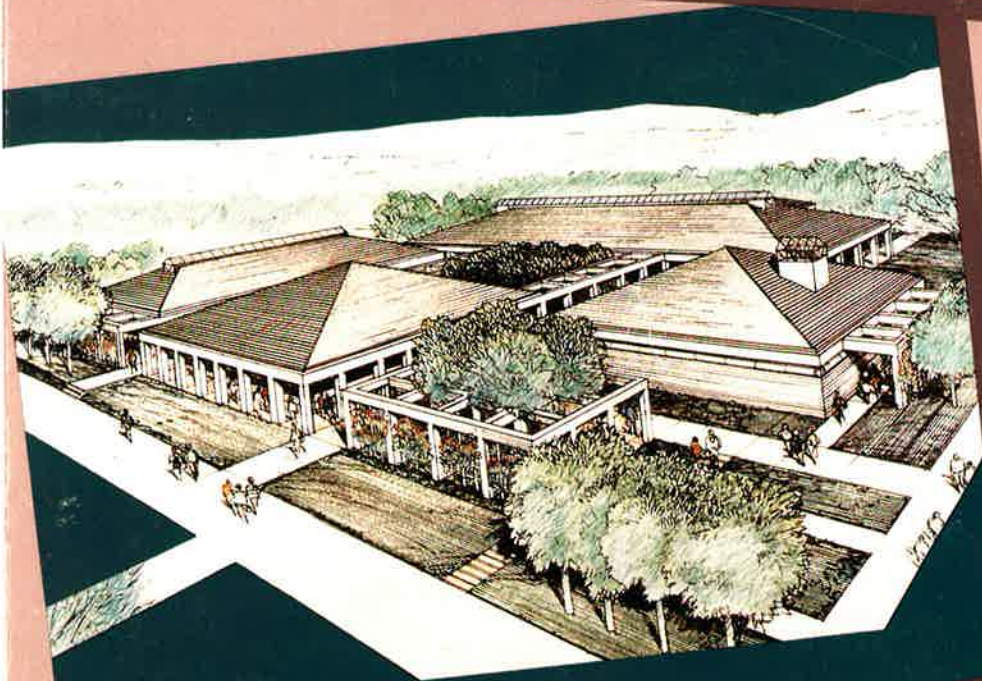


# OXNARD COLLEGE

## CATALOG



1986  
1987



# OXNARD COLLEGE

## CATALOG



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

**IMPORTANT NOTICE:** The Ventura County Community College District and Oxnard College have made every reasonable effort to determine that everything stated in this Catalog is accurate. Courses, programs, and requirements, together with other information contained herein, are subject to change without notice by the administration of the District for reasons related to student enrollment, level of financial support, or for any other reasons at the discretion of the District and the College. The District and the College reserve the right to add, amend, or repeal any of their rules, regulations, policies, and procedures, consistent with applicable laws.

**1986  
1987**

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*NOTE: Cover design based on architect's rendering of the OC Occupational Education complex opening in Fall, 1986.*

# Ventura County Community College District Governing Board



**David Bender, Jr.**



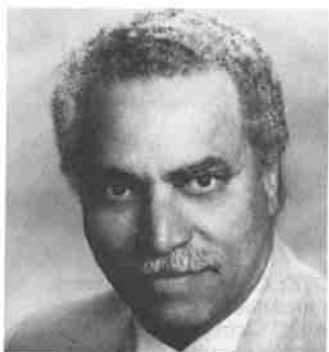
**Dr. Fernando Elizondo**



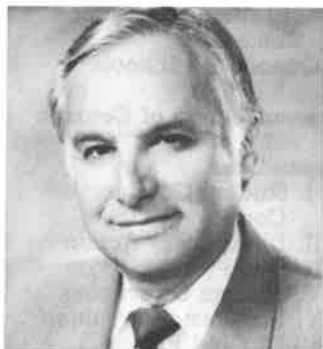
**Dr. James T. "Tom" Ely**



**Ruth Oren**



**Julian Tarleton, Sr.**



**Alfred P. Fernandez**  
Chancellor

## President's Welcome



Welcome to Oxnard College. It's a great place with a terrific faculty and staff. We are a comprehensive community college offering academic, technical and vocational, and remedial classes. Our counselors can assist you in enrolling in classes that will transfer to other colleges and universities.

In the fall semester of 1986, the College opened its new occupational education complex. Oxnard has the best computer and word processing laboratory in the County. Hotel and restaurant management training, including chef training in a new kitchen, will prepare students for the many new jobs being created in the hospitality industry in Ventura County. The machine shop has new computer numerically controlled machines to provide state of the art instruction, along with more traditional machine shop equipment. Our air conditioning and electronics classes are preparing employees to fill jobs that are being created in

the expanding local economy.

Study this Catalog carefully. Make an appointment and talk to a counselor. You will discover that Oxnard College offers many outstanding educational programs at a modest cost. We may surprise you with the variety of our offerings.

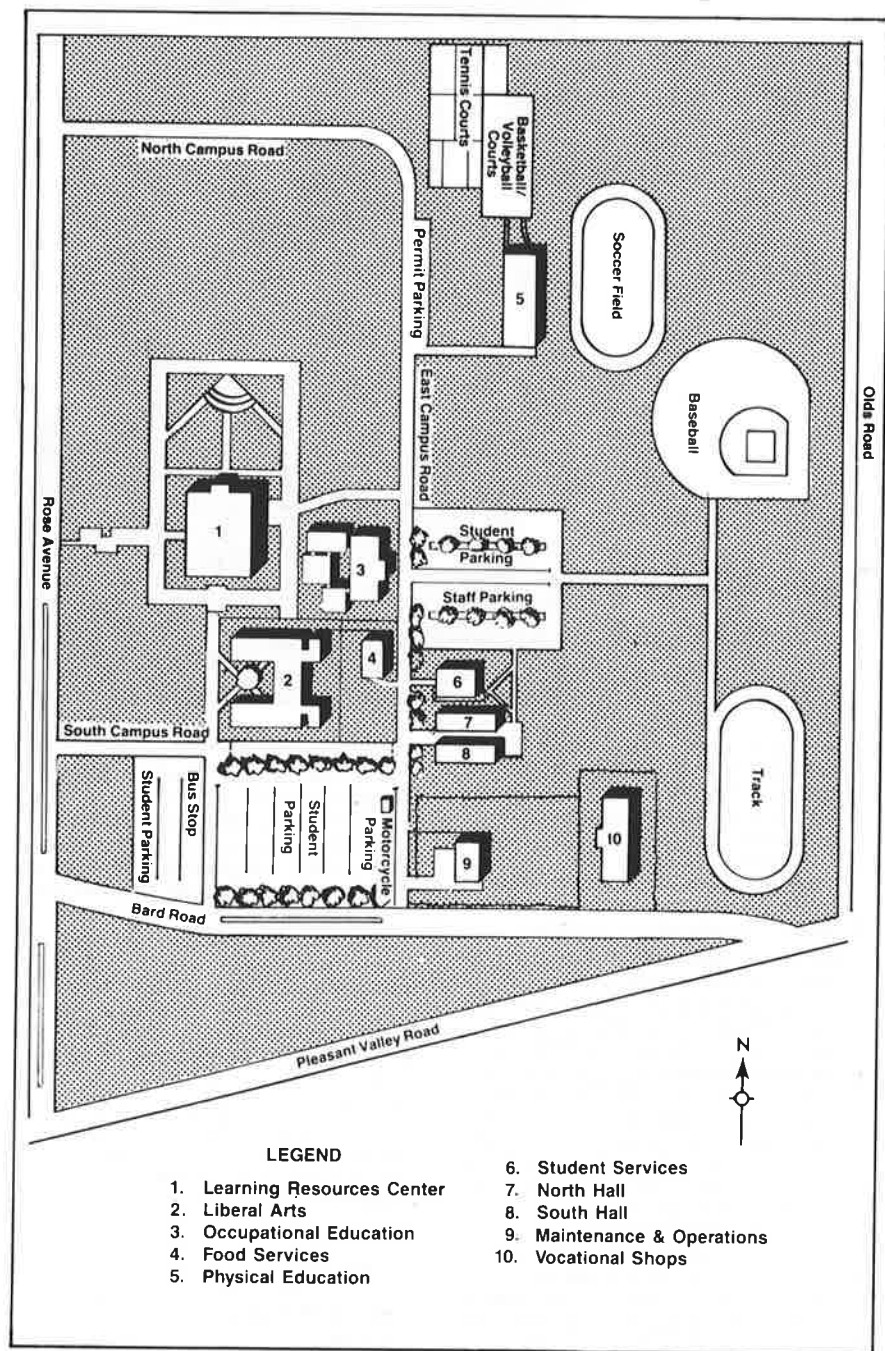
Consider a four-year degree right from the start. We have special transfer programs with the California State University and the University of California, especially at CSUN and UCSB. Let us help you to be the best that you can be.

Whether you wish to attend part-time or full-time or day or evening, we are here to serve you. We just ask that you give us that opportunity.

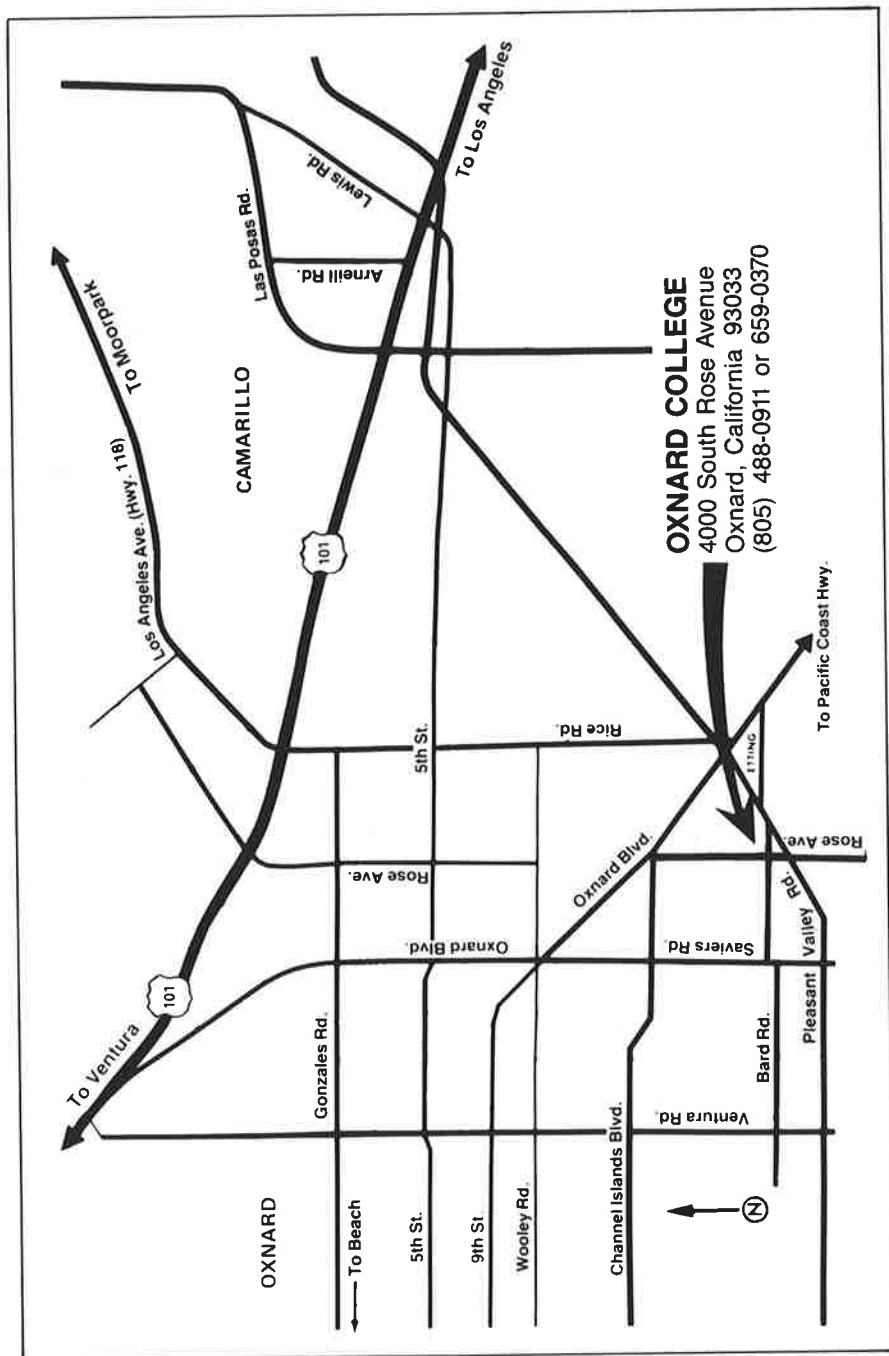
Cordially,

  
Edward W. Robings  
President

# Oxnard College Campus Map



## Oxnard College Location



## **GENERAL INFORMATION**



*TOM O'NEIL, Geology instructor, is one of the Oxnard College faculty members featured on the section pages of this Catalog. Tom is well-known for his excellent teaching and popular field trips.*

## **General Information**

### **Nature of the College**

Oxnard College is a locally-controlled, 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,

## **Informacion General**

### **Naturaleza del Colegio**

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

### **Filosofía del Colegio**

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

—Sócrates

El Colegio de Oxnard sigue la filosofía de proveer una educación que satisfaga las necesidades 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



general, developmental education; counseling and guidance; community services; and cocurricular activities, among others.

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

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

## **Specific Objectives**

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

### **General Education**

Recognizing that people are more than mere units of production, and that students must learn to live as well as

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

Actividades culturales y estéticas son pertinentes en la sociedad de hoy y deben ser promovidas. El colegio se empeña en proveer oportunidades educativas para que cada adulto, sin importar la edad, el sexo, la raza, impedimento físico ni el fondo étnico, socioeconómico, cultural, o educativo, 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 empeña 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 educativas, acceso a información, y el desarrollo de competencias, el Colegio de Oxnard ofrece los siguientes — programas educativos diseñados con el fin de satisfacer las necesidades de los que desean matricularse.

### **Educación General**

Reconociendo que las personas son algo más que únicamente unidades de producción, y que los estudiantes deben aprender a vivir, tanto como ganarse la

earn a living, Oxnard College emphasizes the values of general education. To this end, then, it is essential that students develop a command of the written and spoken language; understand mathematics; have knowledge of the structure and function of the human body; develop an understanding of the history and political institutions of the United States; learn to appreciate beauty, form, and color; perceive their own roles and understand the society in which they live; and become familiar with the elements of the scientific method.

#### **Preparation for Transfer**

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

#### **Occupational Education**

Preparation for employment is an important and legitimate function of higher education. Oxnard College recognizes the changing nature of industrial society and, therefore, is committed to specific preparation, as well as broad-gauge occupational training that prepares for tomorrow as well as today. Occupational programs are designed to

vida, el Colegio de Oxnard destaca los valores de la educación general. Para alcanzar este fin, entonces, es esencial que los estudiantes desarrollen un dominio del lenguaje hablado y escrito; entiendan las matemáticas; tengan conocimiento de la estructura y de la función del cuerpo humano; desarrollen un entendimiento de la historia y de las instituciones políticas de los Estados Unidos; aprendan a apreciar la belleza, la forma y el color; perciban su función propia y entiendan 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 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 tanto como para el presente. Los programas ocupacionales son diseñados para proveer las

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.

### **Physical Development**

Physical health and development is a vital part of education, for alertness of mind and soundness of body are fundamental requirements of

habilidades del nivel de entrada, las habilidades técnicas, y el conocimiento técnico que permitirá la movilidad de empleo mientras que ocurren los cambios, y la educación general que forma la base sobre la cual se puede erigir el entrenamiento especializado.

### **Programas de Desarrollo**

El Colegio de Oxnard se esfuerza por satisfacer 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 en el salón de clase. 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 educativas, escojan inteligentemente de los cursos que ofrece el colegio, y tengan un fuerte cimiento para las diferentes carreras.

### **Desarrollo Físico**

La salud física y el desarrollo físico forman una parte vital de la educación, porque la viveza mental y la vitalidad del cuerpo son requisitos fundamentales de

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.

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

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 ésto 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.

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

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 Library/Learning Resources Center holds the college Library, Learning Center, general classrooms, and administrative and student services offices.

The newly-completed Occupational Education Building houses the college's information processing, air conditioning and refrigeration,

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 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 fue 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 el profesorado. La Biblioteca, 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

En el nuevo edificio de Educación Ocupacional se encuentran los siguientes programas: El centro de información de proceso de datos, el programa de refrigeración y aire acondicionado, el de

hotel and restaurant management, electronics, word processing, and industrial mechanics programs.

Other campus buildings include a physical education shower and locker building with dance and weight training facilities, two relocatable classroom buildings, a vocational shop building, a student services center, and a food services facility. A Natural Science building is the next major building scheduled.

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.

## **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.

administración de hoteles y restaurantes, el de electrónica, el de procesador de palabras y el programa mecánico e industrial.

Entre otros edificios se encuentra el de educación física con baños y casilleros, lugar para danza y pesas; dos salones móviles, un edificiotaller vocacional, un centro de servicios para estudiantes y una cafetería. El próximo gran proyecto será un edificio par Ciencias Naturales.

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

## **Acreditación**

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

## **Asociaciones**

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

## **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.

## **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

## **Servicios Para la Comunidad**

Los servicios para la comunidad son una función informativa del Colegio de Oxnard que se dedica 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 reúne a grupos de la comunidad con intereses y necesidades comunes. Los Servicios para la Comunidad llevan a cabo su función de informar, ofreciendo clases que son sin crédito y con costo para el estudiante. También ofrecen programas culturales, coordinación de conferenciantes, programas recreacionales, uso del colegio por medio del Acto del Centro Cívico, y programas especiales para personas jubiladas, niños, y minorías.

## **Acción Afirmativa**

El Distrito de los Colegios de la Comunidad del Condado de Ventura y sus tres colegios están dedicados en proveer igual oportunidad de instrucción, empleo y servicios, sin importar la edad, raza, color, sexo, país de origen, religión o incapacidades físicas, de acuerdo con los requisitos 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



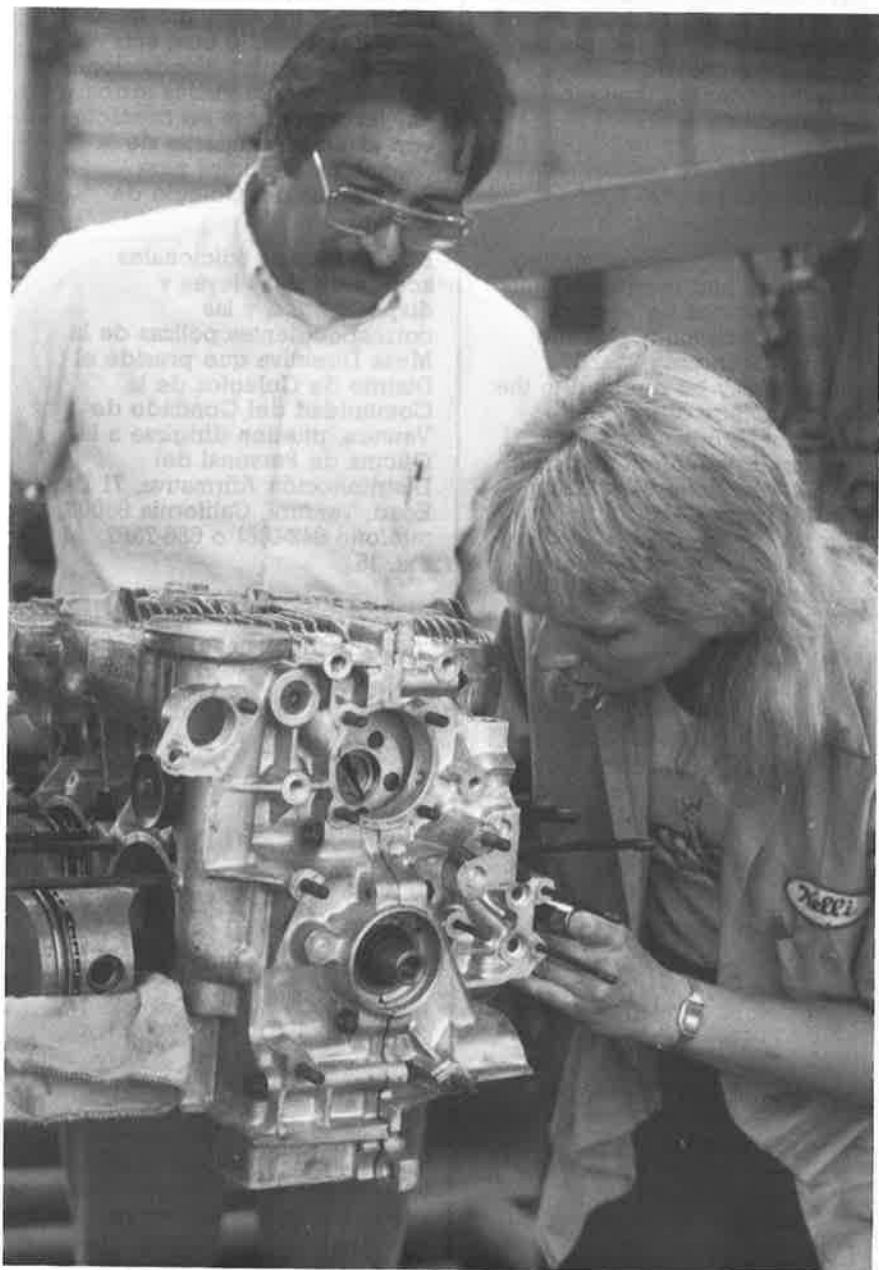
of the Rehabilitation Act of 1973, as amended. If you feel that you have been discriminated against in regard to any of these programs or activities, please contact the Oxnard College Vice President of Student Services' Office.

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.

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.

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



**FRANK CASTRO**, Automotive Technology instructor, has made OC's auto shop a model for training students and preparing them for the local industry.

# **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.

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

# **Informacion Para Admision**

## **Elegibilidad**

El Colegio de Oxnard admite a personas quienes se han graduado de la secundaria (high school), o que han cumplido los 18 años y pueden ser beneficiados por la instrucción que se les ofrece. Los estudiantes que asistan a uno de los colegios de la Comunidad en California están sujetos a los requisitos del Estado de California.

Un estudiante es elegible para asistir al Colegio de Oxnard si su residencia legal está dentro del 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 si consigue permiso de su distrito.

El derecho del estudiante de asistir a cualquier colegio de la comunidad en este distrito esta condicionado por ciertos requisitos de admisión y residencia estipuladas por ley. Estudiantes que no han calificado para admisión en otras instituciones deben hacer petición por medio de la Oficina de Admisiones y Registros para obtener permiso.

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) 488-0918 or 659-0372

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 colleges and universities.

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) 488-0918 o 659-0372

La solicitud debe completarse lo antes posible 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.

### **Requisitos de Transcripto**

Los requisitos para copias oficiales de records de preparatoria y/o colegios y universidad son los siguientes:

1. Todos los estudiantes nuevos deben de presentar transcriptos si han asistido a la preparatoria en los últimos tres años.
2. Todos los veteranos y estudiantes que reciben ayuda financiera deben de mandar transcriptos de los cursos que han completado en otros colegios y universidades.

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**

Assessment tests in English, Reading, and Math are required of all new students who plan to enroll in six or more units OR for anyone intending to enroll in any English or advanced Math course. Assessment results will help students select appropriate courses according to their capabilities. Additional information is available in the Counseling Office.

### **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

3. Todos los estudiantes que se inscriban en cualquier curso de matemáticas, deben mandar records 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 records de todos los cursos completados en otros colegios y universidades.
5. Los programas especiales con requisitos especiales de admisión exigen que el estudiante proporcione todos los records de preparatoria y de colegio para verificar su elegibilidad.
6. A los demás estudiantes se les requiere que manden al Colegio de Oxnard los transcriptos de preparatoria así como los de otro colegio que hayan asistido.

### **Asesoramiento**

Todos los nuevos estudiantes que tomen 6 unidades o más, o cualquier clase en Inglés, Matemáticas avanzadas, necesitan tomar un examen de conocimientos en Inglés, Lectura, y Matemáticas. Los exámenes ayudaran al estudiante a determinar en que nivel deben estar de acuerdo con sus capacidades. Para mas información llamar a la Oficina de Consejeros.

### **Asesoramiento**

Habrà 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

classes begins. First-time students who wish to enroll in more than six units must see a counselor before registering.

### **Educational Work Load**

A student's educational work load generally consists of fifteen (15) units of work per semester in order to make normal progress towards the AA/AS degree and/or transfer requirements

Students desiring to take an overload—more than eighteen (18) units but less than twenty-two (22)—must have a counselor's approval. Students desiring to take twenty-two (22) units or more must have the approval of the Dean of Counseling in addition to the counselor's approval.

### **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

empiecen. Los estudiantes que vienen por primera vez y que desean registrarse en más de 6 unidades debe ver a un consejero antes de matricularse.

### **Total de Unidades**

El trabajo educacional del estudiante consiste generalmente de quince (15) unidades por semestre para poder progresar y completar el certificado de AA/AS y/o requisitos transferibles.

Los estudiantes que deseen estudiar más de 18 unidades, pero menos de 22 unidades, deberán tener el permiso de un consejero. Los estudiantes que deseen estudiar más de 22 unidades deberán tener el permiso del Decano de Consejeros además del permiso de un consejero.

### **Inscripciones después de Tiempo**

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 llevaran a cabo despues del comienzode 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 para cualquier persona que haya sido admitida en el colegio y que reúna los requisitos necesarios para la clase o

program, unless specifically exempted by statute.

## **Advanced Placement for High School Students**

In accordance with the California Education Code, high school students who are in their junior or senior year are permitted to enroll in college courses for the fall and spring semesters. Summer 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."

programa, a menos que haya sido exenta específicamente por un reglamento.

## **Admisión Avanzada para Estudiantes de la Secundaria (High School)**

De acuerdo con el Código de Educación de California, los estudiantes de secundaria que están en su segundo o tercer 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 de secundaria. Para ser admitidos se requiere un permiso firmado por el (la) director(a) de la secundaria o la persona que él (ella) asigne.

## **Requisitos de Residencia**

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

1. Para ser un residente legal del estado de California.
2. Para propósitos de admisión y colegiatura.
3. Un estudiante debe haber estado viviendo en California por lo menos con un año de anterioridad a la fecha de determinación de su residencia para calificar como un "estudiante



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**

It is recognized that there are educational and social values for foreign students enrolling in Ventura County Community College District colleges. Due to the district's limited financial resources and space and the special educational needs of foreign students, the district and its colleges reserve the right to limit the number of foreign students admitted each year. It is the policy of the district that the number of foreign students enrolled at a particular college shall not exceed two percent of the

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 presencia física como el intento de establecer residencia permanente en California. Puede demostrar ambas cosas de 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**

Se reconoce que hay un valor social y educacional para los estudiantes extranjeros inscritos en los colegios del Distrito del Condado de Ventura. Debido a que los recursos financieros del distrito son muy limitados, así como el espacio y las necesidades especiales de los estudiantes extranjeros, el número de estudiantes admitidos cada año es limitado. Es el reglamento del distrito, que el número de estudiantes extranjeros en cada colegio no debe exceder el 2 por ciento del total de inscripciones de

estimated FTE day enrollments at the colleges. Furthermore, no more than 20 percent of the two percent total of foreign students at any one college of the district shall be admitted from one particular country.

The District's policy on foreign students is included in Appendix VII.

## **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

turno completo durante el día en los diferentes colegios. Además, no más de un 20 por ciento del 2 por ciento del total de estudiantes extranjeros en uno de los colegios debe ser de un solo país en particular.

El reglamento sobre estudiantes extranjeros está incluido en el apéndice del catálogo.

## **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 extensión de un año para personal militar y sus dependientes asignados 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 Requisitos de Residencia.)

## **Reembolso 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

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.

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

## **Transfer Credit**

### **Evaluation from Regionally Accredited Colleges and Universities**

Students transferring to the Ventura County Community Colleges from colleges accredited by the recognized regional accrediting associations will normally be granted lower division credit for courses entered on officially certified transcripts. These transcripts must be sent to the Office of Admissions. They will be evaluated based upon the current Transfer Credit Practices of appropriate associations.

Students transferring to the Ventura County Community College District from other regionally accredited colleges and universities are required to declare all previous college work. Failure to provide complete information may result in dismissal from the Ventura County Community Colleges.

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

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

## **Evaluacion Transferible**

### **... De Los Colegios y Universidades Acreditadas**

Los estudiantes que se transfieran a uno de los colegios del Condado de Ventura de algun colegio acreditado regionalmente se les dará crédito por cursos que aparezcan en transcriptos certificados. Estos transcriptos deben ser enviados a la oficina de admisiones. Serán evaluados de acuerdo con las Prácticas de Credito Transferible de las asociaciones apropiadas.

Los estudiantes que se transfieran a uno de los colegios del Condado de Ventura de otros colegios y universidades regionalmente acreditados deben declarar todo trabajo académico previo. El no proporcionar la información completa puede resultar en la destitución de los colegios del Condado de Ventura.

### **...from Foreign Colleges and Universities**

Students transferring to the Ventura County Community Colleges from foreign colleges or universities must have their transcripts evaluated by an agency approved by the college district.

Course work from non-English speaking countries must be evaluated by approved translating agencies. Students must submit their official transcripts to an approved agency and request that the agency forward the official evaluation to the college.

Course work attempted will normally be lower division unit credit only. Requests for equivalent course credit are evaluated on an individual basis by the Office of Admissions. This review is based upon considerations of the recommendations of the transcript evaluation service and by the appropriate college discipline.

### **...Advanced Placement**

Students who complete special advanced placement courses in high school and who earn scores of 3, 4, or 5 on the College Entrance Examination Board Advanced Placement Examination taken before high school graduation will receive credit towards graduation in the Ventura County Community Colleges for each such test completed with the required scores, provided scores are reported to the Office of Admissions. Students granted credit for advanced placement may not enroll in equivalent college courses. Appropriate faculty will determine course equivalency. Other colleges or universities may have different

### **...De Un Colegio O Universidad Extranjera**

Los estudiantes que se transfieran a los colegios del Condado de Ventura de un colegio o universidad deben tener sus transcriptos evaluados por una agencia aprobada por el distrito de colegios.

Los cursos tomados en países extranjeros deben ser evaluados por una agencia traductora aprobada. Los estudiantes mismos deben entregar los transcriptos oficiales a la agencia y pedir que la agencia envíe la evaluación del transcripto oficial al colegio. Los cursos estudiados serán normalmente los que se llama "lower division" cursos básicos universitarios. Petición por crédito equivalente será evaluado individualmente por la Oficina de Admisiones. Esto estará basado en las recomendaciones del servicio de evaluaciones y el departamento del colegio apropiado.

### **...Colocación Avanzada Del Estudiante**

Los estudiantes que hayan completado cursos avanzados en la secundaria y que hayan obtenido un "score" de 3, 4, 5, en el Examen de Entrada a la Universidad y que haya sido tomado antes de la graduación de la secundaria recibirán crédito en los Colegios del Condado de Ventura, si estos "scores" o resultados son declarados en la oficina de admisiones. Los estudiantes que reciban crédito por colocación avanzado no podrán inscribirse en los mismos cursos universitarios. El profesorado determinará el equivalente de los cursos. Otros colegios o universidades pueden tener diferentes reglamentos

policies. Specific Advanced Placement course list is available in the Counseling Office.

### **...Military Service**

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

Service personnel may be allowed credit for formal service school courses offered by the United States military service recommended in the Guide to the Evaluation of Educational Experiences in the Armed Services of the American Council on Education. The credit allowed will be based upon the recommendations specified in the Guide. The maximum amount of credit which may be allowed toward satisfaction of college requirements shall be 12 units.

Service personnel will be allowed full advanced standing credit for college level courses completed under the auspices of the Defense Activity for Nontraditional Educational Support (DANTES) or the United States Armed Forces Institute (USAFI) as recommended in the Guide to the Evaluation of Educational Experiences in the Armed Services of the American Council on Education. Service personnel will be allowed full advanced standing credit for college level courses completed at the Naval Construction Training Center (NCTC) at Port Hueneme based upon the recommendations of the Accredited Institutions of Postsecondary Education of the American Council of Education.

concerniente a Colocación Avanzada y pueden negar crédito.

### **... del Servicio Militar**

Los colegios del Condado de Ventura reconocen y dan crédito al personal militar por educación y entrenamiento recibido y completado en las fuerzas armadas de los Estados Unidos, si este no es una duplicación de trabajo previo.

El personal del servicio militar recibirá crédito por cursos ofrecidos por escuelas militares de los Estados Unidos y recomendados en la Guía de Evaluación por Experiencias Educativas en las Fuerzas Armadas del Consejo Americano de Educación. El crédito máximo que se concederá para el total de los requisitos del colegio será de 12 unidades.

El personal del servicio militar recibirá crédito avanzado por los cursos estudiados bajo los auspicios de (DANTES) o el (USAFI), Instituto de las Fuerzas Armadas de los Estados Unidos según aparece recomendado en la Guía de Evaluación de Experiencias Educativas en los Servicios Armados del Consejo Americano de Educación. El personal del servicio militar recibirá crédito avanzado por los cursos tomados en el (NCTC) Centro Naval de Construcción y Entrenamiento de Port Hueneme, basado en las recomendaciones de las Instituciones Acreditadas de la Educación Postsecundaria de El Consejo Americano de Educación. Estos créditos serán tratados de la misma manera y bajo los mismos requisitos que los créditos de colegios y

Such credit will be treated in the same manner and under the same policies as allowing credit from regionally accredited colleges and universities.

Any work taken by service personnel while in military service at a regionally accredited college or university and for which the college or university issues a regular transcript showing the credits allowable towards its own degrees, will be allowed advanced standing credit toward the associate degree in the same manner as if the student had pursued the courses as a civilian.

## **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).

universidades regionalmente acreditados.

El personal del servicio militar recibirá crédito por cualquier curso estudiado mientras estaba en servicio activo en un colegio o universidad que extienda transcritos mostrando los créditos permitidos para obtener un diploma, de la misma manera que si el estudiante hubiese sido un estudiante civil y no militar.

## **Estudiantes de Tiempo Completo**

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

## **Requisitos del Número 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).

**Automobile and medical insurance:** 12 units

**Financial aid and EOPS services:** 12 units

**Athletic eligibility:** 12 units

**Student government:** 12 units

## 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. 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 schedule of classes.

### Tuition 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

**Seguros, medico y de automovil:** 12 unidades  
**Ayuda financiera y servicios de EOPS:** 12 unidades  
**Elegibilidad atletica:** 12 unidades  
**Gobierno estudiantil:** 12 unidades

## Cuotas de Estudiantes

Las cuotas de estudiantes que se enumeran en seguida son para su informacion y 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. 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 horario de clases.

### Cuotas al dejar una clase

Empezando en el otoño del 1983 hasta deje de existir en julio 1, 1987, todos los colegios de la Comunidad en California cobrarán al estudiante una cuota de \$10 por curso sin exceder un total de \$20 por cada cambio en su programa de estudio (al dejar clases) después de dos semanas del comienzo de clases este dinero no se cobrará si hay circunstancias especiales que afecten la habilidad del



student's ability to complete the course or for changes initiated or required by the college.

### **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 - \$20
  - (2) Motorcycles: Regular semester \$14.00
- b. Short-term Fees (less than 12 weeks):
  - (1) Six to eleven weeks: Auto - \$14; Motorcycle - \$8
  - (2) One to five weeks: Auto - \$7; Motorcycle - \$4
- c. Summer Intersession: Auto - \$10; Motorcycle - \$7
- d. Second Vehicle Permit: \$4
- e. Replacement Permit: \$2

### **NOTE:**

- a. Combination of two permits (one auto and one motorcycle) shall cost not less than \$25 for regular semester and \$12 for summer intersession.
- b. Students who do not purchase parking permits may purchase a daily pay parking permit.

### **Student Body Card**

A student body card may be purchased for \$5 per semester or \$8 for the year. All registered students are encouraged to buy their ASOC cards as early as

estudiante de terminar el curso o por cambios iniciados por la administración del colegio.

### **Cuotas No-obligatorias**

Las cuotas que no son obligatorias son idénticas para los estudiantes de día y los de noche. Pueden ser pagadas al momento de matricularse 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) Automóviles: Semestre regular - \$20
  - (2) Motocicletas: Semestre regular - \$14
- b. Cuotas por Término Corto (menos de 12 semanas):
  - (1) 6 a 11 semanas: Automóvil - \$14; Motocicleta - \$8
  - (2) 1 a 6 semanas: Auto - \$7; Motocicleta - \$4
- c. Sesión de Verano: Auto - \$10; Motocicleta - \$7
- d. Permiso para segundo vehículo: \$4
- e. Permiso para Remplazo: \$2

### **NOTA:**

- a. La combinación de dos permisos (un automóvil y una motocicleta) costará no menos de \$25 por semestre regular y \$12 por la sesión de verano.
- b. Los estudiantes que no compren permisos de estacionamiento para todo el periodo de clases, pueden comprar diariamente un permiso.

### **Tarjeta del Gobierno**

#### **Estudiantil**

La tarjeta se puede comprar por \$6 por semestre o \$8 por el año. A todos los estudiantes que están inscritos se les invita a comprar sus tarjetas de ASOC (asociación estudiantil) tan pronto

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.

Thereafter, a \$5 fee is charged for one-day service and a \$3 fee for transcripts not requiring immediate service; each additional request in either case is \$1.

como sea posible para que aseguren máximos beneficios. Los fondos de la venta de las tarjetas costean las operaciones y actividades de ASOC.

### **Libros de Texto y Útiles**

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

### **Trasuntos**

Se proporcionan dos Records del Colegio de Oxnard a cada estudiante sin costo alguno. Después de estos dos, se cobrarán \$5.00 o \$3.00 si no es necesario obtenerlos al momento, otras solicitudes implica \$1.00 más en cada caso.



*NEIL ZIEGLER, Biology instructor, is a member of the OC founding faculty. Much of his recreational time is spent running, including the Boston Marathon in 1986.*

# 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 zero, 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 be counted

# Reglamentos Académicos

## Calificaciones

Trabajo en todos los cursos aceptables como los requisitos para "associate degrees," certificados, diplomas, licencias, o trabajo al nivel de bachillerato sera 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 crédito no se tomarán en cuenta al calcular el promedio de calificación. Unidades ganadas a base de crédito contarán satisfactoriamente para

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 may petition for a time

requisitos 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 imprevisibles 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. Esta 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 puntos para calificación. En cualquiera de los Colegios del Distrito, en circunstancias especiales, el estudiante podrá formular una petición para que

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 student who remains in a class beyond this time limit must reflect a grade other than a "W." No notation ("W" or other)

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 registrador. 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 catorceava semana de instrucción en las clases de semestre, o hasta terminar el 75 por ciento de una clase que sea menos de un semestre en duración. El record del estudiante que permanece en una clase por más tiempo que éste deberá mostrar una calificación que no sea una "W." Cuando el estudiante deja

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.

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

una clase dentro de las primeras cuatro 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 catorceava 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 con 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.

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

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. The petition for this purpose, "Request for Credit/No Credit," is available in the Records Office.

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

A student may apply a maximum of 20 units of credit earned under the credit/no credit option to an 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 of "Credit" should not be used to satisfy major requirements.

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

Students should be aware that other colleges and universities may restrict the acceptance of courses taken on a credit/no

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.

Unidades de "Crédito" no pueden ser usadas para satisfacer requisitos de especialización.

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

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  $\frac{1}{9}$  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 recorded in accordance with the policy for dropping a course.

base de crédito/No crédito, especialmente para satisfacer requisitos de especialización.

## 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 que reciban depende de la asistencia de estudiantes a clases.

Ausencia por cualquier razón no excusa al estudiante de sus responsabilidades de completar todos los requisitos de sus clases.

Es la responsabilidad del estudiante de informarse cada semestre de los reglamentos de asistencia y ausencia que cada maestro tiene en cada clase en que esté inscrito. Cuando la ausencia del estudiante es más de  $\frac{1}{9}$  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 que quite al estudiante de la lista oficial y que se le asigne la calificación de acuerdo con el reglamento para dejar una clase.



## **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.**

A withdrawal may be initiated 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).

A withdrawal may be initiated 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 probation and dismissal procedures.

Withdrawal from a class may be authorized after the designated

## **Como Dejar Una Clase**

**Es la responsabilidad del estudiante dar los pasos necesarios para dejar una clase cuando él/ella desee hacerlo. Las formas para este proposito estan 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 récord, 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 catorceava 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 podrían usarse como factores en procedimientos de expulsión.

La autorización para dejar una clase después del límite de

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.

## **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

tiempo asignado puede obtenerse solamente bajo circunstancias atenuantes o la verificación en casos de accidente, enfermedad, u otras circunstancias fuera del control del estudiante. Las peticiones de esta clase que sean aprobadas resultarán 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.

## **Como Dejar Oficialmente el Colegio**

Es la responsabilidad del estudiante formalmente dejar 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 el Reglamento 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 un semestre completo, o después del primer 30% de un curso menos de un semestre de largo.

## **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

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 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,

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 un récord académico efectivo y completo.

## **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 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

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.

## **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.

Ventura sujeto a esta póliza. Para identificar equivalencias aceptables, equivalencia de cursos será determinada principalmente por contenido, como esté 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 pueden no aceptar crédito por trabajo que represente una repetición de trabajo de escuela secundaria. Además, no se puede garantizar que las clases que se repitieron y dieron por resultado una mejor calificación serán aceptadas 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 para llenar los requisitos en los colegios del Distrito de Colegios de la Comunidad del Condado de Ventura. La reanudación

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 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

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 promedios y calificaciones de porciones selectas de su trabajo previo en el colegio que no reflejan su presente habilidad. 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 discreción del estudiante). Cursos y unidades tomadas en cualquier institución pueden ser descartadas.

Reanudación académica se concederá solamente a estudiantes que estén matriculados en por lo menos un curso de crédito en el colegio; hayan completado por lo menos 12 unidades en residencia en los colegios del Distrito de Colegios de la Comunidad del Condado de Ventura; hayan sometido records de todo trabajo en el colegio; hayan esperado dos años desde que el trabajo que sera descartado fue completado; y hayan 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

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.

## **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

promedio de calificación y créditos.

La petición para este propósito "Petición para Reanudación Académica" está disponible en la Oficina de Consejeros. Al conceder la Petición para Reanudación Académica, el archivo académico permanente del estudiante se anotará de tal manera que todo el trabajo sea legible, asegurando un récord académico completo y efectivo.

Los estudiantes deben estar conscientes que otras universidades pueden tener diferente reglamento concerniente a la reanudación académica y no aceptar este reglamento.

## **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 detreminará 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 este reglamento. Para el propósito de este reglamento, un curso significará un área organizada de instrucción como se describe en el catálogo del colegio. Los créditos que se ganan bajo este reglamento no contarán hacia la

towards 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 course in the college; has completed at least 12 units in residence in the colleges of the Ventura County Community College District; is not on academic probation; has submitted transcripts of all previous 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 educational institution. 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 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. The amount of unit credit granted by examination to an individual

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; haya completado por lo menos 12 unidades en residencia en los colegios del Distrito de Colegios de la Comunidad del Condado de Ventura; que no esté en probación académica; haya sometido transcritos de todos los cursos previos; no haya obtenido crédito en una materia más avanzada y no haya 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 ésta o cualquier otra institución educacional. 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 récord el examen que hicieron sin éxito. Sin embargo, el estudiante podrá hacer el intento de obtener crédito por examen por un curso sólo una vez. Lo máximo que un estudiante puede obtener bajo este reglamento cuando está estudiando para obtener un "Associate Degree" o Certificado Vocacional son 12 unidades. El total de unidades concedidas por este método de

shall not count towards the minimum 12 units requirement for residency. Exceptions to the unit limitations are authorized for the Nursing program. 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, and may not be granted for a course which is prerequisite to the one in which the student is currently enrolled.

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.

Credit ("CR") 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.

examinación no contará para el mínimo de las 12 unidades requeridas para la residencia en el colegio. Excepciones en la limitación de unidades se autoriza en el programa de Enfermería. 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. Y no será concedido en un curso que es requisito para el que el estudiante está estudiando.

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 crédito ("CR") 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 crédito por examen para el propósito de transferencia.



## **Final Examinations**

Final 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 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.

## **Exámenes Finales**

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

## **Admisión, Períodos a Prueba, Expulsión, y Readmisión**

Los principios y los reglamentos pólizas de admisión, a prueba, 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 matricularse deben ser animados para que aprovechen la oportunidad de desarrollar

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.

## **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.

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 del reglamento adoptada por la Mesa Directiva del Distrito en Admisión, a Prueba, Expulsión, y Readmisión, aparece en el apéndice de este catálogo.

## **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 póliza 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 póliza 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 clase regularmente, deben estar matriculados.

## **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.

Students attending Oxnard College and concurrently enrolled at Moorpark and/or Ventura College may request that the units be combined for eligibility for the Dean's List. Students attending more than one campus during any semester may choose one campus for placement on the Dean's List.

## **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.

## **Lista del Decano**

A los estudiantes que completen 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.

Los estudiantes de Oxnard College que asisten al mismo tiempo a los colegios de Ventura o Moorpark, pueden solicitar que se combinen todas sus unidades para poder calificar en la lista de Honor llamada "The Dean's List." Estudiantes que asisten a más de un colegio pueden escoger el colegio en que deseen aparecer en la lista de Honor.

## **Uso de Grabadoras 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

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 el acceso que el estudiante tiene a recursos de biblioteca. Por favor infórmese con la biblioteca de su colegio para más detalles.



*PAM COHEN, dance instructor, advocates teaching by example. She and her dance students are present at many college events.*

# **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.

# **Servicios para Estudiantes**

## **Servicios de Consejeros**

### **Filosofía de los Consejeros**

El propósito de los consejeros del colegio de Oxnard es proveer sesiones de orientación en grupo o individuales, en las cuales los estudiantes se sientan con libertad de discutir la selección de cursos, carreras que les interesan, e intereses personales, como parte del proceso de hacer decisiones significantes en sus vidas.

El método consejero-estudiante en su totalidad estimula al estudiante a atender a sus intereses inmediatos y le ayuda a explorar opciones. Los problemas de los estudiantes son tratados en una forma completa, lo cual puede incluir hacer un examen completo de estilos de vida y de cómo la forma de vida de cada individuo puede afectar su desarrollo educacional.

### **Información Académica**

Una de las principales responsabilidades de los consejeros del Colegio de Oxnard es ayudar a los estudiantes a planear un programa de estudio el cual refleje apropiadamente sus intereses personales, su potencial y motivación. La función del asesor (consejero), sin embargo, es la de aconsejar; por lo demás, la responsabilidad de informarse de los requerimientos e inscribirse en los cursos apropiados recae en el estudiante.

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

Los estudiantes que se registren en el Colegio de Oxnard por primera vez y los que estén a prueba, deberán hablar con un consejero antes de inscribirse. En general se recomienda a todos los estudiantes hablar con un consejero antes de matricularse. Pueden hacerse citas por teléfono.

### **Elección de Carrera y Planeamiento de Vida.**

Los consejeros pueden proporcionar a los estudiantes información sobre una variedad de carreras profesionales. Visitando el Centro de Carreras, asistiendo a las clases de Desarrollo Personal y reuniéndose con los consejeros, los estudiantes tienen la oportunidad de explorar la relación que existe entre la carrera elegida, los procedimientos para hacer decisiones y los valores personales. La participación en las clases de Desarrollo Personal de a los estudiantes la oportunidad de reflexionar sobre la forma en que han actuado en el pasado y el presente, y al mismo tiempo les proporciona una atmósfera favorable para la auto-exploración.

### **Preocupaciones Personales**

Profesionales debidamente entrenados están disponibles para consultas personales. Por medio del método de auto-ayuda, los consejeros ayudarán al estudiante a explorar alternativas inmediatas en situaciones críticas o le asistirán al hacer su decisión para que tenga mayores probabilidades de éxito mientras asiste al Colegio de Oxnard. Si es necesaria más ayuda, los consejeros pueden dar servicio de referencias e

## **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 Student Loan (CGSL) — These

indicar al estudiante donde puede obtener servicios adicionales.

## **Servicio de Finanzas**

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

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

### **Pensiones del Gobierno Federal**

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.

### **Prestamos**

El Préstamo Escolar Nacional (NDSL) y el Préstamo Escolar Garantizado por el Estado de

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 Educational Opportunity Program and Services is designed to provide supportive and financial assistance to students from low-income backgrounds. The objectives of the program are to provide students the opportunity to successfully complete their academic or vocational program at Oxnard College.

To become eligible for EOPS, students must first apply for financial assistance and be income-eligible; be full-time

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 Trabajos. Se les permitira trabajar 20 horas cómo 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**

El EOPS es un programa para ayudar a los estudiantes de escasos recursos económicos. Los objetivos de este programa son dar al estudiante la oportunidad de terminar con éxito su programa académico o vocacional.

Para ser elegible al programa EOPS el estudiante necesita solicitar ayuda financiera y ser elegible debido a su situación económica, ser estudiante de



students by carrying 12 units or more; and maintain satisfactory progress (2.0 GPA) in all their classes.

Once eligible for EOPS, students are provided with an orientation; academic, vocational, and personal counseling; tutorial assistance; textbook loans; and related services.

For further information, contact the EOPS Coordinator in the Student Services Building.

### **Scholarships**

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

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

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

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

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

turno completo con 12 unidades o más y mantener una calificación satisfactoria en todas sus clases.

Una vez que se determina que el estudiante es elegible para el programa de ayuda financiera EOPS, el estudiante recibe orientación académica, vocacional, y asesoramiento personal, asistencia de tutores, préstamos para textos y servicios relacionados.

Para más información ponerse en contacto con el coordinador del programa EOPS en el edificio de Servicios Estudiantiles.

### **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 para 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. 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

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

## **Health Services/ Accident Insurance**

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

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

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 obtener sus metas educativas via medicina preventiva. El personal del centro de salud tiene información sobre otros recursos y centros de salud en la comunidad.

Los servicios que se prestan incluyen: primeros auxilios, examen y tratamiento de enfermedades, planificación familiar, pruebas de embarazo, exámenes de la vista y oídos, presión arterial, enfermedades venéreas, cáncer, tuberculosis e inmunizaciones contra el tétano. Los servicios de doctor, psicóloga y enfermeras, se obtienen con o sin cita.

Todo estudiante matriculado tiene derecho a estos servicios. En caso de un accidente, es muy importante que el accidente sea reportado inmediatamente por un miembro de la facultad, un consejero, un supervisor, o un administrador. Cuando el

treatment of a reported accident is received by the student, it should be taken to the Student 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.

There are procedures where credit may be gained through cooperating institutions that can be accepted by the college for other military experiences.

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

estudiante reciba el cobro por tratamiento médico de un accidente reportado, debe llevar la cuenta al centro de salud aquí en el colegio.

## **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.

El Colegio de Oxnard acepta que los veteranos obtengan este crédito por medio de otras instituciones por experiencia militar.

Según 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

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 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.

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

desarrollo personal y enriquecimiento educacional, liderazgo, y cooperación entre grupos.

Ser representante de ASOC exige un gran esfuerzo, pero da mucha satisfacción.

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 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 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

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 11-member Western State Conference. OC fields men's teams in soccer, cross-country, basketball, track and field, and baseball; women's teams compete in basketball, cross-country, track and field, and volleyball.

Student athletes must be enrolled in and *actively attending* 12 or more units of classes during the season of sport and must maintain at least a 2.0 GPA. They must complete a total of 24 or more units *prior to the start of the semester* of the second season of participation. All student athletes are required to sign an academic contract stipulating classes to be taken while attending OC.

### **Music Organizations**

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

### **Dramatics**

The OC theatre arts staff plans and produces a variety of

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 Cóndores del colegio compiten en la Conferencia Oeste del estado. Los equipos de los hombres en soccer, carreras de larga distancia, basquetbó, carreras de corta distancia y beisbol. Las mujeres compiten en basquetbó, carreras de larga y corta distancia y volibó.

Los estudiantes que participan en atletismo deben estar inscritos en clases que sumen un total de 12 unidades o más durante la temporada en que estén jugando un deporte y deben mantener una calificación de 2.0 GPA. Deben completar un total de 24 o más unidades antes del comienzo del semestre de la segunda temporada en que participen. Se requiere que todos los estudiantes firmen un contrato académico estipulando las clases que estudian mientras asisten al colegio de Oxnard.

### **Música**

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.

### **Drama**

El personal del departamento de Artes Teatrales planea y

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**

The Campus Observer is a weekly publication which keeps the college community informed about activities and events on campus. It is produced by journalism students.

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**

El periódico El Observador es una publicación semanal que mantiene a los estudiantes informados sobre las actividades y eventos que se llevan a cabo en el colegio. Es publicado por los estudiantes de periodismo.



**DENISE MORGAN**, Vice-President of Student Services, is new to OC within the last year but is quickly making her mark. She is pictured here with student trustee Pat Mahoney, one of OC's fine student leaders.

## **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.

Classes generally taught in the bilingual mode are listed below in Spanish: (for English versions, please refer to the course descriptions included later in the Catalog.)

## **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 habilidades básicas en inglés. 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 programa de estudios apropiado.

Cursos generalmente enseñados de una manera bilingüe son:

### **ES 1—3 unidades** **Habilidades Básicas**

Curso diseñado para estudiantes que tienen problemas con la lectura, y escritura básica en inglés. Incluye el estudio de fonética, reconocimiento de palabras, vocabulario, ortografía, gramática y comprensión básica. Apropiado para estudiantes con poco conocimiento del inglés. Este curso se puede repetir por crédito y tomarse a base de Crédito/No Crédito.

### **ES 5—4 unidades** **Lectura y Habilidades de Estudio**

Diseñado para estudiantes que tienen habilidades básicas en lectura y quieren mejorar esas habilidades incluyendo comprensión, vocabulario, técnicas en cómo leer textos, cómo tomar exámenes, el uso de la biblioteca y métodos de investigación. Curso se puede tomar a base de Crédito/No Crédito y se puede repetir por crédito.

### **ES 10—3 unidades** **El Uso de la Gramática en Inglés**

Curso diseñado para dar a los estudiantes la oportunidad de aprender o repasar el uso de la gramática básica del inglés. Fuerte énfasis dado a varios tipos de oraciones completas dentro del idioma inglés. Los estudiantes mejorarán en ortografía, escritura, y habilidades en escritura necesarias para poder satisfacer los cursos de composición básica con éxito. El curso puede tomarse a base de Crédito/No Crédito, y se puede repetir por crédito.

### **ES 12—3 unidades** **Composición Básicas**

Ortografía, puntuación, estructura de las oraciones, dicción, vocabulario, palabras transicionales, paralelismo, técnicas de párrafos y organización de temas serán enseñados y aprendidos a través de varias y numerosas asignaciones acentuando técnicas para mejorar la composición. Los estudiantes recibirán ayuda individual; un diagnóstico prescriptivo será usado. Curso se puede repetir por crédito.

### **ES 30 EV ABC—1-1-1** **unidades** **Vocabulario EPIGA**

Un curso diseñado para aprender vocabulario básico en inglés. La parte A del del curso es una introducción a palabras básicas en inglés. La Parte B introduce el vocabulario en una oración sencilla. La parte C utiliza oraciones en inglés más avanzadas para presentar el vocabulario. El estudiante trabaja independientemente con tarjetas grabadas en inglés con traducciones en español. Es necesario seguir la secuencia del curso empezando con la parte A, siguiendo con la parte B, y terminar con la parte C, ya que las palabras y oraciones aumentan en dificultad.

### **ES 45—3 unidades** **Comunicación Básica**

Se da énfasis a las habilidades en el arte de la comunicación. Las actividades incluyen mini-dramas, diálogos y discusiones. Curso se puede repetir por crédito y tomarse a base de Crédito/No Crédito.



### **ES 47—3 unidades** **Comunicación Intermedia**

Diseñado para el hispanohablante para proveer materiales para conversaciones al nivel intermedio que requieren control de las estructuras del inglés, sintaxis, y vocabulario. Énfasis en proveer información para estimular discusiones que permiten al estudiante expresarse oralmente en inglés.

### **Spch 1—3 unidades** **Introducción al** **Discurso/Bilingüe**

Para los estudiantes que aprendieron inglés como segundo idioma. Se da énfasis a la oratoria en inglés, la pronunciación, las expresiones idiomáticas, fraseología, inflexión la gramática, el desarrollo del vocabulario, composición oral, y unos estudios de las costumbres de los Estados Unidos. Grabaciones pueden usarse como una ayuda para corregir los dialectos extranjeros. Puede tomarse a base de Crédito/No Crédito.

### **Spch 104—3 unidades** **Voz y Dicción**

Diseñado para dar al estudiante una introducción básica a la naturaleza y principios de la producción de la voz y los sonidos del habla ; mejoramiento individual del habla; instrucción y práctica en respiración correcta, control de la voz, y dicción; estudio de pronunciación correcta y articulación de sonidos vocales, incluyendo estudio de dialectos extranjeros y regionales. Diseñado para el estudiante de drama, forense, locución, y mejoramiento personal. Crédito transferible a UC y CSU. Eñeado en inglés.

### **Spn 105-106—5 unidades** **Español para el** **Hispanohablante**

Primer año de español para hispanohablantes. Énfasis en el desarrollo de vocabulario y uso correcto en hablar y escribir; incluye estudio de principios básicos de la gramática. Los dos semestres aumentan el perfeccionamiento de habilidades en la comprensión, lectura, escritura y en oratoria del español. Las lecturas culturales se usan para promover la escritura y lectura.

### **Spn 107—3 unidades** **Cultura y Civilización** **Hispanica**

Lecturas y discusiones en español sobre la civilización y la cultura de los países hispánicos; diseñado para mantener las habilidades de comunicar en español y para dar una educación en el arte, la historia, la música, la literatura, las costumbres, y las tradiciones de la gente hispanohablante.

### **Spn 108—5 unidades** **Gramática y Composición** **del Español**

Para presentar en una secuencia sistemática y lógica de la sintaxis en español y dar al estudiante avanzado un conocimiento de gramática y terminología contemporánea. Provee al estudiante con un énfasis en estilos escritos usando antologías de literatura hispano-americana para enriquecer el conocimiento de las culturas hispanoamericanas.

### **Spn 117—3 unidades**

#### **Literatura**

#### **Hispanoamericana**

*Requisito: Conocimiento avanzado del español en lectura y escritura.*

Perspectiva de un semestre de la literatura hispanoamericana: la novela, el cuento, ensayos, poesía. Obras estudiadas serán representativas de escritores hispanoamericanos. Lectura, discusiones en clase, trabajos escritos son parte del curso. Enseñado en español.

### **Ag 24—2 unidades**

#### **Motores Pequeños**

Principios básicos de combustión interna en motores pequeños con énfasis en el desarrollo de destrezas en el conocimiento de aplicación práctica para mantenimiento y remodelado de motores pequeños. Función y reparación de encendido, combustible, arranque, y otros sistemas relacionados a motores pequeños, incluyendo válvulas, afilado de las paredes de los cilindros, y de pistones. Excursiones con la clases pueden ser requeridas. Se puede repetir por crédito hasta un total de seis unidades.

### **Ag 30,—1-12 unidades**

#### **Mecánica y Soldadura Agrícola**

Para estudiantes que quieren conseguir empleo inmediatamente. Incluye fabricación de metales, soldadura arc, TIG y MIG, operación y mantenimiento de equipo pesado, y el uso de herramientas de mano. Crédito es otorgado por cursos terminados con éxito en el programa de equipo agrario. El curso se puede repetir por crédito hasta el máximo de 36 unidades. El curso se enseña de una manera bilingüe; todos

los exámenes, textos, y unidades de trabajo están en inglés y en español. Excursiones con la clase pueden ser requeridas. Inscripciones cada tres semanas.

### **Ag 36—2 unidades**

#### **Tecnología de Soldadura Agrícola**

Aspectos de seguridad, operación de equipo, y técnicas de soldadura oxiacetilénica, arc, TIG y MIG y fabricación de metal, ejercicios prácticos y reparación de equipo agrícola. Curso se puede tomar a base de Crédito/No Crédito.

### **AB 1—4 unidades**

#### **Introducción a la Carrocería**

Los principios de reparación de carrocería de autos, incluye soldadura eléctrica y oxiacetilénica, preparación y acabado de metal, uso de llenadores, lijado, encubierta, y técnicas de impresión y pintura.

### **AB 2—4 unidades**

#### **Clase Intermedia de Carrocería**

Problemas especiales en la reparación de la carrocería de autos; uso de técnicas avanzadas con materiales tales como acero, aluminio y plástico. Métodos especiales de pintura.

### **AT 10—3 unidades**

#### **Fundamentos de Mecánica Automotriz**

Un estudio general de la estructura del automóvil incluyendo los sistemas, principios de operaciones básicos, y los procedimientos de reparaciones, sistemas encendido tales como cargadores, manubrios, sistemas de enfriamiento, combustible, lubricación, frenos, y terminación frontal.

### **AT 14—4 unidades** **Reparación de Frenos y** **Tren Delantero**

Se enseña la técnica para el servicio de sistemas de frenos convencionales y de disco, teoría necesaria y experiencia práctica para realizar reparaciones de la suspensión del tren delantero, alineamiento, y balanceamiento de llantas.

### **DM 98— $\frac{1}{2}$ -10 unidades** **Introducción a la Mecánica** **Diesel**

Temas especializados y diseñados para informar a personas interesadas en varias disciplinas entre la industria de reparación diesel. Tiempo del curso determina el número de unidades.

### **Hist 102—3 unidades** **Historia de los Estados** **Unidos**

Estudio de la creación y desarrollo de la sociedad americana hasta 1865. Análisis del impacto de individuos y grupos. evaluación de tópicos de religión, raza, reforma, revolución, gobierno, seccionalismo, y expansión. El curso satisface los requisitos de graduación de las instituciones americanas.

### **Math 9—3 unidades** **Fundamentos de la** **Aritmética**

Repaso de operaciones básicas de matemáticas y de los procesos fundamentales como la aplicación de los números enteros, quebrados comunes, decimales y el porcentaje; énfasis en el entendimiento de la aritmética y lo proceso matemáticos.

### **Mus 189AB—3 units** **Guitarra Folklorica**

Para el estudiante que quiere aprender la técnica de la guitarra para música Mexicana.

### **PG 101AB—3 unidades** **Planeamiento de Carreras y** **Vida**

Ayuda al estudiante examinar los componentes en escoger una carrera. Enfoca en los conocimientos personales, educacionales, y operaciones para distintas carreras. Habilidades de planeamiento y exámenes que exploran sus habilidad para diferentes carreras les ayudan a identificar varias posibilidades.

## **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 10 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.

## **Mini-Corps**

The California Mini-Corps program at Oxnard College offers to students who qualify and are pursuing a career in education an opportunity to gain classroom experience working with migrant children in the local public schools.

Students are required to work 12 hours per week. Nine of the hours are spent in a classroom working with migrant children under the direct supervision of a certified teacher and program coordinator. The remaining three hours are devoted to in-service training by registering in Interdisciplinary Studies 198ABCD, Cross-Cultural Experiences with Migrant Children.

Qualified students receive financial aid/work study and a defrayment from Mini-Corps, Sacramento. For further information, contact the Mini-Corps coordinator.

## **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 records, 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. 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 and Re-Entry Center**

The Re-Entry Center provides academic, career, and personal counseling on an individual or group basis; financial aid information; workshops; lectures; films; and child care information to students who have had a break in their education. Community referrals are available in such areas as legal and medical assistance.

### **Who can use the Center?**

Anyone who can benefit from its services, since there are no high school graduation requirements for persons 18 years and older. These workshops, counseling opportunities, and classes can help enrich life.

## **DEGREES, PROGRAMS, AND TRANSFER INFORMATION**



*JAMES JARVAISE, Art instructor, is internationally-known for his own paintings. He has an avid following among OC art students, whose talents and techniques he develops and encourages.*

# 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.

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/her entering the major, or at the time of his/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.

Occasionally a student may have difficulty in completing exact major requirements as specified in the Oxnard College catalog due to circumstances beyond the control of the student. Under exceptional circumstances, a student may file a Petition for Substitution or Waiver to seek approval from the appropriate college officials to substitute courses in the designated major. The petition forms are available in the Counseling Office.

- 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. Associate in Arts and Associate in Science degrees with a designated major**

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.

- C. Internal Certification of General Education**  
General education requirements for the A.A./A.S. degrees may be partially or fully certified by the college within the district where the work was completed. If a student does not obtain certification, then he/she must meet the requirements of the college granting the degree.

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

### **Natural Sciences (6 units)**

#### **Biological Sciences**

(2 or more units)

1. Ag 103
2. Anth 101
3. Biol 101, 103, 104, 105, 106, 107, 108, 109, 110, 111

#### **Physical Science**

(1 course required)

1. Ag 104
2. Ast 101
3. Chem 10, 20, 101
4. Geol 101, 103, 104, 107
5. Geog 101, 103
6. Phys Sci 1, 101
7. Physics 1A, 101, 110

### **Social and Behavioral Sciences (6 units)**

#### **American History/Institutions**

(1 course required)

1. Hist 102, 103, 107, 108, 117
2. PSc 100, 101, 102

#### **Social/Behavioral Science**

(3 units required)

1. Anth 102, 103, 105, 106, 110

2. HE 101, 107
3. Hist 104, 110, 112, 113, 114, 115, 116
4. Econ 2, 100, 101, 102
5. IS 102
6. PSc 104, 105, 106, 107, 108
7. Psych 10, 101, 102A, 102B, 106, 107, 108, 109, 110
8. Soc 101, 102, 103, 104, 105, 106, 107, 108, 109, 112, 114
9. Geog 102, 104
10. Phil 109, 110, 114

### **Humanities (6 units)**

#### **Fine Arts**

(1 course, 2 or more units, required)

1. Art 101, 102, 103, 104A, 104B, 106A, 106B, 150
2. Mus 101, 103A, 103B, 106, 114, 115, 116, 119
3. ThA 101, 102A, 102B, 103A, 103B, 104, 109, 112

#### **Other Humanities**

(1 course, 2 or more units, required)

1. Spn 1, 101, 105, 117
2. Engl 50, 104, 105, 106, 107, 108, 109, 110, 111, 113, 117, 118, 120
3. IS 101A, 101B, 110, 189A
4. Phil 101, 102, 103, 104, 105, 106, 108
5. Spch 1, 2, 101, 103, 104
6. Hist 105, 106, 109
7. Journ 100
8. TC 101

### **Language and Rationality (6 units)**

#### **English Composition**

(1 course required)

1. Engl 101, 102
2. ES 14
3. Bus 140
4. Journ 101, 102

#### **Communication/**

#### **Analytical Thinking**

(1 course required)

1. Bus 62
2. Engl 101, 102
3. IPS 103A, 104
4. IS 110
5. Math 14, 23, 101, 102, 103, 105, 106, 112, 114, 115
6. Phil 107, 111, 112
7. Psych 103, 104
8. Spch 101, 103, 104

### **Physical Education**

**and Health (2 courses required)**

1. Any PE course
2. HS 101, 102, 103, 104, 105, 107

## **Ethnic/Women's**

**Studies Courses** (required only for General Liberal Arts and Science Degree)

1. Anth 105, 189A
2. CD 107
3. Engl 109, 110, 117
4. Hist 107, 108, 109, 112, 117
5. HE 101
6. IS 189A
7. Psych 107, 189B
8. Soc 103, 104, 107, 108, 112
9. Mus 115
10. Spn 117
11. ThA 112, 117

## **Guidelines for Additional Degrees**

Any college in the Ventura County Community College District will award an additional Associate degree under the following conditions:

- A. A student who has earned an Associate degree may earn an additional Associate degree.
- B. A student who holds a higher degree may earn an additional Associate degree in a specific major.
- C. General education requirements earned for one degree may be applied toward another degree; any deficiencies in the current general education must be completed.
- D. A candidate for an additional degree must complete 12 or more units of credit, in residence, concurrent with or after completion of requirements for the first Associate degree. In addition, a candidate must be in attendance in the semester during which graduation requirements for the additional degree are completed.
- E. A student must complete all

the required courses listed in the catalog for the specific majors. In the event that unmet requirements for a specific major do not total 12 units, a student must complete the remaining units from electives listed under the major or courses as approved by the appropriate division.

All general education courses required for the specific degree must be completed.

- F. In the case of degrees offering two or more options, a student may earn an additional degree within the same field by completing the requirements for that option (the additional degree) and all other requirements specified herein.

Appeals to the above policy may be submitted on a petition available in the Counseling Office for approval by the Dean of Counseling. Waivers may be granted under extenuating circumstances or when there has not been sufficient opportunity to enroll in required courses.

NOTE: Verification of extenuating circumstances, e.g., medical, should be attached to the petition.

## **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.

A student who has missed one semester (non-enrolled) is considered to be under any new requirements unless the student is granted a petition/waiver for extenuating circumstances. This petition request is initiated by a college counselor and reviewed by the Vice-Presidents of Instruction and Student Services prior to final approval.

## **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/she may submit the application for the following graduation period.

The Vice-President of Instruction shall make determinations regarding major requirements and general education. The Vice-President of Student Services shall be the arbiter when questions of interpretation arise concerning courses from other colleges and universities, lower division transfer requirements, major requirements and all other questions which may arise involving graduation.

## **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 in specific vocational areas to any student who meets the following requirements:

1. **Scholarship**—A cumulative grade point average of not less than 2.0 in all college and university work attempted.
2. **Major**—Completion of all courses required in a curriculum specified in this college catalog.
3. **Residence**—Completion of at least 12 semester units in residence at the college granting the certificate.
4. **Application for Certificate**—The student must file a formal written application in the Counseling Office. Work

counted toward the granting of a certificate by one college cannot be used at another college for a duplicate certificate.

## Degrees and Certificates

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

Accounting	degree and certificate
Administrative Aide	degree and certificate
Agricultural Mechanics	degree and certificate
Air Conditioning/Refrigeration	degree and certificate
Alcohol/Drug Studies	degree and certificate
Anthropology	degree
Art	degree
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
Culinary Trades	degree and certificate
Diesel Mechanics	degree and certificate
Electronics	degree and certificate
English	degree
Fire Technology	degree and certificate
Fitness Management	degree and certificate
General Liberal Arts and Sciences	degree
History	degree
Hotel and Restaurant Management	degree and certificate
Industrial Mechanics	degree and certificate
Information Processing Systems	degree and certificate
Journalism	degree
Legal Assisting	degree and certificate
Marketing	degree and certificate
Mathematics	degree
Office Technology	degree and certificate
Philosophy	degree
Political Science	degree
Real Estate	degree and certificate
Sociology	degree
Spanish	degree
Supervision	degree and certificate
Telecommunications	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	6
Biological Sciences, one course	
Physical Sciences, one course	
Social and Behavioral Sciences	6
American History and Institutions, one course	
Social and Behavioral Sciences, one other course	
Humanities	6
Fine or Performing Arts, one course	
Humanities, one other course	
Language and Rationality	6
English Composition, one course	
Communication and Analytical Thinking, one course	
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 or 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. These units must be distributed among the categories of general education as specified by the selected transfer institution.
  - b. 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.
  - c. 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

### Required Additional 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 110      People and Cultures of the World	3
Anth 113      Ancient Civilizations of the Americas	3
Anth 189A     North American Indians	3
Anth 189B     Egyptology	3
Anth 189C     Magic, Religion, and Witchcraft	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
	9

**Total required units = 18**

## Art — General

### Required Courses:

	Units
Art 102        Art History	3
Art 103        Art History	3
Art 104AB     Color and Design (2+2)	4
Art 106AB     Drawing and Composition (3+3)	6
Art 108AB     Beginning Painting (3+3)	6
Art 126AB     Figure Drawing (3+3)	6

**Total required units = 28**

### Optional Additional Courses for Two-Dimensional Studio:

Art 112AB     Water Color (3+3)	6
Art 115AB     Abstract Concepts (3+3)	6
Art 128AB     Figure Painting (3+3)	6

**Additional optional units = 18**

### Optional Additional Courses for Three-Dimensional Studio:

Art 150AB     Beginning Ceramics (3+3)	6
Art 151AB     Intermediate Ceramics (3+3)	6
Art 152AB     Ceramic Design (3+3)	6

**Additional optional units = 18**



## Bilingual/Cross-Cultural

<b>Required Courses:</b>		<b>Units</b>
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

<b>Required Additional Courses:</b>		<b>Units</b>
Select one from each of the following sequences:		
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		
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/> 7½-9
<b>Total Required Units =</b>		<b>33½-35</b>

## Biology

<b>Required Courses:</b>		<b>Units</b>
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/> 36

<b>Recommended Elective Courses:</b>		<b>Units</b>
Chem 108	Elementary Organic Chemistry	3
Chem 108L	Elementary Organic Chemistry Lab	1
Math 105	Elementary Statistics	3
<b>Total Required Units =</b>		<b>36</b>

## Economics

<b>Required Courses:</b>		<b>Units</b>
Econ 101	Principles of Macroeconomics	3
Econ 102	Principles of Microeconomics	3
Econ 100	The American Economy	3
Econ 199AB	Directed Studies in Economics (Research Project)	3
		<hr/> 12

<b>Elective Courses:</b>		<b>Units</b>
In addition, majors shall take six units from the following list:		
Anth 102	Cultural Anthropology	3
Biol 106	The Human Environment	3
Bus 101A	Accounting Principles I	3

Bus 101B	Accounting Principles II	3
Hist 104	History of California	3
Hist 105	Introduction to Western Civilization I	3
Hist 106	Introduction to Western Civilization II	3
Math 105	Elementary Statistics	3
Math 106	Mathematics for Business Applications	3
Math 136	Computer Programming, BASIC	3
IPS 103A	BASIC Programming	4
Phil 111	Critical Thinking	3
PSc 100	Government of the United States	3
PSc 101	Introduction to Politics	3
PSc 102	Law, Society, and the Citizen	3
PSc 104	World Political Relations	3
PSc 105	Current Issues in Domestic and Foreign Politics	3
PSc 106	Political Aspects of Economic Problems	3
		<hr/> 6
<b>Total Required Units =</b>		<b>18</b>

## English

<b>Required Courses:</b>		<b>Units</b>
Engl 101	College Composition	3
Engl 102	College Composition and Literature	3
Engl 104	Survey of English Literature I	3
Engl 105	Survey of English Literature II	3
Engl 107	Survey of American Literature I	3
or		
Engl 108	Survey of American Literature II	3
		<hr/> 15
<b>Additional Required Courses:</b>		<b>Units</b>
Complete six units from the following:		
Spch 101	Introduction to Oral Communication	3
Journ 101*	News Writing and Reporting	3
or		
Journ 102*	Intermediate News Writing and Reporting	3
Any other English course numbered 100 or above		3
		<hr/> 6
<b>Total Required Units =</b>		<b>21</b>

\*Only three units of Journalism may be applied to the major

## History

<b>Required Courses:</b>		<b>Units</b>
Complete a total of 12 units, one from each of the following groups:		
A. Hist 102	History of the United States I	3
Hist 103	History of the United States II	3
B. Hist 105	Introduction to Western Civilization I	3
Hist 106	Introduction to Western Civilization II	3
C. 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 112	Great American Women	3
Hist 117	History of American Women	3

D. 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
		<hr/> 12

**Required Additional Courses:**

In addition, complete 6 units from any History courses not used to satisfy the 12-unit requirement above. (Students majoring in History and planning to transfer to the UC System must complete 6 units from groups A and B and 3 units from C and D, above.)

**Units**

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6

**Total Required Units = 18**

## Journalism

### Print Media Option

**Required Courses:**

Journ 100	Introduction to Mass Communication	3
Journ 101	News Writing and Reporting	3
Journ 102	Intermediate News Writing and Reporting	3
Journ 103	Beginning News Editing	3
Journ 104	Journalistic Layout and Design	3
		<hr/> 15

**Required Additional Courses:**

Complete six units from the following:

Journ 108	Introduction to Feature Writing	3
Journ 110	Observer Staff Lab (may be repeated once)	2-2
Journ 111	Broadcast Journalism	3
Journ 133	Advertising	3
Journ 141	Introduction to Public Relations	3
		<hr/> 6

**Total Required Units = 21**

### Public Relations Option

**Required Courses:**

Journ 100	Introduction to Mass Communication	3
Journ 101	News Writing and Reporting	3
Journ 141	Introduction to Public Relations	3
Journ 142	Public Relations Strategies	3
Journ 190	Public Relations Internship	3
		<hr/> 15

**Required Additional Courses:**

Choose one from the following:

Journ 102	Intermediate News Writing	3
Journ 103	Beginning News Editing	3
Journ 108	Introduction to Feature Writing	3
Journ 111	Broadcast Journalism	3

Choose two from the following:

Bus 132	Marketing	3
Bus 140	Business Communications	3
Journ 133	Advertising	3
Spch 101	Introduction to Oral Communications	3
		<hr/> 9

**Total Required Units = 24**

## Mathematics

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
Recommended Elective Courses:		Units
Chem 101	General Chemistry	5
Ph 113	Heat, Sound, Optics, and Modern Physics	5
<b>Total Required Units =</b>		<b>31</b>

## Philosophy

Required Courses:		Units
Phil 101	Introduction to Philosophy	3
Phil 107	Logic	3
		<hr/> 6
Required Additional Courses:		Units
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
PSc 101	Introduction to Politics	3
Soc 114	Social Philosophy	3
		<hr/> 12
<b>Total Required Units =</b>		<b>18</b>

## Political Science

Required Courses:		Units
Econ 101	Principles of Macroeconomics	3
PSc 100	Government of the United States	3
PSc 101	Introduction to Politics	3
PSc 102	Law, Society, and the Citizen	3
PSc 104	World Political Relations	3
or		
PSc 108	Comparative Government: Varieties of Political Experience	3
		<hr/> 15

**Required Additional Courses:**

Select six units from the following:

Anth 102	Cultural Anthropology	3
Biol 106	The Human Environment	3
Bus 101A	Accounting Principles I	3
Econ 100	The Modern American Economy	3
Econ 102	Principles of Microeconomics	3
Geog 102	World Cultural Geography	3
Hist 105	Introduction to Western Civilization I	3
Hist 107	The History of the Mexican People in the US	3
Hist 110	History of the Middle East	3
Hist 114	Modern Asia: China, India, and Japan	3
IPS 103A	BASIC Programming	4
Math 136	Computer Programming, BASIC	3
Phil 111	Critical Thinking	3
Any PSc course	not used to satisfy the core requirement	
Psych 103	Beginning Statistics for Behavioral Science	3
Soc 103	Racial and Ethnic Group Relations	3
Soc 109	Futurology	3
Soc 112	Great American Women	3

**Units**

6

**Total Required Units =****21****Sociology****Required Courses:**

Soc 101	Introduction to Sociology	3
Soc 102	Social Problems	3
Soc 106	Marriage and Family	3
Plus one of the following:		
Soc 103	Racial and Ethnic Group Relations	3
Soc 107	Sociology of the Black Community	3
Soc 108	Sociology of the Chicano Community	3

**Units**

12

**Required Additional Courses:**

Complete one of the following courses:

Soc 104	Sex Roles	3
Soc 105	Aging in the United States	3
Soc 109	Futurology	3
Soc 112	Great American Women	3
Soc 114	Social Philosophy	3
Soc 115	Sociology of Religion	3
Plus one of the following:		
Anth 102	Cultural Anthropology	3
Anth 105	Sex Roles in World Culture	3
Anth 106	Culture and Personality	3
Anth 110	People and Cultures of the World	3
Hist 107	History of the Mexican People in the US	3
Hist 108	Afro-American History	3
Hist 114	Modern Asia: China, India, and Japan	3

**Units**

6

**Total Required Units =****18**

## Spanish

### Required Courses:

		Units
Spn 101	Elementary Spanish	5
Spn 102	Elementary Spanish	5
Spn 103	Intermediate Spanish	5
Spn 104	Intermediate Spanish	5
		20

### Required Additional Courses:

		Units
Complete a minimum of four units from the following:		
Spn 107	Hispanic Culture and Civilization	3
Spn 108	Spanish Grammar and Composition	5
Spn 117	Hispanic American Literature	3
		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
		27

**Total Required Units = 27**

## Administrative Aide

### Required Courses:

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

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

OA 20	Beginning Shorthand	4
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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 70	Introduction to Word Processing	3
or		
IPS 100	Introduction to Information Processing Systems	3
		<hr/> 19-20

**Total Required Units = 24-27**

### Agricultural Mechanics

#### Required Courses:

Ag 24	Small Engines	2
Ag 36	Agriculture Welding Technology	2
DM 5	Engine Tune-up and Troubleshooting	3
DM 12	Introduction to Hydraulics	3
DM 20	Diesel Engines	3
IM 11	Lathes, Mills, Grinders	3
IM 20	Blueprint Reading/Mechanical Drawing	3
IM 23	Math for Machine Trades (or any Math class)	3
(or Ag 30 for 24 units)		22-24

#### Required Additional Courses:

Complete a minimum of three units from the following:

AT 10	Fundamentals of Auto Mechanics	3
AT 13	Tune-Up Clinic	3
AT 14	Brake and Front End Repair	4
AT 20	ASE Mechanics Certification	3
Bus 123	Small Business Management	3
IM 1	Introduction to Industrial Mechanics	3
OMM 1	Introduction to Motorboat Mechanics	4
Psych 102AB	Interpersonal Relations	3-3
Any English, Essential Skills, or Speech class		3
		<hr/> 3

**Total Required Units = 24-27**

### Air Conditioning/Refrigeration

#### Required Courses:

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

**Required Additional Courses:**

		Units
Complete a minimum of four 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
PhysSci 1	Practical Science	3
		<hr/> 4
<b>Total Required Units =</b>		<b>24-28</b>

**Alcohol/Drug Studies****Required Courses:**

		Units
Psych 102A	Interpersonal Relations	3
Psych 108	Developmental Psychology	3
or		
ADS 108	Alcohol and Human Development	3
ADS 101	Overview of Alcoholism: Alienation and Addiction	3
ADS 102	Alcoholism: Intervention, Treatment, and Recovery	3
ADS 103	Physiology and Pharmacology: Alcohol and Other Drugs	3
ADS 110AB	Alcohol Studies Field Experiences	3-3
		<hr/> 21

**Required Additional Courses:**

		Units
Complete any three from the following:		
ADS 104	Case Management: Counseling Techniques	3
ADS 105	Group Leadership and Group Process	3
ADS 106	Counseling in Alcoholic Families	3
ADS 107	Special Program Training for Alcohol Studies	3
ADS 109	Marriage and Cultural Influences	3
ADS 111	Managing Alcohol Programs	3
		<hr/> 9
<b>Total Required Units =</b>		<b>30</b>

**Automotive Body and Fender****Required Courses:**

		Units
Ag 36 or 37	Ag Welding	1-2
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/> 20-21

**Required Additional Courses:**

		Units
Complete a minimum of four 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	ASE 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)		4
<b>Total Required Units =</b>		<b>24</b>

### Automotive Technology

<b>Required Courses:</b>		<b>Units</b>
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 22	Engine Overhaul and Repair	4
(or 24 units from the following: AT 30, 31, 40, 41)		20-24

<b>Required Additional Courses:</b>		<b>Units</b>
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 23	Math for Machine Trades	3
(or any Math class)		
<b>Total Required Units =</b>		<b>24</b>

### Business Management

<b>Required Courses:</b>		<b>Units</b>
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
		24

<b>Required Additional Courses:</b>		<b>Units</b>
Complete a minimum of three units from the following:		
Bus 30	Business Mathematics	3
Bus 52	Human Relations	3
Bus 62	Oral Communications	3
Econ 101	Principles of Macroeconomics	3
Econ 102	Principles of Microeconomics	3
IPS 100	Introduction to Information Processing Systems	4
		3-4
<b>Total Required Units =</b>		<b>27-28</b>

## 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	Management for Child Development Programs	3
or		
*CD 129	Child Nutrition, Health, and Safety	3
*Those entering this certificate program in September 1984 or later are required to take CD 129.		

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18

Required Additional Courses:		Units
Select a minimum of six 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

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6

**Total Required Units = 24**

## 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 or 20	Introduction to Diesel Engines	3
(or DM 30 and 31 for 12 units each)		

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18-24

Required Additional Courses:		Units
Select from the following to complete required 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	1/2-10
IM 1	Introduction to Industrial Mechanics	3

**Total Required Units = 24**

## Electronics\*

Required Courses:		Units
EL 1	Mathematics for Electronics I	5
EL 2	DC Fundamentals and Solid State Devices	4
EL 3	Mathematics for Electronics II	5
EL 4	AC Fundamentals and Solid State Circuits	4
EL 5	Digital Fundamentals	4

EL 6	Electromechanical Systems	4
EL 7	Electronic Circuits	4
EL 8	Industrial Control Systems	4
<b>Total Required Units =</b>		<b>34</b>

**\*Pending State Chancellor's Office approval**

## Fire Technology

<b>Required Courses:</b>		<b>Units</b>
FT 51	Introduction to Fire Technology	3
FT 52	Fundamentals of Fire Prevention	3
FT 53	Fundamentals of Personal Fire Safety and Emergency 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
		<b>18</b>

<b>Required Additional Courses:</b>		<b>Units</b>
Complete a minimum of six units from the following:		
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/Fire Service	3
		<b>6</b>
<b>Total Required Units =</b>		<b>24</b>

## Fitness Management Specialist

<b>Required Courses:</b>		<b>Units</b>
Biol 104	Human Systems and Exercise	4
Bus 1	Preparation for Accounting	3
HS 10	Cardiopulmonary Resuscitation	1/2
HS 101	Health and Society	2
HS 105	First Aid and Personal Safety	2
OA 80	Introduction to Microcomputers	2
PE 150	Weight Training and Body conditioning	1 1/2
PE 188A	Techniques of Fitness Assessment	2
PE 189A	Mechanics of Isotonic Exercise	1 1/2
PE 199A	Fieldwork (Directed Studies)	1 1/2
Select one of the following:		
PE 116A	Modern Dance	1 1/2
PE 119A	Modern Jazz	1 1/2
Select one of the following:		
Bus 52	Human Relations	3
Bus 123	Small Business Management	3
Bus 141	Public Relations	3
<b>Total Required Units =</b>		<b>24 1/2</b>

## Hotel and Restaurant Management

### Culinary Arts

Required Courses:		Units
HRM 1	Introduction to the Hospitality Industry	2
HRM 2A/2B	Food Preparation I/II	4/4
HRM 3	Baking Techniques	4
HRM 4	Sanitation and Environmental Control	2
HRM 5	Gourmet Cooking	3
HRM 8	Safety, Storage, and Equipment	2
HRM 9	Menu Planning	2

Recommended Elective Courses:		Units
HRM 6	Meat Cutting for Hotels and Restaurants	2
HRM 7	Art of Garde Manger	2

**Total Required Units = 23**

### Restaurant Management

Required Courses:		Units
HRM 1	Introduction to the Hospitality Industry	2
HRM 2A	Food Preparation I	4
HRM 4	Sanitation and Environment Control	2
HRM 8	Safety, Storage, and Equipment	2
HRM 9	Menu Planning	2
HRM 10	Food and Beverage Cost Control	2
HRM 11	Food Purchasing	2
HRM 12	Restaurant Operations	2
HRM 14	Personnel Management for the Hospitality Industry	2
HRM 15	Hospitality Marketing	3
Plus one of the following:		
HRM 13	Bar Management	3
HRM 16	Hospitality Accounting	3
HRM 19	Hospitality Law	3

**Total Required Units = 26**

### Hotel Management

Required Courses:		Units
HRM 1	Introduction to the Hospitality Industry	2
HRM 10	Food and Beverage Cost Control	2
HRM 11	Food Purchasing	2
HRM 14	Personnel Management for the Hospitality Industry	2
HRM 15	Hospitality Marketing	3
HRM 16	Hospitality Accounting	3
HRM 17	Hotel Administration	3
HRM 20A	Hotel Management Internship I	3
Plus two of the following:		
HRM 2A	Food Preparation I	4
HRM 13	Bar Management	3
HRM 18	Supervision of Administrative Housekeeping	3
HRM 19	Hospitality Law	3
HRM 20B	Hotel Management Internship I	3

**Total Required Units = 26-27**

## Industrial Mechanics

Required Courses:		Units
Ag 36	Ag Welding Technology	2
AC 10	Air Conditioning and Refrigeration Fundamentals	3
EI 2	DC Fundamentals and Solid State Devices	4
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	Quality Assurance, Layout and Measurement	3
(or IM 40 and IM 41 for 12 units each)		
		<hr/> 24

**Recommended Elective Courses:**

Recommended 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	1/2-10
(any English, Essential Skills, or Speech course)		

**Total Required Units = 24**

### Information Processing Systems\*

**Required Courses:**

		Units
IPS 100	Introduction to Information Processing Systems	4
IPS 103A	BASIC I Programming and Laboratory	4
IPS 104	COBOL I Programming and Laboratory	4
IPS 108A	Information Processing Analysis and Design I	3
IPS 108B	Information Processing Analysis and Design II	3
IPS 124	Management Information Systems	3
		<hr/> 21

**Required Additional Courses:**

Complete a minimum of six units from the following:		Units
Bus 101A	Accounting Principles I	3
IPS 103B	BASIC II Programming and Laboratory	4
IPS 105	COBOL II Programming and Laboratory	4
IPS 107	PASCAL Programming for Business Applications and Laboratory	4
IPS 109	Information Processing Systems Operation	3
IPS 110	Data Base Management	3
IPS 111	Computer Modeling	3
IPS 190AB	Information Processing Systems Internship	1-3
IPS 199AB	Directed Studies in Information Processing Systems	1-3
		<hr/> 6

**Total Required Units = 27**

\*Students who want to transfer to a four-year college or university should consult a counselor for specific information.

### Legal Assisting\*

**Required Courses:**

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
LA 9	Evidence	3
Plus any two of the following:		
LA 10	Crimes and Criminal Procedures	3
LA 11	Real Property Transactions	

LA 13	Business Law for Legal Assistants	3
LA 15	Family Law	3
LA 17	Probate	3
LA 18	Personal Injury 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
		<hr/> 27

<b>Recommended Elective Courses:</b>		<b>Units</b>
Bus 101A	Accounting Principles I	3
Bus 101B	Accounting Principles II	3
Bus 111A	Business Law I	3
WP 74	Word Processing Equipment Operation	3

**Total Required Units = 27**

**\*Prerequisite for the program is Engl 101 with a grade of C or better, or satisfactory score on the college's English assessment test.**

## Marketing

<b>Required Courses:</b>		<b>Units</b>
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

<b>Required Courses:</b>		<b>Units</b>
Complete one of the following:		
Bus 2	Preparation for Accounting	3
Bus 101A	Accounting Principles I	3
OA 39	Secretarial Accounting	3
		<hr/> 3

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

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

<b>Complete all of the following:</b>		
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	Proofreading and English Mechanics for the Office	3

WP 70	Introduction to Word Processing	3
or		
IPS 100	Introduction to Information Processing Systems	4
		18
<b>Total Required Units =</b>		<b>24-25</b>

## Real Estate

<b>Required Courses:</b>		<b>Units</b>
RE 1	Real Estate Principles	3
RE 2	Legal Aspects of Real Estate	3
RE 3	Real Estate Practices	3
RE 4	Real Estate Appraisal I	3
RE 6	Real Estate Finance	3
		15
<b>Required Additional Courses:</b>		<b>Units</b>
Complete a minimum of nine units from the following:		
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	General Psychology	3
or		
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
		9
<b>Total Required Units =</b>		<b>24</b>

## Supervision

<b>Required Courses:</b>		<b>Units</b>
Bus 30	Business Mathematics	3
Bus 50	Basic Psychology for Supervisors	3
or		
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
<b>Total Required Units =</b>		<b>24</b>

## Telecommunications

<b>Required Courses:</b>		<b>Units</b>
TC 101	Mass Communications: Introduction to Broadcasting	3
TC 102	Broadcast Studio Operation	3

TC 105	Radio-Television Writing	3
TC 107A	Radio Production Workshop	3
		<hr/> 12
<b>Required Additional Courses:</b>		<b>Units</b>
Select 12 units from the following areas of specialization:		
<b>Television Option:</b>		
TC 103A	Television Production Workshop	3
TC 103B	Television Directing and Editing	3
TC 109	Acting for Film and TV	3
TC 117	Advanced Television Production	3
<b>Radio Option:</b>		
TC 107B	Advanced Radio Production	3
TC 108	Voice and Diction	3
		<hr/> 12
<b>Total Required Units =</b>		<b>24</b>

## Word Processing

<b>Required Courses:</b>		<b>Units</b>
Bus 40	Business English	3
WP 70	Introduction to Word Processing	3
or		
IPS 100	Introduction to Information Processing Systems	4
WP 72	Machine Dictation and Transcription	3
WP 76	Administrative Support Procedures	3
		<hr/>
<b>Total Core Requirements =</b>		<b>12-13</b>

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

### Option A: Word Processing Equipment Operator

OA 12ABC	Intermediate Typewriting	1-1-1
or		
OA 14ABC	Advanced Typewriting	1-1-1
OA 40	Written Communications for Office Personnel	3
WP 74	Word Processing Equipment Operation (2 classes)	3-3
WP 75	Word Processing Projects	3
		<hr/>

**Total Required Units = 27**

### Option B: Word Processing Administrative Aide

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

**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
		<hr/>

**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 should 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.

## **Transfer Curricula**

The information listed below shows the variety of transfer majors at nearby public four-year institutions. Preparation for these majors is available at Oxnard College. Major requirements at other colleges and universities will be similar, but students should refer to the catalogs of the schools to which they expect to transfer and consult with a counselor for more complete information.

Each of the 19 campuses of the California State Universities and Colleges and the nine campuses of the University of California accepts the maximum of 70 units in transferable courses completed in a community college.

### **Transfer Majors**

Agriculture/Agri-Business  
Anthropology  
Art  
Behavioral Science  
Bilingual/Cross-Cultural  
Biological Sciences  
Business Administration  
Accounting  
Finance  
Information Systems/Computers  
Management  
Marketing  
Real Estate  
Small Business Management  
Ceramics  
Chemistry  
Chicano Studies  
Child Development  
Computer Information Systems  
Computer Science  
Communications  
Early Childhood Education  
Education  
Economics  
Electronics  
Electronics Technology  
English  
Foreign Languages  
Forestry  
General Liberal Arts/Sciences  
Geography  
Geological Sciences  
Health Science  
History  
Home Economics  
Hotel/Restaurant Management  
Journalism  
Land Management  
Liberal Studies  
Mathematics  
Music  
Philosophy  
Physical Education  
Physical Science  
Physics

Physiology  
 Political Science  
 Pre-Dental  
 Pre-Engineering  
 Pre-Law  
 Pre-Medical  
 Pre-Nursing  
 Pre-Physical Therapy  
 Pre-Veterinary  
 Psychology  
 Radio-Television-Film  
 Recreation  
 Secretarial Science  
 Social Sciences  
 Sociology  
 Spanish  
 Special Education/Liberal Studies  
 Speech  
 Teaching/Liberal Studies  
 Theatre Arts  
 Wildlife Management

In addition to satisfying requirements in the major, students must meet the general education requirements for the transfer school. Listed in this section are the general education requirements which apply to particular four-year schools where many Oxnard College students transfer.

## **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 at a community college 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. Oxnard College counselors are available to assist in understanding these new requirements. Students must demonstrate competency in writing skills as a baccalaureate 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 — Mathematical Concepts (College 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.

Certification is an official agreement between Oxnard College and all California State Universities which protects transfer students who have completed appropriate General Education requirements. Students will complete nine additional upper-division units of general education at the CSU institution upon transferring as a junior.

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/CSU 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 nine units with at least one course selected from each group (1, 2, and 3).

1. **Written Communication**  
English 101
2. **Oral Communication**  
Speech 101, 103, 104
3. **Critical Thinking**  
Phil 107, 111, 112  
IS 110

**Area B — Physical Universe and Its Life Forms.** A minimum of nine units, with at least one course selected from each group, including a lab course.

1. **Physical Science**  
Ast 101  
Chem 101  
Geog 101, 101L, 103  
Geol 101, 101L, 103, 104, 107  
Phys Sci 101  
Ph 101, 110
2. **Life Science**  
Ag 103  
Anth 101  
Biol 101, 103, 104, 106, 107, 108, 108L, 109
3. **Mathematical Concepts**  
Math 103, 105, 106, 114, 115, 116, 120, 121, 136, 137, 138

**Area C — Arts, Literature, Philosophy, and Foreign Language.** A minimum of nine units with at least one course selected from the Arts and additional courses from the other groups.

1. **Arts**  
Art 101, 102, 103, 189A  
Engl 119  
Mus 101, 103A  
ThA 101, 103A, 103B
2. **Literature**  
Engl 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 113, 117, 118, 120  
Spn 117  
Spch 105
3. **Philosophy**  
Phil 101, 102, 103, 104, 105, 106, 108, 109, 110, 114  
Soc 114
4. **Foreign Language**  
Fr 101, 102  
Spn 101, 102, 103, 104
5. **Active Participation**  
Art 104A, 104B, 106A, 106B, 108A  
Journ 101, 103, 105  
Mus 106, 107A, 108A, 110A, 112A, 114, 117, 118A, 120, 121, 122, 123, 125A  
ThA 102A, 110A, 112, 113, 114, 117, 120A, 121A

## 6. Culture

Anth 112, 113  
Hist 105, 106, 109  
IS 101A, 102  
Spn 107

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

1. **Anthropology** — Anth 102, 103, 104, 106, 107, 110, 112, 113
2. **Economics** — Econ 101, 102
3. **Geography** — Geog 102, 104, 106
4. **History** — Hist 102\*, 103\*, 104, 105, 106, 107\*, 108\*, 109, 110, 112, 113, 114, 115, 116, 117\*
5. **Interdisciplinary Studies** — IS 101A, 101B, 102
6. **Philosophy** — Phil 114
7. **Political Science** — PSc 100\*, 101, 102, 104, 105, 106, 107, 108\*
8. **Psychology** — Psych 101, 102A, 106, 107, 108
9. **Sociology** — Soc 101, 102, 103, 104, 105, 106, 107, 108, 109, 112, 114, 115
10. **Journalism** — Journ 100

*\*Consult the Counseling Department to determine how these courses may meet the American History and Institutions requirement.*

**Area E — Lifelong Understanding and Self-Development.** A minimum of three units selected from either group.

1. **Integrated Organism**  
CD 130  
HS 101, 103, 104, 105, 107  
Psych 101, 102A, 106, 107, 108, 110, 112, 113, 130  
Soc 104, 105, 106

## 2. Activity

PE — any activity class

## General Transfer Information

### Complete Certification

Students who complete 39 units, of which 30 units must be in Categories B, C, D, will be fully certified to any of the 19 CSU campuses as having fulfilled the General Education requirement. The following colleges have additional GE requirements (check with a counselor for further information): CSU Bakersfield, CSU Chico, CSU Fullerton, CSU Hayward, CSU Humboldt, CSU Sacramento, CSU San Bernardino, CSU Pomona.

### 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 to complete the remaining areas after transferring, as defined by the catalog of the transfer school.

### Certified Courses

Courses completed at other colleges may be applicable toward meeting these Oxnard College requirements; 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.



*COUNSELORS can make a big difference for students.*

### **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. In conjunction with general education requirements, students will complete preparation courses for their transfer major. Counselors are available to provide accurate information regarding pre-major courses and certification procedures. The combination of general education units plus the units for pre-major preparation usually amounts to 56-70 units; the completion of 60 transferable units qualifies students for "junior"-level standing upon transferring.

### **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

Advanced Placement Exam in English Composition and Literature; or (3) completion of a college course in English Composition with a C grade or better.

#### **Foreign Language**

For all entering or returning students beginning fall 1986:

1. The completion in high school of the third year of a foreign language with at least a B-.
2. A foreign language CEEB score of 600.
3. An Advanced Placement score of 3.
4. The completion in college of foreign language, quarter course 3 or semester course 2.
5. Pass a placement examination at UCSB.

#### **Bachelor of Science Degree**

Biopsychology — Must complete Areas A, B, C, and Area E or F. All other B.S. Degrees — Must complete Areas A, B, D, and Area E or F.

#### **Bachelor of Music and Bachelor of Fine Arts**

Must complete Areas A, B, C1, C2, Area D or E, and Areas F2A and F2B.

#### **American History and Institutions Requirement**

Requirement may be satisfied in one of the following ways:

1. Satisfactory completion at an accredited college or university of any two transferable courses in American History. Courses used to fulfill AHI requirements may also apply to General Education requirements and major requirements.
2. Passing a non-credit exam in this subject offered by the UCSB Departments of History and Political Science the first week of each quarter.
3. Achieve a score of 3 or higher on the CEEB Advanced Placement Exam in American History.

#### **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 University and the University of LaVerne Residence Center at Point Mugu are included here.

# General Education Requirements California Lutheran University

*All credits listed are semester credits.*

## General Education Requirements

### Creative Arts (6 credits)

1. Art, Drama, or Music
2. Speech

### English (6 credits)

1. Freshman English
2. Literature (any Literature course except Children's Literature)

### Social Sciences (12 credits)

1. Two courses in two different areas: Administration of Justice, Anthropology, Business Administration, Economics, Geography, Political Science, Psychology, Sociology.
2. State of California requirement in American History and Institutions.
3. History (any course)

### Foreign Language/Bachelor of Science Option (8 credits)

1. Two sequential courses in the same foreign language.
2. Bachelor of Science majors may opt for a Math/Science emphasis in lieu of a foreign language.

### Philosophy and Religion (9 credits)

1. Freshmen and sophomores must take two lower division Religion Department courses.
2. One Philosophy course (other than logic).

### Science and Mathematics (7 credits)

1. One Natural Science with a laboratory.
2. Another Science or Math course.

### Physical Education (3 credits)

1. Physical Education 100 (Lifetime Physical Fitness)
2. Two different activity courses.

## Recommended Oxnard College Courses

### Creative Arts

1. Art 101, 102, 103, 104AB, 106AB, 108AB, 110AB; any Music class; any Theatre Arts class.
2. Speech 101, 102, 105, 107

### English

1. English 101
2. English 102, 104-119

### Social Sciences

1. Anthropology 101, 102; Business 101AB, 102-133, 160; Economics 100, 101, 102; Geography 101, 102; Political Science 100-108 (except course used for Cal requirement); Psychology 101-189; Sociology 101-114; Geography 101, 102, 104, 106
2. History 102, 103, 107, 108, 117; Political Science 100, 101, 102
3. Any History class

### Foreign Language; B.S. Option

1. French 101, 102; Spanish 101-104
2. Mathematics 102-138; Philosophy 107, 112; Information Processing Systems 100-108B, 124

### Philosophy

1. No equivalent available. Junior transfers must take one lower division Religion class (at CLU)
2. Any Philosophy except 107 and 112. Junior transfers may either take two Religion courses (at CLU) or one Religion and one Philosophy course (except logic)

### Science and Mathematics

1. Biology 101, 102, 103-105, 107, 108+L, 109, 110-112; Chemistry 101-107, 108+L; Geology 101+L, 110; Physics 101, 102, 111-113
2. Biology 106, 113; Chemistry 108; Geology 102-104; Mathematics 102-135; Physical Science 101, 112; Physics 110

### Physical Education

1. A transfer student with any three different activities will satisfy entire requirement. A junior transfer with no PE credits must take one activity and Lifetime

2. Students over the age of 25 at entrance will have the PE requirement waived.

Physical Fitness. Only one credit per activity will transfer and no more than three credits will apply toward graduation.

### **General Transfer Information**

1. A maximum of 70 semester credits may be transferred from a community college.
2. Both Bachelor of Arts and Bachelor of Science degrees are offered. The essential difference in the two degrees is the foreign language requirement (B.S. majors may substitute 8 credits in Math, Logic, Statistics, and Computer Science for language study).
3. Most majors require at least 32 credits with 20-24 credits at the upper division (junior/senior) level. Consult the CLU catalog for specific departmental requirements.
4. A personal preliminary transfer evaluation may be provided by contacting the Director of Transfer Programs at (805) 492-2411, ext. 481.
5. Courses which are technical, vocational, or "personal enrichment" in nature are not transferable.

## **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, Theatre

#### **Social Science (2-4 units)**

One course from each area:

1. Psychology, Sociology, Anthropology
2. History, Government, Political Science, Economics, Geography

#### **Natural Science**

One course from each of two areas:

1. Biology, Botany, Zoology, Anatomy
2. Chemistry, Physics, Astronomy, Geology (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

### **Recommended Oxnard College 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
3. Spanish 103 or 104
4. Music 103AB, 104, 105
5. Art 101, 102, 103
6. ThA 101

#### **Social Sciences**

1. Any Anthropology; Psychology 101; Sociology 101 or 102
2. Any History or Political Science courses numbered above 100; Economics 101, 102; Geography

#### **Natural Science**

1. Any Biology courses numbered above 100; Ag 103
2. Chemistry 10, 20, 101, 102; Any Geology courses numbered above 100; 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,



of Choir, Band, Modern Dance,  
Voice, Music Lessons.

**Symbolic** (one course)

1. Computer Programming
2. Music Theory
3. Logic
4. Foreign Language
5. Statistics

**US History** (one course)

**Mathematics**

1. College Algebra, Calculus I or II
2. Statistics

A course taken to satisfy one area of General Education may not also be used to satisfy another area, but courses taken in the major may be used to satisfy General Education requirements. A grade of C or better is required to meet a specific requirement.

**Courses That Are Prerequisite for a Major**

**Major**

Accounting  
Economics/Business Administration  
Business Management

Psychology  
Criminology  
Behavioral Sciences  
Health Care Management

Mathematics

121, 122, 125;  
Theatre Arts 101, 103, 110, 114;  
English 103

**Symbolic**

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

**U.S. History**

1. History 102, 103

**Mathematics**

1. Math 114, 115, 120, 121
2. Psych 103

**Oxnard College Courses**

Business 101 AB—Accounting  
Principles  
Economics 101, 102—Principles of  
Economics

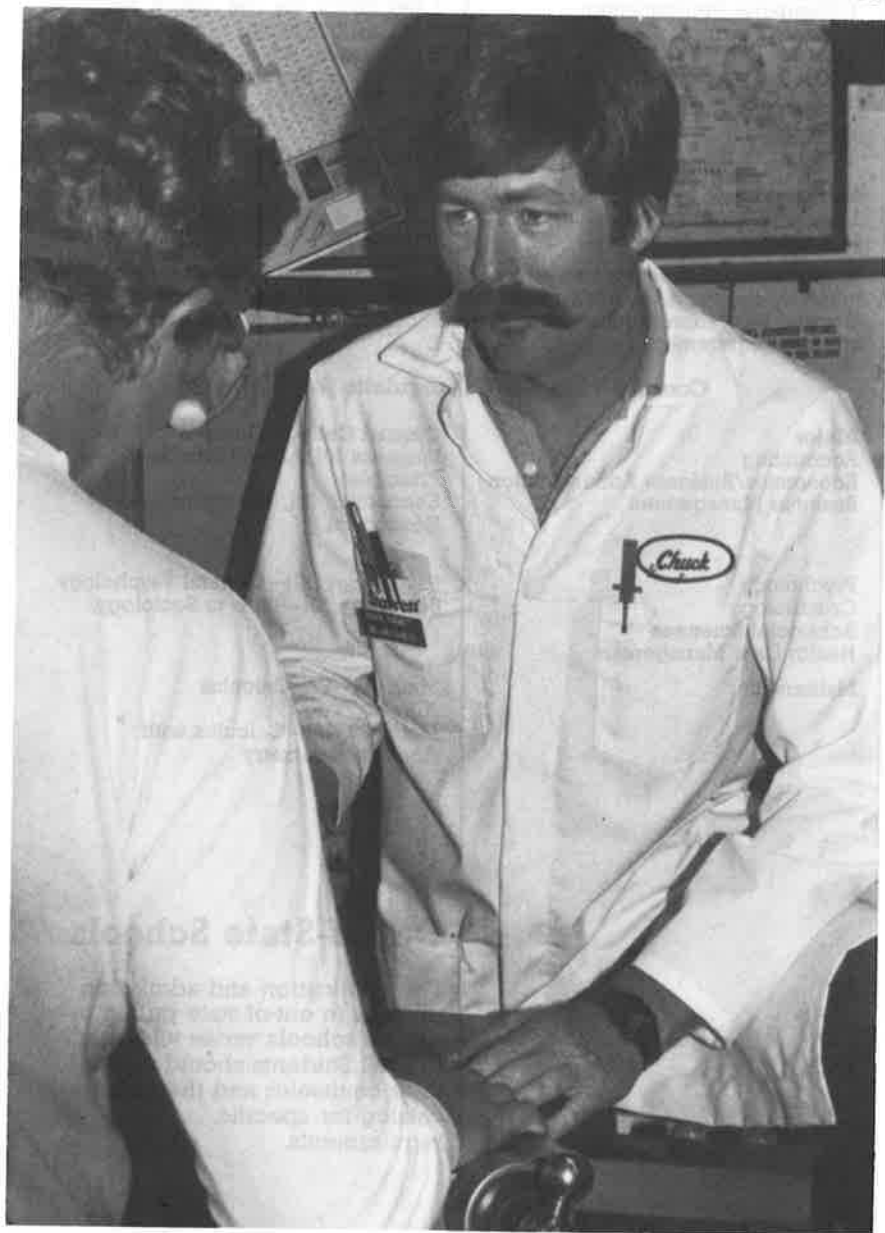
Psychology 101—General Psychology  
Sociology 101—Intro to Sociology

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



**CHUCK BARNETT**, Industrial Mechanics instructor, has contributed greatly to the development of OC's state-of-the-art vocational training programs.

# 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 and 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, semi-professional, 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, semi-professional, 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 under which the statement "*Transfer Credit: UC, CSU*" or "*CSU*" appears have been approved for at least elective credit by those systems. A counselor should be consulted to determine if major or general education requirements may be satisfied with these courses. 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 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 C.12.f. of the Board Policy Manual, and to the provisions of the California Educational Code and Title 5.

## 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 & Refrigeration
ADS	Alcohol & Drug 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
El	Electronics
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
HRM	Hotel & 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
PhysSci	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 & Transportation
TDT	Truck Driving & Transporting
Urban	Urban Studies
WP	Word Processing

# Agriculture

## Ag 6—2 units

### Introduction to Agricultural Sciences

*Prerequisites: 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

*Prerequisites: 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

*Prerequisites: 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: CSU*

## Ag 12—3 units

### Agricultural Marketing

*Prerequisites: 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, CSU*

## Ag 24—2 units

### Small Engines

*Prerequisites: 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. May be repeated for credit for a total of 6 units. (2)

*Transfer credit: UC, CSU*

## Ag 30—1-12 units

### Agriculture Mechanics/Welding

*Prerequisites: 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 33ABCDEF-1-1-1-1-1-1 unit**  
**Metal Fabrication and Welding**

*Prerequisites: None*  
*3 hours lab weekly*

Baic 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-36—2 units**  
**Ag Welding Technology**

*Prerequisites: 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**

*Prerequisites: 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 63—3 units**  
**Commercial Seed and Flower Production**

*Prerequisites: None*  
*2 hours lecture, 3 hours lab weekly*

Breeding, production, and processing of commercial and certified seed; seed laws and seed agencies; cut flower production, marketing, and use. Field trips and outdoor laboratories required. (2)

*Transfer credit: CSU*

**Ag 66—3 units**  
**Landscape Horticulture**

*Prerequisites: None*  
*3 hours lecture weekly*

Plan morphology, plant climates, soils and amendments, plant nutrients, common plant pests and diseases, general pruning practices, general turfgrass problems, ground covers and their uses, general estimating problems, general planting of trees and shrubs. (2)

*Transfer credit: CSU*

**Ag 69—3 units**  
**Park and Golf Course Management**

*Prerequisites: 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**

*Prerequisites: None*  
*2 hours lecture, 6 hours lab weekly*

Identification, growth habits, cultural requirements, and use of ornamental trees adapted to the environment of Southern

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

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**

*Prerequisites: None*  
*2 hours lecture, 3 hours lab weekly*

Identification, selection, growth habits, cultural requirements, and use of ground covers, vines, and bedding plants adapted to the environment of Southern California; care and management of these plants and their use; planting, irrigating, fertilizing, and spraying. Field trips required. (2)

**Ag 72—3 units**  
**Ornamental Shrubs and Ground Covers**

*Prerequisites: 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: CSU*

**Ag 74—3 units**  
**Turfgrass Identification and Installation**

*Prerequisites: 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**

*Prerequisites: 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: CSU*

**Ag 82—3 units**  
**Soils and Fertilizers**

*Prerequisites: 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 91—3 units**  
**Pest Management**

*Prerequisites: None*  
*3 hours lecture weekly*

Overview of insect identification and plant physiology, and management of insects and diseases of plants, soils, and weeds. Course covers chemical procedures, biological control, cultural control. (2)

**Ag 92—3 units**  
**Insects and Diseases of Plants**

*Prerequisites: None*  
*2 hours lecture, 3 hours lab weekly*

Symptoms, identification and control of common insects and diseases as applied to agricultural and horticulture crops. Natural, cultural,

mechanical, and chemical controls; management techniques toward prevention of pest problems. Field trips and labs may be required. (2)

*Transfer credit: CSU*

### **Ag 95—2 units** **Organic Pest Control**

*Prerequisites: 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**

*Prerequisites: 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, CSU*

### **Ag 104—4 units** **Soil and Plant Nutrition**

*Prerequisites: 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, CSU*

**NOTE:** The courses listed below have been temporarily suspended. For further information, please contact the Office of Instruction.

Ag 13	Business Practices in Landscape Horticulture
Ag 21AB	Agricultural Mechanics
Ag 22	Agricultural Machinery
Ag 25	Tractor & Equipment Operations
Ag 31AB	Shop Safety, Hand Skills—Ag Mechanics
Ag 32ABC	Ag Machinery Skill & Operation
Ag 35ABC	Agriculture Tractor Operation & Maintenance
Ag 51	Citrus Production
Ag 52	Avocado Production
Ag 53	Orchard Management
Ag 54	Packing House Management
Ag 55	California Fruit Growing
Ag 61	Field Crop Production
Ag 62	Vegetable Crop Production
Ag 67	Recreational Landscape Construction
Ag 68	Environmental Irrigation
Ag 73	Environmental Landscape Design
Ag 76	Landscape Construction
Ag 81	Principles of Landscape Maintenance
Ag 84	Ornamental Shrubs & Trees, Vines, Ground Covers, & Flowering Plants
Ag 85	Turfgrass Maintenance
Ag 93	Weeds & Defoliant

(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

*Prerequisites: 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

*Prerequisites: 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

*Prerequisites: AC 10 or concurrent enrollment*  
*1 hour lecture, 3 hours lab weekly*

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

## AC 11-3 units Intermediate Refrigeration

*Prerequisites: AC 10*  
*3 hours lecture weekly*

Second level of instruction in refrigeration. Application of concepts learned in AC 10 with additional emphasis on commercial systems.

## AC 11L-2 units Intermediate Refrigeration Lab

*Prerequisites: AC 10L*  
*1 hour lecture, 3 hours lab weekly*

Second level of refrigeration shop work. Includes setting up controls on commercial-type systems, repair of systems.

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

*Prerequisites: 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

*Prerequisites: 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 21-3 units Intermediate Air Conditioning Electricity

*Prerequisites: AC 20*  
*3 hours lecture weekly*

Second level of instruction in electrical systems for refrigeration and air conditioning. Application of AC 20 concepts to commercial systems.

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

**AC 21L—2 units**  
**Intermediate Air**  
**Conditioning Electrical Lab**

*Prerequisites:* AC 20L  
1 hour lecture, 3 hours lab weekly  
Second level of instruction in electrical systems lab. Includes wiring and controls of commercial-type systems.

**AC 30—3 units**  
**Airside Systems**

*Prerequisites:* 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**

*Prerequisites:* 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**

*Prerequisites:* 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**

*Prerequisites:* 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**

*Prerequisites:* None  
3 hours lecture weekly  
Basic mathematical formulas and calculations used in air conditioning field work and design.

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

*Prerequisites:* 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— $\frac{1}{2}$ -10 units**  
**Short Courses in Air**  
**Conditioning and**  
**Refrigeration**

*Prerequisites:* 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)

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

**NOTE:** The course listed below has been temporarily suspended. For further information, please contact the Office of Instruction.

AC 70      Estimating, Codes, and  
Sheet Metal Blueprints

## Alcohol Studies

### **ADS 98— $\frac{1}{2}$ -10 units** **Short Courses in Alcohol** **Studies**

*Prerequisites:* 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)

### **ADS 101—3 units** **Overview of Alcoholism:** **Alienation and Addiction**

*Prerequisites:* 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. Fulfills one 3-unit chemical core requirement for California Association of Alcoholism and Drug Abuse Counselors (CAADAC).

*Transfer credit:* CSU

### **ADS 102—3 units** **Alcoholism: Intervention,** **Treatment, and Recovery**

*Prerequisites:* ADS 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. Fulfills one 3-unit chemical core requirement for CAADAC.

*Transfer credit:* CSU

### **ADS 103—3 units** **Physiology and** **Pharmacology—Alcohol and** **Other Drugs**

*Prerequisites:* 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. Fulfills one 3-unit chemical core requirement for CAADAC.

*Transfer credit:* CSU

### **ADS 104—3 units** **Case Management/** **Counseling Techniques**

*Prerequisites:* ADS 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. Fulfills one 3-unit skills requirement for CAAC.

*Transfer credit:* CSU

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

**ADS 105—3 units**  
**Group Leadership and**  
**Group Process**

*Prerequisites: ADS 101*  
*3 hours lecture weekly*

Course designed to familiarize students with group dynamics, especially groups involving recovering alcoholics. Also offers practicums in group leadership skills, and examines various types of groups and specific group functions for alcoholics. Fulfills one 3-unit skills requirement for CAADAC.

*Transfer credit: CSU*

**ADS 106—3 units**  
**Counseling Skills for**  
**Intervention in Alcoholic**  
**Families**

*Prerequisites: 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 CAADAC.

*Transfer credit: CSU*

**ADS 107—3 units**  
**Special Program Training**  
**for Alcohol and Drug**  
**Studies**

*Prerequisites: 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 CAADAC.

*Transfer credit: CSU*

**ADS 108 - 3 units**  
**Alcohol and Human**  
**Development**

*Prerequisites: 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 CAADAC. (2)

*Transfer credit: CSU*

**ADS 109—3 units**  
**Marriage and Cultural**  
**Influences**

*Prerequisites: 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 CAADAC.

*Transfer credit: CSU*

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

**ADS 110A—1-3 units**  
**Beginning Alcohol and**  
**Drug Studies Field**  
**Experience**

*Prerequisites:* Completion of 12 units in the ADS program  
*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 CAADAC.

**ADS 110B—1-3 units**  
**Advanced Alcohol Studies**  
**Field Experience**

*Prerequisites:* ADS 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 interrelationships with other core courses, introduction to systems, and the agency and client systems. Fulfills one 3-unit field studies requirement for CAADAC.

*Transfer credit:* CSU

**ADS 111—3 units**  
**Managing Alcohol**  
**Programs**

*Prerequisites:* ADS 101 and 110A.  
*Experience in alcohol services may be substituted for ADS 110A with permission of instructor.*  
*3 hours lecture weekly*

Course focuses on five levels of alcohol program management: federal, state and local governments, and private and voluntary agencies. Emphasis on organization, inter- and intra-organizational relationships, communication, employee assistance programs, and management styles and their influence on services. Current and anticipated impact of alcohol and drug abuse on individual and community health problems and societal institutions and resources integrated into analysis of program management. Fulfills one 3-unit skills requirement for CAADAC.

*Transfer credit:* CSU

## **Anthropology**

**Anth 101—3 units**  
**Introduction to Physical**  
**Anthropology**

*Prerequisites:* 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, CSU

**Anth 102—3 units**  
**Introduction to Cultural Anthropology**

*Prerequisites: 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, CSU*

**Anth 103—3 units**  
**Introduction to Archaeology**

*Prerequisites: 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, CSU*

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

*Prerequisites: 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, CSU*

**Anth 105—3 units**  
**Sex Roles in World Cultures**

*Prerequisites: 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, CSU*

**Anth 106—3 units**  
**Culture and Personality**

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

Comparative study of the 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, CSU*

**Anth 110—3 units**  
**People and Cultures of the World**

*Prerequisites: 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, CSU*

**Anth 113—3 units**  
**Ancient Civilizations of the Americas**

*Prerequisites: 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

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

models will be considered dealing with the early civilizations and proto-civilizations in Mesoamerica, South America, and North America. (2)

*Transfer credit: UC, CSU*

### **Anth 189A-Z— $\frac{1}{2}$ -3 units Topics in Anthropology**

*Prerequisites: None*

*Lecture and/or lab as required by unit formula*

Courses considering specialized, specific topics in Anthropology which are not covered in the general Anthropology offerings. Topics developed to date are listed below:

#### **Anth 189A North American Indians**

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

*Transfer credit: CSU*

#### **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: CSU*

#### **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: CSU*

### **Anth 198— $\frac{1}{2}$ -10 units Short Courses in Anthropology**

*Prerequisites: 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 199AB—1-3/1-3 units Directed Studies in Anthropology**

*Prerequisites: 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, CSU*

**NOTE:** The courses listed below have been temporarily suspended. For further information, please contact the Office of Instruction.

- |          |                                                               |
|----------|---------------------------------------------------------------|
| Anth 107 | Introduction to Medical Anthropology                          |
| Anth 111 | Fossil Evidence for Human Evolution                           |
| Anth 112 | Classical Archaeology: Ancient Civilizations of the Old World |

# Art

## **Art 98A-Z—½-10 units Short Courses in Art**

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

Specialized topics designed to inform or update interested persons in the various disciplines within art. (2)

## **Art 101—3 units Art Appreciation**

*Prerequisites:* 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, CSU

## **Art 102-103—3-3 units Art History**

*Prerequisites:* 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, CSU

## **Art 104AB—2-2 units Color and Design**

*Prerequisites:* None  
*1 hour lecture, 3 hours lab weekly*

Basic course provides thorough background in design principles—problems in line, shape, texture, form, and color. (2)

*Transfer credit:* UC, CSU

## **Art 105AB—3-3 units Beginning Design Rendering**

*Prerequisites:* Art 104AB, Art 106AB;  
Art 105A for Art 105B  
*1½ hours lecture, 4½ hours lab weekly*

Rendering for accurate, detailed and dramatic abstract presentations for illustration. For beginning design students interested in design illustrations.

*Transfer credit:* UC, CSU

## **Art 106B—3-3 units Drawing and Composition**

*Prerequisites:* 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, CSU

## **Art 107AB—3-3 units Drawing Concepts**

*Prerequisites:* Art 104AB, Art 106AB or equivalent; Art 107A for 107B  
*1½ hours lecture, 4½ hours lab weekly*

Exploring a range of drawing procedures of related and unrelated form and intensity; examining a method of stylization in real, abstract, and non-objective identity in mixed media.

*Transfer credit:* UC, CSU

## **Art 108AB—3-3 units Painting**

*Prerequisites:* 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,

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



control of pictorial order, and uses of color and light; emphasis on technical competence and individual concepts; experimentation with traditional and newer painting materials. (2)

*Transfer credit: UC, CSU*

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

*Prerequisites: 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, CSU*

### **Art 112AB—3-3 units Watercolor**

*Prerequisites: 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, CSU*

### **Art 113AB—2-2 units Color and Form**

*Prerequisites: 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, CSU*

### **Art 114AB—3-3 units Intermediate Watercolor**

*Prerequisites: Art 112AB; Art 114A for 114B*

*1½ hours lecture, 4½ hours lab weekly*

Intermediate course in watercolor medium; transparencies into gouache technique, French lining, stencil and overlay, wax resist, stylized drawing inserts.

*Transfer credit: UC, CSU*

### **Art 115AB—3-3 units Abstract Concepts**

*Prerequisites: Art 110AB, 112AB, 126AB or equivalent; Art 115A for 115B*

*1½ hours lecture, 4½ hours lab weekly*

Exploring abstract conceptual trends, both past and present. Dealing with a product relative to findings. Working within the areas of abstraction in real and non-objective form.

*Transfer credit: UC, CSU*

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

*Prerequisites: 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, CSU*

### **Art 126AB—3-3 units Figure Drawing**

*Prerequisites: 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 multimedia. Emphasis on visual observation of structure, proportions, form, compositions; use of linear and tonal concepts. (2)

*Transfer credit: UC, CSU*

### **Art 127 AB—3-3 units** **Portraiture**

*Prerequisites: Art 104AB, Art 126AB; Art 127A for 127B*

*1½ hours lecture, 4½ hours lab weekly*

Drawing from the head. Investigating basic structure, but individual likeness and characteristics of model. Emphasis on color, drawing and design.

*Transfer credit: UC, CSU*

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

*Prerequisites: 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, CSU*

### **Art 150AB—3-3 units** **Beginning Ceramics**

*Prerequisites: Art 150A for 150B*

*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, CSU*

### **Art 151AB—3-3 units** **Intermediate Ceramics**

*Prerequisites: Art 150AB; Art 151A for 151B*

*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, CSU*

### **Art 152AB—3-3 units** **Ceramic Design**

*Prerequisites: 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, CSU*

### **Art 153AB—3-3 units** **Glaze Formulation**

*Prerequisites: Art 150AB, 151AB, 152AB; Art 153A for 153B*

*1½ hours lecture, 4½ hours lab weekly*

A study of ceramic glazes through practical laboratory experiments. Gram scale will be used to keep accurate record of ingredients used to formulate base glazes and oxides used as colorants.

*Transfer credit: CSU*

### **Art 155AB—3-3 units** **Beginning Sculpture**

*Prerequisites: Art 155A for 155B*

*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, CSU*

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

**Art 156AB—3-3 units**  
**Intermediate Sculpture**

*Prerequisites:* Art 155AB; Art 156A for 156B

1½ hours lecture, 4½ hours lab weekly

Intermediate studio course in fundamentals of sculpture and exploring historical and philosophical aspects of sculpture in conjunction with practical projects and experience. Emphasis on developing understanding of sculptural problems

*Transfer credit:* UC, CSU

**Art 189A-Z—½-3 units**  
**Topics in Art**

*Prerequisites:* 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, CSU

**Art 198—½-10 units**  
**Short Courses in Art**

*Prerequisites:* 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 may be required. (2)

*Transfer credit:* UC, CSU

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

*Prerequisites:* 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, CSU

## Astronomy

**Ast 101—3 units**  
**Elementary Astronomy**

*Prerequisites:* 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, CSU

## Automotive Body Repair

**AB 1—4 units**  
**Introduction to Automotive Body and Fender Repair**

*Prerequisites:* 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**

*Prerequisites:* AB 1

2 hours lecture, 6 hours lab weekly

Special problems in repair of automobiles; use of advanced techniques with materials such

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

as steel, aluminum, and plastic; special painting methods. (2)

### **AB 3—4 units**

#### **Estimating Auto Body Damage and Repair**

*Prerequisites:* 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**

*Prerequisites:* AB 1, 2, or equivalent  
2 hours lecture, 6 hours lab weekly

Advanced course in techniques of estimating and repair of heavy damage to auto body and chassis; emphasis on automobile frame, sectioning, straightening, and advanced welding. Student auto body projects in the scope of complete automotive wrecks. (2)

### **AB 98—½-10 units**

#### **Short Courses in Auto Body**

*Prerequisites:* 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 1—1-12 units**

#### **Automotive Technology**

*Prerequisites:* 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

Practical and theoretical study of automotive technology. Topics include engine overhaul, tune-up, emission control, electrical brake and front end repair and general repair and servicing. Students signing up for this course will be placed into courses within the Automotive Technology Program.

### **AT 2—3 units**

#### **Automotive Cranking and Charging Systems**

*Prerequisites:* 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 4—3 units**

#### **Automotive Emission Control**

*Prerequisites:* 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.

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

### **AT 10—3 units** **Fundamentals of Auto Technology**

*Prerequisites: 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 12—2 units** **Automotive Air Conditioning**

*Prerequisites: None*  
*1 hour lecture, 3 hours lab weekly*

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

### **AT 13—3 units** **Tune-Up Clinic**

*Prerequisites: 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**

*Prerequisites: 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**

*Prerequisites: 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 16—3 units** **Auto Electronics**

*Prerequisites: One of the following suggested: AT 10 or 13 or employment in the auto repair trade*  
*3 hours lecture weekly*

For advanced students or mechanics in the auto service industry. Course covers various types of electronic ignition and fuel injection and other electronic devices used on late model cars.

### **AT 20—3 units** **ASE Mechanics Certification**

*Prerequisites: 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 22—4 units** **Engine Overhaul and Repair**

*Prerequisites: None*  
*2 hours lecture, 6 hours lab weekly*

Course covers repair and overhaul of modern internal combustion engines. Topics

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

include disassembly, measuring, diagnosis, repair and assembly procedures.

### **AT 23—3 units** **Automotive Fuel Systems**

*Prerequisites: None*  
*2½ hours lecture, 1½ hours lab weekly*

Course studies automotive fuel systems including single, multiple and variable Venturi carburetors, fuel circuits and fuel injection.

### **AT 30—1-12 units** **Tune-Up**

*Prerequisites: 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—1-12 units** **Line Mechanics**

*Prerequisites: 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—1-12 units** **Brake and Front End Mechanics**

*Prerequisites: 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. Teaches procedures of automotive wheel alignment, wheel balancing, component repair and replacement. May be repeated for credit up to 24 units.

### **AT 98—½-10 units** **Short Courses in Automotive Mechanics**

*Prerequisites: 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)

## **Aviation**

*Courses offered within this program have been temporarily suspended. For further information, please contact the Office of Instruction.*

## **Biology**

### **Biol 98—½-10 units** **Short Courses in Biology**

*Prerequisites: 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)

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

### **Biol 101—4 units** **Principles of Biology**

*Prerequisites:* 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, CSU

### **Biol 102—4 units** **Principles of Biology**

*Prerequisites:* Biol 101 or equivalent with minimum grade of C  
3 hours lecture, 3 hours lab weekly

Organismic and population biology, designed for biological science and pre-professional majors. (2)

*Transfer credit:* UC, CSU

### **Biol 103—4 units** **General Biology**

*Prerequisites:* 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 104—4 units** **Human Systems and Exercise**

*Prerequisites:* None. High school biology and chemistry are strongly recommended.

3 hours lecture, 3 hours lab weekly

Course consists of systematic approach to study of human body, stressing the highly integrated nature of structure and function. Laboratory composed of selected

physiological exercises focusing on the muscular, skeletal, nervous, circulatory, respiratory and digestive systems as related to exercise and human performance. Designed primarily for the Fitness Management Specialist major.

*Transfer credit:* CSU

### **Biol 106—3 units** **The Human Environment**

*Prerequisites:* 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, CSU

### **Biol 107—5 units** **Anatomy and Physiology**

*Prerequisites:* 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

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

**Biol 108—3 units****Marine Biology**

*Prerequisites:* 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, CSU

**Biol 108L—1 unit****Marine Biology Laboratory**

*Prerequisites:* 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)

*Transfer credit:* UC, CSU

**Biol 109—3 units****Plant and Animal Communities of California**

*Prerequisites:* 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, CSU

**Biol 110—5 units****Principles of Microbiology**

*Prerequisites:* Chem 20; Biol 103 or equivalent

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, CSU

**Biol 111—4 units****General Human Anatomy**

*Prerequisites:* 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, CSU

**Biol 112—4 units****Human Physiology**

*Prerequisites:* 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, CSU

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



## **Biol 113—3 units** **Biology of Cancer**

*Prerequisites: 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: CSU*

## **Biol 198—½-10 units** **Topics in Biology**

*Prerequisites: 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 offering. (2)

*Transfer credit: UC, CSU*

## **199—1-3 units** **Directed Studies in Biology**

*Prerequisites: 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.

**NOTE:** The courses listed below have been temporarily suspended. For further information, please contact the Office of Instruction.

Biol 88	Anatomy and Physiology Study Session
Biol 90	Microbiology Study Session
Biol 105	General Botany
Biol 120	Micropathology

# **Business**

## **Bus 1—3 units** **Preparation for Accounting**

*Prerequisites: None*  
3 hours lecture weekly

A general overview of accounting, designed to give students background necessary to take Accounting Principles (Bus 101A). Course covers the accounting cycle, including journalizing; posting; trial balance; worksheets; adjusting and closing entries; payroll; and financial statements.

## **Bus 2—3 units** **Applied Accounting**

*Prerequisites: None*  
2 hours lecture, 3 hours lab weekly

Practical course designed to prepare students for entry-level positions in bookkeeping. Covers the accounting cycle with emphasis on forms and procedures. Students will complete a Practice Set of Books. Course can also be used as preparation for Bus 101A. (2)

## **Bus 6—3 units** **Individual Income Tax Accounting**

*Prerequisites: 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 30—3 units** **Business Mathematics**

*Prerequisites: None*  
3 hours lecture weekly

Review of basic fundamentals, speedbuilding, thought problems to prepare students for complex business-oriented problems; computations include

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

payroll taxes, discounts, and interest calculations. (2)

**Bus 33A—3 units**  
**Marketing/Management Internship Project**

*Prerequisites: 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 assignments. 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 a minimum 9 hours weekly on the job. (2)

**Bus 33B—3 units**  
**Marketing/Management Internship Project**

*Prerequisites: 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. (2)

**Bus 40—3 units**  
**Business English**

*Prerequisites: 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**

*Prerequisites: 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)**

*Prerequisites: 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**

*Prerequisites: 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**

*Prerequisites: 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**

*Prerequisites: 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**

*Prerequisites: 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**

*Prerequisites: None*  
*3 hours lecture weekly*

Problems of accidents and fire industry; management and supervisory responsibility for fire and accident prevention; accident reports and supervisor; fire prevention; machine guarding and personnel protective equipment; State Industrial Accident Code and Fire Regulations; first aid department and the line supervisor's responsibility; job instruction and safety carriers and the Insurance Rating Bureau; advertising and promoting a safety and fire prevention program. (2)

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

*Prerequisites: None*  
*3 hours lecture weekly*

Intensive course exploring supervisor's responsibility for training and developing employees; methods and techniques of developing career progression plans and programs; instruction on the job; technical and management development needs fulfilled through in-house and outside sources. (2)

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

*Prerequisites: 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**

*Prerequisites: 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. (2)

**Bus 62—3 units**  
**Oral Communications**

*Prerequisites: 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**

*Prerequisites: 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 - 1 unit**  
**Applied Marketing**

*Prerequisites: None*  
*16 hours lecture*

Overview of how marketing field works. Insight into job market, history and relationship of financial and international world as it relates to marketing. (2)

**Bus 70L—2 units**  
**Applied Marketing Lab**

*Prerequisites: Concurrent enrollment in Bus 70*  
*6 hours laboratory weekly*

Actual experience behind the scenes of marketing. Visits and tours to include combinations of the following: manufacturers, designers, financial management, fashion magazines, retail management, and advertising. Field trips to be arranged in the Ventura County area and Los Angeles County area, or a special arrangement option New York trip. (2)

**Bus 98A-Z—1½-10 units**  
**Short Courses in Business**

*Prerequisites: 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**

*Prerequisites: Bus 1 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, CSU*

**Bus 101B—3 units**  
**Accounting Principles II**

*Prerequisites: 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, CSU*

**Bus 102—3 units**  
**Managerial Accounting**

*Prerequisites: Bus 101A*  
*3 hours lecture weekly*

Course emphasizes how accounting data can be interpreted and used by management in planning and controlling business activities of

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the firm; use of accounting data by investors is discussed wherever appropriate.

*Transfer credit: CSU*

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

*Prerequisites: 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, CSU*

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

*Prerequisites: 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.

*Transfer credit: UC, CSU*

### **Bus 120—3 units Introduction to Business**

*Prerequisites: None  
3 hours lecture weekly*

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

*Transfer credit: CSU*

### **Bus 121—3 units Business Organization and Management**

*Prerequisites: 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: CSU*

### **Bus 122—3 units Personnel Management**

*Prerequisites: 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: CSU*

### **Bus 123—3 units Small Business Management**

*Prerequisites: 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: CSU*

### **Bus 124—3 units Management Information Systems**

*Prerequisites: 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 IPS 124.)

*Transfer credit: CSU*

**Bus 130—3 units**  
**Sales Techniques**

*Prerequisites: 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: CSU*

**Bus 131—3 units**  
**Retail Merchandising**

*Prerequisites: 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: CSU*

**Bus 132—3 units**  
**Marketing**

*Prerequisites: 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: CSU*

**Bus 133—3 units**  
**Advertising**

*Prerequisites: None*  
*3 hours lecture weekly*

Practical application of principles of advertising for large and small businesses; includes advertising theory,

layout production, printing, and production processes. (Co-listed with Journ 133.)

*Transfer credit: CSU*

**Bus 135—3 units**  
**Retail Store Management**

*Prerequisites: 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: CSU*

**Bus 136—3 units**  
**Buying and Store Operation**

*Prerequisites: 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 placed on subjects closely integrated with retail buying functions, store operation procedures, sales promotion, and personnel management.

*Transfer credit: CSU*

**Bus 137—3 units**  
**Introduction to Production and Inventory Control**

*Prerequisites: 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.

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

**Bus 138—3 units**  
**Production and Inventory Management**

*Prerequisites:* 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**

*Prerequisites:* 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:* CSU

**Bus 141—3 units**  
**Introduction to Public Relations**

*Prerequisites:* None  
3 hours lecture weekly

Introductory analysis and practical exploration of fundamental tools available to the public relations specialist: press releases, feature stories, broadcast media, institutional publications. An introduction to promotional staging, the slide show, and the five primary steps in the public relations process. (Co-listed with Journ 141)

*Transfer credit:* CSU

**Bus 142—3 units**  
**Public Relations Strategies**

*Prerequisites:* Bus 141/Journ 141  
3 hours lecture weekly

Appraisal of essential processes in public relations activity, with

concentration on aspects of promotion and staging, problem solving, and the role of public relations vis-a-vis various target audiences including customers, management, employee relations, stockholders. (Co-listed with Journ 142)

*Transfer credit:* CSU

**Bus 160—3 units**  
**Elements of Supervision**

*Prerequisites:* 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)

*Transfer credit:* CSU

**Bus 190—3 units**  
**Public Relations Internship**

*Prerequisites:* Journ 100, 101, 102, 141, 142  
9 hours lab weekly

Actual field work as an intern in a professional setting under the supervision of a trained public relations expert, as well as the instructor. Students will receive on-the-job exposure to all aspects of public relations, especially those studied in Bus 141/Journ 141 and Bus 142/Journ 142. (Co-listed with Journ 190)

*Transfer credit:* CSU

**Bus 198—1/2-10 units**  
**Short Courses in Business**

*Prerequisites:* 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**

*Prerequisites: 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)

**NOTE:** The courses listed below have been temporarily suspended. For further information, please contact the Office of Instruction.

Bus 3	Payroll Accounting
Bus 4	Analysis of Financial Statements
Bus 5	Personal Finance
Bus 7	Income Tax Accounting Workshop
Bus 8	Voluntary Income Tax Assistance
Bus 9	Corporate Income Tax Accounting
Bus 11	Survey of Business Law
Bus 12	Consumer Law
Bus 14	Family Risk Management
Bus 15	Small Claims & Civil Procedures
Bus 21	Installment Credits
Bus 22	Principles of Bank Operations
Bus 23	Commercial Bank Teller Training

## **Chemistry**

### **Chem 20—5 units** **Elementary Chemistry**

*Prerequisites: 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 bio-chemistry. Introduction to lab techniques with experiments illustrating principles covered in lectures. (2)

*Transfer credit: UC, CSU*

### **Chem 101—5 units** **General Chemistry I**

*Prerequisites: 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, CSU*

### **Chem 102—5 units** **General Chemistry II**

*Prerequisites: 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, radiochemistry, and descriptive chemistry of common elements; a short section on organic chemistry is included. Lab includes qualitative analysis and thermochemistry, and further develops inorganic preparation techniques. Reaction rate and

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other quantitative data are analyzed with use of computers. (2)  
*Transfer credit: UC, CSU*

### **Chem 106—5 units Organic Chemistry I**

*Prerequisites: 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, CSU*

### **Chem 107—5 units Organic Chemistry II**

*Prerequisites: 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, CSU*

### **Chem 108—3 units Elementary Organic Chemistry**

*Prerequisites: 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, CSU*

### **Chem 108L—2 units Organic Chemistry Laboratory**

*Prerequisites: 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, CSU*

**NOTE:** The courses listed below have been temporarily suspended. For further information, please contact the Office of Instruction.

- |         |                                                        |
|---------|--------------------------------------------------------|
| Chem 10 | Introductory Chemistry:<br>Our Chemical<br>Environment |
| Chem 90 | Elementary Chemistry<br>Study Session                  |

## **Child Development**

### **CD 21—1 unit Program for Toddlers**

*Prerequisites: 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. Course may be repeated for credit for maximum of 3 units. (2)

**CD 50—1 unit**  
**Day Care Today**

*Prerequisites: 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— $\frac{1}{2}$ -10 units**  
**Short Courses in Child Development**

*Prerequisites: 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: CSU*

**CD 103—3 units**  
**Programs for Young Children**

*Prerequisites: 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: CSU*

**CD 104—3 units**  
**Child Growth and Development I**

*Prerequisites: 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, CSU*

**CD 105—3 units**  
**Child Growth and Development II**

*Prerequisites: 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, CSU*

**CD 106—3 units**  
**Child, Family, and Community**

*Prerequisites: None*  
*3 hours lecture weekly*

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

*Transfer credit: UC, CSU*

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

**CD 111—3 units**  
**Child Development**  
**Principles and Practicum I**

*Prerequisites:* Completion or concurrent enrollment in CD 103, 104, and one course in creative experiences (CD131-134)  
*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:* UC, CSU

**CD 112—3 units**  
**Child Development**  
**Principles and Practicum II**

*Prerequisites:* CD 111  
*2 hours lecture, 3 hours lab weekly*

Participation in preschool classroom 3 hours per week. Opportunity for supervised practice in planning and guiding play, learning, and children's routine living activities. Emphasis on experiences which lead to increasing skill in dealing effectively with group and individual behavior. Focus on evaluation and prescribing for individual child's needs. Field trips and negative TB test or chest X-ray required.

*Transfer credit:* CSU

**CD 115—3 units**  
**Management for Child**  
**Development Programs:**  
**Administration and**  
**Supervision**

*Prerequisites:* 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:* CSU

**CD 120ABCD—1-1-1-1 units**  
**Parent Education**

*Prerequisites:* 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:* CSU

**CD 129—3 units**  
**Child Nutrition, Health, and**  
**Safety**

*Prerequisites:* None  
*3 hours lecture weekly*

Instruction is given in health protection and 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.

*Transfer credit:* CSU

**CD 130—3 units**  
**Parent/Child Interaction**

*Prerequisites: 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: CSU*

**CD 131—3 units**  
**Art in Early Childhood**

*Prerequisites: 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: CSU*

**CD 132—3 units**  
**Science in Early Childhood**

*Prerequisites: 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: CSU*

**CD 133—3 units**  
**Language Arts in Early Childhood**

*Prerequisites: 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: CSU*

**CD 134—3 units**  
**Movement and Music in Early Childhood**

*Prerequisites: 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.

*Transfer credit: CSU*

**CD 189—½-10 units**  
**Topics in Child Development**

*Prerequisites: 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: CSU*

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

### **CD 198— $\frac{1}{2}$ -10 units** **Short Courses in Child Development**

*Prerequisites: 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. Field trips may be required. (2)

### **CD 199AB— $\frac{1}{2}$ -3/ $\frac{1}{2}$ -3 units** **Directed Studies in Child Development**

*Prerequisites: 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: CSU*

**NOTE:** The courses listed below have been temporarily suspended. For further information, please contact the Office of Instruction.

- |        |                                                       |
|--------|-------------------------------------------------------|
| CD 107 | Cross-Cultural Experiences with Children and Families |
| CD 108 | The Exceptional Child                                 |

## **Diesel Mechanics**

### **DM 4—4 units** **Engine Overhaul and Repair**

*Prerequisites: None*  
*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**

*Prerequisites: 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**

*Prerequisites: None*  
*3 hours lecture weekly*

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

cranking, ignition, and chassis electrical systems.

### **DM 8—2 units Power Trains**

*Prerequisites: None*

*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 12—3 units Introduction to Hydraulics**

*Prerequisites: 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**

*Prerequisites: 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**

*Prerequisites: 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**

*Prerequisites: 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**

*Prerequisites: 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**

*Prerequisites: 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 100—3 units** **The Modern American Economy**

*Prerequisites: 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, CSU*

## **Econ 101—3 units** **Principles of Macroeconomics**

*Prerequisites: 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, CSU*

## **Econ 102—3 units** **Principles of Microeconomics**

*Prerequisites: None*  
*3 hours lecture weekly*

Students will develop a method of thinking about daily events by exploring microeconomic theory and applying it to cur-

rent 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, CSU*

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

*Prerequisites: 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, CSU*

**NOTE:** The courses listed below have been temporarily suspended. For further information, please contact the Office of Instruction.

- |        |                                        |
|--------|----------------------------------------|
| Econ 2 | Introduction to Business and Economics |
| Econ 3 | Economics of Local Government          |

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

# Electronics\*

## El 1—5 units

### Math for Electronics I

*Prerequisites: None*  
*5 hours lecture weekly*

Study of arithmetic, algebra and trigonometry as they apply to electronic circuits. Includes signed numbers, algebraic equations, graphing techniques and applications of trigonometric functions.

## El 2—4 units

### D-C Fundamentals and Solid State Devices

*Prerequisites: None*  
*3 hours lecture, 3 hours lab weekly*

Study of D-C circuits with introduction to solid state devices. Included is an Ohm's and Kirchoff's Laws examination of series, parallel and combination circuits, and investigation of networks using Thevenin's, Norton's and other theorems. Operating characteristics and D-C biasing of various solid state devices examined. Hands-on use of test equipment associated with D-C circuits emphasized.

## El 3—5 units

### Math for Electronics II

*Prerequisites: El 1*  
*5 hours lecture weekly*

Study of complex numbers, logarithms, and Boolean algebra as they apply to electronic circuits. Includes decibels, impedance triangle, polar to rectangular conversions, phasors, binary math and logic operations.

## El 4—4 units

### A-C Fundamentals and Solid State Circuits

*Prerequisites: El 2*  
*3 hours lecture, 3 hours lab weekly*

Study of A-C fundamentals with introduction to basic circuits using solid state devices. Concepts of inductance, capacitance, reactance, filtering and time constants examined. Circuit configurations required to use solid state devices for amplification and power control introduced. Hands-on use of test equipment associated with A-C circuits emphasized.

## El 5—4 units

### Digital Fundamentals

*Prerequisites: El 3, 4*  
*3 hours lecture, 3 hours lab weekly*

Study of digital circuits including logic gates, latches, registers, counters, arithmetic units, logic units, memories, microprocessors and I/O devices. Emphasis on hands-on circuit construction and fault repair. Use of test equipment associated with digital circuits introduced.

## El 6—4 units

### Electro-Mechanical Systems

*Prerequisites: El 3 and 4*  
*3 hours lecture, 3 hours lab weekly*

Study of electro-mechanical machines normally found in industry. Includes hands-on training in D-C motor/generators, A-C motor/generators, polyphase transformers and polyphase machines. Use of test equipment associated with electro-mechanical systems emphasized.

## El 7—4 units

### Electronic Circuits

*Prerequisites: El 5*  
*3 hours lecture, 3 hours lab weekly*

Study of basic electronic circuits including rectifiers, regulators, power supplies, small and large signal amplifiers, and various oscillators. Also examined are

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



modulation, wave propagation, transmission lines and antennas.

### **El 8—4 units**

#### **Industrial Control Systems**

*Prerequisites: El 5 and 6*

*3 hours lecture, 3 hours lab weekly*

Study of various mechanical and electrical control systems found in industry. Includes training in magnetic, solid state and logic controls. Also examined are liquid level controls, time delay circuits, and microprocessor controls. Hands-on operation and repair emphasized.

**\*Pending State Chancellor's Office approval.**

## **English**

### **Engl 98A-Z—½-10 units** **Short Courses in English**

*Prerequisites: 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**

*Prerequisites: Appropriate score on Reading/Writing assessment or completion of ES 14 with grade of B or better*

*3 hours lecture weekly*

Development of skills in written expression, especially expository themes, including training in research techniques and preparation of a research paper. Designed to develop critical thinking, analysis and rhetorical skills.

*Transfer credit: UC, CSU*

### **Engl 102—3 units** **College Composition and Literature**

*Prerequisites: Engl 101*

*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, CSU*

### **Engl 103—3 units** **Creative Writing**

*Prerequisites: 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, CSU*

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

*Prerequisites: 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, CSU*

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

*Prerequisites: 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, CSU*

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

*Prerequisites: 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, CSU*

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

*Prerequisites: 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, CSU*

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

*Prerequisites: None. Engl 101 or 102 recommended*

*3 hours lecture weekly*

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

*Transfer credit: UC, CSU*

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

*Prerequisites: 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, CSU*

### **Engl 110—3 units Women in Literature**

*Prerequisites: 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, CSU*

### **Engl 111—3 units Shakespeare**

*Prerequisites: 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, CSU*

### **Engl 113—3 units Far and Near: The Literature of the East**

*Prerequisites: 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, CSU*

**Engl 117—3 units**  
**Mexican Literature**  
**in Translation**

*Prerequisites:* 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.

*Transfer credit:* UC, CSU

**Engl 118—3 units**  
**Introduction to Poetry**

*Prerequisites:* None. Engl 101 recommended

3 hours lecture weekly

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

*Transfer credit:* UC, CSU

**Engl 119—3 units**  
**Introduction to Theatre**

*Prerequisites:* 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-listed with ThA 101.)

*Transfer credit:* UC, CSU

**Engl 120—3 units**  
**Literature of Children**

*Prerequisites:* 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, CSU

**Engl 189—3 units**  
**Topics in Literature**

*Prerequisites:* 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, CSU

**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, CSU

### **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, CSU*

### **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, CSU*

### **Engl 199AB—1-3/1-3 units** **Directed Studies in English**

*Prerequisites: 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, CSU*

**NOTE:** The course listed below has been temporarily suspended. For further information, please contact the Office of Instruction.

Engl 50      Introduction to  
                 Literature

## **Essential Skills**

### **ES 1—3 units** **Basic Skills**

*Prerequisites: 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**

*Prerequisites: 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**

*Prerequisites: 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)

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

**ES 10—3 units**  
**Basic English**  
**Grammar and Usage**

*Prerequisites: 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**

*Prerequisites: 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**

*Prerequisites: Completion of English writing assessment or passing grade in ES 12  
3 hours lecture weekly*

Students receive personal and individual help with writing. Course focuses on reading and discussing short selections from

modern popular literature. Contemporary and controversial ideas explored with emphasis on short expository compositions. Competency in paragraph writing expected. Many students will need to have taken ES 12 before ES 14; a valuable assist before taking Engl 101. Course may be repeated for credit to a maximum of 6 units.

**ES 15—3 units**  
**Word Power/**  
**Advanced Vocabulary**

*Prerequisites: 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**

*Prerequisites: 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;

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

formal evaluation used to individualize instruction. Reading equipment will be used.

### **ES 20ABCD— $\frac{1}{2}$ -1-1 $\frac{1}{2}$ -2 units** **Individualized Reading**

*Prerequisites: 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 24—3 units** **Technical Report Writing**

*Prerequisites: 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**

*Prerequisites: 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**

*Prerequisites: 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 30— $\frac{1}{2}$ -3 units** **Communication Skills Modules**

*Prerequisites: 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—Vocabulary Development for Limited English Speakers**  
**ES 30GP\*— $\frac{1}{2}$ -1 $\frac{1}{2}$  units—Grammar and Punctuation Brush-Up**  
**ES 30LR—1 unit—Using Library Resources**  
**ES 30N— $\frac{1}{2}$  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 30SR—1 unit—Speed Reading**  
**ES 30TR—1 unit—Tactics in Reading**  
**ES 30TT—1 unit—Techniques of Tutoring**  
**ES 30V—1-2 units—Vocabulary**  
**ES 30WR—1 unit—Writing Resumes**

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

**ES 45AB—3-3 units**  
**Basics of Communication**

*Prerequisites: None*  
*2 hours lecture, 3 hours lab weekly*

Emphasis placed on communicating and listening skills. Activities include role playing, dialogs, and class discussions. Course may be repeated for credit to a maximum of 6 units. (2)

**ES 47AB—3-3 units**  
**Intermediate Communications**

*Prerequisites: 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 76—1 unit**  
**Vocational English Lab**

*Prerequisites: None*  
*3 hours lab weekly*

Vocational students are more job-ready when able to write English and converse in a way that is clearly understood by their associate workers, supervisors, and customers. Likewise, ability to read English makes the vocational student more employable. Course designed to introduce non-English speaking students to use of written and oral language in their job setting. Course may be repeated for credit for a maximum of 2 units.

**ES 80—3 units**  
**Essential Learning Skills for Vocations**

*Prerequisites: None*  
*3 hours lecture weekly*

Course teaches the essential skills of reading, listening and notetaking, test-taking, writing, and oral communication within context of student's vocational program. Course may be repeated for credit for a maximum of 6 units. (2)

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

*Prerequisites: 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)

**NOTE:** The courses listed below have been temporarily suspended. For further information, please contact the Office of Instruction.

ES 22	Reading for Pleasure
ES 27	Effective Reading for Supervisors
ES 28	Effective Writing for Supervisors

# Fire Technology

## **\*FT 51—3 units Introduction to Fire Technology**

*Prerequisites: 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**

*Prerequisites: 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: CSU*

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

*Prerequisites: 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: CSU*

## **\*FT 54—3 units Fire Protection Equipment and Systems**

*Prerequisites: 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: CSU*

## **\*FT 55—3 units Fire Protection Equipment and Systems**

*Prerequisites: None  
3 hours lecture weekly*

Course on features of design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply, and portable fire extinguishers. Designed to give basic knowledge of installation, maintenance, operation, and testing of fire protection systems.

*Transfer credit: CSU*

**\*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



**\*FT 56—3 units**  
**Fundamentals of**  
**Fire Protection**

*Prerequisites: 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: CSU*

**FT 60—3 units**  
**Fire Tactics and Strategy**

*Prerequisites: 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**

*Prerequisites: 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**

*Prerequisites: 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**

*Prerequisites: 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: CSU*

**FT 64—3 units**  
**Fire Company Organization**  
**and Management**

*Prerequisites: 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: CSU*

**FT 65—3 units**  
**Hazardous Materials**

*Prerequisites: 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: CSU*

**FT 67—3 units**  
**Fire Apparatus**  
**and Equipment**

*Prerequisites: None*  
*3 hours lecture weekly*

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

*Transfer credit: CSU*

**\*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

**FT 68—3 units**  
**Fire Investigation**

*Prerequisites: None*  
*3 hours lecture weekly*

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

*Transfer credit: CSU*

**FT 69—4 units**  
**Emergency Medical Training/Fire Service (Non-Ambulance)**

*Prerequisites: 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. This course may be taken twice for credit.

*Transfer credit: CSU*

**FT 70—12 units**  
**Basic Fire Technology for Recruits**

*Prerequisites: 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: CSU*

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

*Prerequisites: 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.

**NOTE:** The following courses are State Regional Fire Academy Courses that can lead to Fire Officer Certificate:

**FT 81—3 units**  
**Fire Prevention IA**

*Prerequisites: FT 51 or employment in the Fire Service*  
*3 hours lecture weekly*

General fire inspection practices, inspector's responsibilities, code interpretations and legal precedents, hazardous and toxic materials, hazardous processes, life safety and procedures for correcting fire and life hazards.

**FT 82—3 units**  
**Fire Prevention IB**

*Prerequisites: FT 41 or employment in the Fire Service*  
*3 hours lecture weekly*

Building construction principles, occupancy classifications as they relate to fire and life safety. Importance of detection, alarm systems, properly maintained ways of egress and emergency evacuation procedures are also stressed.

**FT 83—3 units**  
**Fire Investigation I**

*Prerequisites: FT 51 or employment in the Fire Service*  
*3 hours lecture weekly*

Fire behavior; building construction; techniques required for incendiary, accidental, fatal, vehicle, wildland and juvenile file investigation; report writing,

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

evidence collection and proper custodial procedures for evidence.

**FT 98A-Z—1-10 units**  
**Short Courses in**  
**Fire Technology**

*Prerequisites: 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: CSU*

## French

**Fr 1—3 units**  
**Conversational French**

*Prerequisites: 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: CSU*

**Fr 2—3 units**  
**Conversational French**

*Prerequisites: 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: CSU*

**Fr 101-102—5-5 units**  
**Elementary French**

*Prerequisites: 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, CSU*

## Geography

**Geog 101—3 units**  
**Elements of**  
**Physical Geography**

*Prerequisites: 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, CSU*

**Geog 101L—1 unit**  
**Physical Geography Lab**

*Prerequisites: Geography 101 (may be concurrent) or equivalent*  
*3 hours lab weekly*

Laboratory to accompany Geography 101. Introduction to

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

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**

*Prerequisites: 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, CSU*

### **Geog 103—3 units** **Introduction to** **Weather and Climate**

*Prerequisites: 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, CSU*

### **Geog 104—3 units** **Geography of California**

*Prerequisites: 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, CSU*

**NOTE:** The course listed below has been temporarily suspended. For further information, please contact the Office of Instruction.

Geog 106    Geography of the  
                  Soviet Union

## **Geology**

### **Geol 101—3 units** **Physical Geology**

*Prerequisites: 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, CSU*

### **Geol 101L—1 unit** **Physical Geology** **Laboratory**

*Prerequisites: 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

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

trips are required. (2)

*Transfer credit: UC, CSU*

### **Geol 102—3 units Earth's History**

*Prerequisites: 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, CSU*

### **Geol 103—3 units Introduction to Oceanography**

*Prerequisites: 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, CSU*

### **Geol 104—3 units Geology of the National Parks and Monuments**

*Prerequisites: 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 lectures, rock specimens, and visuals. (2)

*Transfer credit: UC, CSU*

### **Geol 105—3 units Geology of California**

*Prerequisites: Geology 101 or 104  
3 hours lecture weekly*

Physical and historical geology of California. Consideration given to the twelve geomorphic provinces within California, their rocks and minerals, and processes which produced their varied landscapes. Stratigraphic record discussed with particular reference to important geological formations found within the state. (2)

*Transfer credit: UC, CSU*

### **Geol 106AB—2-2 units Field Geology of the Southwest**

*Prerequisites: Geol 101, 104, or 105  
27 hours lecture, 27 hours lab*

Field investigations of geologic phenomena with emphasis on the origin and development of the geology of selected areas of the Southwest. Principal component of this course is a multi-day field trip scheduled during vacation period. Students are responsible for providing camping equipment and food. Lab fee required. (2)

*Transfer credit: UC, CSU*

### **Geol 107—3 units Geologic Hazards**

*Prerequisites: 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, CSU*

## **Geol 110—5 units Mineralogy**

*Prerequisites: 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, CSU*

## **Geol 199AB—1-3/1-3 units Directed Studies in Geology/Oceanography**

*Prerequisites: 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, CSU*

## **Government Management**

*Courses offered within this program have been temporarily suspended. For further information, please contact the Office of Instruction.*

## **Government Services**

*Courses offered within this program have been temporarily suspended. For further information, please contact the Office of Instruction.*

## **Health Science**

### **HS 10—½ unit Cardiopulmonary Resuscitation**

*Prerequisites: None*

*Lecture hours as required by unit formula*

Training in the life-saving technique which combines artificial respiration and external chest compression. Class also covers obstructed airway management and pediatric resuscitation. Students who successfully complete the course receive certification from the American Heart Association or the American Red Cross. (1)

### **HS 11—½ unit Fitness Assessment**

*Prerequisites: Concurrent enrollment in a physical education activity class is recommended 8 hours/semester*

Class provides instruction to aid participants in utilizing the fitness data gathered concerning body composition, blood pressure, flexibility, heart rate, exercise pulse rate and recover, diet, back, leg, and hand strength, and cardiovascular efficiency. Students will plan individualized fitness programs based on measurable data. (1)

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

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

*Prerequisites: 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**

*Prerequisites: 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 advances of medicine and health sciences. (2)

*Transfer credit: UC, CSU*

**HS 103—2 units**  
**Women's Health**

*Prerequisites: 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, CSU*

**HS 104—3 units**  
**Family Health**

*Prerequisites: 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; health care industry; and methods of preventive care against diseases in families. (2)

*Transfer credit: UC, CSU*

**HS 105—2 units**  
**First Aid and Personal Safety**

*Prerequisites: 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, CSU*

**HS 106---2 units**  
**The Trainer and Athletic Injuries**

*Prerequisites: None*

*1 hour lecture, 3 hours lab weekly*

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

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

of the athletically injured. (2)

*Transfer credit: UC, CSU*

**NOTE:** The courses listed below have been temporarily suspended. For further information, please contact the Office of Instruction.

HS 102	Health Concern in Adult Relationships
HS 107	Perspectives on Aging
HS 110	A Systems Approach to Health Care Delivery

## History

### **Hist 102—3 units** **History of the United States I**

*Prerequisites: 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, CSU*

### **Hist 103—3 units** **History of the United States II**

*Prerequisites: 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.

*Transfer credit: UC, CSU*

*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.*

### **Hist 104—3 units** **History of California**

*Prerequisites: 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, CSU*

### **Hist 105—3 units** **Introduction to Western Civilization I**

*Prerequisites: 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, CSU*

### **Hist 106—3 units** **Introduction to Western Civilization II**

*Prerequisites: 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

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social and political events.

*Transfer credit: UC, CSU*

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

*Prerequisites: 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, CSU*

**Hist 108—3 units**  
**Afro-American History**

*Prerequisites: 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, CSU*

**Hist 109—3 units**  
**The History of Mexico**

*Prerequisites: 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, CSU*

**Hist 110—3 units**  
**History of the Middle East**

*Prerequisites: 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, CSU*

**Hist 112—3 units**  
**Great American Women**

*Prerequisites: 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, CSU*

**Hist 113—3 units**  
**Classical Asia \***

*Prerequisites: None*

*3 hours lecture weekly*

Survey of classical China, India and Japan from their beginnings as civilizations until the modern period. Emphasis upon cultural, religious and political development. Complement to History 114.

*Transfer credit: UC, CSU*

**\*Pending Board approval.**

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**Hist 114—3 units**  
**Modern Asia:**  
**China, India, and Japan**

*Prerequisites: 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, CSU*

**Hist 115—3 units**  
**History of the Americas I**

*Prerequisites: 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, CSU*

**Hist 116—3 units**  
**History of the Americas II**

*Prerequisites: 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, CSU*

**Hist 117—3 units**  
**History of American Women**

*Prerequisites: 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, CSU*

**Hist 118—3 units**  
**Modern Russia**  
**An Introduction**

*Prerequisites: 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, CSU*

**Hist 199AB—1-3/1-3 units**  
**Directed Studies in History**

*Prerequisites: 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, CSU*

## Home Economics

*Courses offered within this program have been temporarily suspended. For further information, please contact the Office of Instruction.*

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

# Hotel and Restaurant Management

## **HRM 1—2 units** **Introduction to the Hospitality Industry**

*Prerequisites: 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.

## **HRM 2A—4 units** **Food Preparation I**

*Prerequisites: HRM 1 recommended (or concurrent enrollment); negative TB test*  
*2 hours lecture, 6 hours lab weekly*

Study and laboratory experience of quantity food preparation (i.e. school cafeteria); introduction and application of principles and procedures of basic food preparation, emphasis on equipment, tools and the proper utilization of time and use of leftovers. Student lab hours will be assigned at a two-hour orientation meeting before the beginning of the semester. Materials charge will be assessed.

## **HRM 2B—4 units** **Food Preparation II**

*Prerequisites: HRM 2A and negative TB test*  
*2 hours lecture, 6 hours lab weekly*

Advanced study and laboratory experience of food preparation. Application of advanced preparation procedures,

emphasizing high production standards, attractive service and recipe standardization. Student lab hours will be assigned at a two-hour orientation meeting before the beginning of the semester. Materials charge will be assessed.

## **HRM 3—4 units** **Baking Techniques**

*Prerequisites: HRM 2A and negative TB test*  
*2 hours lecture, 3 hours lab weekly*

Course provides instruction in methods and procedures of convenience baking used in institutional food service operations: develops skills in baking and knowledge required in portioning, accuracy in measuring, baking cakes, breads, rolls, and other yeast and non-yeast products, including fillings for pies and tarts; emphasis is on quality baking and creative decorating. Materials charge will be assessed. Student lab hours will be assigned at a two-hour orientation meeting before the beginning of the semester.

## **HRM 4—2 units** **Sanitation and Environmental Control**

*Prerequisites: HRM 2A or concurrent enrollment*  
*2 hours lecture weekly*

Course acquaints students with basic principles of microbiology and sanitation in food preparation. Investigation of illnesses caused by food contamination; proper dishwashing procedures; sanitation of kitchen and related equipment. Emphasis on personal hygiene of food service workers and work environment.

### **HRM 5—3 units** **Gourmet Cooking**

*Prerequisites: HRM 2A/2B and negative TB test*  
*1 hour lecture, 6 hours lab weekly*

Develops special techniques and skills in quality saute and flambé cooking. Covers entree cooking and specialty food items, cooking with wine and herbs, exotic salads and garnishes from international recipes. Student lab hours will be assigned at a two-hour orientation meeting before the beginning of the semester. Materials charge will be assessed.

### **HRM 6—2 units** **Meat Analysis**

*Prerequisites: HRM 2A/2B*  
*2 hours lecture weekly*

Course studies usage of beef, lamb, veal, pork and poultry for hotels and restaurants. Meat evaluation and cutting will be demonstrated. Students will receive practical experience in identifying cuts of meat and how they are used in the hospitality industry.

### **HRM 7—2 units** **Art of Garde Manger**

*Prerequisites: HRM 2A/2B and negative TB test*  
*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. Student lab hours will be assigned at a two-hour orientation meeting before the beginning of the semester. Materials charge will be assessed.

### **HRM 8—2 units** **Storage, Safety, and Equipment**

*Prerequisites: HRM 1 and HRM 2A*  
*2 hours lecture weekly*

Course acquaints students with proper methods for receiving, storing and issuing food in the hospitality industry; proper safety precautions; elementary first-aid; use and care of both small and large equipment; and elements of kitchen planning.

### **HRM 9—2 units** **Menu Planning**

*Prerequisites: HRM 1 recommended*  
*2 hours lecture weekly*

Examines basic principles of menu making, including all phases of menu planning, for today's trends. Ways to control costs and create interesting menus for different types of establishments in the hospitality industry.

### **HRM 10—2 units** **Food and Beverage Cost Control**

*Prerequisites: HRM 1; HRM 2A recommended*  
*2 hours lecture weekly*

Analyzing and controlling costs in food service and beverage operations to create a food and beverage cost control system for any size food and beverage operation. Presented from a management point of view.

### **HRM 11—2 units** **Food Purchasing**

*Prerequisites: HRM 10*  
*2 hours lecture weekly*

Course provides training in duties and functions of the professional food buyer; basic information on sources, grades, and standards for selecting food items stressing points on specifications; receiving, storing and issuing procedures.

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

## **HRM 12—2 units** **Restaurant Operations**

*Prerequisites: HRM 1*  
*2 hours lecture weekly*

Course studies principles and practices of operating a restaurant, as well as the special type of person it takes to be successful in the industry. Emphasis on modern management methods, systems, and procedures. Students will learn to analyze, plan, forecast, direct, and control all functional elements of restaurant operations.

## **HRM 13—3 units** **Bar Management**

*Prerequisites: HRM 1*  
*3 hours lecture weekly*

Planning and organizing a bar facility; equipping, staffing, operating, and marketing; acquiring liquor license, alcoholic beverage control regulations; examination of products, service methods, and manual and computerized control systems will be discussed.

## **HRM 14—2 units** **Personnel Management for the Hospitality Industry**

*Prerequisites: HRM 1; HRM 2A recommended*  
*2 hours lecture weekly*

Course designed to familiarize students with principles and procedures for recruitment and selection of proper personnel for hotel and restaurant management. Focus on training and relations between management and employees.

## **HRM 15—3 units** **Hospitality Marketing**

*Prerequisites: HRM 1; HRM 2A recommended*  
*3 hours lecture weekly*

Applied marketing in the hotel and restaurant industry. Students

obtain a working knowledge of how to implement marketing strategies. Image development, advertising, sales promotion, public relations, administering and control of a marketing plan covered.

## **HRM 16—3 units** **Hospitality Accounting**

*Prerequisites: HRM 1; Bus 2 or Bus 101A recommended*  
*3 hours lecture weekly*

Application of accounting principles to the hospitality industry; accounting practices, financial statements, income/expense accounts and statements. Application of accounting information in making managerial decisions is stressed.

## **HRM 17—3 units** **Hotel Administration**

*Prerequisites: HRM 1*  
*3 hours lecture weekly*

Intended to serve the needs of students at the college level and persons occupying managerial positions within hospitality enterprises. Major concerns of front-office procedures are presented with an emphasis on computer assisted hotel management. Covers significant problem areas that differentiate the hotel business from other businesses.

## **HRM 18—3 units** **Supervision of Administrative Housekeeping**

*Prerequisites: HRM 1; HRM 14 recommended*  
*3 hours lecture weekly*

Provides insight into institutional housekeeping as a career, including organization and day-to-day management; imparts basic principles and practices of personnel management applicable to staffing and operation.

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

### **HRM 19—3 units** **Hospitality Law**

*Prerequisites:* HRM 1; Bus 111A recommended  
3 hours lecture weekly

Laws as they relate to the Hospitality Industry. An overview which includes legal aspects of management, employment and guest issues. Goal of course is to train managers to anticipate possible legal problems, to deal with them, and to prevent their reoccurrence.

### **HRM 20AB—3/3 units** **Hotel Management** **Internship I and II**

*Prerequisites:* Completion of a minimum of 18 units of HRM classes for 20A; HRM 20A for 20B  
9 hours lab weekly

20A: Provides supervised work experience and gives hands-on training in a hotel establishment. Students learn about different departments in a hotel and how much personnel it requires to run each department.

20B: Provides the same types of hands-on experience as 20A; gives students an opportunity to pursue a specialized department within the hotel industry.

### **HRM 30—3 units** **Introduction to Travel and Tourism**

*Prerequisites:* HRM 1 recommended  
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.

## **Industrial Mechanics**

### **IM 1—3 units** **Introduction to Industrial Mechanics**

*Prerequisites:* 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 4AB—3-3 units** **Industrial Electricity**

*Prerequisites:* 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 8—2 units** **Oxygen-Acetylene, Arc, TIG, and MIG Welding**

*Prerequisites:* 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

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equipment will be stressed. Welding construction and repair projects required.

### **IM 10—1 unit Metals and Heat Treating**

*Prerequisites: None*  
*3 hours lab weekly*

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

### **IM 11AB—3-3 units Lathes, Mills, and Grinders**

*Prerequisites: None*  
*2 hours lecture, 3 hours lab weekly*

Fundamentals of lathe construction and operation; emphasis on proper set-up, speeds and feeds, and toolgrinding 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. Students may be required to provide material for their projects.

### **IM 20—3 units Blueprint Reading/ Mechanical Drawing**

*Prerequisites: 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 Metallurgy**

*Prerequisites: None*  
*3 hours lecture weekly*

Course is designed for Industrial Mechanics and

Welding students, but suitable for all technology students. Covers identification, use, and testing of metals. Emphasis on methods used in altering properties of metal and the effect on fabrication. (2)

### **IM 22—3 units Quality Assurance, Layout, and Measurement**

*Prerequisites: 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**

*Prerequisites: 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 24—3 units Materials and Manufacturing Processes**

*Prerequisites: None*  
*3 hours lecture weekly*

Survey course for technology students, covering materials applications, traditional manufacturing processes, plastics and composites processing, metalworking, manufacturing systems automation, computers in manufacturing, and manufacturing in the high technology age.

### **IM 30—3 units** **Computer Numerical** **Control Programming**

*Prerequisites: IM 11 or one year related industrial experience*  
*2½ hours lecture, 1½ hours lab weekly*

Computer Numerical Control programming with emphasis on FANUC controls. Use of external part programming hardware and software also covered.

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

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

### **IM 41—1-12 units** **Intermediate Machine** **Tool Technology**

*Prerequisites: 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: CSU*

### **IM 42A—1-12 units** **Advanced Machine** **Tool Technology**

*Prerequisites: 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. May be repeated for credit for a total of 24 units.

*Transfer credit: CSU*

### **IM 42B—1-12 units** **Advanced Machine Tool** **Technology**

*Prerequisites: IM 42A*  
*6 hours lecture, 18 hours lab weekly*

Principles and operation of Computer Numerical Control machinery. Emphasis on programming and operation using FANUC controls.

### **IM 50—3 units** **Introduction to** **Industrial Electronics**

*Prerequisites: None*  
*3 hours lecture weekly*

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

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



**IM 51—3 units**  
**Electronic Schematic Reading**

*Prerequisites: None*  
*3 hours lecture weekly*

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

**IM 52—4 units**  
**Industrial Electronics**

*Prerequisites: 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**

*Prerequisites: 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 96—½-5 units**  
**Instruction in Industrial Mechanics**

*Prerequisites: To be established as courses are designed for specific contract projects.*  
*Variable hours as required by unit formula*

Series of courses developed to provide industry and agencies a program designed to meet specific training requirements. May be repeated for credit four (4) times.

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

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

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

**NOTE:** The courses listed below have been temporarily suspended. For further information, please contact the Office of Instruction.

- |       |                                        |
|-------|----------------------------------------|
| IM 2  | Handwork, Carpentry, and Concrete      |
| IM 3  | Plumbing and Refrigeration             |
| IM 6  | Hardware and Screw Thread Fundamentals |
| IM 7  | Sheet Metal Fabrication                |
| IM 12 | Machine Repair and Lubricants          |

# Information Processing Systems

## **IPS 80—2 units** **Introduction to Microcomputers**

*Prerequisites:* OA 11A.  
1 hour lecture, 3 hours lab weekly

Hands-on training utilizing available educational and business software including accounting, word processing and data base applications. Additional topics include computer system components, disk storage and access, printer utilization, etc. May be repeated once for credit. (Co-listed with OA 80) (2)

## **IPS 100—4 units** **Introduction to Information Processing Systems**

*Prerequisites:* None  
3 hours lecture, 3 hours lab weekly

Comprehensive introduction to principles of computers and electronic data processing. Special emphasis given to business applications for computers. Students will be introduced to various computer languages (BASIC, COBOL, FORTRAN, PASCAL) and will get limited hands-on training on college computer system. (2)

## **IPS 102—3 units** **Computer Operations**

*Prerequisites:* IPS 100 or equivalent and at least one semester of computer programming  
3 hours lecture weekly

Designed to acquaint students with concepts, techniques and use of operating systems, course also emphasizes methods of coding and maintenance of operating systems for

computers with multi-processing capabilities. (2)

*Transfer credit:* CSU, UC (credit limitations)

## **IPS 103A—4 units** **BASIC I Programming**

*Prerequisites:* 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, CSU

## **IPS 103B—4 units** **BASIC II Programming**

*Prerequisites:* 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. (2)

*Transfer credit:* CSU

## **IPS 104—4 units** **COBOL I Programming**

*Prerequisites:* 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 processing. (2)

*Transfer credit:* CSU

## **IPS 105—4 units** **COBOL II Programming**

*Prerequisites:* 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

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

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, CSU*

### **IPS 107—4 units** **PASCAL Programming for Business Applications**

*Prerequisites: IPS 100, Math 14 recommended*  
*3 hours lecture, 3 hours lab weekly*

Preparation of programs within a business structure; major emphasis on non-mathematical business problems. PASCAL will be learned by direct application (writing programs) doing problems and exercises. Both file-based and interactive-processing types of programs will be covered. (2)

*Transfer credit: CSU*

### **IPS 108A—3 units** **Systems Analysis and Design I**

*Prerequisites: IPS 100, 103, 104*  
*3 hours lecture weekly*

Computer information processing system analysis and design of subsystems within a business organization. Different types of information systems such as inventory, financial, production, personnel, and marketing are covered. The concept of fully integrated systems is included. (2)

*Transfer credit: CSU*

### **IPS 108B—3 units** **Systems Analysis and Design II**

*Prerequisites: IPS 108A*  
*3 hours lecture weekly*

Continuation of material presented in IPS 108A. Analysis, design and control of data systems for management of

telecommunications, data base management, security, environmental control and networking. (2)

### **IPS 109—3 units** **Information Processing Systems Operations**

*Prerequisites: IPS 100, 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 110—4 units** **Data Base Management**

*Prerequisites: IPS 100, IPS 104, and IPS 105 or IPS 108A*  
*3 hours lecture weekly*

Study of principles of design, implementation and maintenance of a data base management system. COBOL language used to generate applications programs for creation, updating and retrieval of data from a mainframe data base management system. (2)

### **IPS 111—3 units** **Computer Modeling**

*Prerequisites: IPS 100, 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 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**

*Prerequisites: 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: CSU*

### **IPS 189A-Z—½-10 units** **Topics in** **Information Processing**

*Prerequisites: 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 190AB—3-3 units** **IPS Internship**

*Prerequisites: IPS 100, and/or IPS 103, 104, with a grade of B or better*  
*9 hours lab weekly*

Students will receive hands-on experience in operation and programming within a business organization's information processing system installation. (1)

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

*Prerequisites: 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. (2)

## **Instructional** **Associate**

*Courses offered within this program have been temporarily suspended. For further information, please contact the Office of Instruction.*

## **Interdisci-** **plinary Studies**

### **IS 101AB—3-3 units** **History of Ideas and** **Evolution of Culture**

*Prerequisites: 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

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sequence to provide a more valuable learning experience.

*Transfer credit: UC, CSU*

**IS 102—3 units**  
**Science, Technology,  
and Human Values**

*Prerequisites: 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, CSU*

**IS 110—3 units**  
**Frontiers of Thought**

*Prerequisites: 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, CSU*

**IS 189A-Z—½-10 units**  
**Topics in  
Interdisciplinary Studies**

*Prerequisites: 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 may be required. (2)

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

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

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

*Prerequisites: 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 may be required. (2)

**IS 199AB—½-3/½-3 units**  
**Directed Studies in  
Interdisciplinary Studies**

*Prerequisites: 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, CSU*

# Japanese

*Courses offered within this program have been temporarily suspended. For further information, please contact the Office of Instruction.*

## Journalism

### **Journ 98—½-3 units** **Short Courses in Journalism**

*Prerequisites: 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: CSU*

### **Journ 100—3 units** **Introduction to Mass Communications**

*Prerequisites: None*  
*3 hours lecture weekly*

Introductory survey course explores various modes and characteristics of mass communication media and critically appraises the nature, consumers, history, legal aspects and future of mass communications and the impact of mass media upon daily American life. (2)

*Transfer credit: UC, CSU*

### **Journ 101—3 units** **News Writing and Reporting**

*Prerequisites: 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, CSU*

### **Journ 102—3 units** **Intermediate News Writing and Reporting**

*Prerequisites: Journ 101*  
*2 hours lecture, 3 hours lab weekly*

News gathering and writing techniques in more specialized areas: the longer news story, the series, investigative reporting, editorial writing, column and review writing, and human interest writing. Students will be members of the *Campus Observer* newspaper reporting staff.

*Transfer credit: UC, CSU*

### **Journ 103—Beginning News Editing**

*Prerequisites: Journ 101 (may be taken concurrently); Engl 101*  
*2 hours lecture, 3 hours lab weekly*

Introduction to techniques of news editing in its various aspects: copyreading and editing, headline writing, photo editing and scaling, caption writing and preparation, type specification, basic page design. Heavy concentration on developing practical skills. Students gain practical experience by working in conjunction with publication of weekly campus newspaper. Individual instruction supplements staff work.

*Transfer credit: UC, CSU*

### **Journ 104—3 units** **Journalistic Layout and Design**

*Prerequisites: Journ 103*  
*2 hours 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

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

reproduction equipment; lab work provided on college publications. (2)

*Transfer credit: UC, CSU*

### **Journ 105/106—2-2 units Magazine Production**

*Prerequisites: None*

*1 hour lecture, 3 hours lab weekly*

Practical experience in all facets of magazine production, including letting of contracts, selection of theme and type styles, planning of copy and photography for layouts, writing of articles, editing, proof-reading, and preparing copy for printing college magazine. (2)

*Transfer credit: CSU*

### **Journ 108—3 units Introduction to Feature Writing**

*Prerequisites: Journ 101, 102, 103, Engl 101*

*3 hours lecture weekly*

Introduction to special techniques used in magazine and newspaper feature stories, including those used in research and information gathering. Students will be introduced to free-lance writing skills as well as manuscript preparation and submission techniques.

*Transfer credit: CSU*

### **Journ 110ABCD—2-2-2-2 units Observer Staff Lab**

*Prerequisites: Concurrent enrollment in any Journalism class*  
*6 hours lab weekly*

Specialized instruction in the preparation of the college paper.

### **Journ 111—3 units Broadcast Journalism**

*Prerequisites: Journ 101, 102, TC 101, Engl 101*

*3 hours lecture weekly*

Preparation and writing of news and features for radio and

television newscasts, with instruction and practical work, and including special techniques and devices available to the broadcast journalist. Although concentration is on broadcast newscast, study of the radio/TV "magazine" information program is also included. Field trips to local broadcast media and guest speakers when appropriate. (Co-listed with TC 111)

*Transfer credit: CSU*

### **Journ 133—3 units Advertising**

*Prerequisites: None*

*3 hours lecture weekly*

Practical application of principles of advertising for large and small businesses, including advertising theory, layout production, printing, and production processes. (Co-listed with Bus 133) (2)

*Transfer credit: CSU*

### **Journ 141—3 units Introduction to Public Relations**

*Prerequisites: None*

*3 hours lecture weekly*

An introductory analysis and practical exploration of the fundamental tools available to the public relations specialist: the press release, feature stories, broadcast media, institutional publications. An introduction to promotional staging, slide show, and five primary steps in the public relations process. (Co-listed with Bus 141)

*Transfer credit: CSU*

### **Journ 142—3 units Public Relations Strategies**

*Prerequisites: Journ 141/Bus 141*  
*3 hours lecture weekly*

An appraisal of the essential processes in the public

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

relations activity, with concentration on aspects of promotional and staging, problem solving, and the role of public relations vis a vis various target audiences, including customers, management, employee relations, stockholders. Guest speakers as appropriate. (Co-listed with Bus 142)

*Transfer credit: CSU*

### **Journ 190—3 units Public Relations Internship**

*Prerequisites: Journ 100, 101, 102, 141, 142  
9 hours laboratory weekly*

Actual field work as an intern in a professional setting under the supervision of a trained public relations expert, as well as the instructor. Students will receive on-the-job exposure to all aspects of public relations, especially those studied in Journ 141 and 142. (Co-listed with Bus 190)

*Transfer credit: CSU*

### **Journ 199AB—1-3/1-3 units Directed Studies in Journalism**

*Prerequisites: 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: CSU*

## **Leadership**

### **Ldr 100— 2 units Student Leadership**

*Prerequisites: 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 the execution of student activities and programs will also be stressed. Course may be taken for credit for four semesters.

*Transfer credit: CSU*

## **Learning Skills**

### **LS 1—3 units Assessment of Learning Skills**

*Prerequisites: Approval of Learning Disabilities Specialist  
3 hours lecture weekly*

Course designed for assessment and tutoring of learning disabled students by a specially trained staff. Utilization of specialized techniques, materials, texts and audio-visual equipment to teach or assess fundamental skills and to support academic instruction for students with special learning styles.

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



### **LS 1L—½ unit Assessment Lab**

*Prerequisites: Approval of Learning Disabilities Specialist  
4½ hours laboratory weekly for 6 weeks*

Open lab for assessment and tutoring of learning disabled students by specially trained staff. Utilization of specialized techniques, materials, texts, and audio-visual equipment to teach or assess fundamental skills and to support academic instruction for students with special learning styles. May be taken a maximum of four times.

### **LS 2—3 units Improving Learning Potential**

*Prerequisites: LS 1 or LS 1L or concurrent enrollment  
3 hours lecture weekly*

Foundation course designed to improve learning efficiency through perceptual exercises, body coordination and skill development. Each student will receive individual instruction in his/her learning deficiencies such as reading, math, spelling, writing, and memory improvement. May be taken a maximum of four times.

### **LS 3—3 units Study Skills for Learning Disabled Students**

*Prerequisites: Approval of Learning Disabilities Specialist  
3 hour lecture weekly*

Course focuses upon fundamental principles of study skills, designed for students who need a specialized approach. May be taken a maximum of four times.

### **LS 5—3 units Auditory Skills**

*Prerequisites: 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. Course may be taken a maximum of four times.

### **LS 6—2 units Techniques in Problem Solving**

*Prerequisites: 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. Course may be taken a maximum of four times.

### **LS 7—3 units Techniques of Problem Solving/Math**

*Prerequisites: LS 1 or concurrent enrollment  
3 hours lecture weekly*

Foundation math course designed to improve creative thinking, problem solving, language and intellectual capabilities. Course consists of use of audio-visual materials as well as individual instruction in development of critical thinking. May be taken a maximum of four times.

### **LS 8—3 units**

#### **Spelling Improvement for Learning Disabled Students**

*Prerequisites: 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. Course may be taken a maximum of four times.

### **LS 9—3 units**

#### **Personal Development**

*Prerequisites: LS 1 or concurrent enrollment*

*3 hours lecture weekly*

Course provides an opportunity for people to meet in small groups to share thoughts, feelings and personal concerns connected with learning disabilities. Emphasizes using strengths and the effects of a learning disability on personality and personal goals. Course may be taken a maximum of four times.

### **LS 10—3 units**

#### **Vocabulary Building**

*Prerequisites: No particular reading or writing level required*

*3 hours lecture weekly*

Foundation course designed to improve vocabulary skills. Special focus placed upon understanding meaning and origin of common basic language words. May be taken a maximum of four times.

### **LS 16—3 units**

#### **Math for Learning Disabled Students**

*Prerequisites: LS 1 or concurrent enrollment*

*3 hours lecture weekly*

Introduction to basic skills of mathematics including addition, subtraction, multiplication, and division. Also includes money

handling, time (clock and calendar). Course may be taken a maximum of four times.

### **LS 98AA-ZZ—½-10 units**

#### **Short Courses in Learning Skills**

*Prerequisites: Acceptance into Special Education Program*

*Lecture and/or lab as required by unit formula*

Selected topics in learning skills area designed to meet the needs of learning disabled students. Field trips may be required.

## **Legal Assisting**

**NOTE: Prerequisite for the program is Engl 101 or satisfactory score on the College's English assessment test. LA 1 and English 101 can be taken concurrently**

### **LA 1—3 units**

#### **Legal Assisting Fundamentals**

*Prerequisites: 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**

*Prerequisites: 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)

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

**LA 2B—3 units**  
**Contracts**

*Prerequisites: LA 1, LA 2A*  
*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**

*Prerequisites: None*  
*3 hours lecture weekly*

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

**LA 5—3 units**  
**Legal Research and Drafting II**

*Prerequisites: 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**

*Prerequisites: 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**

*Prerequisites: 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 trial preparation and use. (2)

**LA 10—3 units**  
**Crimes and Criminal Procedures**

*Prerequisites: LA 1, LA 2A or LA 2B, LA 3*  
*3 hours lecture weekly*

Basic course in substantive and procedural law covering crimes and public offenses. Major areas of criminal procedure commonly encountered in law practice covered, such as indictments and complaints, motions to dismiss, plea bargaining, trial and appellate practice in criminal cases. (2)

**LA 11—3 units**  
**Real Property Transactions**

*Prerequisites: 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**

*Prerequisites: 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**

*Prerequisites: 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**

*Prerequisites: LA 1, LA 3, LA 5*  
3 hours lecture weekly

Overview of basic probate procedures, summary termination of joint tenancy, designed to cover every aspect including preparation and filing of the California State Inheritance Tax forms. All necessary forms and procedures examined and explained from client interview to closing of the estate. (2)

**LA 18—3 units**  
**Personal Injury Litigation for the Legal Assistant**

*Prerequisites: 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 law. (2)

**LA 19—3 units**  
**Workers' Compensation Law**

*Prerequisites: 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**

*Prerequisites: 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**

*Prerequisites:* 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**

*Prerequisites:* 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)

## **Library Technology**

*Courses offered within this program have been temporarily suspended. For further information, please contact the Office of Instruction.*

## **Mathematics**

**Math 9—3 units**  
**Fundamentals of Arithmetic**

*Prerequisites:* 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**

*Prerequisites:* Arithmetic competence or satisfactory score on the Math Placement Test  
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**

*Prerequisites:* Math 11 with a grade of C or better, 1 year of high school algebra, or satisfactory score on the Math Placement Test  
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 23—3 units**  
**Geometry**

*Prerequisites:* Math 11 with a grade of C or better or equivalent or satisfactory score on the Math Placement Test  
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)

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

**Math 93—1 unit**  
**Overcoming Math Anxiety**

*Prerequisites: 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**

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

Short courses covering special, specific topics in mathematics not covered in detail in other math courses. May be co-listed with Physical Science. (2)

**Math 101—3 units**  
**Exploring Mathematical Ideas**

*Prerequisites: Math 9 or satisfactory score on the Math Placement Test*  
*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, CSU*

**Math 102—3 units**  
**Math for Elementary Teachers**

*Prerequisites: Math 14 with a grade of C or equivalent or satisfactory score on the Math Placement Test*  
*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: CSU*

**Math 103—3 units**  
**Finite Mathematics**

*Prerequisites: Math 14 with a grade of C or better or equivalent or satisfactory score on the Math Placement Test. 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, CSU*

**Math 105—4 units**  
**Introductory Statistics**

*Prerequisites: Math 14 with a grade of C or better or equivalent or satisfactory score on the Math Placement Test*  
*4 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, CSU*

**Math 106—5 units**  
**Mathematics for Business Applications**

*Prerequisites: Math 14 with a grade of C or better or equivalent or satisfactory score on the Math Placement Test*  
*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

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

differential equations. Not recommended to mathematical and physical science majors. (2)

*Transfer credit: UC, CSU*

### **Math 114—5 units** **Pre-Calculus Algebra and Trigonometry**

*Prerequisites: Math 14 with a grade of C or better or equivalent or satisfactory score on the Math Placement Test*

*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, CSU*

### **Math 115—3 units** **College Algebra**

*Prerequisites: Math 14 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 mathematical induction, functions and their graphs, transformations of functions, the exponential and logarithm functions, and elementary matrix operations.

*Transfer credit: UC, CSU*

### **Math 116—3 units** **College Trigonometry**

*Prerequisites: 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, CSU*

### **Math 120—5 units** **Calculus with Analytic Geometry I**

*Prerequisites: Math 114 or Math 115 and 116 with a grade of C or better or equivalent or satisfactory score on the Math Placement Test*

*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, CSU*

### **Math 121—5 units** **Calculus with Analytic Geometry II**

*Prerequisites: 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, CSU*

### **Math 122—5 units** **Calculus with Analytic Geometry III**

*Prerequisites: 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, CSU*

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

### **Math 134—3 units**

#### **Linear Algebra**

*Prerequisites:* Math 120 with a grade of C or better or equivalent  
3 hours lecture weekly

Topics include vector spaces, linear transformations, matrix operations, determinants, and solutions of systems of linear equations; emphasis upon computational skills. (2)

*Transfer credit:* UC, CSU

### **Math 136—3 units**

#### **Computer Programming, BASIC**

*Prerequisites:* 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, CSU

### **Math 136L—1 unit**

#### **Computer Programming, Supervised Practice**

*Prerequisites:* 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:* CSU

### **Math 137—3 units**

#### **Computer Programming, ANSI, FORTRAN**

*Prerequisites:* 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, CSU

### **Math 137L—1 unit**

#### **Computer Programming, Supervised Practice**

*Prerequisites:* 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:* CSU

### **Math 138—3 units**

#### **Computer Programming — PASCAL**

*Prerequisites:* 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)

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



### **Math 138L—1 unit Computer Programming — Supervised Practice**

*Prerequisites: 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: CSU*

### **Math 143—3 units Applied Differential Equations**

*Prerequisites: Math 122 with grade  
of C or better  
3 hours lecture weekly*

Topics will include linear differential equations, systems of differential equations, higher order equations, the LaPlace transform and power series solutions.

*Transfer credit: UC, CSU*

### **Math 199AB—1-3/1-3 units Directed Studies in Math**

*Prerequisites: 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, CSU*

**NOTE:** The courses listed below have been temporarily suspended. For further information, please contact the Office of Instruction

Math 19ABC Vocational Mathematics  
Math 112 Symbolic Logic and Set  
Theory  
Math 135 Modern Algebra

## **Motorcycle Technology**

### **MT 1—3 units Introduction to Motorcycle Technology**

*Prerequisites: None  
3 hours lecture weekly*

Introduction to service and repair of motorcycles, including two-stroke and four-stroke engines, various drive mechanisms, transmissions, clutches, fuel and ignition systems. May be repeated for a total of 6 units.

### **MT 98— $\frac{1}{2}$ -10 units Short Courses in Motorcycle Technology**

*Prerequisites: 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.

# Music

## **Mus 101—3 units Fundamentals of Music**

*Prerequisites: 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, CSU*

## **Mus 102A—4 units Music Theory I**

*Prerequisites: 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, CSU*

## **Mus 102B—4 units Music Theory II**

*Prerequisites: Mus 102A. For music majors and others with adequate musical background. Music 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, CSU*

## **Mus 102C—4 units Music Theory III**

*Prerequisites: 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, CSU*

## **Mus 102D—4 units Music Theory IV**

*Prerequisites: 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, CSU*

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

*Prerequisites: 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, CSU*

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

**Mus 103B—3 units**  
**Music Appreciation II:**  
**Masterpieces of**  
**Music Literature**

*Prerequisites:* 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, CSU

**Mus 104—3 units**  
**Music History and**  
**Literature I**

*Prerequisites:* 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 Renais-  
sance; Baroque opera and in-  
strumental 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, CSU

**Mus 105—3 units**  
**Music History and**  
**Literature II**

*Prerequisites:* 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, tech-  
niques, and forms of music from  
middle of 18th century to pre-  
sent. Recommended for music

majors and others with  
adequate musical background.

*Transfer credit:* UC, CSU

**Mus 106—2 units**  
**College Choir**

*Prerequisites:* Audition will be  
required.

3 hours rehearsal weekly, plus addi-  
tional rehearsal and performance as  
required

Learning and performing of  
choral music for all interested  
men and women; choir partici-  
pates in musical events on  
campus and in the community.  
Course may be repeated for  
credit up to four semesters. (2)

*Transfer credit:* UC, CSU

**Mus 107ABCD—2-2-2-2 units**  
**Class Piano I, II, III, IV**

*Prerequisites:* 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, improv-  
isation, and harmonization of  
melodies. (2)

*Transfer credit:* UC, CSU

**Mus 108ABCD—1-1-1-1 units**  
**Applied Music Study—**  
**Keyboard**

*Prerequisites:* Mus 107 or  
equivalent. Completed or  
concurrent enrollment in Mus  
102ABCD is recommended. Con-  
current enrollment in one music  
activity course.

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

Private instruction and indi-  
vidual practice. Qualifying or  
final examinations by music  
staff. (2)

*Transfer credit:* UC, CSU

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

**Mus 110A—2 units**  
**Class Voice I: Fundamentals of Vocal Techniques**

*Prerequisites:* 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, CSU

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

*Prerequisites:* 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, CSU

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

*Prerequisites:* 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, CSU

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

*Prerequisites:* 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, CSU

**Mus 11ABCD—1-1-1-1 units**  
**Applied Music Study — Voice**

*Prerequisites:* 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, CSU

**Mus 112ABCD—1-1-1-1 units**  
**Applied Music Study — Instruments**

*Prerequisites:* 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, CSU

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

### **Mus 114—1 unit Concert Band**

*Prerequisites: 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, CSU*

### **Mus 115—3 units Black Experience in the Fine Arts**

*Prerequisites: 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, CSU*

### **Mus 116—3 units History of Rock Music**

*Prerequisites: 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.

### **Mus 117—1 unit Stage Band**

*Prerequisites: 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, CSU*

### **Mus 118ABCD—1-1-1-1 units Introduction to Guitar**

*Prerequisites: 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, CSU*

### **Mus 119—2 units Survey of Jazz and Popular Music**

*Prerequisites: 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, CSU*

### **Mus 120—1 unit Performance of Gospel Music**

*Prerequisites: 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 four times. (2)

*Transfer credit: UC, CSU*

### **Mus 121—1 unit Vocal Ensemble**

*Prerequisites: 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

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

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

*Transfer credit: UC, CSU*

### **Mus 124—3 units Choral Conducting**

*Prerequisites: Ability to read music score*

*3 hours lecture weekly*

Basic conducting skills and rehearsal procedure. Exploration of choral literature suitable for school, church, and civic choirs—style, performance, and interpretation.

*Transfer credit: UC, CSU*

### **Mus 125AB—1-2 units Musical Theatre Rehearsal and Performance**

*Prerequisites: 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, CSU*

### **Mus 198—½-10 units Short Courses in Music**

*Prerequisites: 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, CSU*

### **Mus 199AB—1-3/1-3 units Directed Studies in Music**

*Prerequisites: 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, CSU*

**NOTE:** The courses listed below have been temporarily suspended. For further information, please contact the Office of Instruction.

Mus 122	Woodwinds, Brass, or Percussion Ensemble
Mus 123	Strings and/or Keyboard Ensemble

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

# Office Automation

## **OA 11ABC—1-3 units Beginning Typewriting**

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

*Lecture and/or lab as required by unit formula*

Instruction on mastery of keyboard, numbers, and special keys; develops fundamental skills in operation of the typewriter. Speed and control of errors stressed. Course structured so students can receive one, two, or three units of credit based on amount of course satisfactorily completed. (2)

*Transfer credit:* CSU

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

*Prerequisites:* 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:* CSU

## **OA 13—2 units Typing Speed and Accuracy Development**

*Prerequisites:* 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. May be repeated for credit 3 times. (2)

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

*Prerequisites:* 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 structured so students can receive one, two, or three units of credit based on amount of course satisfactorily completed. (2)

*Transfer credit:* CSU

## **OA 15—3 units Production Typing**

*Prerequisites:* 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:* CSU

## **OA 20—4 units** **Beginning Shorthand**

*Prerequisites:* 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:* CSU

## **OA 21—4 units** **Intermediate Shorthand**

*Prerequisites:* OA 20 or 1 year of high school shorthand

3 hours lecture, 3 hours lab weekly

Reviews shorthand theory, develops dictation speeds from 80-110 words a minute for three minutes, and develops mailable copy transcription skills; extensive dictation of new material requiring transcription. (2)

*Transfer credit:* CSU

## **OA 24—2 units** **Shorthand Review**

*Prerequisites:* 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**

*Prerequisites:* 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:* CSU

## **OA 30—3 units** **Filing Systems for Information Management**

*Prerequisites:* 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 33—1 unit** **Beginning Machine Transcription**

*Prerequisites:* 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**

*Prerequisites:* 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

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



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**

*Prerequisites: 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 40—3 units Written Communication Skills for Office Personnel**

*Prerequisites: OA 11ABC or equivalent; meeting one of the following English requirements: (a) completion of Bus 40/OA 40; (b) concurrent enrollment in Bus 40/OA 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**

*Prerequisites: 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 80—2 units Introduction to Microcomputers**

*Prerequisites: OA 11A.*

*Recommended: OA 11BC, OA 35B, Bus 2, Bus 101A*

*1 hour lecture, 3 hours lab weekly*

Hands-on training utilizing available educational and business software including accounting, word processing and data base applications. Additional topics include computer system components, disk storage and access, printer utilization, etc. May be repeated once for credit. (Co-listed with IPS 80) (2)

### **OA 81—2 units Microcomputer Accounting Applications**

*Prerequisites: 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**

*Prerequisites: 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 software. Two of the most common applications in today's business office, word processing and data base

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

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**

*Prerequisites: None*  
*6 hours lecture, 18 hours lab weekly*

For students who have little or no previous business training and who have immediate job goals in mind. Course offers training in various office skills (typewriting, calculators, computer applications for the office, business letter writing, memory typewriter, filing, spelling, English, punctuation, 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. May be repeated for credit to a maximum of 24 units. Repetition of course is allowed only to complete unfinished subjects or learn new skills. Contact Admissions Office for vacancy information. (1)

### **OA 98—½-10 units** **Short Courses in** **Office Automation**

*Prerequisites: 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 course length. (2)

**NOTE:** The courses listed below have been temporarily suspended. For further information, please contact the Office of Instruction.

OA 3	Payroll Accounting
OA 10	Personal Typing
OA 22	Advanced Shorthand
OA 23	Speed Building and Transcription
OA 26	Machine Shorthand I
OA 27	Machine Shorthand II
OA 32	Copy Processing
OA 36	Job Search Techniques
OA 37	Records Management
OA 39	Secretarial Accounting
OA 51	Advanced Medical Terminology
OA 52	Medical Office Procedures
OA 53	Medical Insurance
OA 54	Medical Machine Transcription
OA 61	Legal Office Procedure
OA 62	Legal Machine Transcription

## **Outboard** **Motorboat** **Mechanics**

### **OMM 1—4 units** **Introduction to Motorboat** **Mechanics**

*Prerequisites: None*  
*2½ hours lecture, 1½ 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. May be repeated for credit for a total of 6 units. (2)

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

### **OMM 2—4 units** **Advanced Motorboat** **Mechanics**

*Prerequisites: 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**

*Prerequisites: 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 IABC—½-1-1½ units** **All About Oxnard College**

*Prerequisites: 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, tutoring, vocational programs, transfer programs, and basic college survival hints. (1)

### **PG 2—3 units** **Job Development**

*Prerequisites: 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 as well as personal interviewing practice. (1)

### **PG 3—1½ units** **Academic Assessment**

*Prerequisites: None*  
*1½ hours lecture weekly*

To assist students in assessing their past, present, and future academic objectives; by reviewing their past academic performance, students will be able to determine whether their present academic objectives are realistic. (2)

### **PG 4—3 units** **Peer Advisor Training**

*Prerequisites: 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**

*Prerequisites: 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

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

practiced. Test interpretation and personal counseling used to assist students in examining vocational options. (1)

**PG 6ABC— $\frac{1}{2}$ - $\frac{1}{2}$ - $\frac{1}{2}$  unit  
Vocational Assessment**

*Prerequisites: 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— $\frac{1}{2}$ -10 units  
Short Courses in  
Personal Growth**

*Prerequisites: 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**

*Prerequisites: 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: CSU*

**PG 101B—3 units  
Career Development  
and Life Planning II**

*Prerequisites: 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: CSU*

**PG 102— $1\frac{1}{2}$  units  
How to Succeed in the  
Academic and Work Worlds**

*Prerequisites: None*  
 *$1\frac{1}{2}$  hours lecture weekly*

Several skills have been developed in the last 10 years to enhance personal power in our everyday world, academic world, and work-a-day world. Course analyzes power structures in one's life and helps students learn to deal with and use them. (2)

*Transfer credit: CSU*

## Petroleum Technology

**PetTech 1—3 units  
Oil Well Drilling**

*Prerequisites: 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**

*Prerequisites: 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.

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

### **PetTech 3—3 units Elementary Oilfield Chemistry**

*Prerequisites: 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**

*Prerequisites: 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.

### **PetTech 98—1-10 units Short Courses in Petroleum Technology**

*Prerequisites: 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**

*Prerequisites: 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 students.

*Transfer credit: UC, CSU*

### **Phil 102—3 units Introduction to Ethics**

*Prerequisites: 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, CSU*

### **Phil 103—3 units Survey of World Religions: East**

*Prerequisites: None  
3 hours lecture weekly*

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

*Transfer credit: UC, CSU*

**Phil 104—3 units**  
**Survey of World Religions: West**

*Prerequisites: 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, CSU*

**Phil 105—3 units**  
**The Great Philosophers I**

*Prerequisites: 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, CSU*

**Phil 106—3 units**  
**The Great Philosophers II**

*Prerequisites: 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, CSU*

**Phil 107—3 units**  
**Logic**

*Prerequisites: 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, CSU*

**Phil 108—3 units**  
**Mythology**

*Prerequisites: 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, CSU*

**Phil 109—3 units**  
**Modern Religious Movements in America**

*Prerequisites: 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, CSU*

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

**Phil 110—3 units**  
**Philosophy of Religions**

*Prerequisites: 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, CSU*

**Phil 111—3 units**  
**Critical Thinking**

*Prerequisites: None*  
*3 hours lecture weekly*

Survey of methods and techniques of critical thinking designed 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.

**Phil 112—3 units**  
**Symbolic Logic and Set Theory**

*Prerequisites: 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, CSU*

**Phil 114—3 units**  
**Social Philosophy**

*Prerequisites: 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, CSU*

**Phil 199AB—1-3/1-3 units**  
**Directed Studies in Philosophy**

*Prerequisites: A course in the specific field*  
*Lecture and/or lab as required by unit formula*

Designed for students interested in furthering their knowledge of philosophy on an independent study basis; assignments will include library research, written work, and discussion with instructor. Maximum of 6 units.

## Physical Education

### **Graduation Requirements for the Associate in Arts 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**

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

*Short courses or activities designed to inform and/or train interested persons in various disciplines within the scope of Physical Education. Unit credit/hours determined by course format. (2)*

*Transfer credit: UC, CSU*

## AQUATICS ACTIVITIES

### **PE 100AB—1½-1½ units Swimming for the Non-Swimmer (R)**

*Prerequisites: None  
1 hour lecture, 2 hours lab weekly*

*Course designed for the non-swimming individual with an anxiety toward water as determined by pre-swimming test. Introduction, instruction, and practice of the basic, fundamental elements of swimming skills and safety practices. (2)*

*Transfer credit: UC, CSU*

### **PE 101ABC—1½-1½-1½ units (101A = R)**

#### **Swimming for Fitness**

*Prerequisites: 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, CSU*

### **PE 102A—1½ units (R) Beginning Swimming**

*Prerequisites: 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, CSU*

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



**PE 102B—1½ units**  
**Intermediate Swimming**

*Prerequisites:* 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, CSU

**PE 103—1½ units**  
**Senior (Advanced) Life Saving**

*Prerequisites:* 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, CSU

**PE 104—3 units**  
**Water Safety Instructor**

*Prerequisites:* 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, CSU

**PE 105AB—1½-1½ units**  
**Rehabilitative Aquatic Exercise (R)**

*Prerequisites:* None

*1 hour lecture, 2 hours lab weekly*

Course designed to provide a water environment in which to conduct "weightless" exercise routines for those students with physical problems restricting exercise in weight-supported setting. (2)

*Transfer credit:* UC, CSU

**DANCE**

**PE 116A—1½ units (R)**  
**Beginning Modern Dance**

*Prerequisites:* 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, CSU

**PE 116B—2 units (R)**  
**Intermediate Modern Dance**

*Prerequisites:* 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, CSU

**PE 118A—1½ units (R)**  
**Beginning Ballet**

*Prerequisites:* 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, CSU*

**PE 118B—2 units (R)**  
**Intermediate Ballet**

*Prerequisites: 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, CSU*

**PE 119A—1½ units (R)**  
**Beginning Modern Jazz**

*Prerequisites: 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, CSU*

**PE 119BC—2-2 units**  
**Intermediate Modern Jazz**

*Prerequisites: 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, CSU*

**PE 124—1½ units**  
**Mexican Dance**

*Prerequisites: None*

*1 hour lecture, 2 hours activity weekly*

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

*Transfer credit: UC, CSU*

## **INDIVIDUAL AND DUAL ACTIVITIES**

**PE 139A—1½ units (R)**  
**Bowling**

*Prerequisites: 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, CSU*

**PE 139BC—1½-1½ units**  
**Intermediate Bowling**

*Prerequisites: 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.

*Transfer credit: UC, CSU*

**PE 140A—1½ units (R)**  
**Golf**

*Prerequisites: None*

*1 hour lecture, 2 hours activity weekly*

Development of skill in playing golf, including etiquette, rules, and techniques. (2)

*Transfer credit: UC, CSU*

**PE 140BC—2-2 units**  
**Intermediate Golf**

*Prerequisites: 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. Students are assigned play on local courses at their own expense. (2)

*Transfer credit: UC, CSU*

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

**PE 141A—1½ units (R)**  
**Tennis**

*Prerequisites: 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, CSU*

**PE 141B—2 units**  
**Intermediate Tennis**

*Prerequisites: 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, CSU*

**PE 141C—2 units**  
**Advanced Tennis**

*Prerequisites: PE 141A and PE 141B or equivalent*

*1 hour lecture, 3 hours activity weekly*

Advanced techniques and theory of playing tennis—strategy of tournament play. (2)

*Transfer credit: UC, CSU*

**PE 143A—1½ units (R)**  
**Beginning Running for Fitness and Conditioning**

*Prerequisites: 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, CSU*

**PE 143B—1½ units (R)**  
**Intermediate Running for Fitness and Conditioning**

*Prerequisites: 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, CSU*

**PE 148B—1½ units (R)**  
**Intermediate Track**

*Prerequisites: 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, CSU*

**PE 150A—1½ units (R)**  
**Weight Training and Body Conditioning**

*Prerequisites: 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, CSU*

**PE 150BC—1½-1½ units**  
**Intermediate Weight Training and Body Conditioning**

*Prerequisites: 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, CSU*

## ADAPTIVES

### **PE 154ABCD—1½-1½-1½-1½ units**

#### **Adaptive Physical Education**

*Prerequisites: 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, CSU*

## TEAM ACTIVITIES

### **PE 155A—1½ units (R) Beginning Basketball**

*Prerequisites: None*

*1 hour lecture, 2 hours activity weekly*

Development of basic skills in playing basketball, including rules and techniques. (2)

*Transfer credit: UC, CSU*

### **PE 155B—1½ units (R) Intermediate Basketball**

*Prerequisites: 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, CSU*

### **PE 156A—1½ units (R) Beginning Baseball**

*Prerequisites: None*

*1 hour lecture, 2 hours activity weekly*

Development of basic skills for playing baseball, including rules and techniques.

*Transfer credit: UC, CSU*

### **PE 156B—2 units (R) Intermediate Baseball**

*Prerequisites: 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, CSU*

### **PE 159A—1½ units (R) Beginning Soccer**

*Prerequisites: None*

*1 hour lecture, 2 hours activity weekly*

Development of skills in playing soccer, including rules, techniques, and strategy. (2)

*Transfer credit: UC, CSU*

### **PE 159B—1½ units (R) Intermediate Soccer**

*Prerequisites: PE 159A or equivalent*

*1 hour lecture, 2 hours activity weekly*

Advanced techniques and skills in the game of soccer. (2)

*Transfer credit: UC, CSU*

### **PE 160AB—1½-1½ units (R) Co-Ed Softball**

*Prerequisites: 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)

*Transfer credit: UC, CSU*

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

**PE 161A—1½ units (R)**  
**Beginning Volleyball**

*Prerequisites: 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, CSU*

**PE 161B—1½ units (R)**  
**Intermediate Volleyball**

*Prerequisites: 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, CSU*

## **VARSITY ACTIVITIES**

**PE 166AB—3 units**  
**Varsity Cross-Country (Men)**

**PE 167AB—3 units**  
**Varsity Cross-Country (Women)**

**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**

*Prerequisites: 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, CSU*

## **PROFESSIONAL COURSES**

**PE 183AB—2½-2½ units**  
**Men's Sports Officiating**

*Prerequisites: 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, CSU*

**PE 184AB—2½-2½ units**  
**Women's Sports Officiating**

*Prerequisites: 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, CSU*

**PE 185A—2 units**  
**Basketball Theory**

*Prerequisites: 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, CSU*

**PE 185C—2 units**  
**Baseball Theory**

*Prerequisites: 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, CSU*

**PE 185D—2 units**  
**Soccer Theory**

*Prerequisites: 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, CSU*

**PE 186A—3 units**  
**Creative Movement Activities for Children**

*Prerequisites: 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: CSU*

**PE 186B**  
**Rhythmic Dance for Athletes (R)**

*Prerequisites: Recommended for students with advanced physical skills and/or participation in a varsity sport.*  
*1 hour lecture; 2 hours lab weekly*

Analysis and use of rhythmic dance to enhance the physical and athletic capabilities of participants. Emphasis on flexibility, coordination, balance, rhythm, speed, agility and expressive movement. Incorporation of these factors in personal fitness and athletic performance. (2)

*Transfer credit: UC, CSU*

**PE 187AB—1½-1½ units (R)**  
**Conditioning for Women**

*Prerequisites: 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: CSU*

**PE 188AB—2-2 units**  
**Techniques in Fitness Assessment**

*Prerequisites: None*  
*1 hour lecture, 3 hours lab weekly*

Course consists of a systematic approach to fitness screening. Techniques in measuring body composition; cardiovascular endurance, muscular strength and flexibility will be presented. Appropriate

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

practical experience in actual fitness screening is included. Course primarily designed for Fitness Management Specialists or those working in the industry. (2)

**PE 189A-Z— $\frac{1}{2}$ -10 units**  
**Topics in Physical Education**

*Prerequisites: 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.

*Transfer credit: UC, CSU*

**PE 189AB— $1\frac{1}{2}$ -1 $\frac{1}{2}$  units (R)**  
**Mechanics of Isotonic Exercise**

*Prerequisites: 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 contemplating entering vigorous or stress-producing occupations.

Appropriate physical activities to test concepts presented. (2)

*Transfer credit: UC, CSU*

**PE 189EF— $1\frac{1}{2}$ -1 $\frac{1}{2}$  units (R)**  
**Wheelchair Sports**

*Prerequisites: 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, CSU*

**PE 189GH— $1\frac{1}{2}$ -1 $\frac{1}{2}$  units (R)**  
**Golf Green Approach and Putting (R)**

*Prerequisites: None for 189G; PE 189G for PE 189H*  
*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 approaches and trap techniques and putting. (2)

*Transfer credit: UC, CSU*

**PE 199AB—1-3/1-3 units**  
**Directed Studies in Physical Education**

*Prerequisites: 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, CSU*

**NOTE:** The courses listed below have been temporarily suspended. For further information, please contact the Office of Instruction.

- |           |                                      |
|-----------|--------------------------------------|
| PE 110A   | Sailing                              |
| PE 117AB  | Folk and Square Dancing—Ethnic Dance |
| PE 120AB  | Dance Production                     |
| PE 121A   | Disco Dancing                        |
| PE 122AB  | Aerobics/Dance                       |
| PE 123    | Social Dance                         |
| PE 131ABC | Self-Defense and Body Mechanics      |
| PE 132A   | Tai Chi Chuan                        |
| PE 133A   | Beginning Wrestling                  |
| PE 136AB  | Archery                              |
| PE 137AB  | Bicycle Riding                       |
| PE 138AB  | Badminton                            |
| PE 142AB  | Backpacking and Outdoor Survival     |
| PE 145A   | Tumbling—Floor Exercise              |

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

PE 147AB	Racquetball
PE 152A	Aerobics in Physical Education
PE 157AB	Beginning Team Sports
PE 158A	Beginning Team Sports for Women
PE 162AB	Rugby
PE 179ABCD	Pep Squad
PE 180A	Introduction to Physical Education
PE 181ABC	Men's Professional Activities
PE 182ABCD	Women's Professional Activities
PE 185B	Football Theory

## Physical Science

### Phys Sci 112—3 units Energy Conservation and Alternate Energy Sources

*Prerequisites: 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*

**NOTE:** The courses listed below have been temporarily suspended. For further information, please contact the Office of Instruction.

PhySci 1	Practical Science
PhySci 98A-Z	Short Courses in Physical Science
PhySci 101	Introduction to Physical Science

## Physics

### Ph 101—4 units College Physics

*Prerequisites: 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, CSU*

### Ph 102—4 units College Physics

*Prerequisites: Ph 101*  
3 hours lecture, 3 hours lab weekly

Introduction to electricity and magnetism, wave motion (light and sound), duality of nature, quantum theory of atomic structure. Continuation of Ph 101 with extensive use of demonstration and practical application. Includes computer data analysis techniques. (2)

*Transfer credit: UC, CSU*

### Ph 111—5 units Mechanics of Solids and Fluids

*Prerequisites: 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

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



majors in physics, engineering, chemistry, or mathematics. Lab designed to give concrete examples of lecture material. (2)  
*Transfer credit: UC, CSU*

### **Ph 112—5 units Electricity and Magnetism**

*Prerequisites: 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, CSU*

### **Ph 113—5 units Heat, Sound, Optics, and Modern Physics**

*Prerequisites: Ph 111, Math 121, 122*  
4 hours lecture, 3 hours lab weekly

Introduction to geometrical optics, wave motion (sound and light), physical optics, thermodynamics; selected topics in quantum mechanics and special relativity at an elementary level. Solution of problems in vector calculus and differential equations demonstrated. Lab designed to reinforce lecture. (2)

### **Ph 199AB—1-3/1-3 units Directed Studies in Physics**

*Prerequisites: 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, CSU*

**NOTE:** The courses listed below have been temporarily suspended. For further information, please contact the Office of Instruction.

Physics 1AB      Technical Physics  
Physics 110      Descriptive Physics

## **Political Science**

### **PSc 100—3 units Government of the United States**

*Prerequisites: 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, CSU*

### **PSc 101—3 units Introduction to Politics**

*Prerequisites: None*  
3 hours lecture weekly

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

*Transfer credit: UC, CSU*

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

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

*Prerequisites: 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: CSU*

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

*Prerequisites: 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, CSU*

**PSc 105—3 units**  
**Current Issues in Domestic**  
**and Foreign Politics**

*Prerequisites: 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. Each semester the issues selected for examination will be revised. Course may be repeated for credit three times. (2)

*Transfer credit: UC, CSU*

**PSc 106—3 units**  
**Political Aspects of**  
**Economic Problems**

*Prerequisites: 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, CSU*

**PSc 107—3 units**  
**Politics and Administration**  
**of State and Local**  
**Government**

*Prerequisites: None*  
*3 hours lecture weekly*

Course studies state and local governments and programs they administer and students attend meetings and consult with officials. Politics of communities, role of civil service, aims and efforts of public programs, and relationship of state and local to national government considered. (2)

*Transfer credit: UC, CSU*

**PSc 108—3 units**  
**Comparative Government:**  
**Varieties of Political**  
**Experience**

*Prerequisites: 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, CSU*

**PSc 189A-Z—½-3 units**  
**Topics in Political Science**

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

Courses considering specific and current topics in Political

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

Science which are not covered in the general Political Science offerings.

**PSc 199AB—1-3/1-3 units**  
**Directed Studies in**  
**Political Science**

*Prerequisites:* 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, CSU

## Psychology

**Psych 98A-Z—½-10 units**  
**Short courses in Psychology**

*Prerequisites:* 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**

*Prerequisites:* None  
*3 hours lecture weekly*

Introduction to subject matter of psychology, including scientific method, biology of behavior, conditioning and learning, intelligence, motivation, personality, mental health, and therapy.

*Transfer credit:* UC, CSU

**Psych 102AB—3-3 units**  
**Interpersonal Relations**

*Prerequisites:* 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, CSU

**Psych 103—3 units**  
**Beginning Statistics for**  
**Behavioral Science**

*Prerequisites:* 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, CSU

**Psych 104—3 units**  
**Introduction to**  
**Experimental Psychology**

*Prerequisites:* 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, CSU

**Psych 105—3 units**  
**Introduction to**  
**Physiological Psychology**

*Prerequisites: 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, CSU*

**Psych 106—3 units**  
**Social Psychology**

*Prerequisites: 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, CSU*

**Psych 107—3 units**  
**Sex Roles**

*Prerequisites: Psych 101 recommended*  
*3 hours lecture weekly*

Class explores sex role development and how roles can be changed, role conflicts, common stereotypes of males and females, women as a minority group, aspects of sexuality, and psycho-social implications of the liberation movement; psycho-social aspects of both sex roles are emphasized. (Co-listed

with Soc 104.)

*Transfer credit: UC, CSU*

**Psych 108—3 units**  
**Developmental Psychology**

*Prerequisites: 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, CSU*

**Psych 109—3 units**  
**Loss, Grief, and Death**

*Prerequisites: 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, CSU*

**Psych 110—3 units**  
**Human Sexuality**

*Prerequisites: 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, CSU*

**Psych 111—3 units**  
**The Exceptional Child**

*Prerequisites: None*  
*3 hours lecture weekly*

Characteristics and problems of the mentally retarded, socially handicapped, and/or emotional

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

child will include discussion and study of issues and research problems encountered in these specific areas as well as the intellectually gifted child.

*Transfer credit: CSU*

### **Psych 112—3 units** **Parent/Child Interaction**

*Prerequisites: None*  
*3 hours lecture weekly*

Explores the challenging role of being a parent. Focuses 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-listed with CD 130.)

*Transfer credit: CSU*

### **Psych 113—3 units** **Psychology of Maturity and Aging**

*Prerequisites: 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: CSU*

### **Psych 120—3 units** **Animal Behavior**

*Prerequisites: 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: CSU*

### **Psych 130—3 units** **Introduction to** **Humanistic Psychology**

*Prerequisites: 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, CSU*

### **Psych 189A-Z—½-3 units** **Current Topics in** **Psychology**

*Prerequisites: A previous course in Psychology*  
*Lecture and/or lab as required by unit formula*

Courses considering specialized, specific topics in psychology which are not covered in great detail in the general psychology course offerings. Topics to be offered 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, CSU*

### **Psych 189B—3 units** **Psychological Issues of the** **Mexican People in the** **Southwest**

*Prerequisites: None*  
*3 hours lecture weekly*

Course analyzes experiences of people of Mexican descent

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: CSU*

### **Psych 198A-Z—½-10 units Short Courses in Psychology**

*Prerequisites: 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 may be required. (2)

### **Psych 199AB—1-3/1-3 units Directed Studies in Psychology**

*Prerequisites: 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, CSU*

**NOTE:** The courses listed below have been temporarily suspended. For further information, please contact the Office of Instruction.

Psych 10    Creative Listening  
Psych 11    Job Stress

## **Public Services**

*Courses offered within this program have been temporarily suspended. For further information, please contact the Office of Instruction.*

## **Reading**

*Reading courses are listed under Essential Skills.*

## **Real Estate**

### **RE 1—3 units Real Estate Principles**

*Prerequisites: 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: CSU*

### **RE 2—3 units Legal Aspects of Real Estate**

*Prerequisites: 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 utilized. Required for Real Estate Broker's License. (2)

**\*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 3—3 units** **Real Estate Practices**

*Prerequisites: 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: CSU*

### **RE 4—3 units** **Real Estate Appraisal I**

*Prerequisites: 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: CSU*

### **RE 5—3 units** **Real Estate Appraisal II**

*Prerequisites: 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: CSU*

### **RE 6—3 units** **Real Estate Finance**

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

Practical study and analysis of money markets, interest rates, and real estate financing, with actual case illustrations demonstrating lending policies, problems, and rules involved in financing real property, including residential, multi-family, commercial, and special purpose properties. Required for Real Estate Broker's License. (2)  
*Transfer credit: CSU*

### **RE 7—3 units** **Real Estate Economics**

*Prerequisites: 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: CSU*

### **RE 8—3 units** **Escrow I — Fundamentals**

*Prerequisites: 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: CSU*

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

**RE 9—3 units**  
**Escrow II — Procedures**

*Prerequisites: 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: CSU*

**RE 10—3 units**  
**Escrow III — Problems**

*Prerequisites: 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: CSU*

**RE 98—½-10 units**  
**Short Courses in Real Estate**

*Prerequisites: 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**

*Courses offered within this program have been temporarily suspended. For further information, please contact the Office of Instruction.*

## **Sign Language**

**SL 50—2 units**  
**English Grammar for the Deaf**

*Prerequisites: 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.

**SL 98—½-10 units**  
**Short Courses in Sign Language**

*Prerequisites: 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**

*Prerequisites: 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: CSU*

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



**SL 102—3 units**  
**Intermediate American**  
**Sign Language**

*Prerequisites: 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: CSU*

**SL 103—3 units**  
**Advanced American**  
**Sign Language**

*Prerequisites: 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: CSU*

**SL 189—½-10 units**  
**Topics in Sign Language**

*Prerequisites: 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: CSU*

**SL 199AB—1-3/1-3 units**  
**Directed Studies in**  
**Sign Language**

*Prerequisites: 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: CSU*

## **Sociology**

**Soc 101—3 units**  
**Introduction to Sociology**

*Prerequisites: 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, CSU*

**Soc 102—3 units**  
**Social Problems**

*Prerequisites: 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, CSU*

**Soc 103—3 units**  
**Racial and Ethnic**  
**Group Relations**

*Prerequisites: 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, CSU*

**Soc 104—3 units**  
**Sex Roles**

*Prerequisites: None*  
*3 hours lecture weekly*

Class explores sex role development and how roles can be changed, role conflicts, common stereotypes of males and females, women as a minority group, aspects of sexuality, and psycho-social implications of the liberation movement; psycho-social aspects of both sex roles are emphasized. (Co-listed with Psych 107.) (2)

*Transfer credit: UC, CSU*

**Soc 105—3 units**  
**Aging in the United States**

*Prerequisites: 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, CSU*

**Soc 106—3 units**  
**Marriage and the Family**

*Prerequisites: 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, CSU*

**Soc 107—3 units**  
**Sociology of the**  
**Black Community**

*Prerequisites: 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, CSU*

**Soc 108—3 units**  
**Sociology of the**  
**Chicano Community**

*Prerequisites: 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, CSU*

**Soc 109—3 units**  
**Futurology**

*Prerequisites: None*  
*3 hours lecture weekly*

Analysis of problems, possibilities, and prospects for societies of the future in terms

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

of presuppositions and methods of contemporary sociology. Discussion of the work of current and prominent futurologists and critical examinations of their approaches. (2)

*Transfer credit: UC, CSU*

### **Soc 112—3 units Great American Women**

*Prerequisites: 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, CSU*

### **Soc 114—3 units Social Philosophy**

*Prerequisites: 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 115—3 units Sociology of Religion**

*Prerequisites: Any course in Sociology or Philosophy  
3 hours lecture weekly*

Objective sociological analysis of the relationship between religion and society. Focuses particularly on the US, stressing the distinctiveness of American religion and its intimate

connection with what is most central to American society.

*Transfer credit: UC, CSU*

### **Soc 199AB—1-3/1-3 units Directed Studies in Sociology**

*Prerequisites: 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, CSU*

## **Spanish**

### **Spn 1—3 units Conversational Spanish**

*Prerequisites: 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. May be repeated one time for credit. (2)

*Transfer credit: CSU*

### **Spn 2—3 units Conversational Spanish**

*Prerequisites: 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

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

Spanish but who wish to continue work in this area; emphasis on vocabulary building and greater oral fluency with grammar principles introduced as needed. May be repeated one time for credit. (2)

*Transfer credit: CSU*

### **Spn 3—3 units** **Conversational Spanish**

*Prerequisites: Spn 2 or equivalent*  
*3 hours lecture weekly*

Third semester course emphasizes correct oral communication in Spanish with oral presentations and discussions on a variety of topics. Students should be able to maintain a conversation in Spanish with a native speaker; emphasis on vocabulary and more complicated usage. May be repeated one time for credit. (2)

*Transfer credit: CSU*

### **Spn 4—3 units** **Conversational Spanish**

*Prerequisites: 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. May be repeated one time for credit. (2)

*Transfer credit: CSU*

### **Spn 98A-Z— $\frac{1}{2}$ -10 units** **Short Courses in Spanish**

*Prerequisites: 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**

*Prerequisites: 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*

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, CSU*

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

*Prerequisites: 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, CSU*

### **Spn 105-106—5-5 units** **Spanish for the** **Spanish Speaking**

*Prerequisites: 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

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

semesters increase proficiency in understanding, speaking, reading, and writing Spanish. Cultural readings used to promote reading and writing.

*Transfer credit: UC, CSU*

**Spn 107—3 units**  
**Hispanic Culture**  
**and Civilization**

*Prerequisites: 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, CSU*

**Spn 108—5 units**  
**Spanish Grammar**  
**and Composition**

*Prerequisites: 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, CSU*

**Spn 117—3 units**  
**Hispanic American**  
**Literature**

*Prerequisites: Advanced knowledge of Spanish in the areas of reading and writing*  
*3 hours lecture weekly*

One semester survey of Hispanic American literature:

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, CSU*

**Spn 199AB—1-3/1-3 units**  
**Directed Studies in Spanish**

*Prerequisites: 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, CSU*

**NOTE:** The courses listed below have been temporarily suspended. For further information, please contact the Office of Instruction.

Spn 5AB	Spanish for Teachers and Teacher Aides
Spn 6AB	Spanish for Medical Personnel
Spn 7AB	Survival Spanish for Community Agencies
Spn 50	Situational Spanish

# Special Education

## **SpEd 1—3 units Survey of Disabilities**

*Prerequisites: None  
3 hours lecture weekly*

Overview of historical, social, medical, recreational, and educational implications of various physical and learning disabilities. Practical experience in simulated situations to provide insights in the area of disabilities. Designed for the disabled student or anyone interested in working with the disabled.

*Transfer credit: CSU*

## **SpEd 2—3 units Independent Living Skills**

*Prerequisites: 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. Course may be repeated up to three times.

## **SpEd 4—1 unit Speech Therapy**

*Prerequisites: None  
1 hour lecture weekly*

Course designed for students experiencing difficulty with their speech including lisping, stuttering, and other related speech problems.

## **SpEd 6—½ unit Analyzing Language Ability**

*Prerequisites: 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**

*Prerequisites: 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. Course may be repeated up to three times.

## **SpEd 11—3 units English Grammar for the Deaf**

*Prerequisites: 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. Course may be repeated up to three times.

## **SpEd 12—3 units Contemporary Issues for the Deaf**

*Prerequisites: 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

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

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. Course may be repeated up to three times.

### **SpEd 30—1 unit Career Evaluation**

*Prerequisites: None*  
*½ hour lecture, 1½ hours lab weekly*

Course designed to assist students in exploring present vocational interests and abilities. Each student will have an individual evaluation of his/her aptitude for occupations based upon exploration of various job-related tasks regardless of work history or past work skills.

*Transfer credit: CSU*

### **SpEd 31—2 units Pre-Vocational Skills**

*Prerequisites: None*  
*2 hours lecture weekly*

For functionally-limited students who have no or very limited work experience. An introduction to the world of work, basics of job seeking, employment and vocabulary, employer/employee rights and attitudes, etc.

*Transfer credit: CSU*

### **SpEd 32—2 units Job Seeking Skills**

*Prerequisites: None*  
*2 hours lecture weekly*

Course for disabled students who wish to improve their job-seeking skills and become better acquainted with their rights and obligations as employees. Topics will include decision-making, interview techniques, strategies for filling

out an application, and employer-employee responsibilities.

*Transfer credit: CSU*

### **SpEd 33—1½ units**

*Prerequisites: None*  
*1 hour lecture, 1½ hours lab weekly*

Course designed to give functionally-limited students an overview of occupational choices with respect to their capabilities. Also assists students in taking responsibility and constructive action for their own career selection and attainment.

*Transfer credit: CSU*

### **SpEd 34—½ unit Vocational Testing**

*Prerequisites: Acceptance in Special Education Program*  
*Lecture and/or lab as required by unit formula*

Assists potentially handicapped students in career preparation, selection, and attainment. Individualized vocational testing/counseling structured to provide maximum input with respect to a vocational selection.

### **SpEd 35—3 units Vocational Adjustment**

*Prerequisites: 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. Course may be repeated up to three times.

**SpEd 98AA-ZZ—½-10 units**  
**Short Courses in**  
**Special Education**

*Prerequisites: Acceptance into Special Education Program  
Lecture and/or lab as required by unit formula*

Selected topics in Special Education designed to meet the needs of handicapped students. Field trips may be required.

## Speech

**Spch 1—3 units**  
**Introductory Speech—**  
**Bilingual Mode**

*Prerequisites: 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: CSU*

**Spch 2—2 units**  
**Basic Speech**

*Prerequisites: 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**

*Prerequisites: 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, CSU*

**Spch 102—3 units**  
**Advanced Oral**  
**Communication**

*Prerequisites: 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, CSU*

**Spch 104—3 units**  
**Voice and Diction**

*Prerequisites: 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,

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including study of dialects, foreign and regional. Designed for students in drama, forensics, broadcasting, and self-improvement. (Co-numbered with ThA 104.)

*Transfer credit: UC, CSU*

### **Spch 105—3 units Oral Interpretation of Literature**

*Prerequisites: 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, CSU*

### **Spch 106—3 units Critical Analysis of Speeches**

*Prerequisites: Spch 101  
3 hours lecture weekly*

Introduction to process of rhetorical criticism and analysis of speech texts; practice in writing speech criticisms from tapes, records, and daily newspapers.

*Transfer credit: UC, CSU*

### **Spch 107—3 units Argumentation and Debate**

*Prerequisites: 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, CSU*

### **Spch 109—3 units Readers' Theatre**

*Prerequisites: 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, CSU*

### **Spch 112ABCD—1-1-1-1 units Forensics Tournament Speaking**

*Prerequisites: 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, CSU*

**NOTE:** The courses listed below have been temporarily suspended. For further information, please contact the Office of Instruction.

Spch 103	Process of Communication
Spch 110	The Deliberative Process
Spch 111	Introduction to Mass Media
Spch 198	Short Courses: Special Projects in Community Communication

# Telecommunications

## **TC 101—3 units**

### **Mass Communications: Introduction to Broadcasting**

*Prerequisites: 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, CSU*

## **TC 102—3 units**

### **Broadcast Studio Operation**

*Prerequisites: 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: CSU*

## **TC 103A—3 units**

### **Television Production Workshop**

*Prerequisites: 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: CSU*

## **TC 103B—3 units**

### **Television Directing and Editing**

*Prerequisites: 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: CSU*

## **TC 105—3 units**

### **Radio/Television Writing**

*Prerequisites: 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, CSU*

## **TC 107A—3 units**

### **Radio Production Workshop**

*Prerequisites: 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: CSU*

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

**TC 107B—3 units**  
**Advanced Radio Production**

*Prerequisites: 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 stations 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: CSU*

**TC 108—3 units**  
**Voice and Diction**

*Prerequisites: 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-listed with Spch 104 and ThA 104.)

*Transfer credit: UC, CSU*

**TC 109—3 units**  
**Acting for Film and TV**

*Prerequisites: 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 they pertain to film and TV and vary 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 (credit limitations), CSU*

**TC 111—3 units**  
**Broadcast Journalism**

*Prerequisites: Jour 101, 102, TC 101, Engl 101*  
*3 hours lecture weekly*

Preparation and writing of news and features for radio and television newscasts, with instruction and practical work, including special techniques and devices available to the broadcast journalist. Although concentration is on the broadcast newscast, study of the radio/TV "magazine" information program is also included. Field trips to local broadcast media and guest speakers when appropriate. (Co-listed with Journ 111.)

*Transfer credit: CSU*

**TC 117—3 units**  
**Advanced Television Production**

*Prerequisites: 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: CSU*

### **TC 199AB—1-3 units Independent Studies in Telecommunications**

*Prerequisites: A previous course in the specific field*

*Lecture and/or lab as required by unit formula*

Course designed for students interested in furthering their knowledge of Telecommunications on an independent study basis. Assigned problems will involve library, lab, and field work. May be taken for credit to a maximum of 6 units.

*Transfer credit: CSU*

## **Theatre Arts**

### **ThA 98A-Z—½-10 units Short Courses in Theatre Arts**

*Prerequisites: 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**

*Prerequisites: 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, CSU*

### **ThA 102AB—3-3 units Fundamentals of Acting**

*Prerequisites: 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, CSU*

### **ThA 103AB—3-3 units History of the Theatre**

*Prerequisites: 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, CSU*

### **ThA 104—3 units Voice and Diction**

*Prerequisites: 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-listed with Speech 104 and TC 108.)

*Transfer credit: UC, CSU*

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

### **ThA 109—3 units Readers' Theatre**

*Prerequisites: 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, CSU*

### **ThA 110ABCD—1-4 units Rehearsal and Performance**

*Prerequisites: 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, CSU*

### **ThA 112—3 units Chicano Teatro**

*Prerequisites: 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, CSU*

### **ThA 117—3 units Children's Theatre and Creative Dramatics**

*Prerequisites: 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, CSU*

### **ThA 120AB—3-3 units Stage Production**

*Prerequisites: 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, CSU*

### **ThA 121AB—3-3 units Stagecraft — Stage Design**

*Prerequisites: 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.

### **ThA 127—3 units Black Experience in the Theatre Arts**

*Prerequisites: 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, CSU*

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

### **ThA 198— $\frac{1}{2}$ -10 units** **Short Courses in** **Theatre Arts**

*Prerequisites: 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— $\frac{1}{2}$ -3/ $\frac{1}{2}$ -3 units** **Directed Studies in** **Theatre Arts**

*Prerequisites: 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, CSU*

**NOTE:** The courses listed below have been temporarily suspended. For further information, please contact the Office of Instruction.

ThA 113	Summer Theatre — Technical Work
ThA 114	Summer Theatre — Acting
ThA 115	Directing for the Stage

## **Traffic and** **Transportation**

*Courses offered within this program have been temporarily suspended. For further information, please contact the Office of Instruction.*

## **Truck Driving** **and** **Transporting**

### **TDT 1—3 units** **Introduction to Professional** **Truck Driving**

*Prerequisites: 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**

*Prerequisites: 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**

*Prerequisites: TDT 2*  
*1 hour lecture, 6 hours lab weekly*

Skills necessary to drive a "twin trailer" combination including pre-trip inspection, coupling and uncoupling, maneuvering, and proficiency of operation. Maintenance and trouble-

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

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**

*Prerequisites:* 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**

*Prerequisites:* 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**

*Prerequisites:* 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)

## Urban Studies

*Courses offered within this program have been temporarily suspended. For further information, please contact the Office of Instruction.*

## Word Processing

**WP 70—3 units**  
**Introduction to Word Processing**

*Prerequisites:* 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**

*Prerequisites:* 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)

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

**WP 74—3 units**  
**Word Processing**  
**Equipment Operation**

*Prerequisites: 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 practical experience on machines for office-related jobs. Course may be repeated up to four times. (2)

**WP 75—3 units**  
**Text Editing Projects**

*Prerequisites: 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 units**  
**Word Processing:**  
**Administrative Support**

*Prerequisites: 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**

*Prerequisites: At least one of the following recommended: 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**

*Prerequisites: 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 Vice-President 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 Governing 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 degrees 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.

*\*Warnings and reprimands may be appealed directly to the President. They are not subject to a student conduct hearing.*

**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, Vice-President 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, appropriate administrator, or other staff member designated by the President, upon the student 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 Governing Board may expel a student who has been convicted of a crime arising out of a campus disturbance, or who, after a hearing by a campus body, has been found to have willfully disrupted the orderly operation of the campus.

## Appendix III

### Student Conduct — Due Process

#### A. Preliminary Action

1. The Vice-President 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 Vice-President 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 Vice-President of Student Services may also procure information relating to the charge from the student and other persons or sources. Whenever appropriate, the Vice-President 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 Vice-President 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. At this point, if the student does not accept the decision of the Vice-President of Student Services, the Vice-President of Student Services shall arrange for a 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 Vice-President 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 preemptory 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 Vice-President 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 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 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 Chancellor of the Ventura County Community College District; if he/she is still dissatisfied with the decision, an appeal may be made to the Governing Board, who shall render the final decision.

## Appendix IV

### Student Conduct — Student Grievance

#### Purpose

Students are encouraged to pursue academic studies and other college-sponsored activities in order to promote intellectual growth and personal development. In seeking these ends, students should be free from improper interference by other members of the college community.

A grievance may be initiated by a student whenever the student believes that he/she has been subject to unjust actions or denied normal student rights as stipulated in college regulations and in the State Education and Administrative Codes. A grievance may be initiated by a student against any other student or any employee of the college.

#### Definition

A grievance is an allegation of unjust action or denial of student rights. A grievance exists only when a specific educational wrong has occurred to a single student. This wrong must involve an unjust action or denial of student rights as defined in a specified college, college district, or superior legal covenant or judgment. A grievance exists only when such an error or offense has some demonstrably correctable result. The outcome of a grievance must produce a tangible benefit to the student complaining or an actual redress of the wrong rather than a punishment for the person or persons found in error.

#### Procedures

**A. Informal Processes:** When a student believes that a personal injustice has been sustained, an attempt should first be made to resolve the concern by informal means. Consultation should be made with the student, faculty member, administrator, or classified person involved in order to seek direct resolution. If this process fails or, for some reason, cannot be accomplished, the aggrieved student should confer with the direct supervisor of the person allegedly causing the problem. If both of these steps are unsuccessful, the aggrieved student should discuss the problem with the Vice-President of Instruction

(for all programs and services controlled by this person) or the Vice-President 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 Vice-President 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 Vice-President 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 Vice-President 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) that 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 Chancellor 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. Appeals to the Governing Board may be made only when all other steps in the procedure have been completed and when there is an identifiable remedy for the grievance. Appeals to the Governing Board shall be made in writing and shall specify exactly why the student feels the Governing

Board should review the decision. If it is felt that proper procedures were not followed, then the appeal should specify what procedures were not properly followed and how the alleged errors affected the outcome. The Governing Board shall review the written records of the proceedings and any related materials. The Board may, after reviewing all materials, allow individuals to make statements to the Board or may request clarification of facts from the President or clarification regarding the committee's deliberations from the Grievance Committee chairperson.

Appeals of the decision of the Chancellor must be made within 15 days of receipt of the result.

- 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 an 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 1986-87

For the 1986-87 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	2nd Week		3rd Week		4th Week
		Refund	Refund		Refund		Refund
		Reg. & SS	Reg.	SS	Reg.	SS	**Reg. Only
½ *	\$ 48.50	\$ 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
1 ½ *	145.50	95.50	95.50	72.75	72.75	36.38	36.38
2 *	194.00	144.00	144.00	97.00	97.00	48.50	48.50
2 ½	242.50	192.50	181.88	121.25	121.25	60.63	60.63
3	291.00	241.00	218.25	145.50	145.50	72.75	72.75
3 ½	339.50	289.50	254.63	169.75	169.75	84.88	84.88
4	388.00	338.00	291.00	194.00	194.00	97.00	97.00
4 ½	436.50	386.50	327.38	218.25	218.25	109.13	109.13
5	485.00	435.00	363.75	242.50	242.50	121.25	121.25
5 ½	533.50	483.50	400.13	266.75	266.75	133.38	133.38
6	582.00	532.00	436.50	291.00	291.00	145.50	145.50
6 ½	630.50	580.50	472.88	315.25	315.25	157.63	157.63
7	679.00	629.00	509.25	339.50	339.50	169.75	169.75
7 ½	727.50	677.50	545.63	363.75	363.75	181.88	181.88
8	776.00	726.00	582.00	388.00	388.00	194.00	194.00
8 ½	824.50	774.50	618.38	412.25	412.25	206.13	206.13
9	873.00	823.00	654.75	436.50	436.50	218.25	218.25
9 ½	921.50	871.50	691.13	460.75	460.75	230.38	230.38
10	970.00	920.00	727.50	485.00	485.00	242.50	242.50
10 ½	1,018.50	968.50	763.88	509.25	509.25	254.63	254.63
11	1,067.00	1,017.00	800.25	533.50	533.50	266.75	266.75
11 ½	1,115.50	1,065.50	836.63	557.75	557.75	278.88	278.88
12	1,164.00	1,114.00	873.00	582.00	582.00	291.00	291.00
12 ½	1,212.50	1,162.50	909.38	606.25	606.25	303.13	303.13
13	1,261.00	1,211.00	945.75	630.50	630.50	315.25	315.25
13 ½	1,309.50	1,259.50	982.13	654.75	654.75	327.38	327.38
14	1,358.00	1,308.00	1,018.50	679.00	679.00	339.50	339.50
14 ½	1,406.50	1,356.50	1,054.88	703.25	703.25	351.63	351.63
15 or more	1,455.00	1,405.00	1,091.25	727.50	727.50	363.75	363.75
Maximum		\$50	\$50	\$50	\$50	\$50	\$50
		Admin.	Admin.	Admin.	Admin.	Admin.	Admin.
		Fee	Fee	Fee	Fee	Fee	Fee
		Charge	Charge	Charge	Charge	Charge	Charge
		75% Ref.	50% Ref.	50% Ref.	25% 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 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 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 50 percent.

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 50 percent.

**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 50 percent.

**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 Vice-President 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 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 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, 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.

**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 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 for Academic Renewal, 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.

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

## Foreign Students

### I. Definitions

A. A foreign student is a person enrolled at one of the colleges who is in the United States on an F-1 visa.

B. Persons who hold other types of visas may be eligible for admission as regular students, resident or nonresident, depending on their visa status.

1. Persons holding alien status may establish residency if they are in the following classifications:

- a. Career Diplomat visa — A
- b. Foreign Investor visa — E
- c. International Treaty Organization — G
- d. Foreign Press visa — I
- e. Finance visa — K
- f. Refugees

2. Aliens precluded by the Immigration and Nationality Act from establishing residence in the United States are those with B, C, D, F, H, J, and L visas. However, students can be admitted if their visa extends beyond the last day of the semester in which they wish to enroll.

Prior approval by the Dean of Admissions must be gained in order to enroll in successive semesters.

3. Those holding Resident Immigrant visas are not foreign students. They are residents with all the privileges and responsibilities of other residents.

C. Foreign students enrolled on Student Visas are required to be full-time students (12 units).

### II. Limitations on Enrollments (F-1 visa only)

A. Due to the district's limited financial resources and space, and due to special educational needs of foreign students, the Ventura County Community College District reserves the right to limit the number of foreign students (F-1) admitted each year.

B. In order to foster cultural exchange the district encourages ethnic and national *diversity* among the foreign

students admitted.

C. With the above statements in mind, it is the policy of the Ventura County Community College District that the number of foreign students enrolled at a particular college of the district shall not exceed 2 percent of the established full-time equivalent day enrollment at the college. Further, no more than 20 percent of the 2 percent total of foreign students at any one college of the district shall be admitted from one particular country.

### III. Admission Requirements (F-1 visa only)

Prior to the completion of the registration process, foreign students must follow the procedure outlined below:

A. Submit a completed application form and declare an educational objective (major).

B. Provide evidence of adequate proficiency in the use of English. Where English was not the language in which their education was earned, by submitting a Test of English as a Foreign Language (TOEFL) score of 505 or above. For information regarding TOEFL, students are advised to write to: Educational Testing Service Post Office Box 899 Princeton, New Jersey 08540

C. Submit a confidential statement of finance that verifies financial capability for the costs of attending one of the colleges of the district, or affidavits guaranteeing financial support from responsible resident citizens of the United States.

D. Before registration is validated, foreign students must pay the entire nonresident tuition fee and the state enrollment fees for the semester.

E. Provide certified translated transcripts from secondary schools and colleges previously attended. In general, it is expected that applicants will have completed secondary school with a satisfactory academic record.

F. Submit a health statement signed by a licensed American physician that verifies general good health and freedom from communicable disease.

- G. Foreign students are required to provide proof of major medical insurance coverage. If needed, the college can provide information on policies available to them.

#### **IV. Permission to Work**

According to Immigration policy, foreign students may not work during their first year of study, other than 20 hours a week on campus. During the second year of study, foreign students may request permission to work more than the allowable 20 hours per week, on campus, if they submit an I-538 to Immigrations, and it is approved.

## **Appendix VIII**

### **Student Health Services**

The Governing Board hereby establishes a program of student health supervision and services. This action is taken pursuant to California Administrative Code, Title 5, Sections 54702 through 54742. The program provides for the operation of student health centers wherein enrolled students of the district's colleges and other persons expressly authorized by the Governing Board may be diagnosed and treated. The Governing Board will annually determine the amount of the fee to be assessed for such services.

A plan for student health services in the Ventura County Community College District follows (in compliance with CAC, Title 5, Section 54710). This plan is facilitated on each campus through the Vice-President 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 state mandates and district policies. The major focus of Student Health Services is the prevention of illness and disability and the early detection and correction of health problems.

##### **Health Coordinator**

The Health Coordinator is especially prepared and uniquely qualified in preventive health, health assessment, and referral procedures. (Education Code 49426, school nurses; qualifications and services.)

##### **Diligent Care**

The Health Coordinator is responsible for the implementation of all campus medical emergency and first aid procedures and the rendering of first aid in case of accident or illness.

##### **Health Guidance**

The Health Coordinator provides leadership which directs and guides the course of action for the total college student health program. The Coordinator assists students in obtaining and maintaining a high level of wellness via workshops,

appropriate referrals, and other supportive services including individual health counseling.

### **Health Protection and Environmental Health and Safety**

The Health Coordinator works toward the prevention of illness, protects the college environment from diseases, and attempts to avoid costly remedial medical interventions. Health hazards as they appear on accident reports or by observation are reported for corrective action. Immunizations (e.g., tetanus, flu, TB Tine) are administered. Outreach clinics are conducted to detect dangerous health conditions among students such as hypertension, heart disease, diabetes, cervical cancer, venereal disease, anemia, Tay-Sachs, etc. Coordination with County Public Health Department is on a regular basis.

### **Appraisal and Limited Treatment**

The Student Health Center provides quality on-campus outpatient services to all registered students and other persons expressly authorized by the Governing Board. Health education and health counseling is a constant theme which extends throughout the system. A college physician may be employed for a limited number of weekly hours. Certain non-prescription medicines are available upon request. X-ray services and laboratory work are handled via referrals.

### **Referrals**

The Health Coordinator provides liaison between students, college, and community health resources and continually seeks to improve channels of communication.

### **Health and Accident Insurance Plans**

The Student Health Fee provides for low-cost, yet significant, student accident insurance for all students at no cost to the district. The Health Center maintains insurance records and claims to verify costs incurred and claims paid. The Health Center reports and maintains accident records of all student injuries and attempts to advise and eliminate causal conditions, whenever possible.

### **Crisis Intervention**

The Student Health Center in cooperation with the Counseling Office and external agencies provides a mental health program to facilitate normal psychological growth, to maximize academic functioning and consistent school attendance.

### **Dissemination of Information**

The presence of the Student Health Center and its functions is published through booklets, bookmarks, campus newspaper, student calendar, and marquees.

### **Emergency Disaster Plan**

The Student Health Center is designated to act as first aid station. The disaster plan is actually the responsibility of the college administration since it involves total college staff, management, faculty, and facilities in the event of fire, earthquake, nuclear fallout, mudslides, or whatever.

The Student Health Centers are maintained through the assessment of a student health fee.

## Appendix IX

### Privacy Rights Governing Student Records

The colleges in this district establish and maintain information on students relevant to admission, registration, academic history, career, student benefits or services, extra-curricular activities, counseling and guidance, discipline or matters related to student conduct, and shall 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 Vice-President 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 Vice-President 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 ensure 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) 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 Vice-President 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 or 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 Chancellor of the Ventura County Community College District and his or her designee. Allegations which have been denied by the Chancellor may be further appealed to the Governing Board of the Ventura County Community College District who shall meet with the student, within 30 days of receipt of such appeal, to determine whether to sustain or deny the allegations. All decisions of the Governing Board shall be final.

## **Appendix X**

### **Policy on Sexual Harassment**

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

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

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

- 1. Employment/Education 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 the following:

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 Vice-President of Student Services who will take action as prescribed in the Student Conduct Code.

**Step 2.** Complaints should be brought to the College Vice-President of Student Services. The Vice-President 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 Vice-President is unavailable or if the complainant rejects this party in the role described, the college officer hearing the charges shall be the Vice-President of Instruction.

**Step 3.** If the problem cannot be resolved at the second step within five working days, the Vice-President will transmit it, in writing and signed by the complainant, to the college President and to the district Director

of Affirmative Action for information purposes.

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

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

**Step 4.** If a formal hearing is held, the following procedures will be employed by the college Grievance Committee:<sup>1</sup>

1. Both parties will be asked to attend the hearing and will be given sufficient notice in writing as to the time and place. Notice shall be given by certified mail at least five working days prior to the hearing date.
2. At the time of the hearing, the chairperson shall state the charge. The committee shall hear testimony, examine witnesses and receive all evidence pertaining to the charge.
3. Both parties shall have the right to present statements, testimony, evidence and witnesses. Each party shall have the right to be represented by a single advisor. If the person who is the subject of the complaint elects to have legal counsel present at the hearing, he/she must notify the College/District in sufficient time so that the district might arrange to have its own legal counsel available.

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

4. 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.
5. The person making the charge shall assume the burden of any 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 alternate 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 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.

#### **EMPLOYEES**

- A. Sexual harassment is a matter requiring unusually prompt attention by authorities 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 the following:

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/admission to college district programs shall have direct

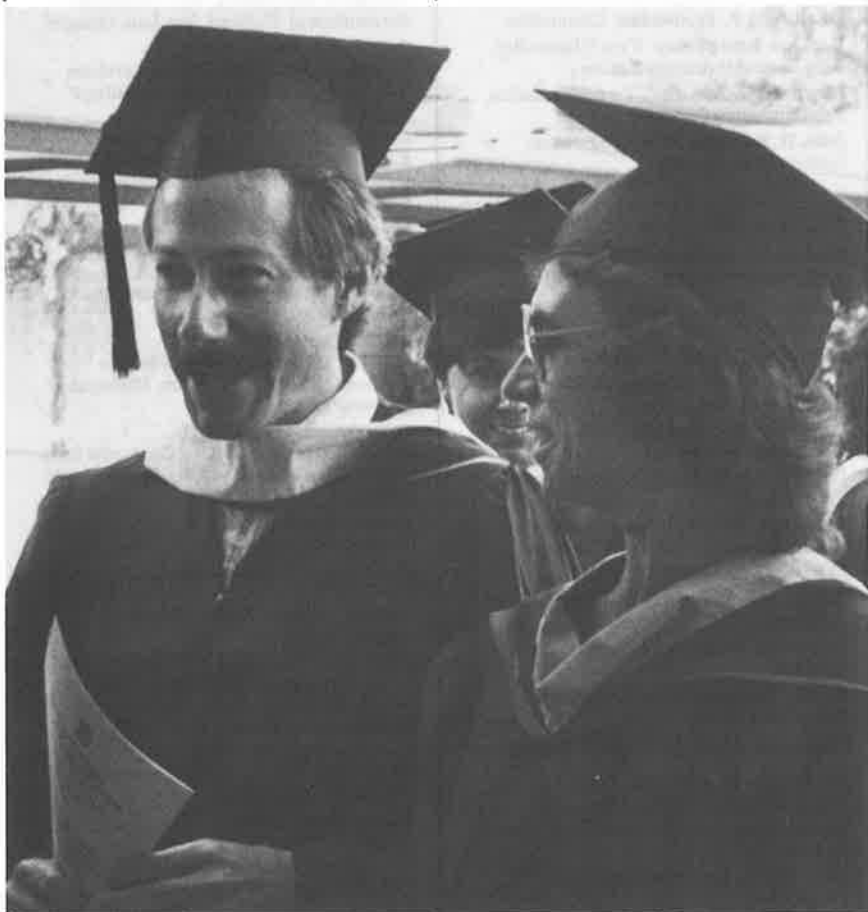


recourse to the District Affirmative Action Office. The complaints will be reviewed and investigated in accordance with the appropriate provisions in the "Evaluation and Review Procedure for Processing Grievances" in the Affirmative Action Policy and Program Manual.

- 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 investigation, 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.



*JIM KENNEY, Music instructor, and TANYA BURKE, Divisional Director of Business/Public Services, are among the many faculty members and administrators who turn out annually to enjoy OC's unique commencement ceremonies.*

# Faculty and Administration

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Barbara Derryberry, Vice-Chancellor,  
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Administrative Services  
John D. Tallman, Vice-Chancellor,  
Instructional Services

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Vacancy Vice-President of Administrative  
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Dr. William H. Lawson, Dean, Vocational  
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Dr. Winston A. Sarafian, Director,  
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Tanya Burke, Director, Business/Public  
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**Editing and  
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