program

This program is designed for women and men who have been away from a formal education for a period of time. It exists to assist them in a warm and supportive environment with support services during their transition back to education. The program coordinator is available to assist with information and selection of classes.

Lectures, special workshops, and seminars are offered regularly throughout the academic year.

DEGREES, PROGRAMS, AND TRANSFER INFORMATION



Degrees, Programs, and Transfer Information

Graduation Requirements

As authorized by the California Education Code and Title V of the California Administrative Code, the Ventura County Community College District Governing Board confers the Associate in Arts degree, the Associate in Science degree, and Certificates of Achievement on students who provide the required transcripts, meet the respective requirements as listed below, and who file with the appropriate college official a notice of intent to graduate or receive a certificate.

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.

Competency

Any student intending to graduate must demonstrate competence in reading, written expression, and mathematics, and must satisfactorily complete the requirements in General Education.

At Oxnard College, competency will be demonstrated by the following:

Reading — Satisfactory completion of ES 17 or satisfactory score on TASK II test.

Written Expression —

Satisfactory completion of ES 12 or English 101 or satisfactory score on the VCCCD English test.

Math — Satisfactory completion of Math 11 or higher level course or satisfactory score on the VCCCD math test.

Associate in Arts Degree Associate in Science Degree

Basic Requirements

- A. Competency — Demonstrated competency in reading, written expression, and in mathematics, as specified above.
- B. Total Units — Completion of at least 60 semester units of college work.
- C. Scholarship — A cumulative grade point average of not less than 2.0 in all college and university work attempted.
- D. General Education — Completion of the general education requirements as specified below.
- E. Major — Completion of all courses (at least 18 semester units) required in a curriculum specified in the college catalog.
- F. Residency — Completion of the last 12 semester units in residence at the college granting the degree selected from courses required for graduation, if in attendance at the time of qualifying for graduation. If the student designates a specific major, then at least 6 of the 12 units must be selected from major courses.

If not in attendance at the time of qualifying for graduation, completion of 24 units in residence at the colleges of the Ventura County Community College District to include at least 12 semester units in residence at the college granting the degree, selected from courses required for graduation. If the student designates a specific major, then at least 6 of the 12 units must be selected from major courses.

The governing board may make exceptions to the residency requirements in any instance in which it is determined that an injustice or hardship would otherwise be placed on an individual student.

General Education Requirements

A. Specific major Associate in Arts and Associate in Science degrees

1. Natural Sciences — minimum of 6 units
 - a. One course in a Biological Science
 - b. One course in a Physical Science
2. Social and Behavioral Sciences — minimum of 6 units
 - a. One course in American History and Institutions
 - b. One other course in Social and Behavioral Sciences
3. Humanities — minimum of 6 units
 - a. One course in Fine or Performing Arts
 - b. One other course in Humanities

4. Language and Rationality — minimum of 6 units
 - a. One course in English Composition
 - b. One course in Communication or Analytical Thinking
5. Health/Physical Education — minimum of two courses chosen from Physical Education and/or Health courses.

B. General Liberal Arts and Sciences Degree (A.A.)

In addition to the general education requirements listed for the specific major A.A./A.S. degree, completion of at least 12 additional units selected as follows: 9 units from the Natural Sciences and/or Social and Behavioral Sciences and/or Humanities and/or Language and Rationality areas and 3 units from the designated Ethnic/Women's Studies course list. Completion of the degree requires a total of at least 36 units in the four areas as well as two courses from the Physical Education/Health area.

Approved General Education Course List for A.A. and A.S. Designated Degrees

Humanities (6 units)

Fine Arts (2 or more units required)

1. Any course in Art, Music, or Theatre Arts

Other Humanities (Two or more units required)

1. Any course in Foreign Language
2. Any English, Interdisciplinary Studies, Philosophy, or Speech course numbered 100 or above
3. Anthropology 112, 113, 189B
4. English 50
5. History 105, 106, 109
6. Journalism 100

Social Sciences (6 units)

American History/Institutions (1 course)

1. History 102, 103, 107, 108, 117
2. Political Science 100, 101, 102

Social/Behavioral Science (3 units)

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 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 (6 units)

Biological Science (2 or more units required)

1. Agriculture 92, 103
2. Anthropology 101, 111
3. Any course in Biology

Natural Science (1 course)

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

Language and Rationality (6 units)

English Composition (1 course required)

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

Communication/Analytical Thinking

(1 course required)

1. Business 62
2. English 101, 102
3. Information Processing Systems 103AB, 104, 105
4. Interdisciplinary Studies 110
5. All Math courses except 9, 11, 19, 93, 98
6. Philosophy 101, 102, 107, 111, 112
7. Psychology 103, 104
8. Speech 101, 102, 103, 106, 107

Physical Education and Health (2 courses)

1. Any Physical Education course
2. Any Health Science course numbered 100 or above

Category G— Ethnic/Women's Studies Requirement

1. Anthropology 105, 189A
2. Child Development 107
3. English 109, 110, 117
4. History 107, 108, 109, 112, 117
5. Home Economics 101
6. Interdisciplinary Studies 198A
7. Music 115
8. Psychology 107, 189B, 198A
9. Sociology 103, 104, 107, 108, 112
10. Spanish 117
11. Theatre Arts 112, 117

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. General Requirements

- a. 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.

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

2. Specific Requirements

- a. For an Associate in Arts degree — 12 or more additional units completed in residence after the awarding of the first degree. Requires the completion of all general education units and courses required for the A.A. degree. Only one A.A. degree may be earned.
- b. For an Associate in Science degree — 12 or more additional units to be completed in residence after the awarding of the first degree. Some or all of this 12-unit requirement will be met in completing

the required units listed in the catalog for the specific major. When the completion of the specific major does not require 12 additional units, the remaining units are to be selected from the recommended courses for the major. Completion of all general education courses required for the A.S. degree.

- 3. **The Vice President for 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.

4. Major Requirements Under Which a Student Graduates

A student remaining in continuous attendance and pursuing the same major at Oxnard College may elect to meet the major in effect either at the time of his or her entering the major, or at the time of his or her graduation from Oxnard College.

This policy applies only to the requirements for courses in a major (Certificates of Achievement and designated Associate degrees) and does not apply to General Education requirements.

5. Variance in Major Requirements

Occasionally a student may have difficulty in completing exact major requirements as specified in the Oxnard College catalog due to circumstances beyond

control of the student. Under exceptional circumstances, a study may file a Petition for Substitution or Waiver to seek approval from the appropriate college officials to substitute courses in designated major or in general education. The petition forms are available in the Counseling Office.

Continuous Enrollment

A student remaining in continuous enrollment both fall and spring semesters (summer session not counted) at one or more of the colleges in the Ventura County Community College District (VCCCD) or at any other accredited college or university may meet the VCCCD graduation requirements in effect at the time of his or her entering or at any time thereafter. This applies only to graduation requirements and not to policies, procedures, or other regulations. Any academic record symbol entered on a transcript ("A" through "F," "CR," "NC," "I," "IP," "RD," "W") shall constitute enrollment.

Double Counting

When a course(s) required for a specific major is also on the list of approved general education courses, the course(s) may be used to satisfy both major and general education requirements, if the student satisfies the minimum 18-unit requirement for the major.

Graduation Application Procedures

Students may apply for graduation by scheduling a counseling appointment to submit an application for graduation. The student may elect to be either a fall graduate or a spring graduate, depending upon the completion of all necessary graduation requirements; however, formal graduation ceremonies are conducted only at the conclusion of each academic year. The deadline dates for submission of graduation applications are printed in the Oxnard College schedule of classes. If for any reason a student fails to submit an application prior to the published deadline, he or she may submit the application for the following graduation period.

Programs

Oxnard College offers a variety of general and occupational programs leading to a Certificate of Achievement or an Associate degree. These programs, which may be completed in two years or less, prepare graduates for career opportunities in the community in skilled or semi-professional occupations.

Associate in Arts or Associate in Science degree programs require completion of at least 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 employers and industry advisory committees. The courses are reviewed on a continuing basis to ensure currency of content and local employer and industry training needs. In addition, the advisory committees make recommendations on equipment and materials for each program to provide state-of-the-art education for students.

Many students combine work toward a certificate with work 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 18 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 6 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) 18 units or more 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 18 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.

Degrees and Certificates

Oxnard College offers designated degrees and certificates in the following areas:

Accounting	degree and certificate
Administrative Aide	degree and certificate
Agricultural Business	degree
Agricultural Mechanics	degree and certificate
Air Conditioning/Refrigeration	degree and certificate
Alcohol Studies	degree and certificate
Anthropology	degree and certificate
Auto Body and Fender	degree and certificate
Automotive Technology	degree and certificate
Bilingual/Cross-Cultural	degree
Biology	degree
Business Management	degree and certificate
Child Development	degree and certificate
Crop Production	degree
Culinary Trades	degree and certificate
Diesel Mechanics	degree and certificate
Fire Technology	degree and certificate
Government Management	degree and certificate
Government Services	degree and certificate
History	degree
Home Economics — General	degree
Home Economics — Clothing	degree
Hotel and Restaurant Management	degree and certificate
Industrial Mechanics	degree and certificate
Information Processing Systems	degree and certificate
Legal Assisting	degree and certificate
Library Technology	degree and certificate
Marketing	degree and certificate
Mathematics	degree
Office Automation	degree and certificate
Philosophy	degree
Real Estate	degree and certificate
Spanish	degree
Supervision	degree and certificate
Telecommunications	degree
Traffic and Transportation	degree and certificate
Word Processing	degree and certificate

If you have any questions, check with a counselor at 488-0911 or 659-0370, ext. 238.

Curriculum Patterns

The following pages are designed to help students plan a program which will prepare them for gainful employment in a wide variety of careers. These programs have been designed to assist in upgrading persons already employed in business, industry, or governments 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 at least 18 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 of at least 18 units. Maintenance of a 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 at least 18 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 of at least 18 units. 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.



Associate in Arts Degrees Major Requirements

General Liberal Arts and Sciences†*

Required Courses:		Units
Natural Sciences	Biological Sciences, one course Physical Sciences, one course	6
Social and Behavioral Sciences	American History and Institutions, one course Social and Behavioral Sciences, one other course	6
Humanities	Fine or Performing Arts, one course Humanities, one other course	6
Language and Rationality	English Composition, one course Communication and Analytical Thinking, one course	6
Ethnic/Women's Studies		3
General Liberal Arts and Sciences		9
Physical Education/Health, two courses		2-6
		38-42

†No certificate of achievement awarded.

*Transfer Students

All transfer students may earn a general Liberal Arts and Sciences degree by completing one of the following patterns:

1. Completing the Associate degree pattern specified above, or;
2. Completing at least 36 units of course work selected from the general education/breadth patterns of a transfer institution, plus the Physical Education/Health requirements specified.
 - a. If the general education/breadth pattern of a transfer institution requires fewer than 36 units, additional courses may be selected from courses required in preparation for the student's selected major.
 - b. If the general education/breadth pattern of a transfer institution and the units required for the transfer major total fewer than 36 units, the student must select additional course work from the approved course lists of general education courses specified for either the Associate or the transfer degree.

Anthropology

Required Courses:		Units
Anth 101	Physical Anthropology	3
Anth 102	Cultural Anthropology	3
Anth 103	Introduction to Archaeology	3
		9
Elective Courses:		Units
Complete a minimum of 9 units from the following:		
Anth 104	Archaeological Field Methods	3
Anth 105	Sex Roles in the World Culture	3
Anth 106	Culture and Personality	3
Anth 107	Introduction to Medical Anthropology	3
Anth 110	People and Cultures of the World	3
Anth 111	Fossil Evidence for Human Evolution	3
Anth 112	Classical Archaeology	3
Anth 113	Ancient Civilizations of the Americas	3
Anth 189	Topics in Anthropology	½-3
Anth 189A	North American Indians	3
Anth 189B	Egyptology	3
Anth 189C	Magic, Religion, and Witchcraft	3
Anth 199	Directed Studies	½-3

Art 102	History of Art I	3
Hist 105	Western Civilization I	3
IS 101A	History of Ideas and Evolution of Culture	3
IS 102	Science, Technology, and Human Values	3
Math 105	Introduction to Statistics	3
Phil 108	Mythology	3
Psych 103	Statistics for Behavioral Science	3
		<hr/> 9

Total required units = 18

Bilingual/Cross-Cultural

Required Courses:		Units
Engl 102	English Composition and Literature	3
Engl 117	Mexican Literature in Translation	3
Hist 107	History of Mexican People in the US	3
Hist 109	History of Mexico	3
Spn 103	Intermediate Spanish	4
Spn 104	Intermediate Spanish	4
Spn 107	Hispanic Culture and Civilization	3
Spn 108	Spanish Grammar and Composition	3
		<hr/> 26

Required Additional Courses:

Select one from each of the following sequences:

		Units
Psych 189B	Psychological Issues of the Mexican People	3
or		
IS 198	Short Courses in Interdisciplinary Studies	3
Art 189A	The Art of Mexico	3
or		
PE 124	Mexican Dance	1½
or		
PE 125AB	Beginning or Intermediate Baile Folklorico	1½-1½
or		
ThA 112	Chicano Teatro	3
Soc 108	Sociology of the Chicano Community	3
or		
CD 107	Cross-Cultural Experiences with Children and Families	3
		<hr/> 9

Total required units = 35

Biology

Required Courses:		Units
Biol 101-102	Principles of Biology	8
Chem 101-102	General Chemistry	10
Math 120-121	Calculus with Analytic Geometry	10
Ph 101-102	College Physics	8
		<hr/> 26

Elective Courses:

		Units
Chem 108	Elementary Organic Chemistry	3
Chem 108L	Elementary Organic Chemistry Lab	1
Math 105	Elementary Statistics	3

Total required units = 26

History

Required Courses:

		Units
Complete a total of 12 units from the following:		
Hist 102 or	History of the United States I	3
Hist 103	History of the United States II	3
Hist 105 or	Introduction to Western Civilization I	3
Hist 106	Introduction to Western Civilization II	3
Hist 107	History of the Mexican People in the US	3
or		
Hist 108	Afro-American History	3
or		
Hist 109	The Heritage of Mexico	3
or		
Hist 112	Great American Women	3
Hist 114	Modern Asia: China, India, and Japan	3
or		
Hist 115	History of the Americas I	3
or		
Hist 116	History of the Americas II	3
		<hr/> 12

Elective Courses:

		Units
Complete a minimum of 6 units from the following:		
Hist 102	History of the United States I	3
Hist 103	History of the United States II	3
Hist 104	History of California	3
Hist 105	Introduction to Western Civilization I	3
Hist 106	Introduction to Western Civilization II	3
Hist 107	History of the Mexican People in the US	3
Hist 108	Afro-American History	3
Hist 109	The Heritage of Mexico	3
Hist 110	History of the Middle East	3
Hist 112	Great American Women	3
Hist 113	Modern Russia: An Introduction	3
Hist 114	Modern Asia: China, India, and Japan	3
Hist 115	History of the Americas I	3
Hist 116	History of the Americas II	3
Hist 117	History of American Women	3
Hist 199AB	Directed Studies in History	3
		<hr/> 6

Total required units = 18

Math

Required Courses:

		Units
Math 105	Statistics	3
Math 120	Calculus with Analytic Geometry	5
Math 121	Calculus with Analytic Geometry	5
Math 122	Calculus with Analytic Geometry	5
Math 136	Computer Programming (BASIC)	3
or		
Math 137	Computer Programming (FORTRAN)	3
or		
Math 138	Computer Programming (PASCAL)	3
Ph 111	Mechanics of Solids and Fluids	5
Ph 112	Electricity and Magnetism	5
		<hr/> 31

Elective Courses:

		Units
Chem 101	General Chemistry	5
Ph 113	Heat, Sound, Optics, and Modern Physics	5

Total required units = 31

Philosophy

Required Courses:

Phil 101	Introduction to Philosophy	Units 3
Phil 107	Logic	3
		<hr/> 6

Elective Courses:

Complete a minimum of 12 units from the following:

Anth 189C	Magic, Religion, and Witchcraft	3
Econ 101	Principles of Macroeconomics	3
Phil 102	Introduction to Ethics	3
Phil 103	World Religions: East	3
Phil 104	World Religions: West	3
Phil 105	Great Philosophers I	3
Phil 106	Great Philosophers II	3
Phil 110	Philosophy of Religion	3
Phil 111	Critical Thinking	3
Phil 114	Social Philosophy	3
Phil 199AB	Directed Studies in Philosophy	3
PSc 101	Introduction to Politics	3
Soc 114	Social Philosophy	3
		<hr/> 12

Total required units = 18

Spanish

Required Courses:

Spn 101	Elementary Spanish	Units 5
Spn 102	Elementary Spanish	5
Spn 103	Intermediate Spanish	5
Spn 104	Intermediate Spanish	5
		<hr/> 20

Elective Courses:

Complete a minimum of 4 units from the following:

Spn 107	Hispanic Culture and Civilization	Units 3
Spn 108	Spanish Grammar and Composition	5
Spn 117	Hispanic American Literature	3
Spn 199AB	Directed Studies	1-3
		<hr/> 4

Total required units = 24

Associate in Science Degrees and Certificates of Achievement Major Requirements

Accounting

Required Courses:		Units
Bus 6	Income Tax Accounting	3
Bus 30	Business Mathematics	3
Bus 101A	Accounting Principles I	3
Bus 101B	Accounting Principles II	3
Bus 102	Managerial Accounting	3
Bus 111A	Business Law I	3
Bus 120	Introduction to Business	3
Bus 140	Business Communications	3
OA 35B	Ten-Key Electronic Calculating Machines	1
OA 81	Microcomputer Accounting Applications	2

Total required units = 27

Administrative Aide

Required Courses:		Units
Meet a competency requirement of 50 <i>net</i> words per minute (gross speed less errors) on a 5-minute timing AND complete a minimum of 3 units from the following:		
OA 12ABC	Intermediate Typewriting	1-2-3
OA 14ABC	Advanced Typewriting	1-2-3
OA 15	Production Typewriting	3
OA 80	Microcomputer Data Entry	2
WP 74	Word Processing Equipment Operation	3
		<hr/> 3

Meet a competency requirement of transcribing dictation taken for 3 minutes at 80 words per minute with 95 percent accuracy AND a minimum of one class from the following:

OA 20	Beginning Shorthand	4
OA 21	Intermediate Shorthand	4
OA 23	Speed Building and Transcription	4
OA 24	Shorthand Review	2
OA 25	ABC Shorthand	2
		<hr/> 2-4

Complete ALL of the following courses:

Bus 30	Business Math	3
Bus 40	Business English	3
OA 30	Filing Systems for Information Processing	3
OA 33	Beginning Machine Transcription	1
OA 34	Office Practice	3
OA 40	Written Communication Skills for Office Personnel	3
WP 74	Word Processing Equipment Operation	3
WP 70 or	Introduction to Word Processing	3
IPS 100	Introduction to Information Processing Systems	3
		<hr/> 22

Total required units = 27-29

Agricultural Business

Required Courses:

	Units
Ag 6	2
Ag 11	3
Ag 12	3
Ag 103	3
Ag 104	4
Spch 101	3
	<hr/> 18

Elective Courses:

Complete a minimum of 8 units from the following:

	Units
Ag 10	*
Ag 13	2-2
Ag 51	3
Ag 52	3
Ag 53	3
Ag 54	3
Ag 55	4
Ag 61	3
Ag 62	3
Ag 66	3
Ag 69	3
Bus 2	3
Bus 30	3
Bus 101A	3
	<hr/> 8

Total required units = 26

Agricultural Mechanics

Required Courses:

	Units
Ag 6	2
Ag 24	2
Ag 36	2
DM 12	3
DM 20	3
IM 11	3
IM 20	3
IM 23	3
(or Ag 30 for 24 units)	<hr/> 21-24

Elective Courses:

Complete a minimum of 3 units from the following:

	Units
AT 10	3
AT 13	3
AT 14	4
AT 20	3
Bus 123	3
DM 19	3
IM 1	3
OMM 1	4
Psych 102AB	3-3
Any English, Essential Skills, or Speech class	<hr/> 3

Total required units = 24-27

Air Conditioning/Refrigeration

Required Courses:		Units
AC 1	Air Conditioning and Refrigeration	24
or all of the following:		
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
		<hr/> 20-24
Elective Courses:		Units
Complete a minimum of 4 units from the following:		
Ag 36	Ag Welding Technology	2
AC 50	HVAC Calculations and Physical Concepts	3
AC 70	Estimating, Codes, and Sheet Metal Blueprints	2
AC 80	Industrial Survey and Repair	1
AC 98	Short Courses in Air Conditioning	½-10
DM 12	Introduction to Hydraulics	3
ES 1	Basic Skills	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	5
Math 19ABC	Vocational Mathematics	1-1-1
PhysSci 1	Practical Science	3
		<hr/> 4

Total required units = 24-28

Alcohol Studies

Required Courses:		Units
Psych 102	Interpersonal Relations	3
Psych 108 or	Developmental Psychology	3
AlSt 108	Alcohol and Human Development	3
AlSt 101	Overview of Alcoholism: Alienation and Addiction	3
AlSt 102	Alcoholism: Intervention, Treatment, and Recovery	3
AlSt 103	Physiology and Pharmacology: Alcohol and Other Drugs	3
AlSt 110AB	Alcohol Studies Field Experiences	3-3
		<hr/> 21
Elective Courses:		Units
Complete 9 units from the following:		
AlSt 104	Case Management: Counseling Techniques	3
AlSt 105	Group Leadership and Group Process	3
AlSt 106	Counseling in Alcoholic Families	3
AlSt 107	Special Program Training for Alcohol Studies	3
		<hr/> 9

Total required units = 30

Automotive Body and Fender

Required Courses:

		Units
Ag 37	Ag Welding	1
AB 1	Introduction to Auto Body and Fender Repair	4
AB 2	Intermediate Auto Body and Fender Repair	4
AB 3	Estimating Auto Body Damage and Repair	4
AB 4	Advanced Auto Body Collision and Damage Repair	4
AT 15	Automotive Electrical Systems	3
		<hr/> 20

Elective Courses:

		Units
Complete a minimum of 4 units from the following:		
AB 98	Short Courses in Auto Body	½-10
AT 10	Fundamentals of Auto Mechanics	3
AT 14	Brake and Front End Repair	4
AT 20	NIASE Mechanics Certification	3
Bus 30	Business Mathematics	3
Bus 111A	Business Law I	3
IM 1	Introduction to Industrial Mechanics	3
IM 23	Math for Machine Trades	3
(or any Math class)		<hr/> 4

Total required units = 24

Automotive Technology

Required Courses:

		Units
AT 4	Automotive Emission Control	3
AT 10	Fundamentals of Auto Mechanics	3
AT 13	Tune-up Clinic	3
AT 14	Brake and Front End Repair	4
AT 15	Auto Electrical Systems	3
AT 20	NIASE Mechanics Certification	3
(or 24 units from the following: AT 30, 31, 40, 41)		<hr/> 19-24

Elective Courses:

		Units
Select from the following to complete required units:		
Ag 24	Small Engines	2
Ag 36	Ag Welding Technology	2
AT 12	Automotive Air Conditioning	3
AT 21	Clean Air Tune-up	3
AT 98	Short Courses in Automotive Mechanics	½-10
DM 20	Diesel Engines	3
IM 1	Introduction to Industrial Mechanics	3
IM 25	Math for Machine Trades	3
(or any Math class)		<hr/>

Total required units = 24

Business Management

Required Courses:		Units
Bus 101AB	Accounting Principles I and II	3-3
Bus 111A	Business Law	3
Bus 120	Introduction to Business	3
Bus 121	Introduction to Management	3
Bus 122	Personnel Management	3
Bus 132	Marketing	3
Bus 140	Business Communications	3
		<hr/> 24

Elective Courses:		Units
Complete a minimum of 3 units from the following:		
Bus 30	Business Mathematics	3
Bus 52	Human Relations	3
Econ 101	Principles of Macroeconomics	3
Econ 102	Principles of Microeconomics	3
IPS 100	Introduction to Information Processing Systems	3
		<hr/> 3

Total required units = 27

Child Development

Required Courses:		Units
CD 103	Programs for Young Children	3
CD 104	Child Growth and Development I	3
CD 106	Child, Family, and Community	3
CD 111	Child Development Principles and Practicum	3
CD 112	Child Development Principles and Practicum II	3
*CD 115 or	Management for Child Development Programs	3
*CD 129	Child Nutrition, Health, and Safety	3
*Those entering this certificate program in September 1984 or later are required to take CD 129.		
		<hr/> 18

Elective Courses:		Units
Select a minimum of 6 units from the following:		
CD 131	Art in Early Childhood	3
CD 132	Science in Early Childhood	3
CD 133	Language Arts in Early Childhood	3
CD 134	Movement and Music in Early Childhood	3
		<hr/> 6

Total required units = 24

Crop Production

Required Courses:		Units
Ag 6	Introduction to Agricultural Sciences	2
Ag 12	Agricultural Marketing	3
Ag 24	Small Engines	2
Ag 92	Insects and Diseases of Plants	3
Ag 93	Weeds and Defoliants	3
Ag 103	Plant Biology (qualifies as general ed)	3
Ag 104	Soil and Plant Nutrition	4
DM 20	Diesel Engines	3
		<hr/> 23

Elective Courses:		Units
		1-2-3-4
Ag 10	Agriculture Projects	3
Ag 11	Agriculture Sales and Service	3
Ag 25	Tractor and Equipment Operations	3
Ag 33 or	Metal Fabrication 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 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

Required Courses:		Units
Ag 51	Citrus Production	3
Ag 52	Avocado Production	3
Ag 55	California Fruit Growing	4
		<hr/> 10

Option B — Vegetable/Field Crop Production

Required Courses:		Units
Ag 61	Field Crop Production	3
Ag 62	Vegetable Crop Production	3
Ag 63	Commercial Seed and Flower Production	3
		<hr/> 9

Total required units = 32-33

Culinary Trades

Required Courses:		Units
H&R 1	Hotel and Restaurant Orientation	2
H&R 2AB	Basic Food Preparation I and II	2-2
H&R 6	Food Purchasing	3
H&R 7	Menu Planning	2
H&R 8	Beginning Baking	2
H&R 9	Sanitation and Environmental Control	2
H&R 10	Food and Cost Control	3
H&R 11	Storage, Safety, and Equipment	2
		<hr/> 20

Total core requirements = 20*

Students can also select one of the following options and complete all of the courses:

Option A: Institutional Foods

H&R 12	Work Improvement/School Cafeteria Workers	2
H&R 14	Institutional Food Services	3
H&R 21	Meat Cutting for Hotels and Restaurants	1
		<hr/> 6

Total required units = 26

Option B: Commercial Cooking

H&R 13	Gourmet Cooking	2
H&R 21	Meat Cutting for Hotels and Restaurants	1
H&R 22	Art of Garde Manger	2
		<hr/> 5

Total required units = 25

Option C: Baking

H&R 19	Doughnut, Pastry, and Sweet Dough Production	2
H&R 20	Gourmet Cakes and Cake Decorating	2
		<hr/> 4

Total required units = 24

*Students completing the 20-unit Core Requirement can receive a Certificate in Culinary Arts without a specialty.

Diesel Mechanics

Required Courses:

		Units
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 30 and 31 for 12 units each)		

18-24

Elective Courses:

Select from the following to complete required units:

		Units
Ag 24	Small Engines	2
Ag 36	Agriculture Welding Technology	2
AT 10	Fundamentals of Auto Mechanics	3
AT 13	Tune-up Clinic	3
AT 14	Brake and Front End Repair	4
AT 15	Automotive Electrical Systems	3
DM 7	Electrical System Troubleshooting	4
DM 20	Diesel Engines	3
DM 98	Short Courses in Diesel Mechanics	½-10
IM 1	Introduction to Industrial Mechanics	3

Total required units = 24

Fire Technology

Required Courses:

		Units
FT 51	Introduction to Fire Technology	3
FT 52	Fundamentals of Fire Prevention	3
FT 53	Fundamentals of Personal Fire Safety/ Emergency Actions	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

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Elective Courses:

Complete a minimum of 6 units from the following:

		Units
FT 60	Fire Tactics and Strategy	3
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	3
FT 69	Emergency Medical Technician I/Fire Service	3

6

Total required units = 24

Government Management/Services Government Management Option

Required Courses:		Units
GM 101	Introduction to Government Administration	3
GM 102	Public Personnel Administration	3
GM 103	Elements of Government Finance	3
GM 104	Administrative Law and Procedure	3
GM 106	Contemporary Urban Issues	3
Econ 101	Principles of Macroeconomics	3
Econ 102	Principles of Microeconomics	3
PSc 107	Politics and Administration of State and Local Government	3
		<hr/> 24
Elective Courses:		Units
Econ 2	Economics of Local Government	3
Econ 101	Principles of Macroeconomics	3
Econ 102	Principles of Microeconomics	3
ES 24	Technical Report Writing	3

Total required units = 24

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
		<hr/> 18

Additional Requirements:

With the assistance of the Counseling Department, students must select a 3-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.

Total required units = 21

Home Economics — Clothing

Required Courses:		Units
Art 104A	Color and Design	2
HE 130	Apparel Selection and Grooming	3
HE 132	Beginning Sewing	3
HE 135A	Interior Decorating	3
HE 136	Flat Pattern Design	3
HE 141	Consumer Resource Management	3
		<hr/> 17
Elective Courses:		Units
Select a minimum of 7 units from the following:		
Bus 130	Sales Techniques	3
Bus 131	Retail Merchandising	3
HE 39	Creative Stitchery	2
Psych 106	Social Psychology	3
		<hr/> 7

Total required units = 24

Home Economics — General

Required Courses:		Units
Art 104A	Color and Design	2
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
HE 141	Consumer Resource Management	3
		17
Elective Courses:		Units
Select a minimum of 7 units from the following:		
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
		7

Total required units = 24

Hotel and Restaurant Management

Required Courses:		Units
H&R 1	Hotel and Restaurant Orientation	2
H&R 2A	Basic Food Preparation I	2
H&R 3	Supervision of Food Production	3
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	2
H&R 9	Sanitation and Environmental Control	2
H&R 10	Food and Cost Control	3
H&R 11	Storage, Safety, and Equipment Control	2
H&R 15	Hotel Information Systems and Procedures	3

Total required units = 28

Industrial Mechanics

Required Courses:		Units
Ag 36	Ag Welding Technology	2
AC 10	Air Conditioning and Refrigeration Fundamentals	3
IM 1	Introduction to Industrial Mechanics	3
IM 4A	Industrial Electricity	3
IM 11A	Lathes, Mills, and Grinders	3
IM 20	Blueprint Reading/Mechanical Drawing	3
IM 22	Precision Layout and Measurement	3
IM 50 or	Introduction to Industrial Electronics	3
IM 51	Electronic Schematic Reading	3
(or IM 40 and IM 41 for 12 units each)		
		23-24

Elective Courses:		Units
Ag 24	Small Engines	2
DM 12	Introduction to Hydraulics	3
IM 4B	Industrial Electricity	3
IM 23	Math for Machine Trades	3
(or any Math class)		
IM 42	Advanced Machine Tool Technology	12
IM 98	Short Courses in Industrial Mechanics	½-10
(any English, Essential Skills, or Speech course)		

Total required units = 24

Information Processing Systems

Required Courses:		Units
Bus 101A	Accounting Principles I	3
IPS 100	Introduction to Information Processing Systems	3
IPS 101	Introduction to Programming	3
IPS 103A	BASIC I Programming and Laboratory	4
IPS 104	COBOL I Programming and Laboratory	4
IPS 124	Management Information Systems	3
Bus 101A	Accounting Principles I	3
Plus one of the following groupings:		
IPS 108A	Information Processing Design	3
IPS 108B	Information Process Analysis	3
or		
IPS 108A	Information Processing Design	3
IPS 109	Information Processing Systems Operation	3
Total required units =		26

Legal Assistant

Required Courses:		Units
Engl 101	College Composition and Literature	3
LA 1	Legal Assisting Fundamentals	3
LA 2A	Torts	3
LA 2B	Contracts	3
LA 3	Legal Research and Drafting I	3
LA 5	Legal Research and Drafting II	3
LA 7	Civil Litigation	3
		21
Elective Courses:		Units
Complete a minimum of 6 units from the following:		
LA 9	Evidence for Legal Assistants	3
LA 11	Real Property Transactions	3
LA 13	Business Law for Legal Assistants	3
LA 15	Family Law	3
LA 17	Probate	3
LA 18	Personal Injury Litigation for Legal Assistants	3
LA 19	Workers' Compensation Law	3
LA 20	Debtor-Creditor Relations and Remedies	3
LA 21	Legal Assisting Field Experience	3
		6
Total required units =		27

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
		17
Elective Courses:		Units
Select a minimum of 7 units from the following:		
LT 7	Library Internship	2-3
OA 3	Filing	2
OA 11	Beginning Typing	3
Spn 1	Conversational Spanish	3
		7
Total required units =		24

Marketing

Required Courses:

		Units
Bus 101A	Accounting Principles I	3
Bus 111A	Business Law I	3
Bus 120	Introduction to Business	3
Bus 121	Introduction to Management	3
Bus 130	Sales Techniques	3
Bus 131	Retail Merchandising	3
Bus 132	Marketing	3
Bus 133	Advertising	3
Bus 140	Business Communications	3

Total required units = 27

Office Technician

Required Courses:

		Units
Complete one of the following:		
Bus 2	Preparation for Accounting	3
Bus 101A	Accounting Principles I	3
OA 39	Secretarial Accounting	3

Meet a competency requirement of 45 net words per minute (gross speed less errors) on a 5-minute timing AND complete a minimum of 3 units from the following:

OA 11ABC	Beginning Typewriting	1-2-3
OA 12ABC	Intermediate Typewriting	1-2-3
OA 14ABC	Advanced Typewriting	1-2-3
OA 15	Production Typewriting	3
OA 80	Microcomputer Data Entry	2
WP 74	Word Processing Equipment Operation	3

Complete all of the following:

Bus 30	Business Mathematics	3
Bus 40	Business English	3
OA 33	Beginning Machine Dictation	1
OA 34	Office Procedures	3
OA 35A	Filing	1
OA 35B	10-Key Electronic Calculating Machines	1
OA 40	Written Communication Skills for Office Personnel	3
WP 70 or	Introduction to Word Processing	3
IPS 100	Introduction to Information Processing Systems	3

18

Total required units = 24

Real Estate

Required Courses:

		Units
RE 1	Real Estate Principles	3
RE 2	Legal Aspects of Real Estate	3
RE 3	Real Estate Practices	3
RE 4	Real Estate Appraisal I	3
RE 6	Real Estate Finance	3

15

Elective Courses:

Complete a minimum of 9 units from the following:

		Units
Bus 30	Business Mathematics	3
Bus 101A	Accounting Principles I	3
Bus 101B	Accounting Principles II	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
Spch 1	Basic Speech	2
Spch 101	Introduction to Oral Communication	3
		<hr/> 9

Total required units = 24

Real Estate Escrow Option (Approved Certificate Program by the California Escrow Association)

Required Courses:		Units
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
		<hr/> 18

Elective Courses:

Complete a minimum of 6 units from the following:

Bus 30	Business Mathematics	3
Bus 111A	Business Law I	3
OA 12	Intermediate Typing	3
RE 3	Real Estate Practice	3
RE 4	Real Estate Appraisal	3
RE 7	Real Estate Economics	3
		<hr/> 6

Total required units = 24

Supervision

Required Courses:		Units
Bus 30	Business Mathematics	3
Bus 50 or	Basic Psychology for Supervisors	3
Psych 101	General Psychology	3
Bus 52	Human Relations	3
Bus 59	Develop Employees through Training	3
Bus 62	Oral Communications	3
Bus 120	Introduction to Business	3
Bus 121	Introduction to Management	3
Bus 160	Elements of Supervision	3
		<hr/> 3

Total required units = 24

Telecommunications

Required Courses:		Units
TC 1	Mass Communications: Introduction to Broadcasting	3
TC 2	Broadcast Studio Operation	3
TC 5	Radio-Television Writing	3
TC 7A	Radio Production Workshop	3
		<hr/> 12

Required Additional Courses:

Select 12 units from the following areas of specialization:

Television Option:

TC 3A	Television Production Workshop	3
TC 3B	Television Directing and Editing	3
TC 9	Acting for Film and TV	3
TC 17	Advanced Television Production	3

Radio Option:

TC 6	Basic Electronics for FCC Licensing	3
TC 7B	Advanced Radio Production	3
TC 8	Voice and Diction	3
		<hr/> 12

Total required units = 24**Traffic and Transportation****Required Courses:**

T&T 1	Introduction to Transportation	3
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
		<hr/> 18

Elective Courses:

Complete a minimum of 6 units from the following:

Bus 44	Records Management	2
Bus 50	Basic Psychology for Supervisors	3
Bus 54	Labor Management Relations	3
Bus 62	Oral Communications	3
Bus 63	Communication Writing for Supervisors	3
Bus 124	Management Information Systems	3
Bus 130	Sales Techniques	3
Bus 132	Marketing Management	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
		<hr/> 6

Total required units = 24

Word Processing

Core Required Courses:

	Units
Bus 40	3
WP 70 or	3
IPS 100	3
WP 72	3
WP 76	3

Total core requirements = 12

Students can elect one of the following specialties and must complete all of the courses listed:

Option A: Word Processing Equipment Operator

OA 12ABC or	Intermediate Typewriting	3
OA 14ABC	Advanced Typewriting	3
OA 40	Written Communications for Office Personnel	3
WP 74	Word Processing Equipment Operation (2 classes)	3-3
WP 75	Word Processing Projects	3

Total required units = 27

Option B: Word Processing Administrative Aide

OA 12ABC or	Intermediate Typewriting	3
OA 14ABC	Advanced Typewriting	3
OA 30	Filing Systems for Information Processing	3
OA 34	Office Procedures	3
WP 74 or	Word Processing Equipment Operation (2 classes)	3-3
WP 74 and	Word Processing Equipment Operation (1 class)	3
WP 75	Word Processing Projects	3

Total required units = 27

Option C: Word Processing Supervisor

Bus 30	Business Mathematics	3
Bus 52	Human Relations	3
Bus 62	Oral Communications	3
WP 74	Word Processing Equipment Operation	3
WP 77	Word Processing Office Management and Supervision	3

Total required units = 27

Transfer Preparation

The courses offered at Oxnard College generally parallel the first two years (lower division) at four-year colleges and universities. However, requirements vary among four-year colleges and universities and students are encouraged to choose the college or university to which they plan to transfer as early as possible in their educational career.

It is recommended that students concentrate on meeting general education requirements and lower division major requirements, if they have chosen a major, while attending Oxnard College. Counselors have specific information in their offices for the various colleges and universities.

Students shall become aware of important dates and procedures in filling out the application for admission at their chosen transfer institution, and become familiar with the catalog of the chosen transfer institution. Applications for state colleges and universities are available in the counseling office and each individual counselor's office.

California State University System

In general, each of the 19 state universities in California accepts at full unit value approved transfer courses completed with satisfactory grades in the public community colleges of the state. A maximum of 70 semester units (105 quarter units) can be transferred for credit toward a degree at a senior institution.

Students who were eligible to enter a state university on graduation from high school may transfer at any time with a 2.0 grade point average or higher in all acceptable college work attempted at a community college. This eligibility from high school is based upon a combination of the grade point average of work completed in the last three years of high school (excluding Physical Education and Military Science) and the SAT total or the ACT composite score.

Effective fall 1984 and thereafter, students NOT admissible on high school graduation must complete a minimum of 56 baccalaureate degree level semester units with a 2.0 grade point average. The state colleges and universities have instituted new graduation requirements in English and Math. Students are advised to check with the senior institution to which they are planning to transfer concerning these new graduation requirements. Counselors are available to assist in understanding these new requirements. Students must demonstrate competency in writing skills as a requirement for graduation.

All students entering CSU must demonstrate basic competence in Mathematics. Transfer students who are subject to requirements in the 1983-84 catalog must take the entry-level Mathematics (ELM) examination unless they have successfully completed (grade of "C" or better) a Math course certified for general education — Quantitative Reasoning (Intermediate Algebra or above) at the time of transfer.

General Education Requirements for the Bachelor's Degree at the California State Universities and Colleges

The California Administrative Code, Title V, relating to the State University and College general education breadth requirements, authorizes Oxnard College to present to students a maximum 39 unit pattern of general education courses which is acceptable for the Bachelor's degree requirements at the state university.

Oxnard College is further authorized to certify the partial or complete fulfillment of these requirements. By district policy, Oxnard College does not certify the equivalency of courses completed in other colleges or universities, except for those courses completed within the Ventura County Community College District.

Students are not required to follow Oxnard College's pattern of area units in order to satisfy the requirements at the CSU campus to which they transfer.

The OC General Education Certification Pattern is as follows:

General Education Certification Pattern for Transfer to the California State University System

Area A — Communication and Critical Thinking. A minimum of 9 units with at least one course selected from each group (1, 2, and 3):

Group 1 — Written Communication
English 101, 102

Group 2 — Oral Communication
Speech 101, 102, 103, 107

Group 3 — Critical Thinking
English 102
Math 112
Philosophy 101, 107, 111, 112
Interdisciplinary Studies 110

Area B — Physical Universe and Its Life Forms. A minimum of 9 units, with at least one course selected from each group (1 and 2), to include one laboratory course:

Group 1 — Physical Science and Mathematics
Astronomy 101
Chemistry 20, 101, 102
Geography 101, 101L, 103
Geology 101, 101L, 102, 103, 104, 105
Math 14, 103, 105, 106, 112, 114, 120, 121, 122, 134, 135
Philosophy 112
Physical Science 101
Physics 1AB, 101, 102, 110, 111, 112, 113
Psychology 103

Group 2 — Biological Science

Agriculture 103
Anthropology 101
Biology 101, 102, 103, 105, 106, 107, 108, 110, 111, 112

Area C — Arts, Literature, Philosophy, and Foreign Language. A minimum of 9 units, with at least one course selected from group 1 and the remainder from groups 2-6.

Group 1 — Arts

Art 101, 102, 103, 189A
English 119
Music 101, 102ABCD, 103AB, 104, 105, 115, 119
Theatre Arts 101, 103AB, 104, 127

Group 2 — Literature

English 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 113, 117, 118, 120, 189ABD
Speech 105

Group 3 — Philosophy

Philosophy 101, 102, 103, 104, 105, 106, 108, 109, 110, 114
Sociology 114

Group 4 — Foreign Language

French 101, 102
Spanish 101, 102, 103, 104, 107, 108, 117

Group 5 — Active Participation

Art 103, 104AB, 106AB, 108AB, 110AB, 112AB, 115, 116, 126AB, 128AB, 152AB
Journalism 100

Music 106, 107ABCD, 108ABCD, 110ABCD, 111ABCD, 112ABCD, 114, 117, 118ABCD, 120, 121, 122, 123, 125AB

Theatre Arts 102AB, 109, 110ABCD, 112, 113, 114, 115, 117

Group 6 — Culture

Anthropology 113, 189AB

History 105, 106, 109

Interdisciplinary Studies 101AB, 102

Area D — Social, Political, and Economic Institutions. A minimum of 9 units, with at least one course selected from each of at least three separate disciplines:

Anthropology 102, 103, 105, 106, 107,

110, 111, 112, 113, 189ABC

Child Development 101, 104, 105, 106, 107, 108, 130

Economics 101, 102

Geography 102, 104, 106

Government Management 106

History 102*, 103*, 104, 105, 106, 107*, 108*, 109, 110, 112, 113, 114, 115, 116, 117*

Home Economics 141

Interdisciplinary Studies 101AB, 102, 110

Philosophy 114

Political Science 100*, 101*, 102*, 104, 105, 106, 107, 108*

Psychology 101, 102AB, 106, 107, 108, 109, 110, 111, 112, 113, 130

Sociology 101, 102, 103, 104, 105, 106, 107, 108, 109, 112, 114

Urban Studies 106

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

Area E — Lifelong Understanding and Self-Development. A minimum of 3 units selected from any group (1 and/or 2):

Group 1 — Integrated Organism

Child Development 130

*Health Science 101, 103, 105, 107

Home Economics 122

Personal Growth 101AB

Psychology 101, 102AB, 106, 107, 108,

109, 110, 112, 113, 130

Sociology 104, 105, 106

Group 2 — Activity

Physical Education

*Two classes chosen from Health Science (100 or above) and/or PE are required for A.A./A.S. 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; and Political Science 100, 101, 102.

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 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.

Course Restrictions

While a course may satisfy more than one general education group and/or area requirement, it shall not be counted more than once and any excess units in one area shall not apply to another area.

Use of Major Courses

Courses taken in preparation for a student's major generally may not be used to fulfill GE requirements.

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 of that institution. While many of the courses listed transfer to UC and other institutions, they do not necessarily satisfy the GE requirements.

Transcripts

You must make a written request of the Office of Admissions and Records to forward your transcript. Oxnard College can send official transcripts of work completed only at this college. You must request transcripts of work completed at any other colleges (including Moorpark and Ventura) to be sent to the transfer institution.

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.

Transfer Requirements for University of California System

There are nine University of California campuses: Berkeley (semester); Davis, Irvine, Los Angeles, Riverside, San Diego, San Francisco (Medical Center), Santa Barbara, and Santa Cruz (all quarter). Students planning to transfer should become familiar with the general university admission requirements, which are the same for all campuses of the University of California.

Admission as a Transfer Student

Requirements for admission to the university as a transfer student depend on the applicant's high school record. As a transfer applicant, a student must meet ONE of the requirements below for admission.

1. The student must have completed all the courses listed below in categories a-f in high school. Applicants who have completed less than 12 quarter or semester units of transferable college credit since high school graduation must also satisfy the examination requirement for freshman applicants.
 - a. **History — 1 year**
One year of United States History or one-half year of United States History and one year of Civics or American Government, taken in the ninth grade or later.
 - b. **English — 4 years**
Four years of College Preparatory English — Composition and Literature. (All English courses must require substantial, recurrent practice in writing of extensive and structured papers, and must also require extensive reading of significant literature, to include classical or contemporary works in a variety of forms. It is

expected that courses appropriate for the final years of high school students **will demand a substantially higher level** of the requirements and skills outlined above. Also, not more than two semesters of ninth grade English will be accepted for this requirement.)

c. **Mathematics — 2 years**

Two years of Mathematics — Algebra, Geometry, Trigonometry, Calculus, Elementary Functions, or Mathematical Analysis. (Courses such as Arithmetic and Business Mathematics will not be accepted.)

d. **Laboratory Science — 1 year**

A one-year course in one Laboratory Science, taken in the tenth grade or later.

e. **Foreign Language — 2 years**

Two years of one Foreign Language. (Any Foreign Language with a written literature will be accepted.)

f. **Advanced Course — 1 or 2 years**

This requirement must be satisfied by one of the following:

- (1) One year of Advanced Mathematics, such as Intermediate Algebra, Trigonometry, or another comparable Mathematics course; or
- (2) A one-year course in any Laboratory Science besides the course used for the "d" requirement above; or
- (3) A third year in the Foreign Language used for the "e" requirement above, or two years of another Foreign Language.

2. An applicant who achieved the required score on the Eligibility Index (a table which considers grade point average, ACT score, and SAT scores — see a counselor for details) but did not complete all the a-f subjects in high school may be admitted to the university after he/she has:
- a. Established a college grade point average of 2.0 or better; and
 - b. Completed, with a grade of "C" or better, appropriate college courses in the a-f subjects he or she lacked; and
 - c. Completed 12 or more quarter or semester units of transferable college credit; or have met the examination requirement for freshman applicants.

3. An applicant who did not achieve the required score on the Eligibility Index, or did not achieve the required score and lacked the required a-f subjects, may be admitted to the university after he or she has:

- a. Established a college grade point average of 2.4 or better; and
- b. Completed 84 quarter or 56 semester units of transferable college credit; and
- c. Completed one of the following options:
Option 1: Appropriate college courses, with grades of "C" or better in the a-f subjects lacking up to 2 units of high school work in a-f subjects will be waived, but transfer applicant must have satisfied the freshman admission requirements in English and Mathematics. (A unit is equivalent to a one-year course.)
Option 2: Completed the following college course requirements:
 - a. One course in Mathematics (Math 14, Math 23, or a transferable Math course to UC);
 - b. One course in English (English 101); and
 - c. One course from the following: a US History course (History 102 or 103) or a Laboratory Science course (Biology, Chemistry, Geology, or Physics) or a semester course in Foreign Language (French or Spanish).

NOTE: The two alternatives (1 and 2) are NOT interchangeable. It is highly recommended that you consult 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, 106, 107
4. Geology 101, 102, 103, 104, 105, 110
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. Journalism 100
3. Philosophy 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 112, 114
4. Spanish 103, 104, 107, 108, 117
5. Speech 101, 102, 103, 105, 106, 107, 111

*May be used in one area only

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 or 111B
3. Economics 100, 101, 102
4. Geography 102, 104, 106
5. History 102, 103, 104, 105, 106, 107, 108, 109, 110, 112, 113, 114, 115, 116, 117
6. Political Science 100, 101, 102, 104, 105, 106, 107, 108
7. Psychology 101, 102AB, 103, 104, 106, 107, 108, 109, 110, 111, 113, 120, 130
8. Sociology 101, 102, 103, 104, 105, 106, 107, 108, 109, 112, 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, 112, 115, 116, 117
2. Political Science 100, 101, 102, 107
3. Sociology 105, 107, 108, 112

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 101 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.

Private Colleges and Universities

The application and admission process to private colleges and universities varies with each transfer school. Students should consult their counselor

and the college catalog for specific requirements. Because of their proximity, general education requirements for California Lutheran College and the University of LaVerne Residence Center at Point Mugu are included here.

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 in 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 of students under 25)

Religion and Philosophy (6-9 units required, 3 units in Philosophy at OC and 3-6 units in Religion at CLC)

Social Sciences (6 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 100, 101

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.

General Education Requirements University of LaVerne Residence Center Point Mugu

General Education Requirements

English Composition (6 units)

Humanities (6 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 area:

1. Psychology, Sociology, Anthropology
2. History, Government, Political Science, 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; Introduction to Photography; Creative Writing; OR two semesters of Choir, Band, Modern Dance, Voice, Music Lessons.

Mathematics or Symbolic (one course)

1. Pre-Calculus, Calculus, Computer Programming
2. Music Theory
3. Logic
4. Foreign Language
5. Statistics

U.S. History (one course)

Recommended Oxnard Courses

English Composition

1. English 101/102

Humanities

1. Philosophy
2. Literature (English) 104, 105, 106, 107, 108, 109, 110, 111, 113, 117, 118, 120, 189A-Z
3. Spanish 103AB, 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
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
Theatre Arts 101, 102, 103, 110, 114, 115
English 103

Mathematics or Symbolic

1. Math 114 or above or IPS 103AB, 104, 105, 108AB, 109
2. Music 102ABCD
3. Philosophy 107
4. French or Spanish above 100
5. Psychology 103

U.S. History

1. History 102, 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

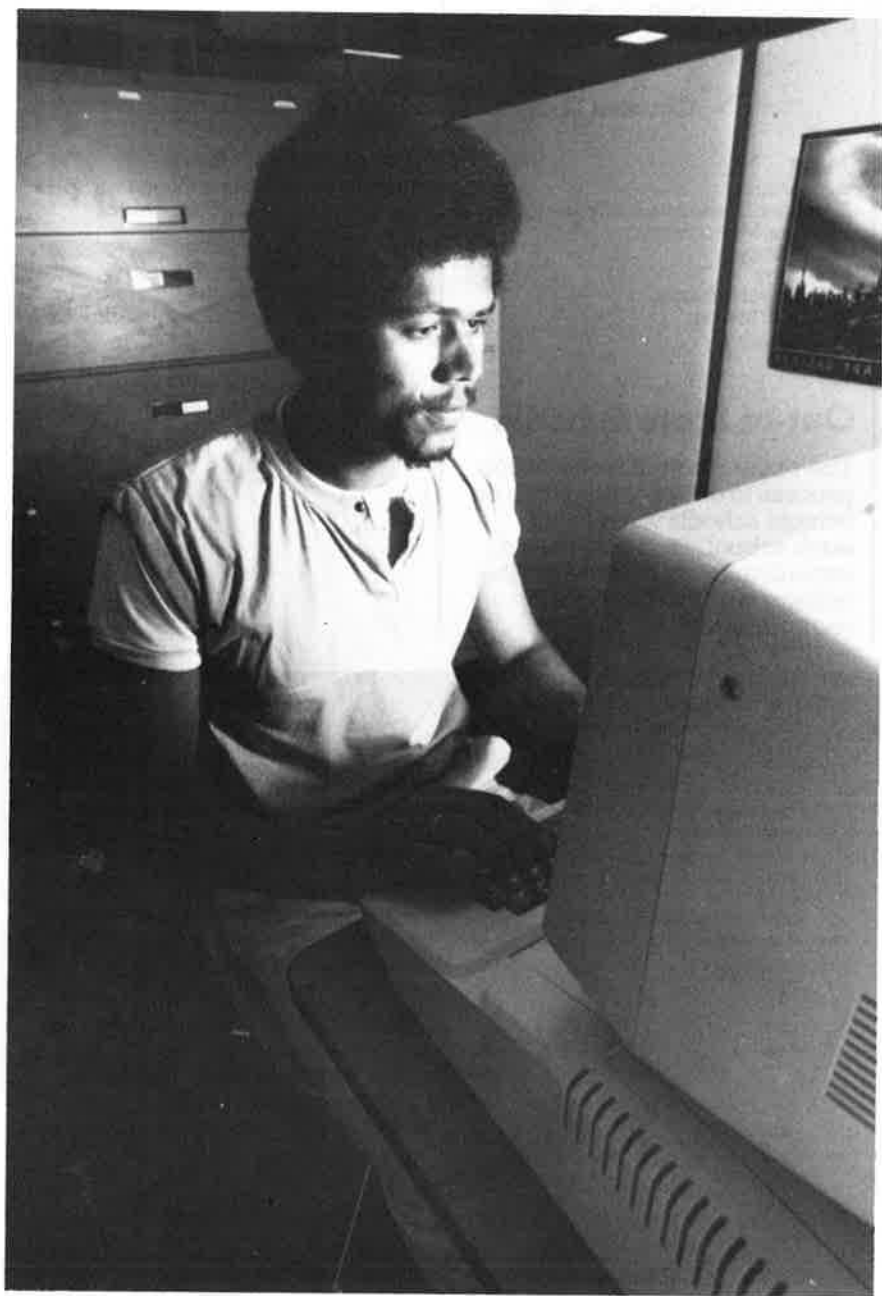
Business 101AB - Accounting Principles
Economics 101, 102 - Principles of Economics
Psychology 101 - General Psychology
Sociology 101 - Intro to Sociology
Math 114 - Pre-Calculus Algebra/Trig
Math 120, 121 - Calculus with Analytic Geometry

Out-of-State Schools

The application and admission process to out-of-state public or private schools varies with each school. Students should consult their counselor and the college catalog for specific requirements.



ANNOUNCEMENT OF COURSES



Announcement of Courses

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.

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. These 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 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 and Refrigeration
AlSt	Alcohol Studies
Anth	Anthropology
Art	Art
Ast	Astronomy
AB	Automotive Body Repair
AT	Automotive Technology
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
Ldr	Leadership
LA	Legal Assisting
LS	Learning Skills
LT	Library Technology
Math	Mathematics
MT	Motorcycle Technology
Mus	Music
OA	Office Automation
OMM	Outboard Motorboat Mechanics
PG	Personal Growth
PetTech	Petroleum Technology
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
SpEd	Special Education
Spch	Speech
TC	Telecommunications
ThA	Theatre Arts
T&T	Traffic and Transportation
TDI	Truck Driving and 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.

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)

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

Agriculture

Ag 6- 2 units

Introduction to Agricultural Sciences

Prerequisite: None
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 Machinery

Prerequisite: None
2 hours lecture, 3 hours lab weekly

Selection, operation, maintenance, and troubleshooting of machinery

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

common to agriculture. Calibration and setup of soil preparation, chemical application, planting, harvesting, and materials-handling equipment. (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 30 - 1-12 units **Agriculture** **Mechanics/Welding**

Prerequisite: None
6 hours lecture, 18 hours lab weekly
For students who have immediate job goals in mind. Includes metal fabrication and welding, including gas, arc, TIG, MIG welding; heavy equipment operation and maintenance; the use of hand tools. Credit awarded for courses within Ag program successfully completed. May be repeated for credit to a maximum of 36 units. Course is taught bilingually; all text, quizzes, and packets are in English and Spanish. Field trips may be required. Enrollment at 3-week intervals. (2)

Ag 31AB - 1-1 unit **Shop Safety, Hand Skills — Ag Mechanics**

Prerequisite: None
3 hours lab weekly
Selection, care, and use of hand and small power 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 33ABCDE - 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 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. (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. (2)

Ag 51 - 3 units
Citrus Production

Prerequisite: None
2 hours lecture, 3 hours lab weekly

Growing and marketing oranges, lemons, and grapefruit; origin, distribution, and economic importance of citrus fruits; varieties, pest and disease control, harvesting, frost protection, soil, fertilizer, and irrigation requirements; field laboratory work in tree and fruit identification, citrus testing, seed extraction and growing, budding, pruning, cultural practices, and orchard heating. Field trips and laboratories required. (2)

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 trips and laboratories required. (2)

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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 trips and laboratories 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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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 amendements, 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; contacts 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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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 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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

diseases as applied to agricultural and horticulture crops. Natural, cultural, mechanical, and chemical controls; management techniques toward prevention of pest problem. Field trips and labs may be required. (2)

Transfer credit: CSUC

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

Prerequisite: None

2 hours lecture, 3 hours lab weekly

Identification and control methods for common California weed pests; herbicides, their characteristics and 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 **Organic Pest Control**

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 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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

Air Conditioning and Refrigeration

AC 1 - 14 units Air Conditioning and Refrigeration

Prerequisite: None
11 hours lecture, 9 hours lab weekly
Comprehensive curriculum covering topics over the full range of the heating, air conditioning, and refrigeration industry. May be repeated. Field trips may be required. Students will be placed into individual courses within the Air Conditioning and Refrigeration Program.

AC 10 - 3 units Air Conditioning and Refrigeration Fundamentals

Prerequisite: Concurrent enrollment in AC 10L suggested
3 hours lecture weekly

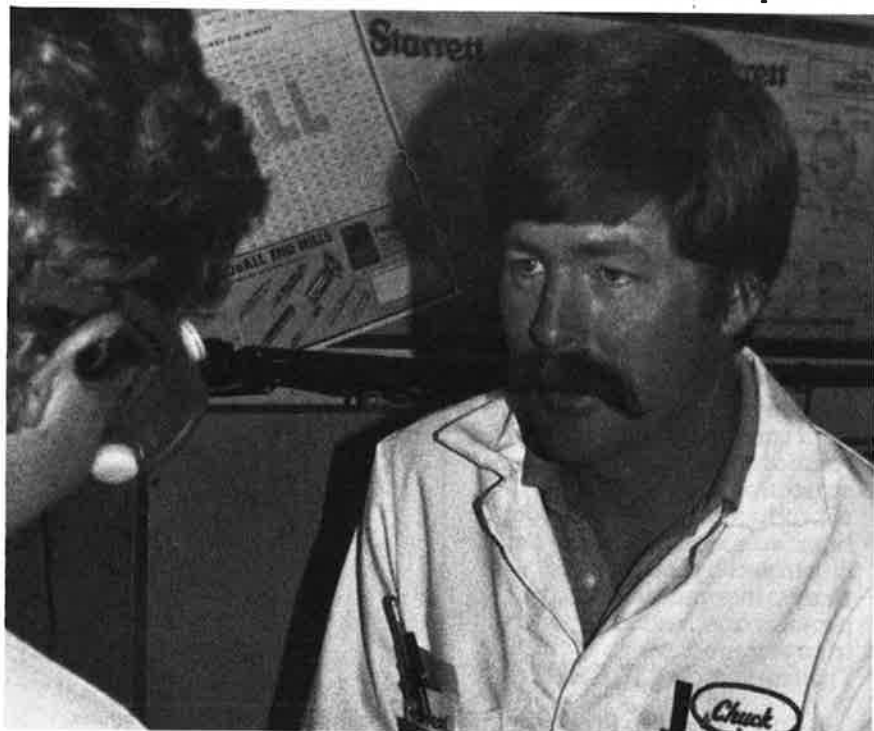
Basic study of vapor compression refrigeration cycle and systems components.

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.

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.



AC 20 - 3 units **Electrical Systems in** **Air Conditioning**

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

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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

installation work, and reading sheet metal blueprints and engineering drawings.

AC 80AB - 1-1 unit
Industry Survey and Repair

Prerequisite: Completion of or concurrent enrollment in AC 10, or equivalent experience
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 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 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)

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 101 - 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 lifestyle, cultural and family attitudes, causes and addiction, sub-cultures, ethical implications, and solutions.
Transfer credit: CSUC

AlSt 102 - 3 units
Alcoholism: Intervention, Treatment, and Recovery

Prerequisite: AlSt 101
3 hours lecture weekly

Course familiarizes students with the essential tools and techniques of helping individuals in changing lifestyle and job performance during recovery and rehabilitation. Studies various vocational rehabilitation services available to assist the alcoholic, family, and children.

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

Fulfills one 3-unit chemical core requirement for California Association of Alcoholism Counselors (CAAC).

AlSt 103 - 3 units
Physiology and Pharmacology—Alcohol and Other Drugs

Prerequisite: None
3 hours lecture weekly

Fundamental principles of 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. Physiological and medical aspects of effects of alcohol on the human body during various stages of psycho-sexual development. Fills one 3-unit chemical core requirement for CAAC.

AlSt 104 - 3 units
**Case Management/
Counseling Techniques**

Prerequisite: AlSt 101
3 hours lecture weekly

Course seeks to develop understanding of a variety of personality theories as applied to unique lifestyle of alcoholics and to provide overview of theory and application in counseling of alcoholics. Fills one 3-unit skills requirement for CAAC.

Transfer credit: CSUC

AlSt 105 - 3 units
Group Leadership and Group Process

Prerequisite: AlSt 101
3 hours lecture weekly

Course examines group work in alcohol treatment settings; examines the nature, techniques, and functions of group leaders; analyzes differences in verbal and nonverbal behavior of group members; and familiarizes students with a variety of task-oriented and process-oriented group techniques.

AlSt 106 - 3 units
Counseling Skills for Intervention in Alcoholic Families

Prerequisite: None
3 hours lecture weekly

Valuable foundation course for those interested in becoming alcoholism counselors involved in family intervention and treatment. Specifically designed to meet the needs of those counseling adult children of alcoholic parents, studying effects of alcoholism on children and what can be done. Attitudes will be examined and intervention skills learned and practiced. Fulfills one 3-unit skills requirement for CAAC.

AlSt 107 - 3 units
Special Program Training for Alcohol Studies

Prerequisite: None
3 hours lecture weekly

Class consists of modules covering crisis intervention, alcohol and aging, biofeedback and stress management, alcohol and the military, program management, alcohol and the disabled, and alcohol and the clergy. Fulfills one 3-unit skills requirement for CAAC.
Transfer credit: CSUC

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

AlSt 108 - 3 units
Alcohol and Human Development

Prerequisite: None
3 hours lecture weekly

Analysis of developmental behaviors associated with each stage in human development and ways the social environment impedes or helps this development. Special emphasis given to how drugs and alcohol affect this development. Examples of disruptive influences on human development and the way human service occupations develop systems and services to minimize these disruptive influences are studied. Fulfills one 3-unit behavioral requirement for CAAC. (2)

AlSt 109 - 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. Fulfills one 3-unit skills requirement for CAAC.
Transfer credit: CSUC

AlSt 110A - 1-3 units
Beginning 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. Fulfills one 3-unit field studies requirement for CAAC.
Transfer credit: CSUC

AlSt 110B - 1-3 units
Advanced Alcohol Studies Field Experience

Prerequisite: AlSt 110A
Lecture and/or lab as required by unit formula

Experience in applied alcohol studies in a two-semester sequence where students are placed in various agencies and organizations in the alcohol education and treatment field. Students learn through supervised participation in agency work. Semester will emphasize student growth in self-awareness and self esteem, interviewing skills, connections and inter-relationships with other core courses, introduction to systems, and the agency and client systems. Fulfills one 3-unit field studies requirement for CAAC.
Transfer credit: CSUC

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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. (2)
Transfer credit: UC, CSUC

Anth 104 - 3 units **Archaeological Field Methods**

Prerequisite: Anth 103 or concurrent enrollment or equivalent recommended
1 hour lecture, 6 hours lab weekly

Introduction to archaeological theory and methods in the field and laboratory. Emphasis on actual site excavation and laboratory analysis. Field trips and/or fees may be required. May be repeated for a maximum of 12 units (2).
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. (2)
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. (2)
Transfer credit: UC, CSUC

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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." (2)

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. (2)

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. (2)

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. (2)

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. (2)

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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

Anthropology offerings. Topics developed to date are listed below:

Anth 189A - North American Indians

A survey of North American Indian cultures including prehistory, adaptations, and social, political, and religious beliefs. The effects of European contact and the situations of contemporary native Americans will be considered. (2)

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. (2)

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. (2)

Transfer credit: CSUC

**Anth 198 - ½-10 units
Short Courses in Anthropology**

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

Courses and/or workshops in selected areas of Anthropology

to meet specific needs of college or community as requested and required. Field trips may be required. May be repeated for a maximum of 6 units. (2)

**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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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: None
2 hours 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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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 113AB - 2-2 units **Color and Form**

Prerequisite: Art 110AB, Art 112AB, Art 126AB

1 hour lecture, 3 hours lab weekly

Intellectual and intuitive concepts in studio art, primarily painting but relevant to all areas. Exploration through problems and lecture of philosophical and psychological solutions in contemporary art movements.

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 118AB - 3-3 units **Art Sculpture**

Prerequisite: Art 118A for 118B

1½ hours lecture, 4½ hours lab weekly

Studio course in fundamentals of sculpture exploring historical and philosophical aspects of sculpture in conjunction with practical projects and experience. Emphasis on developing understanding of sculptural problems with the human figure and abstract form. Field trips may be required.

Transfer credit: UC, CSUC

Art 122AB - 3-3 units **Silkscreen Printmaking**

Prerequisite: Art 122A for 122B

1½ hours lecture, 4½ hours lab weekly

Introduction to design and production of planographic processes of graphic arts, including emphasis on serigraphy as a creative medium. Field trips may be required.

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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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 - 3-3 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:

Art 189A - 3 units
The Art of Mexico

Historical survey of the art of Mexico from pre-Columbian to the present. (2)

Transfer credit: UC, CSUC

Art 198 - ½-10 units
Short Courses in Art

Prerequisite: None

Lecture and/or lab as required by unit formula

Courses and/or workshops in selected areas of Art to meet specific needs of college or community as requested or required. Field trips and/or fees may be required. (2)

Art 199AB - 1-3/1-3 units
Directed Studies in Art

Prerequisite: A course in the specific field

Lecture and/or lab as required by unit formula

Designed for students interested in furthering their knowledge of art on an independent study basis. Assigned problems will involve library and field work. Maximum of 6 units. (2)

Transfer credit: UC, CSUC

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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, and 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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

and chassis; emphasis on automobile frame, sectioning, straightening, and advanced welding. Student auto body projects 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)

Automotive Technology

AT 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.

AT 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.

AT 4 - 3 units

Automotive Emission Control

Prerequisite: None

3 hours lecture weekly

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

AT 5 - 3 units

Brake Mechanics

Prerequisite: None

2 hours lecture, 3 hours lab weekly

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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.

AT 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.

AT 10 - 3 units
Fundamentals of Auto Technology

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.

AT 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)

AT 12 - 3 units
Automotive Air Conditioning

Prerequisite: None
2½ hours lecture, 1½ 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.

AT 13 - 3 units
Tune-Up Clinic

Prerequisite: AT 10
2½ hours lecture, 1½ hours lab weekly
Detailed coverage of automotive tune-up including use of sophisticated, specialized test equipment.

AT 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.

AT 15 - 3 units
Automotive Electrical Systems

Prerequisite: None
2½ hours lecture, 1½ hours lab weekly
Course covers all aspects of automotive electrical systems including charging, cranking, ignition, accessories, and electronics. Field trips may be required.

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

AT 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.

AT 30 - 12 units **Tune-Up**

Prerequisite: Students will be tested for Essential Skills placement; concurrent enrollment in an Essential Skills course may be required
6 hours lecture, 18 hours lab weekly

All aspects of tune-up covered, including ignition, cranking, charging, and fuel systems. Students work with diagnostic and emission control equipment. Field trips may be required.

AT 31 - 12 units **Line Mechanics**

Prerequisite: Students will be tested for Essential Skills placement; concurrent enrollment in an Essential Skills course may be required
6 hours lecture, 18 hours lab weekly

Students will learn unit repair and replacement such as clutches and drive line components and water pumps. Field trips may be required.

AT 40 - 12 units **Brake Mechanics**

Prerequisite: Students will be tested for Essential Skills placement; concurrent enrollment in an Essential Skills course may be required.

6 hours lecture, 18 hours lab weekly

Study of automobile brake systems, including hydraulics and friction principles, drum and disc brakes, and operation of shop equipment, tools, and gauges. Prepares students for California Class C brake license test. Field trips may be required.

AT 41 - 12 units **Front End Mechanics**

Prerequisite: Students will be tested for Essential Skills placement; concurrent enrollment in an Essential Skills course may be required.

6 hours lecture, 18 hours lab weekly

Teaches students to repair front suspension and steering systems. Steering geometry, wheel alignment, and wheel balancing also covered. Field trips may be required.

AT 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)

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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

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

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 within 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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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 also be considered. Optional weekend field trips may be scheduled. (2)

Transfer credit: UC, CSUC

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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 - 3 units**Biology of Cancer**

Prerequisite: A Biology course is recommended but not required.
3 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 their treatment. (2)
Transfer credit: CSUC

Biol 120 - 2 units**Micropathology**

Prerequisite: Biol 107 or Biol 110 or equivalent
2 hours lecture weekly

Survey of selected microbial

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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

Biol 199 - 1-3 units

Directed Studies in Biology

Prerequisite: Completion of a college Biology course with a C or better

Lecture and/or lab as required by unit formula

Designed for students interested in furthering their knowledge of Biology on an independent study basis. All studies will require laboratory and library research as well as written report. May be repeated for a total of 6 units.

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 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 OA 3.) (2)

Bus 4 - 3 units

Analysis of Financial Statements

Prerequisite: Bus 101A and 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)

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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)

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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 checkstand procedure. Students will be qualified to meet entry level standards of the retail checking industry. (2)

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

Bus 33A - 3 units
Marketing/Management
Internship Project

Prerequisite: Bus 120 or equivalent
Lecture and/or lab as required by unit formula

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
Lecture and/or lab as required by unit formula

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: None
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: None
3 hours lecture weekly

Practical course in employee management relations including supervisor's responsibilities in dealing with employee groups; discussion of development of modern labor organizations and related legislation. (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)

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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 in 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: None
3 hours lecture weekly

Intensive course exploring supervisor's responsibility for training and developing employees; methods and techniques of developing career progression plans and programs; instruction on the job; technical and management development needs fulfilled through in-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.

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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 UN, NY 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 of business. Unit credit determined by length of courses. (2)

Bus 101A - 3 units
Accounting Principles I

Prerequisite: Bus 2 or equivalent recommended
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 II

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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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: Bus 111A
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

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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

management decision-making based upon computer techniques; file organization, electronic data processing and integrated data processing are included. (Co-numbered with IPS 124.)

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

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-numbered 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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

Bus 137 - 3 units
Introduction to Production and Inventory Control

Prerequisite: None; Bus 120 recommended
3 hours lecture weekly

Basic principles and theories of production and inventory control presented. Students will study different types of production and inventory control methods, applications, and results. Field trips may be required.

Bus 138 - 3 units
Production and Inventory Management

Prerequisite: Bus 120, 121, and 137
3 hours lecture weekly

Covers the field of production and inventory management; topics are record keeping, forecasting, inventory 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 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 199AB - 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)

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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 90 - 1 unit **Elementary Chemistry Study Session**

Prerequisite: Concurrent enrollment in Chem 20
1 hour lecture weekly

An optional question and review session to help students in Chem 20.

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 electro-chemistry thermodynamics, radio-chemistry, 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 are analyzed with use of computers. (2)
Transfer credit: UC, CSUC

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Chem 106 - 5 units
Organic Chemistry I

Prerequisite: Chem 101 and 102
3 hours lecture, 6 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, 6 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

Chem 108 - 3 units
Elementary Organic Chemistry

Prerequisite: Grade of C or better in Chem 101

3 hours lecture weekly

Structure, preparation, chemical and physical properties, and commercial and technical applications of aromatic and aliphatic compounds.

Transfer credit: UC, CSUC

Chem 108L - 2 units
Organic Chemistry Laboratory

Prerequisite: Chem 108 or concurrent enrollment
6 hours lab weekly

Preparation and identification of the more important organic compounds, with problems and questions concerning preparation and identification of aliphatic and aromatic compounds and experiments in testing for unknowns.

Transfer credit: UC, CSUC

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.



Child Development

CD 21 - 1 unit Program for Toddlers

Prerequisite: None
Lecture and/or 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 for maximum of 3 units. (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. (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. (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: 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: 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/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 Psych 111)

Transfer credit: UC, CSUC

CD 111 - 3 units
Child Development Principles and Practicum I

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, and 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: 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

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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: 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 - 1-1-1-1 units
Parent Education

Prerequisite: None
1 hour lecture weekly

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

Course explores the challenging role of a parent. Focus on studying a variety of approaches to effective parenting, identifying typical problem areas and dealing with them by prevention or coping strategies, and promoting positive interactions between parent and child. Field trips may be required. (Co-numbered with Psych 112.)
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 preschool child. Use of teacher and student demonstrations, visual aids including films, and field trips.
Transfer credit: CSUC

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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.

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.

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.

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 198 - ½-10 units
Short Courses in Child Development

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

Courses and/or workshops in selected areas of Child Development to meet specific needs of college or community as requested or required. Field trips may be required. (2)

CD 199AB - ¼-3/½-3 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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

Diesel Mechanics

DM 4 - 4 units

Engine Overhaul and Repair

Prerequisite: DM 1 and DM 2

2 hours lecture, 6 hours lab weekly

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

DM 5 - 3 units

Engine Tune-Up and Troubleshooting

Prerequisite: None

2½ hours lecture, 1½ hours lab weekly

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

DM 6 - 3 units

Electrical System Theory

Prerequisite: None

3 hours lecture weekly

A study of vehicle electrical systems. Topics covered are batteries and charging, cranking, ignition, and chassis electrical systems.

DM 7 - 4 units

Electrical System

Troubleshooting and Repair

Prerequisite: DM 1 or equivalent

2 hours lecture, 6 hours lab weekly

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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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 - 12 units
Diesel Engine Mechanics

Prerequisite: Students will be tested for Essential Skills placement; concurrent enrollment in an Essential Skills course may be required.

6 hours lecture, 18 hours lab weekly

Topics covered include basic gasoline and diesel engine theory, fuel, air induction, exhaust, lubrication, cooling systems, and diagnosis and engine tune-up, including electrical system diagnosis.

DM 31 - 12 units
Diesel Equipment Mechanics

Prerequisite: Students will be tested for Essential Skills placement; concurrent enrollment in an Essential Skills course may be required.

6 hours lecture, 18 hours lab weekly

Topics covered include power train theory, clutches, transmissions, final drives, basic hydraulics, and power assist system repair.

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)

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

Econ 199AB - 1-3/1-3 units
Directed Studies in Economics

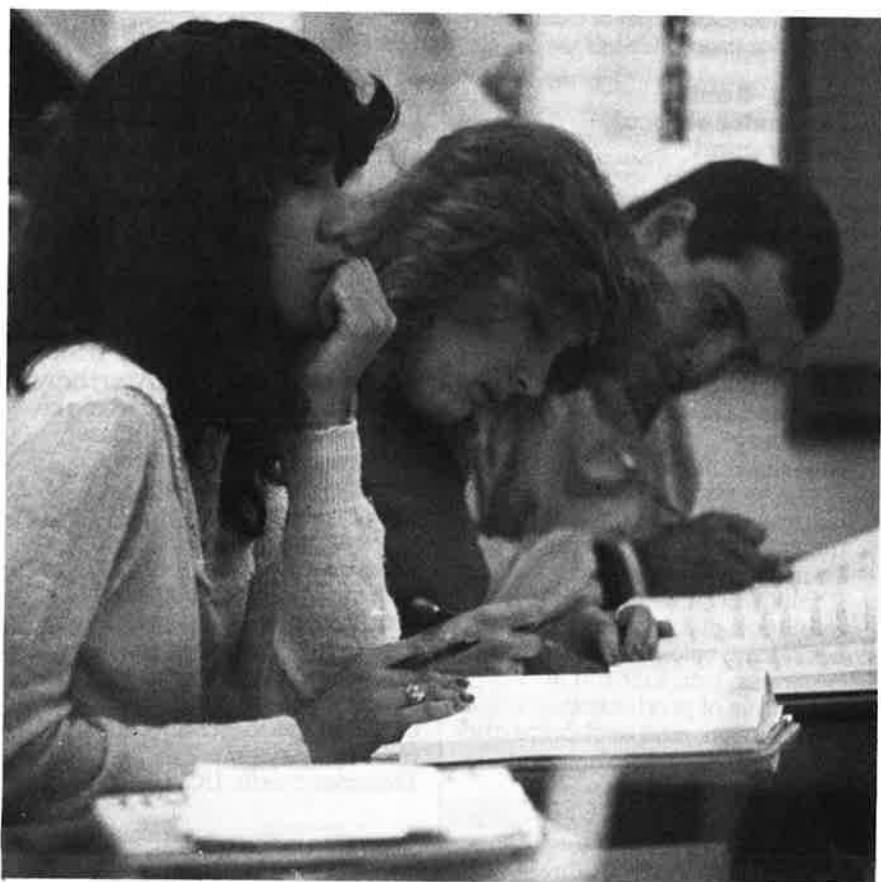
Prerequisite: A course in the specific field

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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.



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 - 4 units

Reading and Study Skills

Prerequisite: None

3 hours lecture, 3 hours lab weekly

Designed to upgrade reading and study skills.

Comprehension, vocabulary, textbook reading, test-taking, library and research skills will be included. (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. (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 will be taught and learned through numerous and varied writing assignments emphasizing techniques for improving composition. Students will receive much individual help; a diagnostic-prescriptive approach will be used. 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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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 help students appreciate history and origin of the English language. Numerous materials such as newspapers, magazine articles, puzzles, and games supplement tapes and filmstrips; principles of word formation explained.

ES 17 - 3 units
**Speed Reading and
Comprehension**

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 to a maximum of 4 units. (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.

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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. Modules may be offered on credit-no credit basis. Asterisked (*) modules may be repeated for credit up to maximum units shown.

ES 30CD - 1 unit - Comprehension Development

ES 30ET - 1 unit - Writing Answers to Essay Test Questions

ES 30EVABC - 1 unit - Vocational Development for Limited English Speakers

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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

ES 30V - 1-2 units - Vocabulary
ES 30WR - 1 unit - Writing Resumes

ES 45AB - 3-3 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 6 units. (2)

ES 47AB - 3-3 units
Intermediate Communications

Prerequisite: ES 45AB
3 hours lecture weekly
Designed primarily for dominant Spanish-speaking students to provide source materials for intermediate conversations that require some control of English structure, syntax, and vocabulary. Emphasis on providing information to stimulate discussions that permit students to express themselves orally in English.

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. (2)

ES 98A-Z - ½-10 units
Short Courses in Essential Skills

Prerequisite: None
Lecture and/or lab as required by unit formula
Specialized topics designed to inform or update interested persons in the various disciplines within Essential Skills. (2)

English

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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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. (2)

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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

they represent. Recommended 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 units
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 study 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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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:

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

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
Art of Writing Short Stories

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. (2)

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

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

***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.**

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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 61AB - 3½-3½ units
Fire Instructor

Prerequisite: Employment in the fire service
3½ hours lecture weekly

Review of basic concepts of learning, testing, and evaluation; application of these concepts to planning, organizing, and managing instructional activities. Students completing course will receive a certificate from the State Fire Marshal's office

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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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

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 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 inservice 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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.



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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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

Geog 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. (2)

Transfer credit: UC, CSUC

Geol 107 - 3 units

Geologic Hazards

Prerequisite: None
3 hours lecture weekly

Application of geology to naturally-occurring problems such as earthquakes, volcanoes, landslides, ground water pollution. Local conditions emphasized. Field trips may be required.

Transfer credit: UC, CSUC

Geol 110 - 5 units

Mineralogy

Prerequisite: Geol 101, 101L, Chem 20; Chem 101 is recommended for Geology majors

3 hours lecture, 6 hours lab weekly

Study of principal rock-forming minerals, plus those of economic value.

Crystallography, mineral chemistry, physical properties, occurrence, origin, and association of common minerals emphasized. Field trips may be required.

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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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 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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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)

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 certification from the American Heart Association or the American Red Cross. (1)

HS 98A-Z - ½-10 units
Short Courses in
Health Science

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

Workshops include, but not limited to, multi-media first aid, CPR refresher, and first aid instruction. Some workshops are co-listed with Fire Technology 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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

HS 102 - 2 units
Health Concerns in Adult Relationships

Prerequisite: None
2 hours lecture weekly

Consideration of health interrelationships of male/female partnerships; birth control, childbearing, male/female menopauses, venereal diseases, female/male hormonal cycles, prostate occurrences. Coursework includes attitudinal as well as factual health information on partnering. (2)

Transfer credit: 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 preventive 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 emergency situations. Ways of reacting to persons suffering from traumatic shock covered as well as ways of interacting with and calming family members of injured persons. Includes but not limited to recognition and standard treatment procedures for bleeding, poisoning, fractures, breathing emergencies, unconsciousness, and shock. Pertinent information on nutrition and exercise as preventive measures included. Students successfully completing course receive American Red Cross Standard First Aid Card. Fee may be required. (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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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. Course satisfies degree requirements in American Institutions.

NOTE: 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.

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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 on cultural as well as social and political events.

Transfer credit: UC, CSUC

Hist 107 - 3 units
History of the Mexican People in the United States

Prerequisite: None
3 hours lecture weekly

Historical survey of the Mexican/Chicano from pre-Columbian period to

present. Course provides background for contemporary achievements, problems, possibilities, and prospects. Emphasis on Mexican settlement of the region and contributions of the Mexican/Chicano to development of the United States. 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. Emphasis on Mesoamerica, colonial and national periods, relationship between Mexico and the United States, and role in the world community. (2)

Transfer credit: UC, CSUC

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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 examined in an attempt to determine how the socio-historical milieu influenced the 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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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
3 hours lecture 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 - 2 units
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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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 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. (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. (2)

HE 101 - 3 units
Family Lifestyles in
American Society

Prerequisite: None
3 hours lecture weekly
Family lifestyles expressed in time use, family member roles, and patterns of consumption by people belonging to

microcultures common to the Southern California area; patterns of family life as essential influence upon home economist's role.
Transfer credit: 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: 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: CSUC

HE 122 - 3 units
Nutritional Concepts
for All Ages

Prerequisite: None
3 hours lecture weekly
Basic principles of nutrition for growth and development; dietary needs of children, youth, adults, and the aged. Current research as it relates to

metabolism and deficiency diseases.

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: 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: 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: CSUC

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

HE 198 - ½-10 units
Short Courses
in Home Economics

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

Courses and/or workshops in selected areas of Home Economics to meet specific needs of college or community as requested or required. Field trips may be required. (2)

HE 199AB - ½-3/½-3 units
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. Maximum of 6 units.
Transfer credit: UC, CSUC

Hotel and Restaurant Management

H&R 1 - 2 units
Hotel and Restaurant Orientation

Prerequisite: None
2 hours lecture weekly

Overview of the hospitality industry, its history, and interrelationships of hotel, restaurant, travel, and leisure industries. Economic and social influences of leisure. Emphasis on attitude required of a person seeking a position in the industry. Field trips may be required. (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 leftovers, methods of food preservation, and recipe standardization. (2)

H&R 3 - 3 units
Supervision of Food Production

Prerequisite: H&R 2A and 2B
2 hours lecture, 3 hours lab weekly
Experience in fundamentals of food production and cookery, emphasizing high standards of production; includes preparation of small quantities

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

of various food groups, understanding of principles underlying their preparation, and principles of work-simplification. Management of personnel included. (2)

H&R 4 - 3 units **Restaurant Operations and Layout**

Prerequisite: None
3 hours lecture weekly

Course studies principles and practices of operating a restaurant, including location, organization, capital, equipment standards, and labor. Emphasis on modern management methods, systems, and procedures. Students will learn to analyze, plan, forecast, direct, and control all functional elements of restaurant operations, including such topics as sales, food, labor, beverage, rent, financing, and other operating expenses. (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 for recruitment and selection of proper personnel for Hotel and Restaurant Management. (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
2 hours 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;

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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 - 3 units

Food and Cost Control

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

Course covers principles of cost control. General background to costs, sales, and control providing necessary background information for mastering food, beverage, and labor control. Course covers accounting principles necessary for successful operation of hotels and restaurants. (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 - 2 units

Gourmet Cooking

Prerequisite: H&R 2A and 2B
1 hour lecture, 3 hours lab weekly

Information on equipment, formulas, and techniques for gourmet cooking covered in detail. Menus and recipes based on cuisine from 13 international food areas. Directions for preparation of recipes to conform to new techniques, equipment, and products. Knowledge gives students yardstick by which to measure quality of products. (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

Hotel Information Systems and Procedures

Prerequisite: None
3 hours lecture weekly

Focus on computer-assisted hotel management. Intended to serve both the needs of students at the college level and persons occupying managerial positions within hospitality enterprises. Major concerns of front-office procedures presented with an objective,

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

economic viewpoint. Covers significant problem areas that differentiate the hotel business from other businesses and how these factors impact upon the operation of a hospitality enterprise. (2)

H&R 16 - 3 units
Supervision of
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. (2)

H&R 17 - 3 units
Supervision of
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 18 - 3 units
Bar and Beverage Control

Prerequisite: None
3 hours lecture weekly

Course introduces planning,

equipping, staffing, operating, and marketing a facility with focus on developing a profitable enterprise. Theories and principles discussed in terms of choices and decisions to be made. Useful up-to-date details on products, procedures, practices, techniques, regulations, and terms of the trade presented. (2)

H&R 19 - 2 units
Doughnut, Pastry, and
Sweet Dough Production

Prerequisite: None
1 hour lecture, 3 hours lab weekly

Specialized course designed to train students to prepare a variety of doughnuts, sweet doughs, and pastries. Introduces the professional baker's need for a knowledge of baking equipment. (2)

H&R 20 - 2 units
Gourmet Cakes
and Cake Decorating

Prerequisite: H&R 2A
1 hour lecture, 3 hours lab weekly

Training in preparation and decoration of gourmet cakes. Comprehensive study of variety of cakes and their uses in the industry. Emphasis placed on eye-appealing results, incorporating lower food costs to create great profitability in cake preparation. (2)

H&R 21 - 1 unit
Meat Cutting for
Hotels and Restaurants

Prerequisite: None
3 hours lab weekly

Course studies procedures for cutting meat and poultry for hotels and restaurants. (2)

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

H&R 22 - 2 units
Art of Garde Manger

Prerequisite: H&R 2A
1 hour lecture, 3 hours lab weekly

Modern trends of *garde manger* (the art of decorating food for eye appeal) presentations showing the changing environment, updated concepts, and new ideas. Garde manger is based on the fundamentals often linked to classical cuisine. With an eye to today's concern for nutrition and health, certain modifications for preparation of food will be taught. (2)

H&R 23 - 3 units
Introduction to Travel and Tourism

Prerequisite: None
3 hours lecture weekly

Survey course covering the tourist business, a series of inter-related businesses serving the traveler both here and abroad, linking people, travel modes, accommodations, and facilities.

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)

Industrial Mechanics

IM 1 - 3 units
Introduction to Industrial Mechanics

Prerequisite: None
3 hours lecture weekly

Overview of industrial technology — safety and firefighting; career opportunities; industrial vocabulary; tools and machinery; industrial fasteners and hardware; blueprint reading, product planning, and drafting; precision and non-precision measurement; shop-related mathematics; the mechanics of machinery; metallurgy; troubleshooting and repair methods. Field trips may be required.

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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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 electrical calculations, magnetics, circuit applications, and electrical measuring and testing stressed. Emphasis placed on maintenance and repair of electrical equipment commonly used in industry.

IM 5 - 1 unit **Internal Combustion Engines, Boilers, Pumps, and Compressors**

Prerequisite: None
3 hours lab weekly
Fundamentals of components, operation and fuel system of internal combustion engines, boilers, pumps, and compressors. Emphasis will be placed on the selection of systems, testing, troubleshooting, and repair.

IM 6 - 2 units **Hardware and Screw Thread Fundamentals**

Prerequisite: None
1 hour lecture, 3 hours lab weekly
Study of various types of hardware fasteners with emphasis on screw thread systems. Identification, nomenclature, and use of bolts, screws, and other fasteners. Selection and construction of fasteners will be stressed.

IM 7 - 1 unit **Sheet Metal Fabrication**

Prerequisite: Completion of or concurrent enrollment in Math 19 or equivalent
3 hours lab weekly

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

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 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 11 - 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,

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

speeds and feeds, and tool grinding for various materials. Fundamentals of milling machine construction and operation; emphasis on proper setups, 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.

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 **Quality Assurance,** **Layout, and Measurement**

Prerequisite: None
2½ hours lecture, 1½ hours lab weekly
Comprehensive study of quality assurance, precision layout, and measurement practices used in machine tool industry. Application of blueprint specifications also covered.

IM 23 - 3 units **Math for Machine Trades**

Prerequisite: None
3 hours lecture weekly
Presents mathematical concepts required for machine trades. Designed for individuals preparing for or upgrading machine trade occupations. Develops habits of accuracy and precision. Field trips may be required.

IM 40 - 1-12 units **Industrial Mechanics**

Prerequisite: None
6 hours lecture, 18 hours lab weekly
For students who have immediate job goals as industrial mechanics, machinists, or related technologies. Topics covered include orientation and shop safety, precision layout and measurement, hand-tools, woodworking and concrete, electrical equipment and wiring, hardware and industrial fasteners, sheet metal fabrication, metallurgy and heat treatment, welding (oxyacetylene, arc, MIG, TIG), machine tool practices (lathes, mills, grinders), job search (resumes, applications, interviews). Course work includes IM 1 through IM 12.

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

Credit awarded for courses within the IM program completed. Field trips may be required. (2)

IM 41 - 12 units
Intermediate Machine Tool Technology

Prerequisite: IM 40 or IM 11 and IM 20
6 hours lecture, 18 hours lab weekly

Practical applications of setups, feeds, speeds, and formulas for the machine shop and how they apply to lathes, mills, and grinders. Different production methods and tooling combinations explored. Field trips may be required.

Transfer credit: CSUC

IM 42 - 12 units
Advanced Machine Tool Technology

Prerequisite: IM 41
6 hours lecture, 18 hours lab weekly

Principles and operations of machine tools with emphasis on advanced processes and techniques. Special setups, jigs, and exotic materials explored. Introduction to computer numerical control, advanced production techniques, advanced precision measurement, quality assurance, the application of computer-assisted design and manufacturing (CAD-CAM), and an overview of robotics. Field trips may be required.

Transfer credit: CSUC

IM 50 - 3 units
Introduction to Industrial Electronics

Prerequisite: None
3 hours lecture weekly

Covers topics such as electron theory, Ohms law, series and parallel circuits, meters, conductors, insulators, resistors, and semiconductors.

IM 51 - 3 units
Electronic Schematic Reading

Prerequisite: None
3 hours lecture weekly

Covers typical schematics, block diagrams, systems layouts, symbols, and circuits.

IM 52 - 4 units
Industrial Electronics

Prerequisite: IM 50 or IM 51
3 hours lecture, 3 hours lab weekly

Course includes application of electronics in the industrial and manufacturing setting.

Numerical controls, heat sensing, and switching systems covered. Lab experiments. Field trips may be required.

IM 53 - 3 units
Industrial Electronics Projects

Prerequisite: IM 50 and IM 51 or equivalent
2½ hours lecture, 1½ hours lab weekly

Course familiarizes students with common electronic laboratory practices. Covers color codes, circuits, Ohms law, and use of measuring devices. Field trips may be required.

IM 98 - ½-10 units
Short Courses in Industrial Mechanics

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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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)

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)
Transfer credit: UC, CSUC

IPS 103A - 4 units **BASIC I Programming**

Prerequisite: IPS 100 and high school algebra or equivalent
3 hours lecture, 3 hours lab weekly

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

IPS 103B - 4 units**BASIC II Programming**

Prerequisite: IPS 103A or equivalent
3 hours lecture, 3 hours lab weekly

Study of advanced techniques and programming concepts in the BASIC computer language for business applications.

Transfer credit: CSUC

IPS 104 - 4 units**COBOL I Programming**

Prerequisite: IPS 100

3 hours lecture, 3 hours lab 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)

Transfer credit: UC, CSUC

IPS 105 - 4 units**COBOL II Programming**

Prerequisite: IPS 104

3 hours lecture, 3 hours lab 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)

Transfer credit: UC, CSUC

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

Prerequisite: IPS 100, 101, 103,
3 hours lecture weekly

Analysis, design, and control of data systems for management and communications. Methods of information storage and retrieval, file organization, telecommunication, data base management, security, environmental control, and networking. (2)

Transfer credit: UC, CSUC

IPS 108B - 3 units**Information Processing Systems Analysis**

Prerequisite: IPS 100, 101, and any programming language course
3 hours lecture weekly

Concepts and techniques for analysis, design, and implementation of computerized information systems. Case study approach utilized. Requires analytical ability to realize suitable solution to computer problems in an appropriate application programming language. (2)

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

Prerequisite: IPS 100, 101, and any programming language course
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, or intermediate algebra and a 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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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)

IPS 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. (Co-numbered with Bus 124). (2)

Transfer credit: CSUC

IPS 189A-Z - ½-10 units
Topics in Information 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 Information Processing. Unit credit determined by length of courses. Field trips may be required. (2)

IPS 189A - 10 Units
JTPA Junior Computer Programmer Program

Prerequisite: IPS 100
6 hours lecture, 12 hours lab weekly

Students in this specially-funded program

learn BASIC I, BASIC II, COBOL I, and PASCAL program languages, and study Introduction to Information Processing Systems and Programming in addition to Systems Operation and Management.

IPS 199AB - 1-3 units
Directed Studies in Information Processing Systems

Prerequisite: Completion of at least one full semester of a computer programming language with a grade of "C" or better.

Lecture and/or lab as required by unit formula

Designed for students interested in furthering their knowledge of computer programming on an independent study basis. Assignments may include writing programs for campus use. May be repeated once for credit. (1)

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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

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. Unit credit determined by length of instruction and outside assignments as defined by current credit standards; total credit not to exceed 10 units. (2)

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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 critical examination and evaluation of ideas found in selected writings concerned with current theories and trends in the natural and social sciences and humanities.

Temper and direction of contemporary thought critically explored. Different

perspectives as found in readings evaluated each semester; class may be repeated for credit to a maximum of 12 units. Field trips may be required.

Transfer credit: UC, CSUC

IS 189A-Z - 1/2-10 units **Topics in** **Interdisciplinary Studies**

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

Topics in selected areas of Interdisciplinary Studies to meet specific needs of community or college as required or requested by persons whose needs are not met by regular course offerings. Field trips and/or lab fees may be required. (2)

IS 189AB - 3-3 units **Roman Culture/** **Latin Language**

Prerequisite: 189A for 189B
3 hours lecture weekly

Course presents various aspects of Roman culture and its influence upon English speaking peoples and also delves into Latin language, its grammar and syntax. Of special interest to physical and social science majors as well as

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

those interested in the origin and development of the English language. (2)

IS 198 - ½-10 units
Short Courses in
Interdisciplinary Studies

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

Courses and/or workshops in selected areas of Interdisciplinary Studies to meet specific needs of college or community as requested or required. Field trips and/or fees may be required. (2)

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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.



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-numbered 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-numbered 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,

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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 110ABCD - 2-2-2-2 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

Leadership

Ldr 100 - 2 units

Student Leadership

Prerequisite: Designed for students involved in student government and other interested students

1 hour lecture, 3 hours lab weekly

Practical course designed to provide ASOC officers, club officers, and interested students with methods and techniques essential in becoming effective leaders. Participants learn parliamentary procedure and become well-versed in student government issues at local, state, and national level.

Practical applications in execution of student activities and programs stressed. (2)

Transfer credit: CSUC

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

Learning Skills

LS 1 - ½ unit

Analyzing Learning Style

Prerequisite: Approval of Learning Disabilities Specialist
8 hours by arrangement

Provides information regarding students' academic achievement, modality strengths and weaknesses, and learning style.

LS 2 - ½-1 unit

Learning Skills Lab

Prerequisite: LS 1 or concurrent enrollment
Lab hours as required by unit formula
Addresses individual learning disabilities of students. Unique program carried out for each student based on Individual Education Plan developed by Learning Disabilities Specialist after thorough diagnostic testing. Course may be repeated for credit. (1)

LS 3 - 1 unit

Study Skills for Learning Disabled Students

Prerequisite: Approval of Learning Disabilities Specialist
1 hour lecture weekly

A tutor-assisted self-paced module designed to instruct learning disabled students in basic skills. Students may enroll at any time. Units awarded on time devoted.

LS 5 - 3 units

Auditory Skills

Prerequisite: LS 1 or concurrent enrollment
3 hours lecture weekly

Improves basic auditory processing of learning disabled students. Lecture, individual and small group activities focus

upon improving each student's weaknesses through use of relative strength areas and coping mechanisms.

LS 6 - 2 units

Techniques in Problem Solving

Prerequisite: LS 1 or concurrent enrollment
1 hour lecture, 3 hours lab weekly

Teaches reading and language skills through sequential steps. Introduces complex analogies through reading material. Evaluates students' ability to think and contrast ideas. Provides useful information to improve critical thinking.

LS 8 - 3 units

Spelling Improvement for Learning Disabled Students

Prerequisite: LS 1 or concurrent enrollment
3 hours lecture weekly

Foundation course for Learning Disabled students to improve spelling efficiency. Special emphasis on developing spelling competence through individualized methods.

LS 9 - 3 units

Reading Improvement for Learning Disabled Students

Prerequisite: LS 1 or concurrent enrollment
3 hours lecture weekly

Provides assistance for Learning Disabled students in basic skills needed for reading competence. Special emphasis on individualized learning styles and compensation skills.

LS 16 - 3 units

Math for Learning Disabled Students

Prerequisite: LS 1 or concurrent enrollment
3 hours lecture weekly

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

Introduction to basic skills of mathematics including addition, subtraction, multiplication, and division. Also includes money handling, time (clock and calendar).

Legal Assisting

LA 1 - 3 units

Legal Assisting Fundamentals

Prerequisite: None
3 hours lecture weekly

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 2A - 3 units

Torts

Prerequisite: LA 1, English 101
3 hours lecture weekly

Study of legal concepts of duty, breach, causation, and damages. Course explores traditional torts such as negligence and fraud and includes newer torts such as "wrongful life." Students expected to draft "complaints" and instructed on investigative techniques. (2)

LA 2B - 3 units

Contracts

Prerequisite: LA 1, LA 2A, Engl 101
3 hours lecture weekly

Study of formation, interpretation, and breach of contracts, both written and oral. Students expected to draft "complaints" for breach of contract lawsuits. Class explores investigative techniques commonly used. (2)

LA 3 - 3 units

Legal Research and Drafting I

Prerequisite: Engl 101
3 hours lecture weekly

General introduction to basic legal research and drafting

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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: Engl 101, 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: Engl 101, 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: Engl 101, 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 Law for Legal Assistants

Prerequisite: Engl 101, 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; bankruptcy laws and forms. (2)

LA 15 - 3 units

Family Law

Prerequisite: Engl 101, 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: Engl 101, LA 1, LA 3, LA 5

3 hours lecture weekly

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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 18 - 3 units

Personal Injury Litigation for the Legal Assistant

Prerequisite: Engl 101, LA 1, LA 3, LA 5
3 hours lecture weekly

Course covers responsibilities and duties of legal assistants dealing with personal injury cases. Students study steps for establishing files from plaintiff's and defendant's viewpoint, special statutes of limitations, pleadings, discovery, interrogatories, and requests for admission as well as other topics pertinent to this area of the law. (2)

LA 19 - 3 units

Workers' Compensation Law

Prerequisite: Engl 101, 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 20 - 3 units

Debtor-Creditor Relations and Remedies

Prerequisite: Engl 101, LA 1, LA 3, LA 5
3 hours lecture weekly

An in-depth overview of laws and procedures relating to debtor rights and remedies including bankruptcy and creditor rights and remedies in debtor/creditor litigation. Subjects covered include judgments, liens, wage garnishment, collection of judgments, executions, and bankruptcy. (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)

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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

Advanced 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 lab weekly

Supervised work in an approved library. (2)

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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

Second course in algebra emphasizing applications of mathematics to scientific and logical problems. Students learn to analyze and interpret problems, develop inductive and deductive logic abilities and apply these skills to solutions of verbal and quantitative problems. Topics include solutions of systems of linear equations; functions; factoring; complex numbers; solutions of equation of higher

degree exponential and logarithmic; sequences and series. (2)

Math 19ABC - 1-1-1 units

Vocational Mathematics

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

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)

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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 115 - 3 units
College Algebra

Prerequisite: Math 14 with a grade of C or appropriate score on Math Placement Test. Not open to students who have received credit for Math 114.
3 hours lecture weekly

Topics include Mathematical Induction, Functions and Their Graphs, Transformations of Functions, the Exponential and Logarithm Functions, and Elementary Matrix Operations.
Transfer credit: UC, CSUC

Math 116 - 3 units
College Trigonometry

Prerequisite: Math 115 with a grade of C or better or appropriate score on Math Placement Test. Not open to students who have received credit for Math 114.
3 hours lecture weekly

Topics include the Trigonometric Functions and Their Graphs, Radian measure, Trigonometry Identities and Equations, Complex Numbers, DeMoivre's Theorem, and the Functional

Theorem of Algebra.
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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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)

Transfer credit: UC, CSUC

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)

Transfer credit: CSUC

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

Motorcycle Technology

MT 98 - ½-10 units
Short Courses in
Motorcycle Technology

Prerequisite: None

Lecture and/or lab as required by unit formula

Specialized topics designed to inform, train, or update persons interested in various disciplines within the motorcycle technology industry. Length of course determines unit credit.

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

Music

Mus 101 - 3 units **Fundamentals of Music**

Prerequisite: None
3 hours lecture weekly

Designed for 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" schools of composition. Continued development of ear-training and keyboard skills.

Transfer credit: UC, CSUC

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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

Prerequisite: None
3 hours lecture weekly

Survey of Western musical history from medieval to present; 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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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

Prerequisite: None; concurrent
enrollment in Mus 106 recommended.
1½ hours lecture, 1½ hours lab weekly;
daily practice required.

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)

Transfer credit: UC, CSUC

Mus 110B - 2 units
Class Voice II: Vocal
Development and the
Art of Song

Prerequisite: Mus 110A or equivalent;
concurrent enrollment in Mus 106
recommended.

1½ hours lecture, 1½ hours lab weekly;
daily practice required.

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)

Transfer credit: UC, CSUC

Mus 110C - 2 units
Class Voice III: Vocal
Development and the Aria

Prerequisite: Mus 110B or equivalent;
concurrent enrollment in Mus 106
recommended.

1½ hours lecture, 1½ hours lab weekly;
daily practice required.

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)

Transfer credit: UC, CSUC

Mus 110D - 2 units
Class Voice IV: Voice in
Musical Theatre Workshop

Prerequisite: Mus 110C or equivalent;
concurrent enrollment in Mus 106
recommended.

1½ hours lecture, 1½ hours lab weekly;
daily practice required.

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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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 116 - 3 units
History of Rock Music

Prerequisite: None
3 hours lecture weekly

Musical and cultural survey of original form of American

music. Musical trends followed from influential traditions of early blues and jazz to most recent developments. Topics for consideration include Early Rock, the "British Invasion," and the Jazz-Rock Fusion.

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. (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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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 Automation

OA 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 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)

OA 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 nonclerical and non-secretarial students.

OA 11ABC - 1-3 units
Beginning Typewriting

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

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of the typewriter. Speed and control of errors stressed. Course structured so students can receive one, two, or three units of credit based on amount of course satisfactorily completed. (2)
Transfer credit: CSUC

OA 12ABC - 1-3 units **Intermediate Typewriting**

Prerequisite: OA 11ABC with grade of C or equivalent. Recommended that student be typing 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 per minute (gross) for five minutes. Course structured so students can receive one, two, or three units of credit based on amount of course satisfactorily completed. (2)
Transfer credit: CSUC

OA 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)

OA 14ABC - 1-3 units **Advanced Typewriting**

Prerequisite: OA 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 structure so student can receive one, two, or three units of credit based on amount of course satisfactorily completed. (2)

OA 15 - 3 units **Production Typing**

Prerequisite: OA 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

OA 20 - 4 units **Beginning Shorthand**

Prerequisite: Completion of or concurrent enrollment in OA 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

OA 21 - 4 units
Intermediate Shorthand

Prerequisite: OA 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

OA 22 - 4 units
Advanced Shorthand

Prerequisite: OA 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

OA 23 - 4 units
Speed Building and Transcription

Prerequisite: OA 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)

OA 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)

OA 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

OA 26 - 4 units
Machine Shorthand I

Prerequisite: OA 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)

OA 27 - 4 units
Machine Shorthand II

Prerequisite: OA 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

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of typing rate with 95 percent accuracy. (2)

OA 30 - 3 units **Filing Systems for** **Information Management**

Prerequisite: None. Ability to type recommended
3 hours lecture weekly

Course offers instruction and practical applications in procedures relating to handling of multiple office records including office organization, filing principles, modern supplies and equipment, micrographics, and introductory records management. (2)

OA 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)

OA 33 - 1 unit **Beginning Machine** **Transcription**

Prerequisite: OA 11ABC; typing speed of 40 wpm recommended; meeting one of the following English requirements: (a) completion of either Bus 40 or OA 40; (b) concurrent enrollment in Bus 40/OA 40; (c) acceptable English assessment score; or (d) equivalent of above.
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)

OA 34 - 3 units **Office Procedures**

Prerequisite: OA 12ABC or equivalent or typing speed of 40 wpm or better
2 hours lecture, 3 hours lab weekly

Course offers instruction and practical applications in current office techniques including office organizations, time management, telephone procedures, transcription and dictation practices, origination of correspondence, filing and records management, mail handling, etc. A good "finishing" course after having taken separate skill courses. (2)

OA 35A-N - 1 unit each **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)

OA 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

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interviews, and to take tests; also emphasizes personal adjustment on the job for greater success. (2)

OA 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)

OA 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)

OA 40 - 3 units **Written Communication Skills for Office Personnel**

Prerequisite: OA 11ABC or equivalent; meeting one of the following English requirements: (a) completion of Bus 40; (b) concurrent enrollment in Bus 40; (c) acceptable English assessment score
2 hours lecture, 3 hours lab weekly

Develops competency in three areas of written communication: punctuation rules and applications, proofreading, and composition of office correspondence and memos. (2)

OA 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)

OA 51 - 3 units **Advanced Medical Terminology**

Prerequisite: OA 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)

OA 52 - 3 units **Medical Office Procedures**

Prerequisite: OA 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)

OA 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 including Blue Cross, Blue Shield, Worker's Compensation, State Disability, Medi-Cal, and

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Medicare. (2)

OA 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)

OA 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)

OA 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)

OA 80 - 2 units **Microcomputer Data Entry**

Prerequisite: OA 11A or equivalent; recommend OA 11ABC, OA 35B, Bus 2, Bus 101A, or equivalent training in typewriter and accounting

1 hour lecture, 3 hours lab weekly

Extensive hands-on training with up-to-date microcomputers in keyboarding skills necessary for entry-level employment in Data Entry. Includes general operation of microcomputers and peripherals as well as keyboard training in various business office applications (sales, bookkeeping, payroll, banking, and word processing). (2)

OA 81 - 2 units **Microcomputer Accounting Applications**

Prerequisite: Completion of or concurrent enrollment in Bus 101A. Priority given to Accounting majors.

1 hour lecture, 3 hours lab weekly

Hands-on training in accounting procedures on a microcomputer. Beyond basic operation instruction on microcomputers, course offers training on four major integrated accounting systems: General Ledger, Accounts Payable, Accounts Receivable, and Payroll. (2)

OA 82 - 2 units **Microcomputer Word Processing and Data Base Management**

Prerequisite: Completion of OA 11ABC; OA 12ABC recommended. Enrollment priority given to WP and OA majors.

1 hour lecture, 3 hours lab weekly

Hands-on training in microcomputer operations of word processing and data base

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

software. Two of the most common applications in today's business office, word processing and data base software allow for storage and revision of text as well as data. Available software includes Apple Writer II, Screen Writer, and Word Star WP programs, and PFS and dBase II data base software. (2)

OA 89 - 1-12 units
Office Occupations
Preparation

Prerequisite: None

6 hours lecture, 18 hours lab weekly

For students who have little or no previous business training who have immediate job goals in mind. Course offers training in various office skills (typewriting, calculators, filing, spelling, English and math review, office procedures, and job search techniques) necessary for employment as office clerk, clerk typist, receptionist, or other

entry-level office occupation. Program is self-paced and operates on an open-entry, open-exit enrollment plan, meeting 24 hours per week. Students receive from one to twelve units per semester depending upon completion of course work. May be repeated for credit to a maximum of 24 units. Repetition of course may be only to complete unfinished subjects or learn new skills; no complete course may be repeated. Contact Admissions Office for vacancy information. (1)

OA 98 - ½-10 units
Short Courses in
Office Automation

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 Automation. Unit credit determined by length of course. (2)

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.



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)

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. (1)

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, resume preparation, and interviewing methods; practical experiences in resume writing processes as well as personal interviewing practice. (1)

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

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performance, students will be able to determine whether their present academic objectives are realistic. (2)

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. (1)

PG 5 - 1½ units **Career Search**

Prerequisite: None
3 hours lecture weekly for 9 weeks

Students will explore values, aptitudes, interests, and temperaments. Information available on various occupations. Procedures for decision-making examined and practiced. Test interpretation and personal counseling used to assist students in examining vocational options. (1)

PG 6ABC - ½-½-½ unit **Vocational Assessment**

Prerequisite: None
8 hours by arrangement

Assists students in career preparation, selection, and attainment. Individualized vocational testing/counseling structured to provide maximum input on vocational selection. (1)

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. (1)

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. (2)
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. (2)
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

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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. (2)

Transfer credit: CSUC

Petroleum Technology

PetTech 1 - 3 units Oil Well Drilling

Prerequisite: None
3 hours lecture weekly

An overall view of the business of drilling for oil and gas. Function of each component of the rotary drilling rig; installation, operation, and maintenance of drilling equipment; exploration and basic geology.

PetTech 2 - 3 units Oilfield Production Practices

Prerequisite: PetTech 1 or equivalent
3 hours lecture weekly

A survey of oilfield production methods; artificial lifts; pollution problems; easing, wellhead, mudline, and tooling systems; safety practices.

PetTech 3 - 3 units Elementary Oilfield Chemistry

Prerequisite: PetTech 1 or equivalent
3 hours lecture weekly

Basic chemistry as applied to oilfield production; corrosion problems, seal prevention, and water quality control.

PetTech 4 - 3 units Oil Production Equipment and Procedures, Petroleum Engineering Technology

Prerequisite: PetTech 1 or equivalent
3 hours lecture weekly

A survey of oilfield equipment, installation, maintenance, and function in the production of oil; basic fundamentals and functions involved in secondary recovery.

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PetTech 98 - 1-10 units
Short Courses in
Petroleum Technology

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

Specialized workshops designed to update Petroleum Technology personnel as required for inservice training requirements in specific subject matter areas. Unit credit determined by length of instruction as defined by current credit standards; total workshop credit limited to 10 units.

Philosophy

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,

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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 Religions

Prerequisite: None
3 hours lecture weekly

The philosophy of religion investigates empirical, logical, and rational bases for proving existence of God, and understanding nature of God, God's relation to natural reality, and the impact of this philosophical study upon religions.

Transfer credit: UC, CSUC

Phil 111 - 3 units
Critical Thinking

Prerequisite: None
3 hours lecture weekly

Survey of methods and techniques of critical thinking design to improve abilities to reason, analyze, and think creatively. Course discusses common fallacies with examples from the media, politics, business, and daily life, shows how to detect and avoid them, and how to strengthen one's powers of reasoning.

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 highlights major historical and contemporary perspectives in the history of philosophy and takes one prominent social philosopher for detailed study. Questions concerning legal and social relationships, purpose in social order, and ethical values in human institutions explored.

(Co-numbered with Soc 114.)

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.

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Physical Education

Graduation Requirements for the Associate in Arts and Associate in Science Degrees

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 — *Classes that can be repeated one time will be designated with (R). An activity category may be taken for a maximum of four semesters in sequence. 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.*

PE 98A-Z - ½-10 units Short Courses in Physical Education

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

Short courses or activities designed to inform and/or train interested persons in various

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disciplines within the scope of Physical Education. Unit credit/hours determined by course format. (2)
Transfer credit: UC, CSUC

AQUATICS ACTIVITIES

PE 101ABC - 1½-1½-1½ units (101A = R)

Swimming for Fitness

Prerequisite: Basic swimming ability;
101A for 101B; 101B for 101C
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 (R) 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 Beginner 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 hour lab 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 lab weekly

Theory and practical techniques needed to teach water safety techniques and procedures 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 (R) 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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

DANCE

PE 116A - 1½ units (R) Beginning Modern Dance

Prerequisite: None

1 hour lecture, 2 hours activity weekly

Development of proficiency in modern dance techniques, skills, and development of understanding and appreciation of modern dance as an art form. (2)

Transfer credit: UC, CSUC

PE 116B - 2 units (R) Intermediate Modern Dance

Prerequisite: PE 116A or equivalent

1 hour lecture, 3 hours activity weekly

Continuing study of modern dance techniques 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 (R) 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 (R) Intermediate Ballet

Prerequisite: PE 118A 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.

Transfer credit: UC, CSUC

PE 119A - 1½ units (R) 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 119BC - 2-2 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 - 1-2/1-2 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

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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 techniques 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 122AB - 1½-1½ units
Aerobics/Dance

Prerequisite: PE 122A for 122B
1 hour lecture, 2 hours activity weekly
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 (R)
Beginning Baile Folklorico

Prerequisite: None
3 hours activity weekly
Provides students with knowledge of different dances from several states of Mexico, including a variety of steps and techniques, costumes, music, and a brief history of the dances. (2)

PE 125B - 1 unit (R)
Intermediate Baile Folklorico

Prerequisite: PE 125A
3 hours activity weekly
Designed for students who have had experience in Mexican Folk Dance. Students should be familiar with basic techniques of dances and able to move on to more advanced steps in choreography of various dances in preparation for performances. (2)

COMBATIVE ACTIVITIES

PE 131ABC - 1½-1½-1½ units
(131A = R)

Self-Defense and
Body Mechanics

Prerequisite: PE 131A for 131B; 131B for 131C
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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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 (R)**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

**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

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 - 1½ units (R)**Bowling**

Prerequisite: None

1 hour lecture, 2 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 139BC - 1½-1½ units
Intermediate Bowling

Prerequisite: PE 139A for 139B; 139B for 139C

1 hour lecture, 2 hours lab weekly

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

PE 140A - 1½ units (R)
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 140BC - 2-2 units
Intermediate Golf

Prerequisite: PE 140A for 140B; 140B for 140C

1 hour lecture, 3 hours activity weekly

Advanced techniques and skills development with special emphasis on links play.

NOTE: The evening sections of golf meet only 2 hours and receive ½ unit. (2)

Transfer credit: UC, CSUC

PE 141A - 1½ units (R)
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 and 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

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survival on the trail and in camp, ecology; preparation and participation in backpacking trips required. (2)
Transfer credit: UC, CSUC

PE 143A - 1½ units (R)
Beginning Running for Fitness and Conditioning

Prerequisite: None
1 hour lecture, 2 hours activity weekly
Exercise program of relaxed walking and running to improve fitness level of nearly everyone at any age level.
Transfer credit: UC, CSUC

PE 143B - 1½ units (R)
Intermediate Running for Fitness and Conditioning

Prerequisite: PE 143A or equivalent
1 hour lecture, 2 hours activity weekly
Exercise and running program to improve fitness level of nearly everyone at any age level.
Transfer credit: UC, CSUC

PE 145A - 1½ units (R)
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 147A - 1½ units (R)
Beginning Racquetball

Prerequisite: None
1 hour lecture, 2 hours activity weekly
Instruction and practice in basic skills of racquetball. Emphasis 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. (2)
Transfer credit: UC, CSUC

PE 147B - 1½ units (R)
Intermediate Racquetball

Prerequisite: PE 147A
1 hour lecture, 2 hours activity weekly
Instruction and practice in development of advanced skills, rules, and strategy of racquetball; refinement of overall game with competition in singles and doubles. (2)
Transfer credit: UC

PE 148B - 1½ units (R)
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 (R)
Weight Training and Body Conditioning

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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

PE 150BC - 1½-1½ units
Intermediate Weight Training and Body Conditioning

Prerequisite: PE 150A or equivalent for 150B; 150B for 150C

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 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

ADAPTIVES

PE 154ABCD - 1½-1½-1½-1½ units
Adaptive Physical Education

Prerequisite: None

1 hour lecture, 2 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 needs. May be repeated for credit. (2)

Transfer credit: UC, CSUC

TEAM ACTIVITIES

PE 155A - 1½ units (R)
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 (R)
Intermediate Basketball

Prerequisite: PE 155A or equivalent

1 hour lecture, 2 hours activity weekly

For those students who want to become proficient in basketball. Previous experience in basketball is not necessary. A continuing development of a high degree of skill is emphasized. (2)

Transfer credit: UC, CSUC

PE 156A - 1½ units
Beginning Baseball

Prerequisite: None

1 hour lecture, 2 hours activity weekly

Development of basic skills for playing baseball, including rules and techniques.

Transfer credit: UC, CSUC

PE 156B - 2 units (R)
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 - 1½ units
Beginning Team Sports

Prerequisite: None

1 hour lecture, 2 hours activity weekly

Techniques, strategies, rules of team sport in season, with

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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 - 1½ units
Beginning Team Sports for Women

Prerequisite: None

1 hour lecture, 2 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 (R)
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 (R)
Intermediate Soccer

Prerequisite: PE 159A or equivalent

1 hour lecture, 2 hours activity weekly

Advanced techniques and skills in the game of soccer. (2)

PE 160AB - 1½-1½ units (R)
Co-Ed Softball

Prerequisite: PE 160A for 160B

1 hour lecture, 2 hours activity weekly

Co-educational instruction and participation in basic skills and strategy of slow pitch softball. (2)

PE 161A - 1½ units (R)
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 (R)
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 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 166AB - 3 units
Varsity Cross-Country (Men)

PE 167AB - 3 units
Varsity Cross-Country (Women)

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

PE 168AB - 3 units

Varsity Volleyball

PE 169AB - 3 units

Varsity Soccer

PE 170AB - 3 units

Varsity Basketball (Men)

PE 171AB - 3 units

Varsity Basketball (Women)

PE 172AB - 3 units

Varsity Baseball

PE 173AB - 3 units

Varsity Tennis

PE 174AB - 3 units

Varsity Track (Men)

PE 175AB - 3 units

Varsity Track (Women)

PE 176AB - 3 units

Varsity Golf

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 179ABCD - 2-2-2-2 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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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 182A during the fall semester — football, basketball, soccer, wrestling, PE 182B 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 technique of coaching. (2)

Transfer credit: UC, CSUC

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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 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 at 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 187AB - 1½-1½ units (R)**Conditioning for Women**

Prerequisite: PE 187A for 187B
1 hour lecture, 2 hours activity weekly

Designed to improve general condition, feeling, and appearance of the body. Includes weight lifting, vigorous exercise, and understanding of effects of different types of exercise. Students will learn to establish own personal exercise and weight control program. (2)

Transfer credit: CSUC

PE 189A-Z - ½-10 units**Topics in Physical Education**

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

In-depth exploration of specialized topics in Physical Education and personal fitness which are not covered fully in general physical education offerings.

PE 189AB - 1½-1½ units (R)**Mechanics of Isotonic Exercise**

Prerequisite: None
1 hour lecture, 2 hours activity weekly

Studies mechanics of isotonic with examination of movement, endurance, flexibility, and strength exercises. May include, but not limited to, analysis of proper nutrition, stress reduction, cardiovascular efficiency, high blood pressure, and optimum body weight. Useful for persons currently employed in or

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

contemplating entering vigorous or stress-producing occupations. Appropriate physical activities to test concepts presented. (2)

PE 189EF - 1½-1½ units (R)
Wheelchair Sports

Prerequisite: Physical disability requiring the use of a wheelchair
1 hour lecture, 2 hours activity weekly

Involves physically disabled in a variety of wheelchair sports and individualized conditioning programs. (2)
Transfer credit: UC, CSUC

PE 189G - 1½ units (R)
Golf: Green Approach and Putting

Prerequisite: None
1 hour lecture, 2 hours activity weekly

Course designed to teach beginners mechanics of the short drive, chip shot, and putt. Also for persons already golfing to improve green approach and putting. (2)

PE 199AB - 1-3/1-3 units
Directed Studies in Physical Education

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 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
3 hours lecture 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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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: 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 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

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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 is 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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

Political Science

PSc 100 - 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 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. (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: 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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

communities, role of civil service, aims and efforts of public programs, 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 189A-Z - ½-3 units

Topics in Political Science

Prerequisite: None

Lecture and/or lab hours as required by unit formula

Courses considering specific and current topics in Political Science which are not covered in the general Political Science offerings.

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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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. Recommended 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
3 hours lecture weekly

Course provides exploration of physiological basis of behavior. Some topics are neural 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 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,

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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

Explores the challenging role of being a parent. Focus on a variety of approaches to effective parenting, identifying typical problem areas and dealing with them by prevention or coping strategies, and promoting positive interactions between parent and child. Field trips may be required. (Co-numbered with CD 130.)

Transfer credit: 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
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 198A-Z - ½-10 units
Short Courses in Psychology

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

Courses and/or workshops in selected areas of Psychology to meet specific needs of college or community as requested or required. Field trips and/or lab fees may be required. (2)

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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 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 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

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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

RE 4 - 3 units

Real Estate Appraisal I

Prerequisite: RE 1 or equivalent*
3 hours lecture weekly

Introduction to real estate appraisal, exploring fundamental aspects of appraisal theory and practice; includes estimation of fair market value utilizing the cost, income and market approaches; emphasis on residential property types; case study situations may include field work. Required for Real Estate Broker's License. (2)
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

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

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 estate; 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

RE 8 - 3 units

Escrow I — Fundamentals

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 II — 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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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 by the Department of Real Estate for in-service training requirements (Continuing Education Units - CEUs) in specific subject matter areas. Maximum of 10 units of credit can be taken.

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 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: 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: CSUC

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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: CSUC

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: 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: 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: UC, CSUC

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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, fingerspelling, 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 weekly

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 189 - 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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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, considering the patterns and problems of adjustment. Topics to be discussed are sexuality and sex roles, dating, mate selection, and patterns of pre- and post-marital adjustments. (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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

Soc 112 - 3 units
Great American Women

Prerequisite: None
3 hours lecture weekly

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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

to maintain a conversation in Spanish with a native speaker; emphasis on vocabulary and more complicated usage. (2)
Transfer credit: CSUC

Spn 4 - 3 units
Conversational Spanish

Prerequisite: Span 3 or equivalent
3 hours lecture weekly

Practice in oral communication skills for students with a knowledge of the language, written and oral; emphasis on correct usage and pronunciation and enrichment of vocabulary. Reading and discussion of cultural topics is an essential part of the course. (2)
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

systematically 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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

First-year Spanish for non-native speakers. 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

Second-year Spanish for non-native speakers. 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

First-year Spanish for native Spanish speakers. Emphasis on vocabulary building and correct usage in speaking and writing; study of basic principles of grammar included. Both semesters increase proficiency in understanding, speaking,

reading, and writing Spanish. Cultural readings used to promote reading and writing.
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. To provide advanced students of Spanish with heavy emphasis on written style by using anthologies of Spanish and Spanish-American literature to enhance students' knowledge of Hispanic-American cultures.
Transfer credit: UC, CSUC

Spn 117 - 3 units Hispanic American Literature

Prerequisite: Advanced knowledge of Spanish in the areas of reading and writing. 3 hours lecture weekly

One semester survey of Hispanic American literature:

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

novel, short story, essay, poetry. Works studied will be by representative Hispanic American writers. Reading, in-class discussions, and written assignments are part of the course, taught in Spanish. (2)
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

Special Education

SpEd 2 - 3 units
Independent Living Skills

Prerequisite: Acceptance in Special Education Program

3 hours lecture weekly

Teaches learning-handicapped students practical life skills to be used at home and in the community. Includes budgeting, grooming, and other essential information necessary to independent living.

SpEd 6 - ½ unit
Analyzing Language Ability

Prerequisite: Acceptance in Special Education Program

8 hours lecture

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

SpEd 10 - 3 units
Language Development for the Deaf

Prerequisite: Acceptance in Special Education Program

3 hours lecture weekly

Evaluates hearing-impaired students' English language abilities and provides instruction in grammar and comprehension. Includes individualized language program and group instruction. Students receive practice in communication skills including written English.

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

SpEd 11 - 3 units **English Grammar for the Deaf**

Prerequisite: Acceptance in Special Education Program
3 hours lecture weekly

Designed for hearing-impaired students who require instruction in English grammar and whose primary communication mode is American Sign Language. Includes practice in identifying parts of speech and correct sentence structure using instructional materials specifically designed for hearing-impaired.

SpEd 12 - 3 units **Contemporary Issues for the Deaf**

Prerequisite: Acceptance in Special Education Program
3 hours lecture weekly

Designed to teach deaf students fundamentals of mass media and news reporting with emphasis on discussion and understanding contemporary issues. Media such as television, radio, newspapers, and magazines studied regarding information

organization, advertisements, news articles, job opportunities, and news commentaries. Instruction presented in American Sign Language.

SpEd 31 - 3 units **Vocational Adjustment**

Prerequisite: Acceptance in Special Education Program
3 hours lecture weekly

Assists special education students in becoming aware of self-concept, self-acceptance, and personal relationships as related to their disabilities and vocational interest.

SpEd 34 - ½ unit **Vocational Testing**

Prerequisite: Acceptance in Special Education Program
Lecture and/or lab hours as required by unit formula

Assists handicapped students in career preparation, selection, and attainment. Individualized vocational testing/counseling structured to provide maximum input with respect to a vocational selection.

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.



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 TC 109 and ThA 104.)

Transfer credit: UC, CSUC

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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.

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
Introductory Speech—
Bilingual Mode

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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.



Telecommunications

TC 101 - 3 units

Mass Communications: Introduction to Broadcasting

Prerequisite: None
3 hours lecture weekly

General survey of development and nature of radio and television, its social, political, economic, and cultural implications. Class required of all Telecommunications majors.

Transfer credit: UC, CSUC

TC 102 - 3 units

Broadcast Studio Operation

Prerequisite: None
2 hours lecture, 3 hours lab weekly

Class covers instruction in basic studio and control room equipment and operation. Students gain practical experience in the various aspects of production, explanation of program patterns, studio procedures, equipment use, and program production.

Transfer credit: CSUC

TC 103A - 3 units

Television Production Workshop

Prerequisite: TC 102
2 hours lecture, 3 hours lab weekly

Course involves intermediate work in production, camera work, technical direction, lighting, etc. Creation of new program concepts and types stressed. Each student responsible for producing an experimental TV program.

Transfer credit: CSUC

TC 103B - 3 units

Television Directing and Editing

Prerequisite: TC 103A
2 hours lecture, 3 hours lab weekly

Course covers advanced directing and editing of special projects and experimental TV programs. Each student responsible for producing a variety of television programs.

Transfer credit: CSUC

TC 105 - 3 units

Radio/Television Writing

Prerequisite: Engl 101, 102, or equivalent
3 hours lecture weekly

Course deals with preparation and analysis of dramatic scripts, program formats, public service announcements, local news, commercials, continuity, discussion programs, special events, talks, and interviews. Training given in fundamentals of script format, professional methods, and ethics and restrictions involved in broadcasting media.

Transfer credit: UC, CSUC

TC 106 - 3 units

Basic Electronics for FCC Licensing

Prerequisite: None
3 hours lecture weekly

Course reviews basic electronics especially pertaining to broadcasting to prepare student for Federal Communications Commission examination for FCC Radio Telephone Operator's License. May be repeated for credit to a maximum of 6 units.

TC 107A - 3 units
Radio Production Workshop

Prerequisite: TC 101 or concurrent enrollment

2 hours lecture, 3 hours lab weekly

Class offers integrated work in various radio broadcasting functions including announcing, acting, disc jockeying, basic writing, program direction, program production, advertising, radio interviewing, and station operation.

Transfer credit: CSUC

TC 107B - 3 units
Advanced Radio Production

Prerequisite: None

2 hours lecture, 3 hours lab weekly

Advanced practical course designed to prepare students for entry-level positions as radio announcer and/or newscaster at radio station outside the top 20 major radio markets. Students given basic background needed in developing a radio personality; working with and developing music formats; editing, rewriting, and gathering news to function as a broadcast journalist; and preparing an audition tape and resume for use in the job market.

Transfer credit: CSUC

TC 108 - 3 units
Voice and Diction

Prerequisite: None

3 hours lecture weekly

Course covers instruction in individual speech improvement and practice in correct breathing, voice control, and diction. Study of

correct pronunciation, enunciation, and voice production made, including study of foreign and regional dialects. Course designed for students in drama, forensics, broadcasting, or education. May be repeated for credit to a maximum of 6 units. (Co-numbered with Spch 104 and ThA 104.)

Transfer credit: UC, CSUC

TC 109 - 3 units
Acting for Film and TV

Prerequisite: None

2 hours lecture, 3 hours lab weekly

Students learn the techniques required in acting before the camera, blocking, movement, rapid line learning, etc., as it pertains to film and TV and as it varies from stagework. Also studied are microphone techniques and opportunities to perform in student-directed films and television shows. May be repeated for credit to a maximum of 12 units.

Transfer credit: UC, CSUC

TC 117 - 3 units
Advanced Television Production

Prerequisite: TC 103A

2 hours lecture, 3 hours lab weekly

Advanced course in production of a variety of television program categories. Some programs will be utilized by community media such as CATV public access systems. Includes remote assignments and special projects. May be repeated for credit to a maximum of 12 units.

Transfer credit: CSUC

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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 correct 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.) and TC 109.)

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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

ThA 110ABCD - 1-4 units
Rehearsal and Performance

Prerequisite: Cast or staff assignment in current theatre arts production
3 to 12 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 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 directing; 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 may produce and present its own program illustrating its class work to elementary and/or junior high audiences in the college area. (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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

ThA 121AB - 3-3 units
Stagecraft — Stage Design

Prerequisite: ThA 120 recommended;
ThA 121A for 121B
2 hours lecture, 3 hours lab weekly

Concepts and production elements needed for theatrical staging; utilizes lighting and scene design preparation and execution. Course specializes in renderings, scale models, and detailed drawings of sets of plays to be done at the college.

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 198 - ½-10 units
Short Courses in Theatre Arts

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

Courses and/or workshops in selected areas of Theatre Arts to meet specific needs of college or community as requested or required. Field trips may be required. (2)

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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.



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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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)

Truck Driving and Transporting

TDT 1 - 3 units
**Introduction to Professional
Truck Driving**

Prerequisite: None
3 hours lecture weekly

Fundamentals of truck driving including driver courtesy, safety procedures, and pertinent sections of California Vehicle Code leading to a C-1 or C-2 License. Students learn federal regulations, use of daily logs and recaps as well as inspection and pre-trip preparation. Field trips required. (2)

TDT 2 - 3 units
**Truck Driving: Basic
Operating Techniques**

Prerequisite: TDT 1
1 hour lecture, 6 hours lab weekly

Basic knowledge every driver should know about equipment presented in both classroom and vehicle. Preventive maintenance stressed; actual operation of vehicle stressing proper use of clutch, 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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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 40 - 1-12 units
Truck Driving — Transport

Prerequisite: None

6 hours lecture, 18 hours lab weekly

For students who have immediate job goals in mind, program is a 24-hour per week

offering. Topics 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 in Truck Driving/Transporting program successfully completed. Contact Admissions Office for vacancy information. May be repeated to a maximum of 24 units. *Field trips may be required.* (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)

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.



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 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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

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: OA 33 or concurrent enrollment or equivalent; WP 74 or concurrent enrollment
2 hours lecture, 3 hours lab weekly

Extensive practice in using transcribing equipment. English usage and business procedures emphasized. Extensive practice in punctuation and business letters and forms. Practice in dictation techniques and the art of listening. (2)

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

Prerequisite: OA 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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.

practical experience on machines for office-related jobs. Course may be repeated up to four times. (2)

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 from the first stage, set it up, type the materials, and make any necessary revisions. Course may be repeated once for credit. (1)

WP 76 - 3 unit
Word Processing:
Administrative Support

Prerequisite: WP 74, OA 40
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: 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

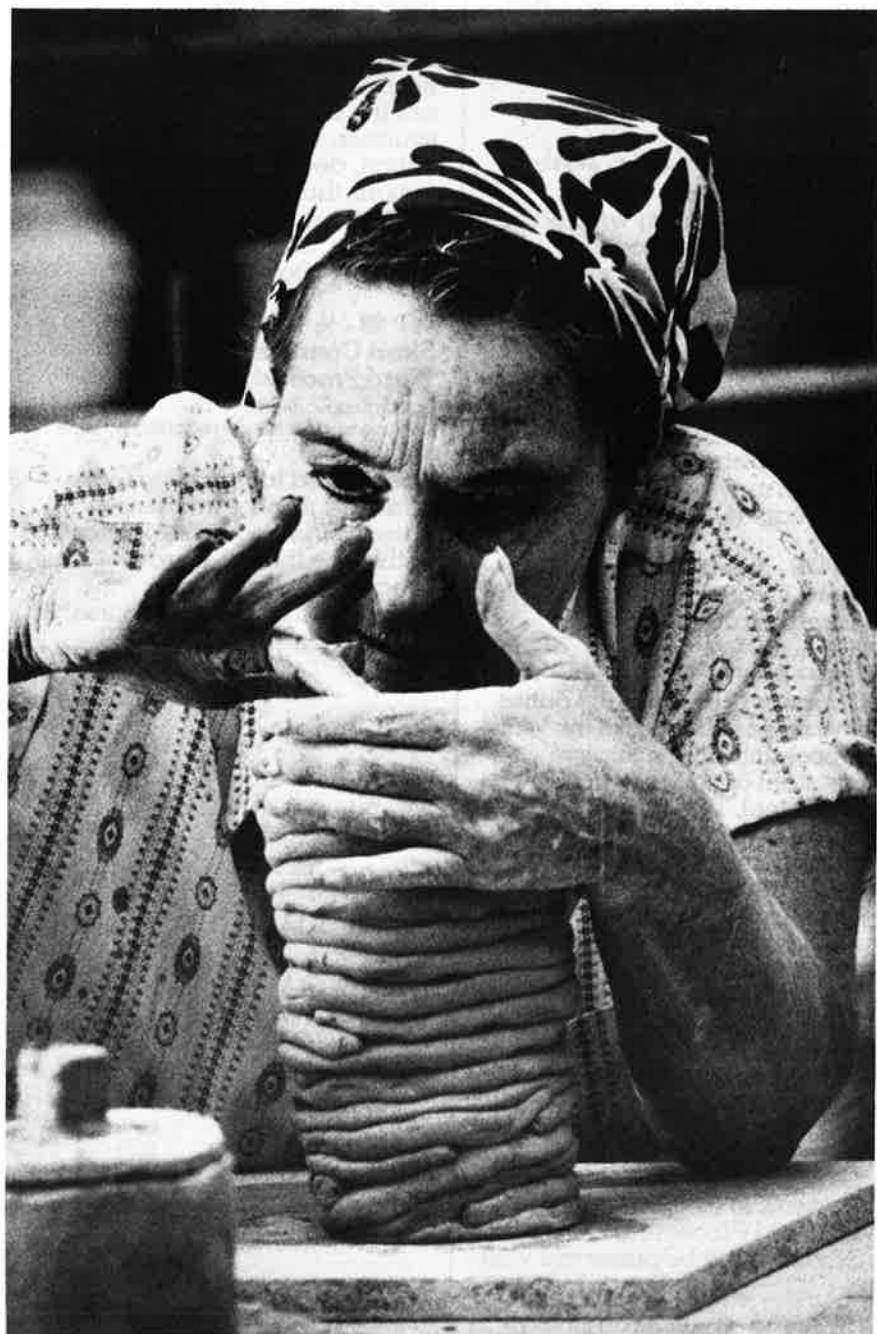
Prerequisite: Recommend at least one of the following: WP 70, 72, 74, 76
3 hours lecture weekly
Course is designed to train students to be office managers for Word Processing Centers. Students will be presented with

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)

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.



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

Nonresident and Out-of-District Tuition Fees 1984-85

For the 1984-85 school year, tuition has been established at \$97 per unit, with a maximum fee of \$1,455 per semester for 15 or more units. This fee is subject to revision annually.

Tuition fees are payable prior to enrollment. A refund schedule appears below:

Refund Schedule

Units Enrolled	Tuition Charge	1st Week Refund		2nd Week Refund		3rd Week Refund		4th Week Refund **Reg. Only
		Reg. & SS	Reg.	SS	Reg.	SS	SS	
½ *	\$ 48.50	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
1 *	97.00	47.00	47.00	47.00	47.00	24.25	24.25	24.25
1 ½ *	145.50	95.50	95.50	72.75	72.75	36.38	36.38	36.38
2 *	194.00	144.00	144.00	97.00	97.00	48.50	48.50	48.50
2 ½	242.50	192.50	181.88	121.25	121.25	60.63	60.63	60.63
3	291.00	241.00	218.25	145.50	145.50	72.75	72.75	72.75
3 ½	339.50	289.50	254.63	169.75	169.75	84.88	84.88	84.88
4	388.00	338.00	291.00	194.00	194.00	97.00	97.00	97.00
4 ½	436.50	386.50	327.38	218.25	218.25	109.13	109.13	109.13
5	485.00	435.00	363.75	242.50	242.50	121.25	121.25	121.25
5 ½	533.50	483.50	400.13	266.75	266.75	133.38	133.38	133.38
6	582.00	532.00	436.50	291.00	291.00	145.50	145.50	145.50
6 ½	630.50	580.50	472.88	315.25	315.25	157.63	157.63	157.63
7	679.00	629.00	509.25	339.50	339.50	169.75	169.75	169.75
7 ½	727.50	677.50	545.63	363.75	363.75	181.88	181.88	181.88
8	776.00	726.00	582.00	388.00	388.00	194.00	194.00	194.00
8 ½	824.50	774.50	618.38	412.25	412.25	206.13	206.13	206.13
9	873.00	823.00	654.75	436.50	436.50	218.25	218.25	218.25
9 ½	921.50	871.50	691.13	460.75	460.75	230.38	230.38	230.38
10	970.00	920.00	727.50	485.00	485.00	242.50	242.50	242.50
10 ½	1,018.50	968.50	763.88	509.25	509.25	254.63	254.63	254.63
11	1,067.00	1,017.00	800.25	533.50	533.50	266.75	266.75	266.75
11 ½	1,115.50	1,065.50	836.63	557.75	557.75	278.88	278.88	278.88
12	1,164.00	1,114.00	873.00	582.00	582.00	291.00	291.00	291.00
12 ½	1,212.50	1,162.50	909.38	606.25	606.25	303.13	303.13	303.13
13	1,261.00	1,211.00	945.75	630.50	630.50	315.25	315.25	315.25
13 ½	1,309.50	1,259.50	982.13	654.75	654.75	327.38	327.38	327.38
14	1,358.00	1,308.00	1,018.50	679.00	679.00	339.50	339.50	339.50
14 ½	1,406.50	1,356.50	1,054.88	703.25	703.25	351.63	351.63	351.63
15 or more	1,455.00	1,405.00	1,091.25	727.50	727.50	363.75	363.75	363.75
Maximum		\$50	\$50	\$50	\$50	\$50	\$50	\$50
		Admin. Fee	Admin. Fee	Admin. Fee	Admin. Fee	Admin. Fee	Admin. Fee	Admin. Fee
		Charge	Charge	Charge	Charge	Charge	Charge	Charge
			75% Ref.	50% Ref.	50% Ref.	25% Ref.	25% Ref.	

* Indicates that a minimum administrative fee of \$50 is deducted from those refunds.

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

Reg. = regular semester (fall or spring) SS = summer session.

Refund schedule subject to change at the discretion of the governing board.

Appendix VI

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 VII

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 VIII

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 IX

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.¹

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

¹The 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.

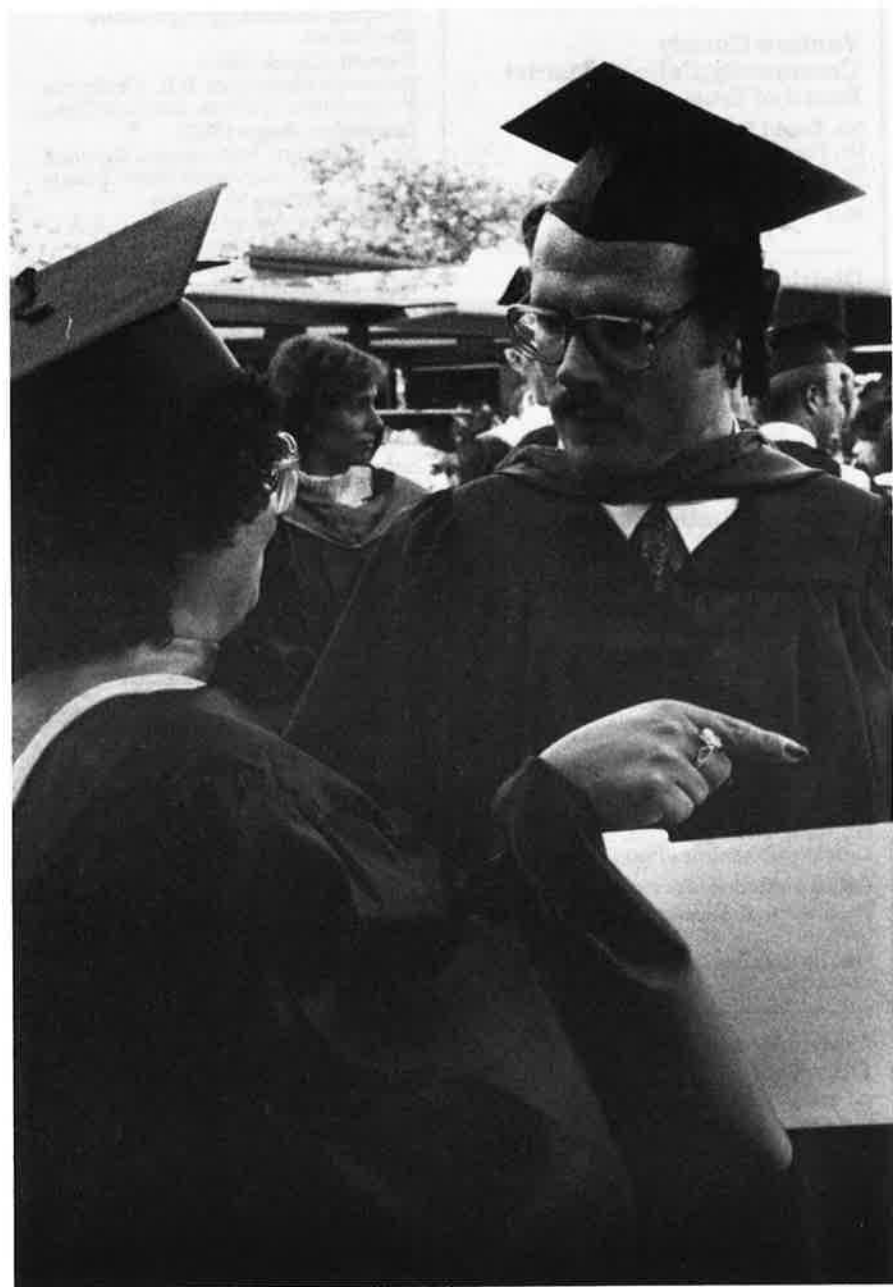
- D. Administrative and supervisory personnel who receive complaints of sexual harassment shall endeavor to obtain all necessary information from the complainant and the accused and shall follow up the complaint with an initial investi-

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



Faculty and Administration

Ventura County Community College District Board of Trustees

Mr. David Bender
Dr. Fernando Elizondo
Dr. James T. Ely
Mr. Gregory Kampf
Mrs. Ruth Oren

District Administration

Dr. Alfred P. Fernandez, Chancellor
Barbara Derryberry, Vice-Chancellor,
Personnel/Affirmative Action
Maynard E. Sommer, Vice-Chancellor,
Administrative Services
John D. Tallman, Vice-Chancellor,
Instructional Services

College Administration

Edward W. Robings, President

Office of Administrative Services

Dr. John L. Woolley, Dean of
Administrative Services

Office of Instructional Services

W. Roger Boedecker, Vice-President,
Instructional Services

Dr. Ruth M. Hemming, Dean,
Continuing Education

Dr. William H. Lawson, Dean,
Vocational Education

Dr. Winston A. Sarafian, Director,
Learning Resources/Head Librarian

Office of Student Services

Dr. George E. Lanning, Vice-President,
Student Services

José de la Peña, Dean, Admissions and
Records

Instructional Division Directors

Dr. Donald H. Brockett, Director,
Physical Education/Athletics

Tanya Burke, Director, Business/Public
Services

Fernando Cuevas, Director,
Math/Sciences

Donald O. Matthews, Director,
Technology

Faculty

(Date) indicates year of employment at
Oxnard College.

Ayala, Bill, Sr. (1975)
Welding Technology/Agriculture
Mechanics

Barnett, Chuck (1981)
Industrial Mechanics. B.S., California
Polytechnical College, San Luis Obispo

Boedecker, Roger (1983)
Vice-President, Instructional Services.
B.A., M.A., Long Beach State College

Brinkman, Gary W. (1975)
Counselor/Physical Education. B.A.,
Brigham Young University; M.A.,
California Polytechnical College;
Ed.D., Brigham Young University

Brockett, Donald H. (1982)
Division Director, Physical
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Brigham Young University

Burke, Tanya (1975)
Division Director, Business/Public
Services. B.S., M.S., Western Michigan
University

Case, Deena B. (1977)
Psychology. B.A., M.A., California
State University, Northridge

Castro, Frank (1977)
Automotive Technology

Chatanover, Robert A. (1981)
Air Conditioning/Refrigeration. B.S.,
Stevens Institute of Technology

Corley, Helene (1976)
Business Management/Marketing.
B.B.A., City University of New York;
M.S., Long Island University; M.A.,
University of California, Berkeley

Corral, Margarita (1981)
Counselor. B.A., M.A., California State
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Business/Office Automation. B.S.,
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Dean, Admissions and Records. B.A.,
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Fire Technology Facilitator. B.A.,
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Dominguez Hills

Dorrance, Carolyn (1975)
History/Political Science. B.A., Mount Holyoke College; M.A., Columbia University; Ph.D., University of California, Santa Barbara

Essa, Sara A. (1975)
History. B.A., M.A., University of California, Davis

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Mathematics. B.A., M.A., California State University, Northridge

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B.A., California State University, Northridge; M.A., M.B.A., Pepperdine University

Flocco, Vincent R., Jr. (1975)
Art. B.A., M.A., California State University, Los Angeles; M.F.A., University of Iowa

Ford, Bernie (1979)
Diesel Mechanics.

Frick, Carole A. (1980)
Special Education. B.A., Sonoma State College; M.A., California Lutheran College

Gable (aka Schwitzgebel), Colleen (1975)
Chemistry/Mathematics. B.A., M.A., Wellesley College; M.A.T., Harvard University

Garza, Marta C. (1975)
Spanish. B.A., M.A., University of California, Santa Barbara

Golden, Roger M. (1975)
Accounting. B.B.A., M.B.A., University of Miami

Hall, Elton A. (1975)
Sociology/Philosophy. B.A., All College Honors, Occidental College; M.A., University of California, Santa Barbara

Hemming, Ruth M. (1975)
Dean, Continuing Education. A.A., Pasadena City College; B.A., University of California, Berkeley; M.A., Mount Holyoke College; Ed.D., University of LaVerne

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Physical Education. B.A., San Diego State College; M.A., Azusa Pacific College

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Coordinator, Special Education. A.A., Moorpark College; B.A., M.A., California State University, Northridge

Hughes, Patrick R. (1975)
Philosophy/Psychology. B.A., University of Americas; M.A., University of Washington; Ph.D., D.Ph., University of Ottawa

Jackson, Ronald (1975)
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Jarvaise, James (1975)
Art. B.F.A., M.F.A., University of Southern California

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Child Development. B.A., M.A., California State University, Long Beach

Jones, Desmond G. (1975)
Political Science/Economics. B.Sc. (Economics), London School of Economics; M.A., Lehigh University; Ph.D., University of California, Santa Barbara

Jones, Joan (1980)
Work Evaluation Specialist. B.A., M.S., University of Wisconsin

Kazmark, Mary Ellen (1980)
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