Oxnard College Catalog
1987-88

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.
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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—your community college.

Oxnard College is a two-year, public community college. Every adult who can profit from our instruction is eligible for admission. As a California community college, we offer academic, technical and vocational, and remedial classes at the lowest cost in the nation. We have a high quality faculty that is widely acclaimed for the excellence of its instruction. As a comprehensive college, we offer a wide range of programs, as you can see as you study this catalog.

We have steadily improved our offerings in the academics. You will find a new program in engineering listed. Our new occupational education complex is fully operational. Please visit the new classrooms in this building. See the finest computer/word processing facilities in Ventura County. Observe students operating state-of-the-art computer-controlled machines in the industrial mechanics shop. Inspect our electronics and air conditioning/heating laboratories. Discover one of the finest restaurant kitchens in the area in our new hotel and restaurant management facility.

Consider an academic major, a major that will lead to high paid employment or a combination program that will provide a job and will also lead to a four-year degree. If you are not certain of your academic plans, see one of our counselors. They will help you to discover the classes that would be best for you.

Consider a four-year degree. It is possible to earn a bachelor's degree by attending college full- or part-time, day or evening. Inquire in our financial aids office about financial aid and scholarships that may assist you with a two-year program at Oxnard College that you may continue later at a four-year institution right through graduate school.

Check our offerings in our schedule of classes. Talk to a counselor. If your interest is in a special area, talk to an instructor in that area. We want to serve you—please give us a chance to provide the quality educational program that you deserve.

Cordially,

Edward W. Robings
President
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,
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 educativos, 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 propio 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 ejercita para asegurar que estos cursos y estos programas sean paralelos con los ofrecidos en los colegios de cuatro años y en las universidades y además que estos cursos 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 mobilidad 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, 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 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 interescerales.

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 compararon 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 25 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 movibles, en edificio taller 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
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.

Información Para Admisión

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 está 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.

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 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
Habrá 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 llevarán a cabo después del comienzo de las clases de los semestres de otoño y primavera.

**Cursos Abiertos para Inscripciones**
Todos los cursos que ofrecen El Distrito de Colegios de la Comunidad del Condado de Ventura y sus colegios están totalmente abiertos para inscripción y participación para cualquier persona que haya sido admitida en el colegio y que reúna los requisitos necesarios para la clase o
High School Admissions Program

In accordance with the California Education Code, high school students who are juniors or seniors are permitted to enroll in college courses. Enrollment fees are exempt for students concurrently enrolled in a high school.

An approved special part-time high school admissions form, signed by the student’s parent/guardian and school principle (or designee) is required before a student is permitted to register.

Students under 18 years of age not enrolled in a public school may have their parents/guardian petition the president for admission as a special full-time student. If the petition is approved, these students may enroll for scholastic or vocational work.

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 12 consecutive months immediately preceding the semester of enrollment.

Programa de Admisión de Estudiantes en la Secundaria

De acuerdo con el Código Educación de California, los estudiantes en el onceavo y doceavo año de la escuela secundaria, pueden tomar clases al nivel de colegio y no necesitan pagar inscripción.

Se requiere que el estudiante llene una solicitud especial, firmada por los padres y el director de la escuela secundaria antes de ser admitido al colegio.

Los estudiantes que no tienen 18 años y no asisten a la secundaria, pueden solicitar al presidente del colegio por medio de los padres para que se les admita. Si la solicitud es aprobada, se podrán inscribir en los programas vocacionales o académicos.

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.
for at least one year preceding the semester residence determination date in order to qualify as a "resident student." 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

**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,
district that the number of foreign students enrolled at a particular college shall not exceed two percent of the 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

Que el número de estudiantes extranjeros en cada colegio no debe exceder el 2 por ciento del total de inscripciones de 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 extención 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
with no refunds given beyond the fourth week of the regular semester nor beyond the third week of the summer session. The Dean of Admissions and Records shall compute and approve the amount of refund and notify the Student Business Office in writing. Refunds will be issued by check through the Student Business Office within a reasonable period of time following official notification.

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

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

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 the denial of credit.

Evaluacion Transferible

...De Los Colegios y Universidades Acreditados

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
in dismissal from the Ventura County Community Colleges.

...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

resultar en la destitución de los colegios del Condado de Ventura.

...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 transcriptos oficial al colegio. Los cursos estudiados serán normalmente los que se llaman "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.

...Colocacion 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
faculty will determine course equivalency. Other colleges or universities may have different 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

los cursos. Otros colegios o universidades pueden tener diferentes reglamentos concerniente a Colocación Avanzada y pueden negar crédito.

Transferencia 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 Educacionales 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 secibirá crédito avanzado por los cursos estudiados bajo los auspicios de (DANTES) o el (USAFTI), Instituto de las Fuerzas Armadas de los Estados Unidos según aparece recomendado en la Guía de Evaluación de Experiencias Educacionales 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
the Accredited Institutions of Postsecondary Education of the American Council of Education. 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

bajo los mismos relamentos que los créditos de colegios y 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 transcriptos 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 aquel 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 huerfanos de guerra que esten 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
drops below 12-unit minimum per semester).

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
1. Enrollment Fee
   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.

2. Drop 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

si sus unidades bajan de 12 en un semestre).
Seguros, médico 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 información y están sujetas a cambios.

Cuotas Obligatorias
1. Cuotas de Inscripciones
   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.

2. 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
program change consisting of dropping one or more courses any time after two weeks from the beginning of instruction in any semester. The fee shall not be charged for changes due to special circumstances affecting the student’s ability to complete the course or for changes initiated or required by the college.

**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.

1. **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.

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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 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.

1. **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.
2. 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 possible to insure maximum benefits. Funds from the purchase of cards support the operations and activities of ASOC.

3. 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.

4. Transcripts
Oxnard College students receive their first two college transcripts at no cost. A fee of $3 is charged for each additional transcript. A fee of $5 is charged for transcripts requiring one-day service.

Multiple orders will have the initial fee plus $1 for each additional transcript.

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

3. Libros de Texto y Utiles
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.

4. Transcritos
Los estudiantes reciben sus primeros dos trascritos sin costo alguno. Se cobrará $3.00 por cada transcrip adicional y $5.00 por transcritos requeridos en un día. Múltiples transcritos requieren el costo inicial más $1.00 por cada transcrip adicional.
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:

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

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 será evaluado de acuerdo a las reglas adoptadas por la Mesa Directiva del Distrito para las siguientes secciones que se relacionan a la escala de grados de letra, la opción de crédito/no crédito, o crédito por examinación.

Sistema de Calificaciones

Escala de Grados de Letra

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

<table>
<thead>
<tr>
<th>Simbolo</th>
<th>Puntos de Calificación</th>
</tr>
</thead>
<tbody>
<tr>
<td>A = Excelente</td>
<td>4</td>
</tr>
<tr>
<td>B = Bueno</td>
<td>3</td>
</tr>
<tr>
<td>C = Satisfactorio</td>
<td>2</td>
</tr>
<tr>
<td>D = Pasa, menos que satisfactorio</td>
<td>1</td>
</tr>
<tr>
<td>F = Reprobado</td>
<td>0</td>
</tr>
<tr>
<td>CR = Crédito</td>
<td></td>
</tr>
<tr>
<td>NC = No crédito</td>
<td></td>
</tr>
</tbody>
</table>

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 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 período 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 calificaciones.

**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
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 ocurre 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
aquéllos 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 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.

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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 reciben 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 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 propósito están disponibles en la Oficina de Admisiones y Registros.

Estudiantes o instructores pueden iniciar los trámites para el “retiro” (withdrawal) durante la cuarta semana de instrucción en un semestre, o antes de terminar el 30% de la clase cuando es un curso más corto que un semestre regular. Esta acción resultará en que el archivo académico del estudiante, tarjeta de calificaciones, o 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 aWithdrawal” 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 ésto 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 proposito, "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" o 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 registros de todo trabajo en el colegio; hayan esperado dos años desde que el trabajo que sera descartado fue completado; y hayan subsequentemente 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 determinará los cursos por los cuales se puede otorgar crédito por examen y la Oficina de Instrucción mantendrá una lista al día de los cursos excluidos de este reglamento. Para el propósito de este reglamento, un curso significará una 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.

determinación de elegibilidad atlética ni para determinar elegibilidad para beneficios de veteranos.

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

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 transcriptos 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 requisitos. 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 período 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 plagiio 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 Conadado 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.
Student Services

Counseling Services

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

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

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

Students registering at Oxnard College for the first time and

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 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. Visitaendo 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 indicar al
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
Perkins Loans; California Guaranteed Student Loan (CGSL) — These federally-
subsidized loan programs are offered on a guaranteed interest, deferred payment basis. Students receiving these loans are expected to repay them upon completion of their studies.

**Work Study**
Federal College Work Study Program (CWSF) — 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

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

**Programas y Servicios**
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 turno completo con 12 unidades o más y mantener una calificación satisfactoria en todas sus clases.
income-eligible; be full-time 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

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

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

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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 Comisión de Investigación Escolástica, la cual examinará cada aplicación antes de llegar a una decisión. En algunos casos el candidato será...
Scholarship applications which are submitted to the Financial Aids Office by the published deadline date will be forwarded to the appropriate Scholarship Screening Committee, which will review each application prior to making a decision. In some instances, a personal interview may be required. Scholarship applicants will be notified of committee decisions by the OC Financial Aid Office or a designee of the scholarship donor.

Health Services/ Accident Insurance

The Student Health Center, which is located in the Student Services building, provides a multitude of health services and, when necessary, referral out into the local medical community.

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. In addition, substance abuse information, counseling, referral, and workshops are available. Physician, women’s health care specialist, 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. Monthly Health Awareness seminars are presented.

All registered students are covered by a student accident plan. In case of accident, an accident report must be filed at

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 (Enfermería), el cual está localizada en el edificio de Servicios para Estudiantes provee múltiples servicios para la salud y cuando sea necesario, se darán recomendaciones para obtener servicios médicos fuera del colegio, en la comunidad médica.

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. Otros servicios son: información sobre el abuso de drogas y alcohol, consejeros y conferencias. Los servicios de doctor, especialista de salud para mujeres, psicóloga y enfermeras, se obtienen con o sin cita. Seminarios mensuales sobre la salud serán presentados.

Todo estudiante matriculado tiene derecho a estos servicios. En caso de un accidente, es muy importante que el accidente sea reportado inmediatamente por un
the Health Center by a faculty member, counselor, facility supervisor, or administrator immediately. When the bill for treatment of a reported accident is received by the student, it should be taken to the Student Health Center for payment. Optional Health Insurance and optional Dental Insurance applications may be obtained from the Health Center.

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

miembro de la facultad, un consejero, un supervisor, o un administrador. Cuando el estudiante reciba el cobro por tratamiento médico de un accidente reportado, debe llevar la cuenta al centro de salud aquí en el colegio. Seguro de Salud y Seguro Dental opcionales se pueden solicitar llenando una solicitud que se puede obtener en el Centro de Salud.

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
association carries major responsibility for student government, campus clubs, and organizations.

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

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

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

otras organizaciones.

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

Ser representante de ASOC exige un gran esfuerzo, pero 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 clubes.

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
Student Activities staff is available Monday through Friday to assist students with information about forming a special-interest club or joining an existing one.

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

Athletics
Oxnard College's Condors compete in the 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 soccer.

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.

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

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

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

Publications
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.

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

Publicaciones
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.

HONORS PROGRAM students and instructors enjoy special experiences and opportunities.
Special Programs

Children’s Center

OC’s Children’s Center, located on campus, offers developmental child care Monday through Friday as well as two pre-kindergarten classes which meet daily or on Monday-Wednesday-Friday.

The Child Care program is open to children ages one through four, and is available between 7:30 a.m. and 5 p.m. The pre-kindergarten classes are held from 9 a.m. to noon or from 12:30-3:30 p.m., and are limited to children who are four years old by December 1, 1986.

The pre-kindergarten program covers critical thinking, creative development, social adjustment, school readiness, evaluation, and testing. Additional child care hours are available for pre-kindergarten children during the Center’s regular hours.

Child care fees are paid on a monthly basis in advance of services. Registration forms are available at the Center; an immunization record is required upon admission.

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.)

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:
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 uede 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 acabamiento de metal, uso de llenadores, lijar, encubierto, 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 básicas, 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—½-10 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.

Engl 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.

Engl 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.

Engl 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.

Engl 12—3 unidades
Composición Básica
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.

Engl 30EV ABC—1-1-1 unidades
Vocabulario ESPIGA
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.

Engl 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. El curso se puede repetir por crédito y tomarlo a base de Crédito/No Crédito.

**Engl 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. Emphasis en proveer información para estimular discusiones que permitan al estudiante expresarse oralmente en inglés.

**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**
Revisar 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 el proceso matemático.

**Mus 189AB—3 unidades**
**Guitarra Folklórica**
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 escojer una carrera. Enfoca en los conocimientos personales, educacionales, y operaciones para distintas carreras. Habilidades de planeamiento y examenes que exploran sus habilidad para diferentes carreras les ayudan a identificar varias posibilidades.

**PE 124—1½ units**
**Baile Folklórico Mexicano**
Concimento y habilidad básica de bailar folklóricos Mexicanos.

**Spn 105-106—5 unidades**
**Español para el Hispanohablante**
Primer año de español para hispanohablantes. Emphasis 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 Hispánica**
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-america 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.

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 costrumbres 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. 
Enseñado en inglés.

Honors Program 
The honors program at Oxnard College has been designed by faculty and students to challenge and educate those students with the desire and ability to seek high levels of intellectual and cultural understanding. Special academic courses and cultural activities are planned to deepen and broaden a student's insight into ideas and their social expression. Unique opportunities for educational contact with college faculty and the use of innovative teaching methods distinguish the honors program, and small classes encourage Socratic dialogue. 
Close attention is paid, and guidance given to, a student's academic and intellectual development.

The Honors Curriculum 
A core curriculum of at least two courses per semester is offered by the honors program at Oxnard College. These core courses are taken from the college catalog and will satisfy both general education and transfer requirements. Honors students admitted to the program may include these courses in their program of study. New students may enter the cycle at the start of any semester.

In addition, a student who has been accepted into the honors program is eligible to take
many other courses at an honors level by negotiating an honors contract with the instructor. From time to time, an honors seminar on a selected topic will be offered for all honors students.

Cultural Activities
Students and faculty in the honors program together visit concerts, theatres, lectures, libraries, art galleries and restaurants in the course of the semester. The aim of such visits is to acquaint the student with the wide range of cultural and intellectual activities which complement the growing and inquiring mind.

Advising
Honors students will meet each semester with the honors program counselor to coordinate individual plans of study with honors requirements. The student is encouraged to think widely about major and transfer opportunities, and every effort will be made to help honors students develop and reach the goals they have set themselves.

Eligibility and Application
Students wishing to enter the Honors Program are approved by a committee of the honors faculty. Interested students may apply by completing an application form and submitting it to the honors program coordinator, together with descriptions of the student's experience in life, school and work which is thought to be helpful in participating in an honors community, a short essay on an assigned topic, two letters of recommendation from persons who can attest to the student's abilities, potential and dedication, and transcripts demonstrating a grade-point average of either 3.5 in high school or 3.0 in college transfer classes (exceptions can be made regarding grades). An oral interview may be requested either by the faculty or student.

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 and readers. Services for the deaf 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, workshops, lectures, films, and child care information. Our primary focus is to provide support for individuals returning to school after a break in their education.

The center provides a comfortable and confidential atmosphere; it is staffed by professionally trained counselors ready to help students deal with personal as well as academic and vocational issues. Men and women are encouraged to use the center as a resource for referrals, career options, and personal enrichment.
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 competency 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 Engl 17 or satisfactory score of 22 on the VCCCD Assessment Test.

Written Expression — Satisfactory completion of Engl 12 or English 101 or satisfactory score of 23 on the VCCCD Assessment test.

Math — Satisfactory completion of Math 11 or higher level course or satisfactory score of 15 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

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
4. Econ 2, 100, 101, 102
5. IS 102
6. PSC 104, 105, 106, 107, 108
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
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
3. IS 101A, 101B, 110, 188A
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 14, 101, 102
2. Bus 140
3. Journ 101, 102
Communication/
Analytical Thinking
(1 course required)
1. Bus 62
2. Engl 101, 102
3. IPS 103A, 104
4. IS 110
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
5. HE 101
6. IS 189A
7. Psych 107, 189B
9. Mus 118
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 require-
ments 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.

Certificate Programs

Oxnard College offers a variety of occupational programs leading to a Certificate of Achievement. 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.

A number of these programs can 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.

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
Administrative Aide
Agricultural Mechanics/Welding
Air Conditioning/Refrigeration
Alcohol/Drug Studies
Anthropology
degree
Art
degree
Automotive 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 Arts
degree and certificate
Diesel Mechanics
degree and certificate
Economics
degree
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
Psychology
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†*

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

|                                               |       |
|                                               | 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:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anth 101</td>
<td>Physical Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>Anth 102</td>
<td>Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>Anth 103</td>
<td>Introduction to Archaeology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total required units</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

**Required Additional Courses:**

Complete a minimum of 9 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anth 104</td>
<td>Archaeological Field Methods</td>
<td>3</td>
</tr>
<tr>
<td>Anth 105</td>
<td>Sex Roles in the World Culture</td>
<td>3</td>
</tr>
<tr>
<td>Anth 106</td>
<td>Culture and Personality</td>
<td>3</td>
</tr>
<tr>
<td>Anth 110</td>
<td>People and Cultures of the World</td>
<td>3</td>
</tr>
<tr>
<td>Anth 113</td>
<td>Ancient Civilizations of the Americas</td>
<td>3</td>
</tr>
<tr>
<td>Anth 189A</td>
<td>North American Indians</td>
<td>3</td>
</tr>
<tr>
<td>Anth 189B</td>
<td>Egyptology</td>
<td>3</td>
</tr>
<tr>
<td>Anth 189C</td>
<td>Magic, Religion, and Witchcraft</td>
<td>3</td>
</tr>
<tr>
<td>Art 102</td>
<td>History of Art I</td>
<td>3</td>
</tr>
<tr>
<td>Hist 105</td>
<td>Western Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>IS 101A</td>
<td>History of Ideas and Evolution of Culture</td>
<td>3</td>
</tr>
<tr>
<td>IS 102</td>
<td>Science, Technology, and Human Values</td>
<td>3</td>
</tr>
<tr>
<td>Math 105</td>
<td>Introductory Statistics</td>
<td>4</td>
</tr>
<tr>
<td>Phil 108</td>
<td>Mythology</td>
<td>3</td>
</tr>
<tr>
<td>Psych 103</td>
<td>Statistics for Behavioral Science</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total required units</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

### Art — General

**Required Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art 102</td>
<td>Art History</td>
<td>3</td>
</tr>
<tr>
<td>Art 103</td>
<td>Art History</td>
<td>3</td>
</tr>
<tr>
<td>Art 104AB</td>
<td>Color and Design (2+2)</td>
<td>4</td>
</tr>
<tr>
<td>Art 106AB</td>
<td>Drawing and Composition (3+3)</td>
<td>6</td>
</tr>
<tr>
<td>Art 108AB</td>
<td>Beginning Painting (3+3)</td>
<td>6</td>
</tr>
<tr>
<td>Art 126AB</td>
<td>Figure Drawing (3+3)</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td><strong>Total required units</strong></td>
<td><strong>28</strong></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art 112AB</td>
<td>Water Color (3+3)</td>
<td>6</td>
</tr>
<tr>
<td>Art 115AB</td>
<td>Abstract Concepts (3+3)</td>
<td>6</td>
</tr>
<tr>
<td>Art 128AB</td>
<td>Figure Painting (3+3)</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td><strong>Additional optional units</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art 150AB</td>
<td>Beginning Ceramics (3+3)</td>
<td>6</td>
</tr>
<tr>
<td>Art 151AB</td>
<td>Intermediate Ceramics (3+3)</td>
<td>6</td>
</tr>
<tr>
<td>Art 152AB</td>
<td>Ceramic Design (3+3)</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td><strong>Additional optional units</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>
Bilingual/Cross-Cultural

**Required Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engl 102</td>
<td>College Composition and Literature</td>
<td>3</td>
</tr>
<tr>
<td>Engl 117</td>
<td>Mexican Literature in Translation</td>
<td>3</td>
</tr>
<tr>
<td>Hist 107</td>
<td>History of Mexican People in the US</td>
<td>3</td>
</tr>
<tr>
<td>Hist 109</td>
<td>History of Mexico</td>
<td>3</td>
</tr>
<tr>
<td>Spn 103</td>
<td>Intermediate Spanish</td>
<td>5</td>
</tr>
<tr>
<td>Spn 104</td>
<td>Intermediate Spanish</td>
<td>5</td>
</tr>
<tr>
<td>Spn 107</td>
<td>Hispanic Culture and Civilization</td>
<td>3</td>
</tr>
<tr>
<td>Spn 108</td>
<td>Spanish Grammar and Composition</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required Units =** 26

**Required Additional Courses:**

Select one from each of the following sequences:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psych 189B</td>
<td>Psychological Issues of the Mexican People</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>IS 189CD</td>
<td>Cross-Cultural Experiences with Migrant Children</td>
</tr>
<tr>
<td>or</td>
<td>Art 189A</td>
<td>The Art of Mexico</td>
</tr>
<tr>
<td>or</td>
<td>PE 124</td>
<td>Mexican Dance</td>
</tr>
<tr>
<td>or</td>
<td>ThA 112</td>
<td>Chicano Teatro</td>
</tr>
<tr>
<td>or</td>
<td>Soc 108</td>
<td>Sociology of the Chicano Community</td>
</tr>
<tr>
<td>or</td>
<td>CD 107</td>
<td>Cross-Cultural Experiences with Children and Families</td>
</tr>
</tbody>
</table>

**Total Required Units =** 7½-9

Biology

**Required Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biol 101-102</td>
<td>Principles of Biology</td>
<td>8</td>
</tr>
<tr>
<td>Chem 101-102</td>
<td>General Chemistry</td>
<td>10</td>
</tr>
<tr>
<td>Math 120-121</td>
<td>Calculus with Analytic Geometry</td>
<td>10</td>
</tr>
<tr>
<td>Ph 101-102</td>
<td>College Physics</td>
<td>8</td>
</tr>
</tbody>
</table>

**Total Required Units =** 36

**Recommended Elective Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chem 108</td>
<td>Elementary Organic Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>Chem 108L</td>
<td>Elementary Organic Chemistry Lab</td>
<td>1</td>
</tr>
<tr>
<td>Math 105</td>
<td>Introductory Statistics</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Required Units =** 36

Economics

**Required Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Econ 101</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>Econ 102</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>Econ 100</td>
<td>The American Economy</td>
<td>3</td>
</tr>
<tr>
<td>Econ 199AB</td>
<td>Directed Studies in Economics (Research Project)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required Units =** 12

**Elective Courses:**

In addition, majors shall take six units from the following list:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anth 102</td>
<td>Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>Biol 106</td>
<td>The Human Environment</td>
<td>3</td>
</tr>
<tr>
<td>Bus 101A</td>
<td>Accounting Principles I</td>
<td>3</td>
</tr>
</tbody>
</table>

79
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 101B</td>
<td>Accounting Principles II</td>
<td>3</td>
</tr>
<tr>
<td>Hist 104</td>
<td>History of California</td>
<td>3</td>
</tr>
<tr>
<td>Hist 105</td>
<td>Introduction to Western Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>Hist 106</td>
<td>Introduction to Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>Math 105</td>
<td>Introductory Statistics</td>
<td>4</td>
</tr>
<tr>
<td>Math 106</td>
<td>Mathematics for Business Applications</td>
<td>5</td>
</tr>
<tr>
<td>Math 136</td>
<td>Computer Programming, BASIC</td>
<td>3</td>
</tr>
<tr>
<td>BIS 153A</td>
<td>BASIC Programming</td>
<td>4</td>
</tr>
<tr>
<td>Phil 111</td>
<td>Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>PSc 100</td>
<td>Government of the United States</td>
<td>3</td>
</tr>
<tr>
<td>PSc 101</td>
<td>Introduction to Politics</td>
<td>3</td>
</tr>
<tr>
<td>PSc 102</td>
<td>Law, Society, and the Citizen</td>
<td>3</td>
</tr>
<tr>
<td>PSc 104</td>
<td>World Political Relations</td>
<td>3</td>
</tr>
<tr>
<td>PSc 105</td>
<td>Current Issues in Domestic and Foreign Politics</td>
<td>3</td>
</tr>
<tr>
<td>PSc 106</td>
<td>Political Aspects of Economic Problems</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Required Units = 18

**English**

**Required Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engl 101</td>
<td>College Composition</td>
<td>3</td>
</tr>
<tr>
<td>Engl 102</td>
<td>College Composition and Literature</td>
<td>3</td>
</tr>
<tr>
<td>Engl 104</td>
<td>Survey of English Literature I</td>
<td>3</td>
</tr>
<tr>
<td>Engl 105</td>
<td>Survey of English Literature II</td>
<td>3</td>
</tr>
<tr>
<td>Engl 107</td>
<td>Survey of American Literature I</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>Engl 108</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Survey of American Literature II</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Required Units = 18

**Additional Required Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spch 101</td>
<td>Introduction to Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>Journ 101*</td>
<td>News Writing and Reporting</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>Journ 102*</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Intermediate News Writing and Reporting</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Any other English course numbered 100 or above</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Required Units = 21

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

**History**

**Required Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Hist 102</td>
<td>History of the United States I</td>
<td>3</td>
</tr>
<tr>
<td>Hist 103</td>
<td>History of the United States II</td>
<td>3</td>
</tr>
<tr>
<td>B. Hist 105</td>
<td>Introduction to Western Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>Hist 106</td>
<td>Introduction to Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>C. Hist 107</td>
<td>History of the Mexican People in the US</td>
<td>3</td>
</tr>
<tr>
<td>Hist 108</td>
<td>Afro-American History</td>
<td>3</td>
</tr>
<tr>
<td>Hist 109</td>
<td>The Heritage of Mexico</td>
<td>3</td>
</tr>
<tr>
<td>Hist 112</td>
<td>Great American Women</td>
<td>3</td>
</tr>
<tr>
<td>Hist 117</td>
<td>History of American Women</td>
<td>3</td>
</tr>
</tbody>
</table>

Complete a total of 12 units, one from each of the following groups:

Units
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hist 114</td>
<td>Modern Asia: China, India, and Japan</td>
<td>3</td>
</tr>
<tr>
<td>Hist 118</td>
<td>History of the Americas I</td>
<td>3</td>
</tr>
<tr>
<td>Hist 116</td>
<td>History of the Americas II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Required Units =</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

**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.)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Total Required Units =</strong></td>
<td><strong>6</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Total Required Units =</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

**Journalism**

**Print Media Option**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journ 100</td>
<td>Introduction to Mass Communication</td>
<td>3</td>
</tr>
<tr>
<td>Journ 101</td>
<td>News Writing and Reporting</td>
<td>3</td>
</tr>
<tr>
<td>Journ 102</td>
<td>Intermediate News Writing and Reporting</td>
<td>3</td>
</tr>
<tr>
<td>Journ 103</td>
<td>Beginning News Editing</td>
<td>3</td>
</tr>
<tr>
<td>Journ 104</td>
<td>Journalistic Layout and Design</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Required Units =</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

**Required Additional Courses:**

Complete six units from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journ 108</td>
<td>Introduction to Feature Writing</td>
<td>3</td>
</tr>
<tr>
<td>Journ 110</td>
<td>Observer Staff Lab (may be repeated once)</td>
<td>2-2</td>
</tr>
<tr>
<td>Journ 111</td>
<td>Broadcast Journalism</td>
<td>3</td>
</tr>
<tr>
<td>Journ 133</td>
<td>Advertising</td>
<td>3</td>
</tr>
<tr>
<td>Journ 141</td>
<td>Introduction to Public Relations</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Required Units =</strong></td>
<td><strong>6</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Total Required Units =</strong></td>
<td><strong>21</strong></td>
</tr>
</tbody>
</table>

**Public Relations Option**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journ 100</td>
<td>Introduction to Mass Communication</td>
<td>3</td>
</tr>
<tr>
<td>Journ 101</td>
<td>News Writing and Reporting</td>
<td>3</td>
</tr>
<tr>
<td>Journ 141</td>
<td>Introduction to Public Relations</td>
<td>3</td>
</tr>
<tr>
<td>Journ 142</td>
<td>Public Relations Strategies</td>
<td>3</td>
</tr>
<tr>
<td>Journ 190</td>
<td>Public Relations Internship</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Required Units =</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

**Required Additional Courses:**

Choose one from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journ 102</td>
<td>Intermediate News Writing</td>
<td>3</td>
</tr>
<tr>
<td>Journ 103</td>
<td>Beginning News Editing</td>
<td>3</td>
</tr>
<tr>
<td>Journ 108</td>
<td>Introduction to Feature Writing</td>
<td>3</td>
</tr>
<tr>
<td>Journ 111</td>
<td>Broadcast Journalism</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Required Units =</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

**Total Required Units =** 24
## Mathematics

**Required Courses:**
- Math 105  Introductory Statistics  4
- 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

**Recommended Elective Courses:**
- Chem 101  General Chemistry  5
- Ph 113  Heat, Sound, Optics, and Modern Physics  5

Total Required Units = 31

## Philosophy

**Required Courses:**
- Phil 101  Introduction to Philosophy  3
- Phil 107  Logic  3

Total Required Units = 6

**Required Additional Courses:**
- Complete a minimum of 12 units from the following:
  - Anth 169C  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

Total Required Units = 12

## Political Science

**Required Courses:**
- 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

Total Required Units = 15

---

82
### Required Additional Courses:

Select six units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anth 102</td>
<td>Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>Biol 106</td>
<td>The Human Environment</td>
<td>3</td>
</tr>
<tr>
<td>Bus 101A</td>
<td>Accounting Principles I</td>
<td>3</td>
</tr>
<tr>
<td>Econ 100</td>
<td>The Modern American Economy</td>
<td>3</td>
</tr>
<tr>
<td>Econ 102</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>Geog 102</td>
<td>World Cultural Geography</td>
<td>3</td>
</tr>
<tr>
<td>Hist 105</td>
<td>Introduction to Western Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>Hist 107</td>
<td>The History of the Mexican People in the US</td>
<td>3</td>
</tr>
<tr>
<td>Hist 110</td>
<td>History of the Middle East</td>
<td>3</td>
</tr>
<tr>
<td>Hist 114</td>
<td>Modern Asia: China, India, and Japan</td>
<td>3</td>
</tr>
<tr>
<td>BIS 153A</td>
<td>EASIC Programming</td>
<td>4</td>
</tr>
<tr>
<td>Math 136</td>
<td>Computer Programming, BASIC</td>
<td>3</td>
</tr>
<tr>
<td>Phil 111</td>
<td>Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>Any PS course not used to satisfy the core requirement</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Psych 103</td>
<td>Beginning Statistics for Behavioral Science</td>
<td>3</td>
</tr>
<tr>
<td>Soc 103</td>
<td>Racial and Ethnic Group Relations</td>
<td>3</td>
</tr>
<tr>
<td>Soc 109</td>
<td>Futurology</td>
<td>3</td>
</tr>
<tr>
<td>Soc 112</td>
<td>Great American Women</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6</td>
</tr>
</tbody>
</table>

Total Required Units = 21

### Psychology

#### Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psych 101</td>
<td>General Psychology (UCSB/CSUN)</td>
<td>3</td>
</tr>
<tr>
<td>Psych 103</td>
<td>Beginning Statistics for Behavioral Science (UCSB)</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Math 105</td>
<td>Introductory Statistics (CSUN/UCSB)</td>
<td>4</td>
</tr>
<tr>
<td>Psych 104</td>
<td>Intro. to Experimental Psychology (UCSB)</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Psych 105</td>
<td>Intro. to Physiological Psychology (CSUN)</td>
<td>3</td>
</tr>
<tr>
<td>Psych 102A</td>
<td>Interpersonal Relations</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12-13</td>
</tr>
</tbody>
</table>

#### Required Additional Courses:

Complete one of the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phil 101</td>
<td>Introduction to Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>Psych 104</td>
<td>Intro. to Experimental Psych</td>
<td>3</td>
</tr>
<tr>
<td>Psych 105</td>
<td>Intro to Physiological Psych</td>
<td>3</td>
</tr>
<tr>
<td>Psych 106</td>
<td>Social Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Psych 108</td>
<td>Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Psych 130</td>
<td>Intro. to Humanistic Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Psych 189A-Z</td>
<td>Current Topics in Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Soc 106</td>
<td>Marriage and the Family</td>
<td>3</td>
</tr>
<tr>
<td>Plus one of the following:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Psych 102B</td>
<td>Interpersonal Relations (II)</td>
<td>3</td>
</tr>
<tr>
<td>Psych 107/</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Soc 104</td>
<td>Sex Roles</td>
<td>3</td>
</tr>
<tr>
<td>Psych 109</td>
<td>Loss, Grief and Death</td>
<td>3</td>
</tr>
<tr>
<td>Psych 110</td>
<td>Human Sexuality</td>
<td>3</td>
</tr>
<tr>
<td>Psych 111/</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CD 106</td>
<td>The Exceptional Child</td>
<td>3</td>
</tr>
<tr>
<td>Psych 112/</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CD 130</td>
<td>Parent/Child Interaction</td>
<td>3</td>
</tr>
<tr>
<td>Psych 113</td>
<td>Psychology of Maturing &amp; Aging</td>
<td>3</td>
</tr>
<tr>
<td>Psych 120</td>
<td>Animal Behavior</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6</td>
</tr>
</tbody>
</table>

Total Required Units = 18-19
## Sociology

**Required Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soc 101</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Soc 102</td>
<td>Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>Soc 106</td>
<td>Marriage and Family</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Plus one of the following:</strong></td>
<td></td>
</tr>
<tr>
<td>Soc 103</td>
<td>Racial and Ethnic Group Relations</td>
<td>3</td>
</tr>
<tr>
<td>Soc 107</td>
<td>Sociology of the Black Community</td>
<td>3</td>
</tr>
<tr>
<td>Soc 108</td>
<td>Sociology of the Chicano Community</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required Units = 12**

**Required Additional Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soc 104</td>
<td>Sex Roles</td>
<td>3</td>
</tr>
<tr>
<td>Soc 105</td>
<td>Aging in the United States</td>
<td>3</td>
</tr>
<tr>
<td>Soc 109</td>
<td>Futurology</td>
<td>3</td>
</tr>
<tr>
<td>Soc 112</td>
<td>Great American Women</td>
<td>3</td>
</tr>
<tr>
<td>Soc 114</td>
<td>Social Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>Soc 115</td>
<td>Sociology of Religion</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Plus one of the following:</strong></td>
<td></td>
</tr>
<tr>
<td>Anth 103</td>
<td>Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>Anth 105</td>
<td>Sex Roles in World Culture</td>
<td>3</td>
</tr>
<tr>
<td>Anth 106</td>
<td>Culture and Personality</td>
<td>3</td>
</tr>
<tr>
<td>Anth 110</td>
<td>People and Cultures of the World</td>
<td>3</td>
</tr>
<tr>
<td>Hist 107</td>
<td>History of the Mexican People in the US</td>
<td>3</td>
</tr>
<tr>
<td>Hist 108</td>
<td>Afro-American History</td>
<td>3</td>
</tr>
<tr>
<td>Hist 114</td>
<td>Modern Asia: China, India, and Japan</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required Units = 18**

## Spanish

**Required Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spn 101</td>
<td>Elementary Spanish</td>
<td>5</td>
</tr>
<tr>
<td>Spn 102</td>
<td>Elementary Spanish</td>
<td>5</td>
</tr>
<tr>
<td>Spn 103</td>
<td>Intermediate Spanish</td>
<td>5</td>
</tr>
<tr>
<td>Spn 104</td>
<td>Intermediate Spanish</td>
<td>5</td>
</tr>
</tbody>
</table>

**Total Required Units = 20**

**Required Additional Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spn 107</td>
<td>Hispanic Culture and Civilization</td>
<td>3</td>
</tr>
<tr>
<td>Spn 108</td>
<td>Spanish Grammar and Composition</td>
<td>5</td>
</tr>
<tr>
<td>Spn 117</td>
<td>Hispanic American Literature</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required Units = 4**

---

84
# Associate in Science Degrees and Certificates of Achievement

## Major Requirements

### Accounting*

The accounting certificate program provides an understanding of the accounting function and its application as a provider of information for the decision-making process. This program offers basic training in accounting and related fields for both students seeking employment and those already employed but needing skills improvement. Successful program completion should qualify individuals for beginning positions in accounting occupations in government and business organizations.

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 6 Income Tax Accounting</td>
<td>3</td>
</tr>
<tr>
<td>Bus 30 Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Bus 101A Accounting Principles I</td>
<td>3</td>
</tr>
<tr>
<td>Bus 101B Accounting Principles II</td>
<td>3</td>
</tr>
<tr>
<td>Bus 102 Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>Bus 111A Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>Bus 120 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>Bus 140 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BIS 12B 10-Key Electronic Calculating Machines</td>
<td>1</td>
</tr>
<tr>
<td>BIS 40A Microcomputers: Introduction</td>
<td>.5</td>
</tr>
<tr>
<td>BIS 40C Microcomputers: Spreadsheets</td>
<td>.5</td>
</tr>
</tbody>
</table>

**Total Required Units = 26**

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

### Administrative Aide*

This curriculum is designed for students who wish to prepare for positions as secretaries and administrative aides working closely with management in any type of business, professional, educational, or industrial office.

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meet a competency requirement of 80 net words per minute (gross speed less errors) on a five-minute timing AND complete a minimum of 3 units from the following:</td>
<td></td>
</tr>
<tr>
<td>BIS 3ABC Intermediate Typewriting</td>
<td>1-1-1 (3)</td>
</tr>
<tr>
<td>BIS 4ABC Advanced Typewriting</td>
<td>1-1-1 (3)</td>
</tr>
<tr>
<td>BIS 5 Production Typewriting</td>
<td>3</td>
</tr>
<tr>
<td>BIS 32 Word Processing Equipment Operation</td>
<td>3</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIS 14 Beginning Shorthand</td>
<td>4</td>
</tr>
<tr>
<td>BIS 15 Intermediate Shorthand</td>
<td>4</td>
</tr>
<tr>
<td>BIS 16 Shorthand Review</td>
<td>2</td>
</tr>
<tr>
<td>BIS 17 ABC Shorthand</td>
<td>2</td>
</tr>
</tbody>
</table>

2-4
Complete ALL of the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 140</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BIS 10</td>
<td>Business English</td>
<td>3</td>
</tr>
<tr>
<td>BIS 11</td>
<td>Business Math</td>
<td>3</td>
</tr>
<tr>
<td>BIS 12K</td>
<td>Proofreading Skills</td>
<td>2</td>
</tr>
<tr>
<td>BIS 13</td>
<td>Machine Transcription</td>
<td>2</td>
</tr>
<tr>
<td>BIS 18</td>
<td>Records Management</td>
<td>3</td>
</tr>
<tr>
<td>BIS 19</td>
<td>Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>BIS 40B</td>
<td>Microcomputers: Beginning Word Processing</td>
<td>.5</td>
</tr>
</tbody>
</table>

Complete one of the following:

- BIS 30 Introduction to Information Processing Systems 4
- or BIS 151 Introduction to Information Processing Systems 4

Complete at least two of the following:

- BIS 40A Microcomputers: Introduction .5
- BIS 40C Microcomputers: Spreadsheets .5
- BIS 40D Microcomputers: Data Bases .5

Total Required Units = 19.5

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

**Agricultural Mechanics/Welding**

This curriculum is designed to prepare students for various career opportunities. The program is offered in an open enrollment individualized system of instruction. The student will have hands-on experience and will learn at his or her own speed. Upon completion of the program (one or two semesters) the student will then be qualified for entry level employment in Agricultural Mechanics/Welding. This program is also taught in a bilingual mode.

**Required Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ag 24</td>
<td>Small Engines</td>
<td>2</td>
</tr>
<tr>
<td>Ag 36</td>
<td>Agriculture Welding Technology</td>
<td>2</td>
</tr>
<tr>
<td>DM 5</td>
<td>Engine Tune-up and Troubleshooting</td>
<td>3</td>
</tr>
<tr>
<td>DM 12</td>
<td>Introduction to Hydraulics</td>
<td>3</td>
</tr>
<tr>
<td>DM 20</td>
<td>Diesel Engines</td>
<td>3</td>
</tr>
<tr>
<td>IM 11</td>
<td>Lathes, Mills, Grinders</td>
<td>3</td>
</tr>
<tr>
<td>IM 20</td>
<td>Blueprint Reading/Mechanical Drawing</td>
<td>3</td>
</tr>
<tr>
<td>IM 23</td>
<td>Math for Machine Trades (or any Math class)</td>
<td>3</td>
</tr>
</tbody>
</table>

(or Ag 30 for 24 units) 22-24

**Required Additional Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT 10</td>
<td>Fundamentals of Auto Mechanics</td>
<td>3</td>
</tr>
<tr>
<td>AT 13</td>
<td>Tune-Up Clinic</td>
<td>3</td>
</tr>
<tr>
<td>AT 14</td>
<td>Brake and Front End Repair</td>
<td>4</td>
</tr>
<tr>
<td>AT 20</td>
<td>ASE Mechanics Certification</td>
<td>3</td>
</tr>
<tr>
<td>Bus 123</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>IM 1</td>
<td>Survey of Industrial Technology</td>
<td>3</td>
</tr>
<tr>
<td>OMM 1</td>
<td>Introduction to Motorboat Mechanics</td>
<td>3</td>
</tr>
<tr>
<td>Psych 102AB</td>
<td>Interpersonal Relations</td>
<td>3-3</td>
</tr>
<tr>
<td>Any English, or Speech class</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Total Required Units = 25-28
Air Conditioning/Refrigeration

The field of air conditioning, heating, and refrigeration offers employment in the areas of service and repair, construction and installation, sales, manufacturing, and plant maintenance.

**Required Courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC 1</td>
<td>Air Conditioning and Refrigeration</td>
<td>24</td>
</tr>
<tr>
<td>or all of the following:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AC 10</td>
<td>Air Conditioning/Refrigeration Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>AC 10L</td>
<td>Air Conditioning/Refrigeration Fundamentals Lab</td>
<td>2</td>
</tr>
<tr>
<td>AC 20</td>
<td>Electrical Systems in Air Conditioning</td>
<td>3</td>
</tr>
<tr>
<td>AC 20L</td>
<td>Electrical Systems in Air Conditioning Lab</td>
<td>2</td>
</tr>
<tr>
<td>AC 30</td>
<td>Airside Systems</td>
<td>3</td>
</tr>
<tr>
<td>AC 30L</td>
<td>Airside Systems Lab</td>
<td>2</td>
</tr>
<tr>
<td>AC 40</td>
<td>Heating, Hydronics, and Control Systems</td>
<td>3</td>
</tr>
<tr>
<td>AC 40L</td>
<td>Heating, Hydronics, and Control Systems Lab</td>
<td>2</td>
</tr>
</tbody>
</table>

**Required Additional Courses:**

Complete a minimum of four units from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ag 36</td>
<td>Ag Welding Technology</td>
<td>2</td>
</tr>
<tr>
<td>AC 80</td>
<td>Industrial Survey and Repair</td>
<td>1</td>
</tr>
<tr>
<td>DM 12</td>
<td>Introduction to Hydraulics</td>
<td>3</td>
</tr>
<tr>
<td>IM 3</td>
<td>Intro to Industrial Electricity</td>
<td>3</td>
</tr>
<tr>
<td>IM 4A</td>
<td>Industrial Electricity</td>
<td>3</td>
</tr>
<tr>
<td>IM 8</td>
<td>Oxy-Acetylene, Arc, T.I.G &amp; M.I.G Welding</td>
<td>2</td>
</tr>
<tr>
<td>IM 11AB</td>
<td>Lathes, Mills, and Grinders</td>
<td>3</td>
</tr>
<tr>
<td>IM 20</td>
<td>Blueprint Reading, Mechanical Drawing</td>
<td>3</td>
</tr>
<tr>
<td>IM 23</td>
<td>Math for Machine Trades</td>
<td>3</td>
</tr>
<tr>
<td>PhysSci 1</td>
<td>Practical Science</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required Units =** 20-24

**Alcohol/Drug Studies**

This program prepares students to enter the field of alcohol counseling with responsibilities for doing intakes, motivational and supportive counseling, crisis intervention, information and referral, and case write-ups.

Students completing this program will have completed the necessary requirements to apply for credentialing through CAADAE (California Association for Alcohol/Drug Educators).

**Required Courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psych 102A</td>
<td>Interpersonal Relations</td>
<td>3</td>
</tr>
<tr>
<td>Psych 108</td>
<td>Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>or ADS 108</td>
<td>Alcohol and Human Development</td>
<td>3</td>
</tr>
<tr>
<td>ADS 101</td>
<td>Overview of Alcoholism: Alienation and Addiction</td>
<td>3</td>
</tr>
<tr>
<td>ADS 102</td>
<td>Alcoholism: Intervention, Treatment, and Recovery</td>
<td>3</td>
</tr>
<tr>
<td>ADS 103</td>
<td>Physiology and Pharmacology: Alcohol and Other Drugs</td>
<td>3</td>
</tr>
<tr>
<td>ADS 110AB</td>
<td>Alcohol Studies Field Experiences</td>
<td>3-3</td>
</tr>
</tbody>
</table>

**Required Additional Courses:**

Complete any three from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADS 104</td>
<td>Case Management: Counseling Techniques</td>
<td>3</td>
</tr>
<tr>
<td>ADS 105</td>
<td>Group Leadership and Group Process</td>
<td>3</td>
</tr>
<tr>
<td>ADS 106</td>
<td>Counseling in Alcoholic Families</td>
<td>3</td>
</tr>
</tbody>
</table>
ADS 107  Special Program Training for Alcohol Studies  3
ADS 109  Marriage and Cultural Influences  3
ADS 111  Managing Alcohol Programs  3

Total Required Units = 30

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

**Automotive Body and Fender**

Continual changes in the design and construction of modern automobiles has created many opportunities for employment. Students will be prepared for entry or advanced positions as trainee, metalman, frame-specialist, estimator, and manager.

<table>
<thead>
<tr>
<th>Required Courses:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ag 36  Ag Welding</td>
<td>2</td>
</tr>
<tr>
<td>or IM 8  Oxy-Acetylene, Arc, T.I.G., &amp; M.I.G. Welding</td>
<td>2</td>
</tr>
<tr>
<td>AB 1  Introduction to Auto Body and Fender Repair</td>
<td>4</td>
</tr>
<tr>
<td>AB 2  Intermediate Auto Body and Fender Repair</td>
<td>4</td>
</tr>
<tr>
<td>AB 3  Estimating Auto Body Damage and Repair</td>
<td>4</td>
</tr>
<tr>
<td>AB 4  Advanced Auto Body Collision and Damage Repair</td>
<td>4</td>
</tr>
<tr>
<td>AT 15  Automotive Electrical Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Required Units = 20-21

<table>
<thead>
<tr>
<th>Required Additional Courses:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete a minimum of three units from the following:</td>
<td></td>
</tr>
<tr>
<td>AB 98  Short Courses in Auto Body</td>
<td>½-10</td>
</tr>
<tr>
<td>AT 10  Fundamentals of Auto Mechanics</td>
<td>3</td>
</tr>
<tr>
<td>AT 14  Brake and Front End Repair</td>
<td>4</td>
</tr>
<tr>
<td>AT 20  ASE Mechanics Certification</td>
<td>3</td>
</tr>
<tr>
<td>Bus 30  Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Bus 111A  Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>IM 1  Survey of Industrial Technology</td>
<td>3</td>
</tr>
<tr>
<td>IM 23  Math for Machine Trades</td>
<td>3</td>
</tr>
</tbody>
</table>

(or any Math class above Math 9)

Total Required Units = 24

**Automotive Technology**

The automotive industry is a continually changing and growing field which offers many employment opportunities. Students will be prepared for mechanic positions such as tune-up technician, engine repair technician, and wheel alignment and brake technician. Other employment opportunities include sales, service and parts management.

<table>
<thead>
<tr>
<th>Required Courses:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT 4  Automotive Emission Control</td>
<td>3</td>
</tr>
<tr>
<td>AT 10  Fundamentals of Auto Mechanics</td>
<td>3</td>
</tr>
<tr>
<td>AT 13  Tune-up Clinic</td>
<td>3</td>
</tr>
<tr>
<td>AT 14  Brake and Front End Repair</td>
<td>4</td>
</tr>
<tr>
<td>AT 15  Auto Electrical Systems</td>
<td>3</td>
</tr>
<tr>
<td>AT 16  Auto Electronics</td>
<td>3</td>
</tr>
<tr>
<td>AT 22  Engine Overhaul and Repair</td>
<td>4</td>
</tr>
</tbody>
</table>

(or 24 units from the following: AT 30, 31, 40, 41)

Total Required Units = 23-24
Recommended Electives:  
Select from the following to complete required units:  
Ag 24  Small Engines  2  
Ag 36  Ag Welding Technology  2  
AC 10  Air Conditioning/Refrigeration Fundamentals  3  
DM 5  Engine Tuneup & Trouble Shooting  3  
DM 19  Intro to Diesel Engines  3  
DM 20  Diesel Engines  3  
IM 1  Survey of Industrial Technology  3  
IM 9  Oxy-Acetylene, Arc, TIG & M.I.G. Welding  2  
IM 23  Math for Machine Trades  3  
(or any Math class above Math 9)

Total Required Units =  24  

Business Management*

This program will prepare students for management positions within an organization; these positions would include responsibilities for formulating and implementing policies, long-range planning, and overseeing the work of other levels within the organization.

Required Courses:  
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

Total Required Units = 24

Required Additional Courses:  
Complete at least one of the following:  
Bus 30  Business Mathematics  3  
Bus 52  Human Relations  3  
Bus 62  Oral Communications  3  
BIS 151  Introduction to Information Processing Systems  4  
Econ 101  Principles of Macroeconomics  3  
Econ 102  Principles of Microeconomics  3  

Total Required Units = 27-28

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

Child Development

This program offers opportunities to learn about children and develop skills of working with them in order to become a teacher of young children. Through a combination of lecture and lab courses, students learn about growth and development of children from birth on; as well as how to plan environments and activities to meet their emotional, intellectual, physical and social needs.

Required Courses:  
CD 102  Human Development  3  
CD 103  Programs for Young Children  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
Required Additional Courses:
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 |

Total Required Units = 6

Diesel Mechanics

This program will prepare students for repairing and servicing all types of diesel-powered equipment such as stationary engines, highway trucks, construction and agricultural equipment, and diesel powered automobiles. Preventative maintenance, diagnostic procedures, repair and engine overhaul are emphasized. Graduates can expect good job opportunities as entry level technicians.

Required Courses:

| AT 14 | Brake and Front End Repair | 4 |
| AT 15 | Auto Electrical Systems | 3 |
| AT 22 | Engine Overhaul and Repair | 4 |
| DM 5 | Engine Tune-up and Troubleshooting | 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)

Total Required Units = 19-24

Required Additional Courses:

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 |
| DM 7 | Electrical System Troubleshooting | 4 |
| IM 1 | Survey of Industrial Technology | 3 |
| IM 8 | Oxy-Acetylene, Arc, T.I.G. & M.I.G. Welding | 2 |

Total Required Units = 24

Electronics*

This program is designed to train students for entry level positions in the fast growing industrial electronics industry. Industrial and digital applications are emphasized. Graduates are trained for a wide choice of electronic-related occupations in industry and government.

Required Courses:

| EL 1 | Mathematics for Electronics I | 5 |
| EL 2 | DC Fundamentals and Solid State Devices | 4 |
| EL 3 | Intro to Digital Concepts | 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 |

Total Required Units = 34
Recommended Elective Courses:
- AC 20  Electrical Systems in Air Conditioning  3
- AC 20L  Electrical Systems in Air Conditioning Lab  2
- IM 4A  Industrial Electricity  3
- IM 26/El 26  National Electrical Code  3

Total Required Units = 34

*Subject to Chancellor’s Office approval

Fire Technology (Pre-Service)

This program prepares a student to enter the field of fire technology as a firefighter. Firefighters are required to carry out emergency duties such as fire suppression, rescue, first aid and related incidents. Non-emergency duties include prevention, training, station maintenance, equipment maintenance, and other related tasks.

Required Courses:
- 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

Required Additional Courses:
- 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

Total Required Units = 18

Fire Technology (In-Service)

This program is designed for the person who is employed by a recognized fire service (i.e. county fire departments, city fire departments, forestry service). Students completing the following required State Fire Marshall courses will receive certificates of completion from the college and from the state.

Required Courses
- FT 65  Hazardous Materials  3
- FT 81  Fire Prevention 1A  2
- FT 82  Fire Prevention 1B  2
- FT 83  Fire Investigation 1  2
- FT 84  Fire Management 1  2
- FT 85  Fire Command 1A  2
- FT 86  Fire Command 1B  2
- FT 87  Fire Instructor 1A  2
- FT 88  Fire Instructor 1B  2

Total Required Units = 19
Fitness Management Specialist

This program is designed to provide the necessary skills for a person to manage various fitness clubs, spas, or resorts, and to act as a fitness specialist in private industry. Skills include human relations, proficiency in the techniques of fitness assessment and in designing personalized exercise prescriptions, a sound knowledge of the principles of exercise and physical conditioning, the ability to lead exercise classes, and training in establishing appropriate lifestyle behavior in clientele.

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biol 104</td>
<td>Human Systems and Exercise</td>
<td>4</td>
</tr>
<tr>
<td>BIS 90</td>
<td>Preparation for Accounting</td>
<td>3</td>
</tr>
<tr>
<td>HS 10</td>
<td>Cardiopulmonary Resuscitation</td>
<td>½</td>
</tr>
<tr>
<td>HS 101</td>
<td>Health and Society</td>
<td>2</td>
</tr>
<tr>
<td>HS 105</td>
<td>First Aid and Personal Safety</td>
<td>2</td>
</tr>
<tr>
<td>BIS 42ABCD</td>
<td>Microcomputer Modules</td>
<td>2</td>
</tr>
<tr>
<td>PE 160</td>
<td>Weight Training and Body conditioning</td>
<td>1½</td>
</tr>
<tr>
<td>PE 188A</td>
<td>Techniques of Fitness Assessment</td>
<td>2</td>
</tr>
<tr>
<td>PE 189A</td>
<td>Mechanics of Isotonic Exercise</td>
<td>1½</td>
</tr>
<tr>
<td>PE 199A</td>
<td>Fieldwork (Directed Studies)</td>
<td>1½</td>
</tr>
</tbody>
</table>

Select one of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PE 116A</td>
<td>Modern Dance</td>
<td>1½</td>
</tr>
<tr>
<td>PE 119A</td>
<td>Modern Jazz</td>
<td>1½</td>
</tr>
</tbody>
</table>

Select one of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 62</td>
<td>Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>Bus 123</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>Bus 141</td>
<td>Public Relations</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Required Units = 24½

Hotel and Restaurant Management*

Calinary Arts

This program will prepare students to enter the food service field as cooks and junior chefs. In these positions, employees are required to prepare menus, requisition supplies, supervise equipment, maintain varied records, and coordinate data with accountants and others in the organization.

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRM 1</td>
<td>Introduction to the Hospitality Industry</td>
<td>2</td>
</tr>
<tr>
<td>HRM 2AB</td>
<td>Food Preparation I &amp; II</td>
<td>4-4</td>
</tr>
<tr>
<td>HRM 3</td>
<td>Baking Techniques</td>
<td>4</td>
</tr>
<tr>
<td>HRM 4</td>
<td>Sanitation and Environmental Control</td>
<td>2</td>
</tr>
<tr>
<td>HRM 5</td>
<td>Gourmet Cooking</td>
<td>3</td>
</tr>
<tr>
<td>HRM 8</td>
<td>Safety, Storage, and Equipment</td>
<td>2</td>
</tr>
<tr>
<td>HRM 9</td>
<td>Menu Planning</td>
<td>2</td>
</tr>
</tbody>
</table>

Recommended Elective Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRM 6</td>
<td>Meat Cutting for Hotels and Restaurants</td>
<td>2</td>
</tr>
<tr>
<td>HRM 7</td>
<td>Art of Garde Manger</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Required Units = 23
Restaurant Management

This program will prepare students to obtain employment in the restaurant management field in which they will serve as liaisons between major management and employees. Career opportunities for trained personnel are almost limitless.

Required Courses:  
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

This program will prepare students to obtain employment in the hotel management field in which they will serve as liaisons between major management and employees. Career opportunities for trained personnel are almost limitless.

Required Courses:  
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

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

Industrial Mechanics

This program will prepare students for employment and/or careers as machinist, industrial mechanic, machine operator, CNC operator, CNC programmer, quality assurance inspector, and related areas.

Required Courses:  
Ag 36  Ag Welding Technology  2  
or
IM 8  Oxy-Acetylene, Arc, T.I.G. & M.I.G. Welding  2  

93
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>EI 2</td>
<td>DC Fundamentals and Solid State Devices</td>
<td>4</td>
</tr>
<tr>
<td>IM 1</td>
<td>Introduction to Industrial Mechanics</td>
<td>3</td>
</tr>
<tr>
<td>IM 4A</td>
<td>Industrial Electricity</td>
<td>3</td>
</tr>
<tr>
<td>IM 11A</td>
<td>Lathes, Mills, and Grinders</td>
<td>3</td>
</tr>
<tr>
<td>IM 20</td>
<td>Blueprint Reading/Mechanical Drawing</td>
<td>3</td>
</tr>
<tr>
<td>IM 22</td>
<td>Quality Assurance, Layout and Measurement</td>
<td>3</td>
</tr>
<tr>
<td>(or IM 40 and IM 41 for 12 units each)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Recommended Elective Courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ag 24</td>
<td>Small Engines</td>
<td>2</td>
</tr>
<tr>
<td>DM 12</td>
<td>Introduction to Hydraulics</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IM 25</td>
<td>Introduction to Hydraulics</td>
<td>3</td>
</tr>
<tr>
<td>IM 4B</td>
<td>Industrial Electricity</td>
<td>3</td>
</tr>
<tr>
<td>IM 23</td>
<td>Math for Machine Trades</td>
<td>3</td>
</tr>
<tr>
<td>(or any Math class except Math 9)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IM 24</td>
<td>Materials &amp; Manufacturing Process</td>
<td>3</td>
</tr>
<tr>
<td>IM 27</td>
<td>Construction Blueprint Reading</td>
<td>3</td>
</tr>
<tr>
<td>IM 30</td>
<td>CNC Programming</td>
<td>3</td>
</tr>
<tr>
<td>IM 42</td>
<td>Advanced Machine Tool Technology</td>
<td>12</td>
</tr>
<tr>
<td>(any Associate degree-appropriate English or Speech course)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Required Units = 24**

---

**Information Processing Systems**

**Program Prerequisite:** Competency in keyboarding skills as demonstrated by completion of BIS 1A or equivalent or concurrent enrollment in BIS 1A.

This program will prepare students to enter the field of information processing as junior computer operators and computer programmers. These positions require employees to define business, mathematical, scientific, etc., problems; analyze the logic required in problem solving; and write in a near English code the instructions required to solve that problem.

**Required Courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIS 151</td>
<td>Introduction to Information Processing Systems</td>
<td>4</td>
</tr>
<tr>
<td>BIS 152</td>
<td>Problem Solving and Programming Principles</td>
<td>3</td>
</tr>
<tr>
<td>BIS 153A</td>
<td>BASIC I Programming and Laboratory</td>
<td>4</td>
</tr>
<tr>
<td>BIS 154A</td>
<td>COBOL I Programming and Laboratory</td>
<td>4</td>
</tr>
<tr>
<td>BIS 160</td>
<td>Computer Operations</td>
<td>3</td>
</tr>
<tr>
<td>BIS 161A</td>
<td>Information Processing Analysis and Design I</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required Units = 21**

**Required Additional Courses:**

Complete a minimum of six units from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 101A</td>
<td>Accounting Principles I</td>
<td>3</td>
</tr>
<tr>
<td>BIS 153B</td>
<td>BASIC II Programming and Laboratory</td>
<td>4</td>
</tr>
<tr>
<td>BIS 154B</td>
<td>COBOL II Programming and Laboratory</td>
<td>4</td>
</tr>
<tr>
<td>BIS 155</td>
<td>PASCAL Programming for Business Applications and Laboratory</td>
<td>4</td>
</tr>
<tr>
<td>BIS 161B</td>
<td>Information Processing Analysis and Design II</td>
<td>3</td>
</tr>
<tr>
<td>BIS 162</td>
<td>Management Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>BIS 163</td>
<td>Data Base Management</td>
<td>3</td>
</tr>
<tr>
<td>BIS 164</td>
<td>Computer Modeling</td>
<td>3</td>
</tr>
</tbody>
</table>

**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

This program prepares students to enter the field of legal assisting/paralegal with responsibility for assisting the attorney in preparation of cases for trial or arbitration, researching existing laws, and doing a moderate degree of investigation.

NOTE: Prerequisite for the program is Engl 101 with a grade of C or better, or satisfactory score on the college's English assessment test. LA 1 and Engl 101 can be taken concurrently.

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>LA 1</td>
<td>Legal Assisting Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>LA 2A</td>
<td>Torts</td>
<td>3</td>
</tr>
<tr>
<td>LA 2B</td>
<td>Contracts</td>
<td>3</td>
</tr>
<tr>
<td>LA 3</td>
<td>Legal Research and Drafting I</td>
<td>3</td>
</tr>
<tr>
<td>LA 5</td>
<td>Legal Research and Drafting II</td>
<td>3</td>
</tr>
<tr>
<td>LA 7</td>
<td>Civil Litigation</td>
<td>3</td>
</tr>
<tr>
<td>LA 9</td>
<td>Evidence</td>
<td>3</td>
</tr>
</tbody>
</table>

Plus any two of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>LA 10</td>
<td>Crimes and Criminal Procedures</td>
<td>3</td>
</tr>
<tr>
<td>LA 11</td>
<td>Real Property Transactions</td>
<td>3</td>
</tr>
<tr>
<td>LA 13</td>
<td>Business Law for Legal Assistants</td>
<td>3</td>
</tr>
<tr>
<td>LA 15</td>
<td>Family Law</td>
<td>3</td>
</tr>
<tr>
<td>LA 17</td>
<td>Probate</td>
<td>3</td>
</tr>
<tr>
<td>LA 18</td>
<td>Personal Injury for Legal Assistants</td>
<td>3</td>
</tr>
<tr>
<td>LA 19</td>
<td>Workers' Compensation Law</td>
<td>3</td>
</tr>
<tr>
<td>LA 20</td>
<td>Debtor-Creditor Relations and Remedies</td>
<td>3</td>
</tr>
<tr>
<td>LA 21</td>
<td>Legal Assisting Field Experience</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Required Units = 27

Recommended Elective Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 101AB</td>
<td>Accounting Principles I &amp; II</td>
<td>3-3</td>
</tr>
<tr>
<td>Bus 111A</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>BIS 34</td>
<td>Word Processing Equipment Operation</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Required Units = 27

Marketing*

This continually growing field offers diverse opportunities for employment. The major will prepare students for positions as: management trainee, buyer, store merchandising manager, finance operations, manufacturing representative, and fashion director.

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 101A</td>
<td>Accounting Principles I</td>
<td>3</td>
</tr>
<tr>
<td>Bus 111A</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>Bus 120</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>Bus 121</td>
<td>Introduction to Management</td>
<td>3</td>
</tr>
<tr>
<td>Bus 130</td>
<td>Sales Techniques</td>
<td>3</td>
</tr>
<tr>
<td>Bus 131</td>
<td>Retail Merchandising</td>
<td>3</td>
</tr>
<tr>
<td>Bus 132</td>
<td>Marketing</td>
<td>3</td>
</tr>
<tr>
<td>Bus 133</td>
<td>Advertising</td>
<td>3</td>
</tr>
<tr>
<td>Bus 140</td>
<td>Business Communications</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Required Units = 27

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

This curriculum is designed for students who wish to prepare for office work in commercial, industrial, and governmental offices as typists, office machine operators, filing clerks, or receptionists.

### Required Courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 1</td>
<td>Preparation for Accounting</td>
<td>3</td>
</tr>
<tr>
<td>Bus 2</td>
<td>Applied Accounting</td>
<td>3</td>
</tr>
<tr>
<td>Bus 101A</td>
<td>Accounting Principles I</td>
<td>3</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIS 1ABC</td>
<td>Beginning Typewriting</td>
<td>1-1-1 (3)</td>
</tr>
<tr>
<td>BIS 3ABC</td>
<td>Intermediate Typewriting</td>
<td>1-1-1 (3)</td>
</tr>
<tr>
<td>BIS 4ABC</td>
<td>Advanced Typewriting</td>
<td>1-1-1 (3)</td>
</tr>
<tr>
<td>BIS 8</td>
<td>Production Typewriting</td>
<td>3</td>
</tr>
<tr>
<td>BIS 32</td>
<td>Word Processing Equipment Operation</td>
<td>3</td>
</tr>
</tbody>
</table>

Complete all of the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 140</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BIS 10</td>
<td>Business English</td>
<td>3</td>
</tr>
<tr>
<td>BIS 11</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>BIS 12A</td>
<td>Filing</td>
<td>1</td>
</tr>
<tr>
<td>BIS 12B</td>
<td>10-Key Electronic Calculating Machines</td>
<td>1</td>
</tr>
<tr>
<td>BIS 12K</td>
<td>Proofreading Skills</td>
<td>2</td>
</tr>
<tr>
<td>BIS 13</td>
<td>Machine Transcription</td>
<td>2</td>
</tr>
<tr>
<td>BIS 19</td>
<td>Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>BIS 40B</td>
<td>Microcomputers: Beginning Word Processing</td>
<td>.5</td>
</tr>
</tbody>
</table>

Complete at least two of the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIS 40A</td>
<td>Microcomputers: Introduction</td>
<td>.5</td>
</tr>
<tr>
<td>BIS 40C</td>
<td>Microcomputers: Spreadsheets</td>
<td>.5</td>
</tr>
<tr>
<td>BIS 40D</td>
<td>Microcomputers: Data Bases</td>
<td>.5</td>
</tr>
</tbody>
</table>

Total Required Units = 25.5

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

### Real Estate

#### Required Courses:

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

Required Additional Courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 30</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Bus 101A</td>
<td>Accounting Principles I</td>
<td>3</td>
</tr>
<tr>
<td>Bus 101B</td>
<td>Accounting Principles II</td>
<td>3</td>
</tr>
<tr>
<td>Bus 111A</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>Bus 120</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>Bus 130</td>
<td>Sales Techniques</td>
<td>3</td>
</tr>
<tr>
<td>Bus 140</td>
<td>Business Communications</td>
<td>3</td>
</tr>
</tbody>
</table>

96
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Econ 101</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>Econ 102</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>Psych 101</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>Interpersonal Relations</td>
<td>3</td>
</tr>
<tr>
<td>RE 5</td>
<td>Real Estate Appraisal II</td>
<td>3</td>
</tr>
<tr>
<td>RE 7</td>
<td>Real Estate Economics</td>
<td>3</td>
</tr>
<tr>
<td>RE 8</td>
<td>Escrow I: Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>RE 9</td>
<td>Escrow II: Procedures</td>
<td>3</td>
</tr>
<tr>
<td>Spch 1</td>
<td>Basic Speech</td>
<td>2</td>
</tr>
<tr>
<td>Spch 101</td>
<td>Introduction to Oral Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required Units = 24**

**Supervision**

This program will prepare students for supervisory positions within an organization; these positions would include responsibilities for directing the activities of nonmanagement employees—overseeing the efforts of those who actually perform the work and serving as a link between the workers and upper management.

**Required Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 40</td>
<td>Business English</td>
<td>3</td>
</tr>
<tr>
<td>Bus 50</td>
<td>Basic Psychology for Supervisors</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>Bus 57</td>
<td>Oral Communications</td>
<td>3</td>
</tr>
<tr>
<td>Bus 63</td>
<td>Communications Writing for Supervisors</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>Bus 121</td>
<td>Introduction to Management</td>
<td>3</td>
</tr>
<tr>
<td>Bus 122</td>
<td>Personnel Management</td>
<td>3</td>
</tr>
<tr>
<td>Bus 160</td>
<td>Elements of Supervision</td>
<td>3</td>
</tr>
</tbody>
</table>

Complete a minimum of 6 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 30</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Bus 54</td>
<td>Labor Management Relations</td>
<td>3</td>
</tr>
<tr>
<td>Bus 55</td>
<td>Work Simplification</td>
<td>3</td>
</tr>
<tr>
<td>Bus 56</td>
<td>Cost Control for Supervisors</td>
<td>3</td>
</tr>
<tr>
<td>Bus 57</td>
<td>Job Analysis for Wage Administration</td>
<td>3</td>
</tr>
<tr>
<td>Bus 58</td>
<td>Safety Training and Fire Prevention</td>
<td>3</td>
</tr>
<tr>
<td>Bus 59</td>
<td>Developing Employees Through Training</td>
<td>3</td>
</tr>
<tr>
<td>Bus 60</td>
<td>Management Controls and the Supervisor</td>
<td>3</td>
</tr>
<tr>
<td>Bus 61</td>
<td>Safety Awareness for Supervisors</td>
<td>1</td>
</tr>
<tr>
<td>Bus 137</td>
<td>Introduction to Production/Inventory Control</td>
<td>3</td>
</tr>
<tr>
<td>Bus 138</td>
<td>Production and Inventory Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required Units = 24**

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

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>TC 101</td>
<td>Mass Communications: Introduction to Broadcasting</td>
<td>3</td>
</tr>
<tr>
<td>TC 102</td>
<td>Broadcast Studio Operation</td>
<td>3</td>
</tr>
<tr>
<td>TC 105</td>
<td>Radio-Television Writing</td>
<td>3</td>
</tr>
<tr>
<td>TC 107A</td>
<td>Radio Production Workshop</td>
<td>3</td>
</tr>
</tbody>
</table>

Required Additional Courses:

Select 12 units from the following areas of specialization:

Television Option:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>TC 103A</td>
<td>Television Production Workshop</td>
<td>3</td>
</tr>
<tr>
<td>TC 103B</td>
<td>Television Directing and Editing</td>
<td>3</td>
</tr>
<tr>
<td>TC 109</td>
<td>Acting for Film and TV</td>
<td>3</td>
</tr>
<tr>
<td>TC 117</td>
<td>Advanced Television Production</td>
<td>3</td>
</tr>
</tbody>
</table>

Radio Option:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>TC 107B</td>
<td>Advanced Radio Production</td>
<td>3</td>
</tr>
<tr>
<td>TC 108</td>
<td>Voice and Diction</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Required Units = 24

Word Processing Operator*

This program will prepare students to work as word processing operators in any business, professional, educational, or industrial office utilizing word processing equipment and word processing systems.

Required Courses:

Complete all of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIS 10</td>
<td>Business English</td>
<td>3</td>
</tr>
<tr>
<td>BIS 12K</td>
<td>Proofreading Skills</td>
<td>2</td>
</tr>
<tr>
<td>BIS 31</td>
<td>Word Processing Machine Transcription</td>
<td>3</td>
</tr>
<tr>
<td>BIS 32</td>
<td>Word Processing Equipment Operation (2 classes)</td>
<td>3-3</td>
</tr>
<tr>
<td>BIS 33</td>
<td>Word Processing Projects</td>
<td>3</td>
</tr>
<tr>
<td>BIS 34</td>
<td>Word Processing Administrative Support Procedures</td>
<td>3</td>
</tr>
</tbody>
</table>

Complete one of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIS 30</td>
<td>Introduction to Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>BIS 151</td>
<td>Introduction to Information Processing Systems</td>
<td>4</td>
</tr>
</tbody>
</table>

Complete one of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIS 3ABC</td>
<td>Intermediate Typewriting</td>
<td>1-1-1 (3)</td>
</tr>
<tr>
<td>BIS 4ABC</td>
<td>Advanced Typewriting</td>
<td>1-1-1 (3)</td>
</tr>
</tbody>
</table>

Total Required Units = 26-27

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

Word Processing Administrative Aide*

This program will prepare students to work as a word processing administrative aide in any business, professional, educational, or industrial office utilizing word processing equipment and word processing systems.

Required Courses

Complete all of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIS 10</td>
<td>Business English</td>
<td>3</td>
</tr>
<tr>
<td>BIS 18</td>
<td>Records Management</td>
<td>3</td>
</tr>
<tr>
<td>BIS 19</td>
<td>Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>BIS 31</td>
<td>Word Processing Machine Transcription</td>
<td>3</td>
</tr>
</tbody>
</table>
BIS 34  Word Processing Administrative Support Procedures  3

Complete one of the following:
BIS 30  Introduction to Word Processing  3
BIS 181  Introduction to Information Processing Systems  4

Complete one of the following:
BIS 3ABC  Intermediate Typewriting  1-1-1 (3)
BIS 33  Word Processing Projects  3

**Total Required Units = 26-27**

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

### Word Processing Supervisor*

*This program will prepare students to work as word processing supervisors in any business, professional, educational, or industrial office utilizing word processing equipment and word processing systems.*

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 52</td>
<td>Human Relations</td>
</tr>
<tr>
<td>Bus 62</td>
<td>Oral Communications</td>
</tr>
<tr>
<td>BIS 10</td>
<td>Business English</td>
</tr>
<tr>
<td>BIS 11</td>
<td>Business Mathematics</td>
</tr>
<tr>
<td>BIS 31</td>
<td>Word Processing Machine Transcriptions</td>
</tr>
<tr>
<td>BIS 32</td>
<td>Word Processing Equipment Operation</td>
</tr>
<tr>
<td>BIS 34</td>
<td>Word Processing Administrative Support Procedures</td>
</tr>
<tr>
<td>BIS 35</td>
<td>Word Processing Office Management and Supervision</td>
</tr>
</tbody>
</table>

Complete one of the following:
BIS 30  Introduction to Word Processing  3
BIS 181  Introduction to Information Processing Systems  4

**Total Required Units = 27-28**

*Students who want to transfer to a four-year college or university should consult a counselor for specific transfer information.*
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 60 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:

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

3. Mathematical Concepts

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, 106, 107, 108, 109, 110, 111, 113, 117, 118, 120
   Spn 117
   Spch 105

3. Philosophy
   Phil 101, 102, 103, 104, 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
   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
5. Interdisciplinary Studies — IS 101A, 101B, 102
6. Philosophy — Phil 114
7. Political Science — PSc 100*, 101, 102, 104, 105, 106, 107, 108*
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
   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 separate part 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
student must meet ONE of the requirements below for admission:

1. The student must have completed all the courses listed below in categories “a”–“f” in high school. Applicants who have completed less than 12 quarter or semester units of transferable college credit since high school graduation must also satisfy the examination requirement for freshman applicants.
   a. **History — 1 year**
      One year of United States History or one-half year of United States History and one year of Civics or American Government, taken in the ninth grade or later.
   b. **English — 4 years**
      Four years of College Preparatory English — Composition and Literature (All English courses must require substantial, recurrent practice in writing of extensive and structured papers, and must also require extensive reading of significant literature, to include classical or contemporary works in a variety of forms. It is expected that courses appropriate for the final years of high school students will demand a substantially higher level of the requirements and skills outlined above. Also, not more than two semesters of ninth grade English will be accepted for this requirement.)
   c. **Mathematics — 2 years**
      Two years of Mathematics — Algebra, Geometry, Trigonometry, Calculus, Elementary Functions, or Mathematical Analysis. (Courses such as Arithmetic and Business Mathematics will not be accepted.)
   d. **Laboratory Science — 1 year**
      A one-year course in one Laboratory Science, taken in the tenth grade or later.
   e. **Foreign Language — 2 years**
      Two years of one Foreign Language. (Any Foreign Language with a written literature will be accepted.)

f. **Advanced Course — 1 or 2 years**
   This requirement must be satisfied by one of the following:
   1) One year of Advanced Mathematics, such as Intermediate Algebra, Trigonometry, or another comparable Mathematics course; or
   2) A one-year course in any Laboratory Science besides the course used for the “d” requirement above; or
   3) A third year in the Foreign Language used for the “e” requirement above, or two years of another Foreign Language.

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

3. Community College options: An applicant who did not achieve the required score on the Eligibility Index, or did not achieve the required score and lacked the required “a”–“f” subjects, may be admitted to the university after he/she has:
   a. Established a college grade point average of 2.4 or better; and
   b. Completed 84 quarter or 56 semester units of transferable college credit; and
   c. Completed one of the following options:
      **Option 1:** Appropriate college courses, with grades of C or better in the “a”–“f” subjects lacking up to two units of high
school work in "A" - "F" subjects will be waived, but transfer applicant must have satisfied the freshman admission requirements in English and Mathematics. (A unit is equivalent to a one-year course.)

Option 2: Completed the following college course requirements:
(1) One course in Mathematics (Math 14, Math 23, or a transferable Math course to UC);
(2) One course in English (English 101); and
(3) One course from the following: a US History course (History 102 or 103) or a Laboratory Science course (Biology, Chemistry, Geology, or Physics) or a semester course in Foreign Language (French or Spanish).

NOTE: The two alternatives are NOT interchangeable. It is highly recommended that you consult a counselor.

General Education Requirements —
University of California at Santa Barbara —
College of Letters and Science

These general education requirements, for the College of Letters and Science B.A., apply beginning with fall 1986 first-term freshmen and later.

Area A — English Reading and Composition. Two courses
   English 101, 102

Area B — Foreign Language. Must be fulfilled by all students who will be first-term freshmen in fall 1986 or later, or who transfer to UCSB in fall 1989 or later.
   French 102; Spanish 102, 106

Area C — Science. Two courses —
one from C1, one from C2.
   C1 — Biology 101, 103, 105, 108, 111
   C2 — Astronomy 101; Chemistry 20, 101; Geography 101; Geology 101, 103; Physics 101, 110, 111

Area D — Social Science. Two courses, each from a different discipline. One course must be taken from D3 or D4.
   D1 — Psychology 101, 106, 108
   D2 — Anthropology 102, 103, 110;
   Geography 102; History 102, 103, 107, 108, 117; Sociology 101
   D3 — Economics 101, 102
   D4 — Political Science 100, 101, 104, 108

Area E — Western Civilization. Two courses in History of Western Civilization or two courses in History of Western Philosophy.
   History 105, 106; Philosophy 105, 106

Area F1 — Fine Arts. Two courses, each from a different discipline.
   Art 101, 102, 103; Music 103A, 103B, 104, 105, 116, 119; Theatre Arts 101, 103A, 103B

Area F2 — Literature. Two courses, one from 2A, one from 2B.
   2A — English 104, 105, 107, 108, 109, 111, 118
   2B — English 113, 117; Spanish 117

American History and Institutions Requirement. Two courses.
   Philosophy 109; Political Science 100, 101, 102, 107; Sociology 107, 108, 112

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

Use of Courses in the Major
Courses taken in the department of a student's major may also be used to fulfill General Education Requirements.

Subject "A" Requirement
UCSB has a Subject A requirement which may be satisfied prior to transfer by (1) earning a score of 600 or higher on the CEEB Achievement examination in English; (2) earning a score of 3 or higher on the CEEB
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, Cl, 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.
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. Business Information Systems 151, 153A-162; Mathematics 102-138;
Philosophy 107, 112

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
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

Oxnard College Courses
Business 101AB — Accounting Principles
Economics 101, 102 — Principles of Economics
Psychology 101 — General Psychology
Sociology 101 — Intro to Sociology

Math 114 — Pre-Calculus
Algebra/Trig
Math 120, 121 — Calculus with Analytic Geometry

Out-of-State Schools

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

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.12.5 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:

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
BIS  Business Information Systems
Chem  Chemistry
CD  Child Development
DM  Diesel Mechanics
Econ  Economics
El  Electronics
Engl  English
Engr  Engineering
PT  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
IA  Instructional Associate
IS  Interdisciplinary Studies
Ja  Japanese
Journ  Journalism
Ldr  Leadership
LS  Learning Skills
LA  Legal Assisting
LT  Library Technology
Math  Mathematics
MT  Motorcycle Technology
Mus  Music
OMM  Outboard Motorboat Mechanics
PG  Personal Growth
PT  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
Urban  Urban Studies
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 may be required. May be taken a maximum of 3 times. (Co-listed with IM-24) (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

(1) = Credit/No Credit only (2) = Credit/No Credit at student's option.
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—1-1-1-1-1-1-1 unit
Metal Fabrication and Welding
Prerequisites: None
3 hours lecture weekly
Basic principles, safety aspects, equipment, and techniques of oxy-acetylene welding, arc welding, heliarc or tungsten inert gas (TIG), metal arc inert gas (MIG), and metal fabrication practice through practical exercises, direct application, and repair of agricultural equipment. (2)

Ag-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 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)

(1) = Credit/No Credit only (2) = Credit/No Credit at student's option.
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)
Transfer credit: CSU

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

(1) = Credit/No Credit only (2) = Credit/No Credit at student’s option.
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 & Defoliants

(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 10 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

(I) = Credit/No Credit only (2) = Credit/No Credit at student’s option.
20 concepts to commercial systems.

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 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—1½-10 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)

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

AC 50 Calculations & Physical Concepts
AC 70 Estimating, Codes, and Sheet Metal Blueprints

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

CAADE: California Association of Alcohol/Drug Educators

**ADS 98—½-10 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/Drug Educators (CAADE).
*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 CAADE.
*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 CAADE.
*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*

**ADS 105—3 units**
Group Leadership and Group Process
*Prerequisites: ADS 101*
*3 hours lecture weekly*
Course designed to familiarize students with group dynamics,

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

**ADS 106—3 units**

**Treatment Modalities for Adult Children of Alcoholics**

*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 CAADE.

*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 CAADE.

*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 CAADE. (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 CAADE.

*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 CAADE.

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 CAADE.
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 CAADE.
Transfer credit: CSU

ADS 112—3 units
Prevention
Prerequisites: None
3 hours lecture weekly.
Study of prevention strategies in the field of alcohol and drug addictions stressing a positive and practical approach to the diminution and eradication of addictive diseases in our society. Fulfills on 3-unit skills requirement of CAADE.
Transfer credit: CSU

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

122
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.
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

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

123
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 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—½-3 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—½-10 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)

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

124
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
1 ½ hours lecture, 4 ½ 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 106AB—3-3 units
Drawing and Composition
Prerequisites: None
1 ½ hours lecture, 4 ½ 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

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

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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, an-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, 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

(1) = Credit/No Credit only (2) = Credit/No Credit at student's option.
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 150 or 151 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

(1) = Credit/No Credit only (2) = Credit/No Credit at student's option.
Art 153AB—3-3 units
Glaze Formulation
Prerequisites: Art 150AB, 151AB, 152AB; Art 153A for 153B
1 1/4 hours lecture, 4 1/4 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
1 1/4 hours lecture, 4 1/4 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

Art 156AB—3-3 units
Intermediate Sculpture
Prerequisites: Art 155AB; Art 156A for 156B
1 1/4 hours lecture, 4 1/4 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—1/2-3 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—1/2-10 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
Directed 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

(1) = Credit/No Credit only  (2) = Credit/No Credit at student's option.
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 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 English placement; concurrent enrollment in English 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

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

**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 include 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*

2¼ hours lecture, 1¼ 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, 1¼ hours lab weekly

Course covers all aspects of automotive electrical systems including charging, cranking, ignition, accessories, and electronics. Field trips may be required.

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(i) = Credit/No Credit only  (2) = Credit/No Credit at student's option.
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 include disassembly, measuring, diagnosis, repair and assembly procedures.

AT 23—3 units
Automotive Fuel Systems
Prerequisites: None
2¼ hours lecture, 1¼ 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 English placement; concurrent enrollment in English 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 English placement; concurrent enrollment in English 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.

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

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

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

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

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

**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, biochemical, 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

**Biol 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

(1) = Credit/No Credit only (2) = Credit/No Credit at student's option.
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 payroll taxes, discounts, and interest calculations. (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;

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

**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

(1) = Credit/No Credit only  (2) = Credit/No Credit at student's option.
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 98A-Z—1/2-10 units**  
**Short Courses in Business Information Systems**  
*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 and information systems. Unit credit determined by length of course. (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 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
Introduction to 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 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

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

**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.

(I) = Credit/No Credit only  
(2) = Credit/No Credit at student's option.
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-à-vis various target audiences including customers, management, employee relations, stockholders. (Co-listed with Journ 142)

Transfer Credit: CSU

**Bus 190—3 units**

**Internship in Public Relations**

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 142/Journ 142. (Co-listed with Journ 190)

Transfer credit: CSU

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

- Bus 4 Analysis of Financial Statements
- 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

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**Business Information Systems**

**OFFICE AUTOMATION**

**BIS 1ABC—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

**BIS 2—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)
BIS 3ABC—1-3 units
Intermediate Typewriting
Prerequisites: BIS IABC 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

BIS 4ABC—1-3 units
Advanced Typewriting
Prerequisites: BIS 3ABC 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

BIS 5—3 units
Production Typing
Prerequisites: BIS 4ABC 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

BIS 7—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)

BIS 12A-Z—½-5 units
Specialized Office Skills
Prerequisites: As required by
individual course
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 Office Skills.
Unit credit determined by length
of course. (2)

BIS 12A—1 unit
Alphabetical Filing
Prerequisites: None
3 hours laboratory weekly
Quick but thorough review of
filing procedures and principles.
Students will learn alphabetic and
government filing procedures. (2)

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BIS 12B—1 unit
Ten-Key Calculators
Prerequisites: None
3 hours laboratory weekly
Course includes practical business problems that can be solved on most office machines. Students will learn to operate the machine by individualized instruction. Drill and review will round out the office machine operator's training. (2)

BIS 12C—1 unit
Vocational Spelling
Prerequisites: None
3 hours laboratory weekly
Program designed to help students become more proficient spellers. Taught on an individualized approach. Instruction in the class is given on cassette tapes. (2)

BIS 12D—1 unit
Typewriting Review
Prerequisites: Ability to type
3 hours laboratory weekly
Course will give students a review of basic typewriting skills. Students will work with basic operations of the typewriter using simple-to-complex approach to learning. Time will also be spent in developing speed and accuracy. (2)

BIS 12E—1 unit
Duplicating Machines
Prerequisites: Ability to type. Speed of 45-50 recommended. Knowledge of business forms
3 hours laboratory weekly
Quick yet thorough review of office machines that currently are used in the modern office. An overview of total scope of modern duplicating techniques. (2)

BIS 12H—1 unit
Composing at the Typewriter
Prerequisites: Ability to type a minimum of 40 wpm. Knowledge of business forms.
3 hours laboratory weekly
Course designed to train students to compose materials at the typewriter. (2)

BIS 12I—1 unit
Punctuation Review
Prerequisites: None
3 hours laboratory weekly
Designed to give students a comprehensive review of basic English grammar and usage skills. Students will improve punctuation skills as well as sentence structure and correct English usage. (2)

BIS 12J—1 unit
Business Arithmetic Review
Prerequisites: None
3 hours laboratory weekly
Review of basic arithmetic skills and fundamental operations including addition, subtraction, multiplication and division of whole numbers, fractions, decimal numbers, and percentages. Individualized and self-paced. (2)

BIS 12K—2 units
Proofreading Skills
Prerequisites: BIS 10 BIS 1ABC or equivalent
1 hour lecture, 3 hours lab weekly
Provides skill development in proofreading with emphasis on finding and correcting typographical, grammatical, formatting, and content errors. (2)

BIS 12L—1 unit
Telephone Techniques
Prerequisites: None
3 hours laboratory weekly
Course designed to develop correct telephone usage for business office employees. In addition to information on telephone systems and mechanics

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of phone service, techniques of telephone courtesy will be stressed. Exercises for voice development and oral communication also included. (2)

**BIS 12M—1 unit**
**Electronic Typewriter Basics**
*Prerequisites: BIS 1ABC or equivalent and typing speed of at least 50 wpm 3 hours laboratory weekly*
Provides training on electronic typewriters. Students given instruction in basic operation of electronics to enable production of typical office correspondence and reports. (2)

**BIS 12N—2 units**
**Speed and Accuracy Development for Computers and Word Processors**
*Prerequisites: Knowledge of keyboard 1 hour lecture, 3 hours lab weekly*
Course designed to improve speed and accuracy in using computers and word processors through development of proper techniques. Drills for speed development and accuracy used on a self-paced concept. (2)

**BIS 13—2 units**
**Machine Transcription**
*Prerequisites: BIS 1ABC or equivalent; typing speed of 40 wpm recommended; completion of or concurrent enrollment in BIS 12K or equivalent 1 hour lecture, 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)

**BIS 14—4 units**
**Beginning Shorthand**
*Prerequisites: Completion of or concurrent enrollment in BIS 1 or 3 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*

**BIS 15—4 units**
**Intermediate Shorthand**
*Prerequisites: BIS 14 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*

**BIS 16—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)

**BIS 17—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*

**BIS 18—3 units**
**Records Management**
*Prerequisites: None. Ability to type recommended. 3 hours lecture weekly*
Course offers instruction and practical applications in

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procedures relating to handling of multiple office records including office organization, filing principles, modern supplies and equipment, micrographics, and introductory records management.

BIS 19—3 units
Office Procedures
Prerequisites: BIS 3ABC 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 organization, time management, telephone procedures, transcription and dictation practices, origination of correspondence, filing and records management, mail handling, etc. A good "finishing" course after having taken separate skill courses. (2)

BIS 20—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)

WORD PROCESSING

BIS 30—3 units
Introduction to Word Processing
Prerequisites: None
3 hours lecture weekly
Course studies the effect automatic keypads 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)

BIS 31—3 units
Word Processing Equipment Operation
Prerequisites: BIS 3ABC 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)

BIS 32—3 units
Text Editing Projects
Prerequisites: BIS 31
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)

BIS 33—3 units
Word Processing: Machine Transcription
Prerequisites: BIS 13 or concurrent enrollment or equivalent; BIS 31 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)

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BIS 34—3 units  
Word Processing:  
Administrative Support  
Prerequisites: BIS 31, BIS 10  
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; word processing specialists; screening and selection; and dictation practices/procedures. (2)

BIS 35—3 units  
Word Processing Office Management and Supervision  
Prerequisites: BIS 30 plus at least one of the following: BIS 31, 32, 33, 34  
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)

BIS 40A—½ unit  
Microcomputers: Introduction  
Prerequisites: None  
4 hours lecture, 12 hours lab total  
Course covers basic operation and DOS fundamentals. (2)

BIS 40B—½ unit  
Microcomputers: Beginning Word Processing  
Prerequisites: BIS 40A or equivalent and BIS 1ABC or equivalent and typing speed of 25 wpm  
4 hours lecture, 12 hours lab total  
Course covers basic instruction in word processing suitable for personal and/or elementary business use. (2)

BIS 40C—½ unit  
Microcomputers: Spreadsheets  
Prerequisites: BIS 40A or equivalent  
4 hours lecture, 12 hours lab total  
Course offers instruction in fundamental spreadsheet commands and creation of a simple spreadsheet. (2)

BIS 40D—½ unit  
Microcomputers: Data Bases  
Prerequisites: BIS 40A or equivalent  
4 hours lecture, 12 hours lab total  
Course offers instruction in flat file creation and report generation. (2)

INFORMATION PROCESSING

BIS 151—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)

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BIS 152—3 units
Problem Solving & Programming Principles
Prerequisites: None
3 hours lecture weekly
Course on basic analytical and problem-solving skills needed in computer programming. Emphasis on processes and techniques of algorithm development rather than particular programming language. Students will define problems and develop structure charts, pseudocode and flowcharts used in programming. (2)

Transfer credit: CSU

BIS 153A—4 units
BASIC I Programming
Prerequisites: BIS 151 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

BIS 153B—4 units
BASIC II Programming
Prerequisites: BIS 153A 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

BIS 154A—4 units
COBOL I Programming
Prerequisites: BIS 151
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 cat-

egories. Corresponding and perform options. Special consideration given to concepts of file structure and processing. (2)
Transfer credit: CSU

BIS 154B—4 units
COBOL II Programming
Prerequisites: BIS 154A
3 hours lecture, 3 hours lab weekly
Designed to both extend the students’ skill in computer programming and knowledge of the most frequently used language in business data processing. Emphasis on tape and disk file processing includes input editing, sequential file updating, and the creation, updating, and retrieval of indexed sequential file with business applications. (2)
Transfer credit: UC, CSU

BIS 155—4 units
PASCAL Programming for Business Applications
Prerequisites: BIS 151, 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

BIS 160—3 units
Computer Operations
Prerequisites: BIS 151 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

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computers with multi-processing capabilities. (2)
Transfer credit: CSU, UC (credit limitations)

**BIS 161A—3 units**
**Systems Analysis & Design I**
Prerequisites: BIS 151, 153, 154A
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

**BIS 161B—3 units**
**Systems Analysis & Design II**
Prerequisites: BIS 161A
3 hours lecture weekly
Continuation of material
presented in BIS 161A. Analysis,
design and control of data
systems for management of
telecommunications, data base
management, security,
environmental control and
networking. (2)

**BIS 162—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.
Transfer credit: CSU

**BIS 163—4 units**
**Data Base Management**
Prerequisites: BIS 151, BIS 154A, and
BIS 154B or BIS 161A
3 hours lecture, 3 hours lab 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)

**BIS 164—3 units**
**Computer Modeling**
Prerequisites: BIS 151, 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)

**BIS 189A-Z—½–10 units**
**Topics in Business 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 Business and
Information Processing. Unit
credit determined by length of
courses. Field trips may be
required. (2)

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BIS 190AB—3-3 units
Internship in Information Processing
Prerequisites: BIS 151, and/or BIS 153, 154A, 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)

BIS 198—½-10 units
Short Courses in Business Information Systems
Prerequisites: None
Lecture and/or lab as required by unit formula
Workshops in selected areas of business and information systems to meet specific needs of college or community as required or requested by persons whose needs are not met by regular course offerings. (2)

BIS 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)

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

QA 51 Advanced Medical Terminology
QA 52 Medical Office Procedures
QA 53 Medical Insurance
QA 54 Medical Machine Transcription
QA 61 Legal Office Procedure
QA 62 Legal Machine Transcription

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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 electrochemistry, thermodynamics, radio-
chemistry, and descriptive chemistry of common elements; a short section on organic chemistry is included. Lab includes qualitative analysis and thermochemistry, and further develops inorganic preparation techniques. Reaction rate and other quantitative data are analyzed with use of computers. (2)
Transfer credit: UC, 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 (1) = Credit/No Credit only (2) = Credit/No Credit at student's option.
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:
Our Chemical Environment
Chem 90 Elementary Chemistry
Study Session

Child Development

CD 10ABCD—1-1-1-1 unit
Field Work in Child Development
Prerequisites: Concurrent Enrollment or completion of 3 units of CD work or 1 year of work experience
3 hours laboratory weekly
Course provides supervised laboratory and field experience for students interested in developing their skills of observation and working with children. Opportunities will be given for students to work with various ages of children from infants through school-age in more than one type of setting. Will meet CDA requirements for trainer assessment.

CD 21ABC—1-1-1 unit
Program for Toddlers
Prerequisites: None
Lecture and/or lab as required by unit formula
Course covers normal development throughout infant/toddler period of birth to 3 years of age. Emphasis on importance of play as a medium of development and selection of appropriate play materials. Children in the 1 to 2½ years of age range may attend this class with their parents. Parents required to provide a snack for children according to guidelines established by instructor. Negative TB test for adults required. (2)

CD 50—1 unit
Day Care Today
Prerequisites: None
1 hour lecture weekly
Specialized course designed to inform or update interested.

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

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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 51—1 unit
Managing Children’s Behavior
Prerequisites: None
1 hour lecture weekly
An overview of basic theories and applications of methods of child management. Techniques of adapting and applying theories to individual situations covered. Difficult behaviors encountered by those living or working with children as well as techniques to cope with and solve these behaviors included.

CD 52—1 unit
Program Development in Early Childhood Education
Prerequisites: None
1 hour lecture weekly
Course covers guidelines for developing quality programs for young children. Topics include goal and objective setting, lesson planning and evaluation. Emphasis on developing skills of lesson planning related to individual needs of children enrolled in child care and family day care programs. Negative TB test and field trips required.

CD 98A-Z—½-10 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)

CD 103—3 units
Programs for Young Children
Prerequisites: None
3 hours lecture weekly
Course offers introduction to various kinds of school programs for young children, their histories, philosophies, and program emphasis. Requirements and opportunities in Early Childhood Education explored—both private and public. Curriculum areas covered, along with organization of materials and resources. Teaching techniques based upon understanding the young child as an active learner socially, physically, emotionally, and cognitively are examined. 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

(1) = Credit/No Credit only (2) = Credit/No Credit at student’s option.
CD 106—3 units
Child, Family, and Community
Prerequisites: None
3 hours lecture weekly
Course allows students to gain awareness of interaction and interdependency between home, school, and community. Patterns of child rearing in contemporary society are covered as well as interaction of family culture, and community. Individual and social resources for family health and welfare and improving child development techniques explored. Field trips and negative TB tests required.
Transfer credit: UC, CSU

CD 107—3 units
Cross-Cultural Experiences with Children and Families
Prerequisites: None
3 hours lecture weekly
Course offers general introduction to life styles, values, and socioeconomic conditions of children from bilingual and bicultural families, with special emphasis on ways in which these factors affect teaching and learning processes. Students introduced to strategies, materials, and resources designed to enhance their skills in working with bilingual, bicultural children. Prejudices, ethnicity, and values related to cultural identity explored. Field trips and negative TB test required.

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 (CDI31-134)
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: 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

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

152
CD 120ABCD—1-1-1-1 units
Parent Education
Prerequisites: None
1 hour lecture weekly

Course for parents of children enrolled in Campus Children's Center and others interested in parenting, designed to enable them to gain insight into child development, parenting, and learning theories as they apply to children. Field trips and negative TB test required. May be repeated a maximum of four times.
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. Field trips and negative TB test required. Each student will receive a Multi-Media First Aid Red Cross card.
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

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

CD 198—½-10 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—½-3/½-3 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

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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 English placement; concurrent enrollment in English 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 English placement; concurrent enrollment in English 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.

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

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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 current issues. Demand and supply forces that determine prices and the effects of these prices on human behavior; how big and small businesses make their pricing and production decisions and how those decisions affect society. Economic reasons for environmental pollution and possible solutions from the point of view of cost-benefit analysis. Students also study distribution of national income, coordination of international trade, and creation of periodic crises in the international monetary system.
Transfer credit: UC, 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

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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 are Ohm's and Kirchhoff'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
Introduction to Digital Concepts
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

El 5—4 units
Digital Circuits
Prerequisites: El 3 and 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.

(i) = Credit/No Credit only  (2) = Credit/No Credit at student's option.
El 7—4 units
Electronic Circuits
Prerequisites: El 3 and 4
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 modulation, wave propagation, transmission lines and antennas.

El 8—4 units
Industrial Control Systems
Prerequisites: El 3 and 4
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.

El 26—3 units
National Electrical Code (N.E.C.)
Prerequisites: None
3 hours lecture weekly
Course covers National Electrical Code (N.E.C.) for single family and multi-family dwellings, commercial and industrial locations and special hazardous locations. (Co-listed with IM 26)

El 51—3 units
Electronic Schematic Reading
Prerequisites: None
3 hours lecture weekly
Covers typical schematics, block diagrams, systems layouts, symbols, and circuits.

El 52—4 units
Industrial Electronics
Prerequisites: El 50 or El 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.

El 53—3 units
Industrial Electronics Projects
Prerequisites: El 50 and El 51 or equivalent
2½ hours lecture, 1¼ 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.

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Engineering

Engr 100—1 unit
Introduction to Engineering
Prerequisites: None
1 hour lecture weekly

Engr 105—3 units
Introduction to Engineering Design
Prerequisites: None
1 hour lecture, 6 hours lab weekly
(These courses were added to the curriculum too late to be fully described. Contact a counselor for complete details.)

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English

Engl 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)

Engl 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. Course may be repeated to a maximum of 16 units for credit. (2)

Engl 9—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. Course may be repeated to a maximum of 16 units for credit. (2)

Engl 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)

Engl 12—3 units
Basic Composition
Prerequisites: Completion of English writing assessment or Engl 10
3 hours lecture weekly
Spelling, grammar, punctuation, sentence structure, dictionary 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.

Engl 14—3 units
Intermediate Composition and Literature
Prerequisites: Completion of English writing assessment or passing grade in Engl 12
3 hours lecture weekly
Students receive personal and individual help with writing. Course focuses on reading and

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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 Engl 12 before Engl 14; a valuable assist before taking Engl 101. Course may be repeated for credit to a maximum of 6 units.

**Engl 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.

**Engl 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; formal evaluation used to individualize instruction. Reading equipment will be used.

**Engl 20ABCD—1/2-1-1 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)

**Engl 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.

**Engl 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.

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160
**Engl 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.

**Engl 30—½-3 units**
**English Skills**
*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.

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

**Engl 45—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)

**Engl 47—3 units**
**Intermediate Communications**
*Prerequisites: Engl 45  
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. Course may be repeated for credit to a maximum of 6 units.

**Engl 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.

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161
Enlg 80—1 unit
Essential Learning Skills for Vocations
Prerequisites: None
3 hours laboratory 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)

Enlg 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.

Enlg 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

Enlg 102—3 units
College Composition and Literature
Prerequisites: Enlg 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

Enlg 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

Enlg 104—3 units
Survey of English Literature I
Prerequisites: None. Enlg 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

Enlg 105—3 units
Survey of English Literature II
Prerequisites: None. Enlg 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

Enlg 106—3 units
Introduction to Fiction
Prerequisites: None. Enlg 101 or 102 recommended
3 hours lecture weekly
Emphasis on close critical reading of short story and

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

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

(1) = Credit/No Credit only  (2) = Credit/No Credit at student’s option.
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 courses listed below have been temporarily suspended. For further information, please contact the Office of Instruction.

Engl 22 Reading for Pleasure
Engl 27 Effective Reading for Supervisors
Engl 28 Effective Writing for Supervisors
Engl 50 Introduction to Literature

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

*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 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**  
Fundamentals of Fire Behavior and Control  
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 tech-
iques. 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.  
Transfer credit: CSU  

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.  
Transfer credit: CSU  

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  

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 incendiarism; recognizing and preserving evidence; interviewing witnesses and suspects; arrest and detention procedures; court procedures and giving court testimony.  
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 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 cardio-
pulmonary 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 pro-
tection, 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 80A—2 units
Fire Prevention IA
Prerequisites: FT 51 or employment
in the Fire Service
2 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 80B—2 units
Fire Prevention IB
Prerequisites: FT 80A
2 hours lecture weekly
Building construction
principles, occupancy
classifications and fire
protection systems 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 80C—2 units
Fire Prevention 1C
Prerequisites: FT 80AB
2 hours lecture weekly
Key topics include physical
properties of flammable liquids
and gases, outside storage and
handling of bulk flammable and
gases, regulations and
procedures for the installation
of storage tanks and containers,
regulations relative to the
transportation of flammable
liquids and gases, and
procedures for controlling
compressed and liquefied gas
leaks.

(1) = Credit/No Credit only  (2) = Credit/No Credit at student's option.
FT 81—2 units
Fire Investigation I
Prerequisites: FT 51 or employment in the Fire Service
2 hours lecture weekly
Fire behavior; building construction; techniques required for incendiary, accidental, fatal, vehicle, wildland and juvenile file investigation; report writing, evidence collection and proper custodial procedures for evidence.

FT 82—2 units
Fire Management I
Prerequisites: None
2 hours lecture weekly
Fundamental course covers key concepts of supervision and management, decision making for supervisors, leadership styles and techniques, development of policies and procedures, time management, stress management, and personnel appraisal and counseling guidelines.

FT 83A—2 units
Fire Command IA
Prerequisites: None
2 hours lecture weekly
Key topics include emergency scene management, fire behavior, initial fire ground resources, tactics and strategy, and fire ground simulation scenarios specifically designed for the first-in officer.

FT 83B—2 units
Fire Command IB
Prerequisites: FT 83A
2 hours lecture weekly
Course provides instruction in first-in company level decision making and scene management principles for incidents involving chemicals and hazardous materials. Included are scene safety procedures, evacuation considerations, and identification of materials by container size, shape and labeling.

FT 84A—2 units
Fire Instructor IA
Prerequisites: FT 51 or employment in Fire Service
2 hours lecture weekly
Topics include occupational analysis, course outlines, concepts of learning, levels of instruction, behavioral objectives, using lesson plans, the psychology of learning, and evaluation of effectiveness. Activities include student teaching demonstrations.

FT 84B—2 units
Fire Instructor IB
Prerequisites: FT 84A
2 hours lecture weekly
Topics include preparing course outlines, establishing levels of instruction, constructing behavioral objectives and lesson plans, instructional aid development, fundamentals of testing and measurements, tests planning, evaluation techniques and tools. Includes student teaching, demonstrations.

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

(I) = Credit/No Credit only (2) = Credit/No Credit at student’s option.

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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
3 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 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

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

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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 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

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

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

Geog 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

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

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**Geol 199AB—1.5/1-3 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.

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**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)

**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)

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

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

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

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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, petropolitics, 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*

**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*

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

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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 sauté 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.

(I) = Credit/No Credit only  (2) = Credit/No Credit at student’s option.
HRM 12—2 units
Restaurant Operations
Prerequisites: HRM 1
3 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.

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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.

HRM 98—1/2-10 units
Short Courses in Hotel & Restaurant Management
Prerequisites: None
Lecture and/or lab as required by unit formula
Specialized workshops designed to train or update workers in hotel and restaurant field. Content of courses designed specifically for participants. Total workshop credit limited to 10 units. (2)

Industrial Mechanics

IM 1—3 units
Survey of Industrial Technology
Prerequisites: None
3 hours lecture weekly
Overview of industrial technology—safety and firefighting; career opportunities; industrial vocabulary; tools and machinery; industrial fasteners and hardware; blue-print 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

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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 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 set-ups, speeds and feeds, use of accessories and tools for various materials. Precision grinding operation; emphasis on the use of basic grinding machines, including bench grinder and surface grinder. Students may be required to provide material for their projects.

**IM 20—3 units**
**Blueprint Reading/ Mechanical Drawing**
*Prerequisites: None*
*2¼ hours lecture, 1¼ 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*
*2¼ hours lecture, 1¼ 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.

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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 25—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. (Co-listed with DM 12)

IM 26—3 units
National Electrical Code (N.E.C.)
Prerequisites: None
3 hours lecture weekly
Course covers National Electrical Code (N.E.C.) for single family and multi-family dwellings, commercial and industrial locations and special hazardous locations. (Co-listed with EL 26)

IM 27—3 units
Construction Blueprint Reading
Prerequisites: None
3 hours lecture weekly
Course provides full understanding of construction drawings and blueprint reading; applies to the active contractor and estimator. Emphasis on methods of interpreting blueprints, government requirements, estimating and contracting.

IM 30—3 units
CNC (Computer Numerical Control) Programming
Prerequisites: IM 11 or one year related industrial experience
3 1/2 hours lecture, 1 1/2 hours lab weekly
Computer Numerical Control programming with emphasis on FANUC controls. Use of external part programming hardware and software also covered.

IM 34—2 units
Small Engines
Prerequisites: None
1 hour lecture, 3 hours lab weekly
Basic principles of internal combustion engines with emphasis on 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 may be required. May be taken a maximum of 3 times. (co-listed with Ag 24) (2)

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

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fabrication, metallurgy and heat treatment, welding (oxygen-acetylene, 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.

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 96—7/4-5 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—7/4-10 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.

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

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Information Processing Systems

Please refer to the Business & Information Systems (BIS) section. Information Processing Systems classes are listed under BIS 150-169.

Instructional Associate

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

Interdisciplinary 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 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

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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 189CD—3-3 units**
Cross-Cultural Experiences with Migrant Children

*Prerequisites: IS 189C for IS 189D
3 hours lecture weekly*

Analysis of migrant families in the United States with special emphasis on how their special needs are addressed in California. Course designed to acquaint students with cross-cultural experiences with migrant children. Ways of working with various age migrant children explored. Philosophies and types of available cross-cultural programs examined. Different aspects and issues considered each semester.

**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*

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**Japanese**

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

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**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

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

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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 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, proofreading, 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

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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 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

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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.

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.

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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)

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)

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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 2E, 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;

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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)

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

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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.
3 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.
3 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)

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)

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

(1) = Credit/No Credit only (2) = Credit/No Credit at student’s option.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisites</th>
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</thead>
<tbody>
<tr>
<td>Math 120-5</td>
<td>Calculus with Analytic Geometry I</td>
<td>5</td>
<td>Math 115 and 116, with a grade of C or better, or satisfactory score on the Math Placement Test.</td>
<td>3 hours lecture weekly</td>
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<tr>
<td>Math 116-3</td>
<td>Calculus with Analytic Geometry II</td>
<td>3</td>
<td>Math 115 with a grade of C or better, or satisfactory score on the Math Placement Test.</td>
<td>3 hours lecture weekly</td>
</tr>
<tr>
<td>Math 114-3</td>
<td>Calculus with Analytic Geometry III</td>
<td>3</td>
<td>Math 115 with a grade of C or better, or satisfactory score on the Math Placement Test.</td>
<td>3 hours lecture weekly</td>
</tr>
<tr>
<td>Math 122-5</td>
<td>Integral Calculus</td>
<td>5</td>
<td>Math 120, with a grade of C or better, or satisfactory score on the Math Placement Test.</td>
<td>3 hours lecture weekly</td>
</tr>
</tbody>
</table>

**Mathematics, Engineering, and Related Disciplines: Algebra, Calculus, and their Applications**

- **Math 120-5** includes Calculus with Analytic Geometry I, covering topics such as limits, derivatives, integrals, and applications.
- **Math 116-3** covers Calculus with Analytic Geometry II, focusing on techniques of integration, differential equations, and applications.
- **Math 114-3** delves into Calculus with Analytic Geometry III, which may include advanced integration techniques and series.
- **Math 122-5** is an introduction to integral calculus, including applications and techniques.

**Course Notes:**
- Transfer credit: UC, CSU
- Students should check their placement test scores and prerequisites before enrolling.
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)

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

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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

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

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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

**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 Renaissance; Baroque opera and instrumental music through 18th century contributions of Vivaldi, Handel, and Bach. Emphasis is on listening and analyzing for style characteristics and on correlation of musical developments with those in other arts of the time. Recommended for music majors and others with adequate musical background.
Transfer credit: UC, 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, techniques, and forms of music from middle of 18th century to

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

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present. 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 additional rehearsal and performance as required
Learning and performing of choral music for all interested men and women; choir participates in musical events on campus and in the community. Course may be repeated for credit up to four semesters. (2)
Transfer credit: UC, CSU

Mus 102ABCD—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, improvisation, 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. 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 110A—2 units
Class Voice I: Fundamentals of Vocal Techniques
Prerequisites: None; concurrent enrollment in Mus 106 recommended.
1¼ hours lecture, 1¼ 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.
1¼ hours lecture, 1¼ 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.
1¼ hours lecture, 1¼ 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

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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 111ABCD—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  

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  

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

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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—3 units
History of Jazz
Prerequisites: None
3 hours lecture weekly
Examination of musical elements as they apply to Jazz; historical survey of major jazz styles from origins to most recent trends.

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 compositions. Course may be repeated for credit up to four

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—1.5-10 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

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

Outboard Motorboat Mechanics

OMM 1—3 units
Introduction to Motorboat Mechanics
Prerequisites: None
2¼ hours lecture, 1¼ 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)

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)

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

Office Automation

Please refer to the Business & Information Systems (BIS) section. Office Automation classes are listed under BIS 1-29.
Personal Growth

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

PG 1ABC—½-1-1½ units
All About Oxnard College
Prerequisites: None
Lecture hours as required by unit formula
Everything you want to know about academic information, study skills, college activities aubs, 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 practiced. Test interpretation and personal counseling used to assist students in examining vocational options. (1)

PG 6ABC—½-½-½ 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—½-10 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)

(1) = Credit/No Credit only (2) = Credit/No Credit at student's option.
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—1½ units
How to Succeed in the Academic and Work Worlds
Prerequisites: None
1½ hours lecture weekly
Several skills have been developed in the last 10 years to enhance personal power in our everyday world, academic world, and work-a-day world. Course analyzes power structures in one’s life and helps students learn to deal with and use them. (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.

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.

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

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

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

206
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

Phil 110—3 units
Philosophy of Religions
Prerequisites: None
3 hours lecture weekly
The philosophy of religion investigates empirical, logical, and rational basis 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.
Transfer credit: UC, CSU

(1) = Credit/No Credit only (2) = Credit/No Credit at student's option.
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 189A-Z—½-3 units
Topics in Philosophy
Prerequisites: None
Lecture hours as required by unit formula
Topics in selected areas of Philosophy to meet specific needs of community or college as required or requested by persons whose needs are not met by regular course offerings.

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.

(1) = Credit/No Credit only (2) = Credit/No Credit at student's option.
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 — 1/2-10 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 — 1 1/2 units
Swimming for the Non-Swimmer (R)

Prerequisites: None
1 hour lecture, 2 hours lab weekly

Course designed for the non-swimming individual with 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 — 1 1/2-1 1/2-1 1/2 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 — 1 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

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

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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 on 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.

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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. (2)
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

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

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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. 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

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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 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
1 hour 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—1½ units
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
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

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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—1½-10 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—1½-1½ units (R)**
**Mechanics of Isotonic Exercise**
Prerequisites: None
1 hour lecture, 2 hours activity weekly
Studies mechanics of isotonsics 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—1½-1½ 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—1½-1½ 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

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<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>PE 147AB</td>
<td>Racquetball</td>
</tr>
<tr>
<td>PE 152A</td>
<td>Aerobics in Physical Education</td>
</tr>
<tr>
<td>PE 157AB</td>
<td>Beginning Team Sports</td>
</tr>
<tr>
<td>PE 158A</td>
<td>Beginning Team Sports for Women</td>
</tr>
<tr>
<td>PE 162AB</td>
<td>Rugby</td>
</tr>
<tr>
<td>PE 179ABCD</td>
<td>Pep Squad</td>
</tr>
<tr>
<td>PE 180A</td>
<td>Introduction to Physical Education</td>
</tr>
<tr>
<td>PE 181ABC</td>
<td>Men's Professional Activities</td>
</tr>
<tr>
<td>PE 182ABCD</td>
<td>Women's Professional Activities</td>
</tr>
<tr>
<td>PE 185B</td>
<td>Football Theory</td>
</tr>
</tbody>
</table>

## 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

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

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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; Ampere's 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)

Transfer credit: UC, CSU

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

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<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Course Title</th>
<th>Prerequisites</th>
<th>Credit Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSc 102</td>
<td>3</td>
<td>Law, Society, and the Citizen</td>
<td>None</td>
<td>3 hours lecture weekly, Credit/No Credit only</td>
</tr>
<tr>
<td>PSc 104</td>
<td>3</td>
<td>International Relations</td>
<td>None</td>
<td>3 hours lecture weekly, Credit/No Credit at student's option</td>
</tr>
<tr>
<td>PSc 105</td>
<td>3</td>
<td>Current Issues in Domestic and Foreign Politics</td>
<td>None</td>
<td>3 hours lecture weekly, Credit/No Credit only, Transfer credit: UC, CSU</td>
</tr>
<tr>
<td>PSc 106</td>
<td>3</td>
<td>Political Aspects of Economic Problems</td>
<td>None</td>
<td>3 hours lecture weekly, Credit/No Credit only</td>
</tr>
<tr>
<td>PSc 107</td>
<td>3</td>
<td>Politics and Administration of State and Local Government</td>
<td>None</td>
<td>3 hours lecture weekly, Credit/No Credit only</td>
</tr>
<tr>
<td>PSc 108</td>
<td>3</td>
<td>Comparative Government: Varieties of Political Experience</td>
<td>None</td>
<td>3 hours lecture weekly, Credit/No Credit only, Transfer credit: UC, CSU</td>
</tr>
<tr>
<td>PSc 189A-Z</td>
<td>½-3</td>
<td>Topics in Political Science</td>
<td>None</td>
<td>Lecture and/or lab hours as required by unit formula</td>
</tr>
</tbody>
</table>

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in the general Political Science offerings.

**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 inter-

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**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,

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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 mentally retarded, socially handicapped, and/or emotional child will include discussion and study of issues and research problems encountered in 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

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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: UC, 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 living in the Southwest from a psychological perspective. Examines nature of individual and group conflict, explores problems of social participation in a dominant culture and its psychological implications. Course describes emergence of distinctive identities of people of Mexican descent.
Transfer credit: CSU

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Psych 198A-Z—1/2-10 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

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)
Transfer credit: UC, CSU

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

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

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 English.

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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

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

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

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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

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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

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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 of presuppositions and methods of contemporary sociology. Discussion of the work of current and prominent futurologists and critical examinations of their approaches. Different perspectives as found in

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readings evaluated each semester. Class may be repeated for credit to a maximum of 6 units. (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

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**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 Spanish but who wish to

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continue work in this area; emphasis on vocabulary building and greater oral fluency with grammar principles introduced as needed. May be repeated once 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 once time for credit. (2)
Transfer credit: CSU

Spn 4—3 units
Conversational Spanish
Prerequisites: Spn 3 or equivalent
3 hours lecture weekly
Practice in oral communication skills for students with a knowledge of the language, written and oral; emphasis on correct usage and pronunciation and enrichment of vocabulary. Reading and discussion of cultural topics is an essential part of the course. May be repeated once time for credit. (2)
Transfer credit: CSU

Spn 98A-Z—½-10 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.
3 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
3 hours lecture weekly
First-year Spanish for native Spanish speakers. Emphasis on vocabulary building and correct usage in speaking and writing; study of basic principles of grammar included. Both semesters increase proficiency in understanding, speaking,

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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

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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—1/2 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 understanding contemporary issues. Media such as television,

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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

1/2 hour lecture, 1 1/2 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—1 1/2 units**

**Career Exploration**

Prerequisites: None

1 hour lecture, 1/4 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—1/2 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 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—1/2-10 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.

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

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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, 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

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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 speed 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

(1) = Credit/No Credit only (2) = Credit/No Credit at student’s option.
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: UC, 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

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

(1) = Credit/No Credit only  (2) = Credit/No Credit at student's option.
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 6 units. (Co-listed with ThA 108)
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

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

236
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 118.)
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

ThA 108—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 learned are microphone techniques and opportunities to perform in student-directed films and television shows. May be repeated for credit to a maximum of 6 units. (Co-listed

(1) = Credit/No Credit only (2) = Credit/No Credit at student’s option.
237
with TC 109)  
Transfer credit: UC (credit limitations), CSU

**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

(l) = Credit/No Credit only  (2) = Credit/No Credit at student's option.
Urban Studies

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

Word Processing

Please refer to the Business & Information Systems (BIS) section. Word Processing classes are listed under BIS 30-49.

Traffic and Transportation

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

ThA 198—½-10 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—½-3/½-3 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

(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 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
1987-88

For the 1986-87 school year, tuition has been established at $97 per unit, with a maximum fee of $1,456 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:

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Maximum $50 Admin. Fee Charge 75% Ref. 50% Ref. 50% Ref. 25% Ref. 25% Ref.
$50 Admin. Fee Charge 50% Ref. 50% Ref. 25% Ref. 25% Ref.
$50 Admin. Fee Charge

*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.
   i. 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:
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.

1The 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.

VOICE STUDENTS and instructor Jim Kenney work hard to perfect their talent.
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<tr>
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<tr>
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Production and Design
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