Oxnard College Catalog
1989-90
# Table of Contents

Governing Board .......................... 4
President's Welcome ......................... 5
Academic Calendar .......................... 6
Oxnard College Campus Map ................. 8
Map of Oxnard College Locations ........... 9

## General Information
- Nature of the College ..................... 11
- Philosophy of the College ................ 11
- Specific Objectives ........................ 12
- History of the College ..................... 15
- Accreditation .............................. 17
- Memberships ............................... 17
- Community Services ....................... 18
- Affirmative Action/Title IX ............... 18

## Admissions Information
- Eligibility .................................. 21
- Admission Procedure ....................... 22
- High School Admissions .................... 25
- Residency Requirements .................... 25
- Foreign Students ........................... 26
- Tuition or Non-Resident Fee ............... 27
- Tuition Refunds ............................. 27
- Transfer Credit ............................. 28
- Full-Time Student ......................... 31
- Unit Requirements for Benefits and Activities .... 31
- Student Fees ............................... 32

## Academic Policies
- Grading Practices ......................... 36
- Grading System ............................ 36
- Letter-Grading Scale ........................ 36
- Non-Evaluative Symbols .................... 37
- Credit/No-Credit Options ................. 39
- Attendance .................................. 41
- Withdrawal from Class ...................... 42
- Withdrawal from College ................... 43
- Grade Changes ................................ 43
- Course Repetition .......................... 44
- Academic Renewal .......................... 45
- Credit by Examination ..................... 47
- Final Examinations ......................... 50
- Admission, Probation, Dismissal, and Readmission Policies .......... 51
- Cheating or Plagiarism .................... 51
- Auditing Classes ........................... 52
- Dean's List .................................. 53
- Use of Listening or Recording Devices .... 53
- Availability of District Library Resources .... 54

## Student Services
- Counseling Services ........................ 56
- Academic Information ....................... 56
- Career/Life Planning ........................ 57
- Personal Concerns ........................... 57
- Financial Services .......................... 58
- Grants ....................................... 58
- Loans ........................................ 59
- Work Study ................................... 59
- Job Placement ............................... 59
- Extended Opportunities Programs and Services ........... 59
- Scholarships .................................. 60
- Health Services/Accident Insurance ......... 61
- Veterans' Services ........................... 62
- Student Organizations and Activities ........... 63
- The Associated Students .................... 63
- Student Activities ........................... 63
- Athletics ..................................... 64
- Music Organizations ........................ 65
- Dramatics .................................... 65
- Publications ................................. 65

## Special Programs
- Children's Center .......................... 67
- ESPIGA (Bilingual Program) ............... 67
- Honors Program .............................. 71
- International Students Program .......... 72
- Learning Center ............................. 73
- Mini-Corps ................................... 73
- Special Education ........................... 73
- Tutorial Services ............................ 74
- Women's and Re-Entry Center ............... 74

## Degrees, Programs, and Transfer Information
- Graduation Requirements ................... 76
- Competency .................................. 76
- Programs ..................................... 76
A.A./A.S. Degree
Requirements 77
General Education
Requirements 78
Approved General
Education Course List
for A.A./A.S. Degrees 79
Guidelines for
Additional Degrees 80
Transfer Preparation 81
Transfer Curricula 81
California State
University System 82
General Education
Requirements for
Bachelor's Degree, CSUS 83
General Education
Certification Pattern
for CSUS 83
University of
California System 86
General Education
Requirements, UCSB
College of Letters
and Science 88
Private Colleges
and Universities 90
General Education
Requirements, California
Lutheran University 90
General Education
Requirements, University
of LaVerne Residence
Center 92
Out-of-State Schools 93
Programs 93
Certificates
of Achievement 94
Curriculum Patterns 94
Degrees and Certificates 95
A.A. Degrees 96
A.S. Degrees/
Certificates 106
Continuous Enrollment 123
Double Counting 123
Graduation Application
Procedures 123

Announcement of Courses 125

Appendices
I. Student Conduct
Code 263
II. Disciplinary Action 264

III. Due Process 265
IV. Student Grievances 266
V. Non-Resident Tuition
Fee and Refund
Schedule 269
VI. Admission, Probation,
Dismissal, and
Readmission 270
VII. Auditing Policy 272
VIII. Course Repetition
Policy 272
IX. Foreign Students 273
X. Student Health
Services 274
XI. Privacy Rights
Governing Student
Records 275
XII. Sexual Harassment 276

Faculty and Administration 280

Index 283
Ventura County Community College District

Governing Board of Trustees
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Ruth Oren, Vice President
Conejo Area
Timothy D. Hirschberg, Member
Ojai/Santa Paula/Camarillo Area
Gregory C. Kampf, Member
Oxnard/Ventura Area
Julian A. Tarleton Sr., Member
Oxnard/Port Hueneme Area
Rebecca Kinder
Student Representative

College Presidents
Dr. Stanley L. Bowers
President, Moorpark College
Dr. Elise D. Schneider
President, Oxnard College
Dr. Robert W. Long
President, Ventura College

District Administrators
Barbara A. Derryberry
Chancellor
Dr. W. Ray Hearon
Executive Vice Chancellor
Tom Kimberling
Vice Chancellor
John D. Tallman
Administrative Services
Instructional Services
President’s Welcome

As the new president of Oxnard College, it gives me great pleasure to welcome you to the 1969-90 school year.

Oxnard College exists to provide high quality educational experiences for students. Our aspiration is to be known and admired throughout California and beyond its borders for excellence in teaching and learning and for our unusual dedication to the development of students.

This goal is a worthy and attainable one for the needs of individual students who are of utmost importance to the faculty, staff, and administration of Oxnard College.

This catalog is designed to assist you in making the most beneficial use of our college’s educational resources. Become familiar with the catalog and seek additional information and counsel from counselors, faculty, staff, and administrators.

We are here to aid you in the pursuit of your educational goals and to facilitate your personal growth. Thank you for selecting Oxnard College for your educational experience.

Elise D. Schneider
President
1989-90 College Calendar

FALL SEMESTER, 1989
September 11, 1989-February 1, 1990

May-September 8  Fall Semester Registration
September 11    First Day of Instruction
September 11-15 Late Registration
September 18-22 Program Adjustment Period
September 22   Last Day to Add Full-Semester Classes
               Last Day to Apply for Enrollment Fee
               and/or Parking Fee Refunds
October 6     Last Day to Drop Classes Without a
               Permanent Record Entry
October 16    Last Day to Declare Credit/No Credit
               Grading Option
October 27    Flex Day
November 10   Veterans Day—Legal Holiday
November 23-24 Thanksgiving Vacation
December-February 2 Spring Semester Registration
December 15  Last Day to Apply for Fall 1989
               Graduation or Certificate of
               Achievement
               Last Day to Drop Classes With a “W”
December 18-January 1  Winter Vacation
January 2    Classes Resume
January 15   Martin Luther King Jr’s Birthday
               Observed—Legal Holiday
January 25-February 1 Final Examinations, Fall Semester
February 1     End of Fall Semester
# SPRING SEMESTER, 1990
**February 5-June 15, 1990**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>February 5</td>
<td>First Day of Instruction</td>
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<td>February 5-12</td>
<td>Late Registration</td>
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<td>February 9</td>
<td>Lincoln's Birthday Observed—Legal Holiday</td>
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<td>February 13-20</td>
<td>Program Adjustment Period</td>
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<td>February 19</td>
<td>Washington's Birthday Observed—Legal Holiday</td>
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<td>and/or Parking Fee Refunds</td>
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<td>March 2</td>
<td>Last Day to Drop Classes Without a Permanent Record Entry</td>
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<td>March 14</td>
<td>Last Day to Declare Credit/No Credit Grading Option</td>
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<td>March 22</td>
<td>Flex Day</td>
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<td>April 9-13</td>
<td>Spring Vacation</td>
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<td>May-June 18</td>
<td>Summer Session Registration</td>
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<tr>
<td>May 18</td>
<td>Last Day to Apply for Spring 1990 or</td>
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<td>Summer 1990 Graduation or</td>
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<td>Certificate of Achievement</td>
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<td>Last Day to Drop Classes With a &quot;W&quot;</td>
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<td>June 11-15</td>
<td>Final Examinations, Spring Semester</td>
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<td>June 14</td>
<td>Graduation</td>
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<tr>
<td>June 15</td>
<td>End of Spring Semester</td>
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# SUMMER SESSION, 1990
**June 18-August 31, 1990**

Please consult the Summer Session Class Schedule for beginning and ending dates of specific classes. Deadline dates for Summer classes will also be found in the Class Schedule.
Oxnard College Campus Map

LEGEND
1. Learning Resources Center
2. Liberal Arts
3. Occupational Education
4. Food Services
5. Physical Education
6. Student Services
7. North Hall
8. South Hall
9. Maintenance & Operations
10. Technology Shops
**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,

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**Información General**

**Naturaleza del Colegio**

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

**Filosofía del Colegio**

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

—Sócrates

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

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

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

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

Specific Objectives

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

General Education
Recognizing that people are more than mere units of production, and that students must learn to live as well as transferir; de preparar para las ocupaciones; de desarrollar; de guiar y de aconsejar; de servir a la comunidad; de actividades fuera de las clases.

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

El Colegio de Oxnard intenta mirar hacia el pasado para entender el presente y también para producir un futuro próspero. Se empieza 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 mobiliad de empleo mientras que ocurren los cambios, y la educación general que forma la base sobre la cual se puede erigir el entrenamiento especializado.

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

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

Desarrollo Físico
La salud física y el desarrollo físico forman una parte vital de la educación, porque la viveza mental y la vitalidad del cuerpo son requisitos fundamentales de
the whole person. Programs in health and hygiene, as well as in home and family management, are offered in addition to a variety of courses in physical education. Students have the opportunity to participate in a number of intercollegiate sports activities.

Community Service
Service to the community is a significant function with all public two-year community colleges. An important part of the service is to provide programs and make facilities available for use by responsible organizations in the community.

History of the College
Historically, the need for a community college serving the Oxnard Plain has been recognized by the Oxnard, Camarillo, and Port Hueneme communities and the governing board and administration of the Ventura County Community College District, since the district was formed in 1962.

Founded on the understanding established in those early years, the 118-acre college site was purchased in 1968. In 1969, the first classes offered under an Oxnard Center concept were offered at Ramona School in Oxnard.

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

la persona. Se ofrecen programas de salud y de higiene, del manejo de la casa y de la familia y también una variedad de cursos de educación física. Los estudiantes tienen la oportunidad de participar en un número de actividades deportivas interescolares.

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

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

Con esto en mente se compraron 118 acres en 1968. En 1969, las primeras clases ofrecidas bajo el concepto de varios centros se enseñaron en la escuela de Ramona en Oxnard.

El programa del centro de Oxnard se extendió en el otoño de 1973 con la apertura del centro educativo de Oxnard situado en las calles 9 y B en Oxnard, bajo la dirección del Colegio de Ventura; en febrero de 1974 un centro en Camarillo se abrió bajo los auspicios del Colegio de Moorpark.
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, El Plan Total Educativo del año 2000 d.c. y el apoyo fuerte de la área Oxnard — Port Hueneme fijó la atención en la necesidad de un tercer colegio en la primavera de 1974 y los directores votaron oficialmente en favor de construir el Colegio de Oxnard el 26 de Marzo, 1974.

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

En el otoño de 1979 los primeros dos edificios permanentes fueron ocupados. El edificio de Artes Liberales tiene 20 salones, más laboratorios para ciencias y negocios y oficinas para el profesorado. La Biblioteca, Centro de Recursos de aprendizaje, salones generales, y oficinas administrativas y oficinas de servicios para estudiantes se encuentran en la edificio de la Biblioteca/Centro de Recursos

En el nuevo edificio de Educación Ocupacional se encuentran los siguientes programas: El centro de información de proceso de datos, el programa de refrigeración y aire acondicionado, el de administración de hoteles y restaurantes, el de electrónica,
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 gymnasium and Child
Care Center are the next major
buildings 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.

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. Los
próximos grandes proyectos
serán un gimnasio y un centro
de cuidado infantil.

El Colegio de Oxnard continua
su cometido de desarrollar un
programa educativo completo
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
Coelegios.

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.

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.

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

Acción Afirmativa

El Distrito de los Colegios de la Comunidad del Condado de Ventura y sus tres colegios están dedicados a 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:

District Office of Personnel/Affirmative Action 71 Day Road Ventura, California 93003 Telephone: (805) 654-6426

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:

Oficina de Personal del Distrito/Acción Afirmativa 71 Day Road Ventura, California 93003 Teléfono: (805) 654-6426
Admissions Information

Eligibility

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

A student is eligible to attend Oxnard College if he or she has been a legal resident for one year and 24 hours prior to the first day of the semester. 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.

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.

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

Informacion Para Admision

Elegibilidad

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

Un estudiante es elegible para asistir al Colegio de Oxnard si él o ella ha sido residente legal por un año y 24 horas antes del primer día del semestre. 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.

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

Application for Admission
An application for admission may be obtained by contacting:

Oxnard College
4000 South Rose Avenue
Oxnard, California 93033
(805) 488-0911 or 986-5810

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.
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.

Proceso de Admisión

Solicitud para Admisión
Para obtener una solicitud para admisión debe dirigirse a:

Oxnard College
4000 South Rose Avenue
Oxnard, California 93033
(805) 488-0911 o 986-5810

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 registros de preparatoria y/o colegios y universidad son los siguientes:

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

TOPS—Testing, Orientation, Placement and Services
To ensure success, all new students who are not specifically exempted are required to attend TOPS sessions which include Basic Skills assessment, orientation to the college, and advisement by counselors regarding course selection. See the class schedule for more information, dates, times and exceptions.

Assessment
All students planning to take an English or Math class, who have not completed the prerequisite courses, are required to complete the matriculation assessment. Assessment results combined with prior educational background information will help students select appropriate courses according to their capabilities. See the class schedule for more information.

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.

TOPS—Evaluacion, Orientacion, Colocacion, en clases, Servicios
Para asegurar éxito todos los estudiantes no específicamente exentos son requeridos a asistir una sesión de TOPS (Testing, Orientation, Placement, and Services) que incluye: examen de habilidades básicas, orientación al colegio, y asesoramiento por un consejero para seleccionar sus clases. Vea el horario de clases para más información, fechas, horas y excepciones.

Evaluacion
Todos los estudiantes que piensan tomar clase de inglés o matemáticas, y que no han tomado el curso de prerequisito, son requeridos a completar el examen de matriculación. Los resultados del examen en combinación con información de educación previa ayudará a los estudiantes seleccionar cursos apropiados para sus capacidades. Vea el horario de clases para más información.
Counseling
Counselors will be available to advise students on which classes they might take in line with their interests and objectives. Appointments for academic counseling should be made before registration for classes begins. First-time students who wish to enroll in more than six units should 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

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 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
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 Tarde
Las inscripciones tardes 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
College District and its colleges is fully open to enrollment and participation by any person who has been admitted to the college and who meets the prerequisites to the class or program, unless specifically exempted by statute.

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

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 principal (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

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.
residence qualifications. California state law requirements indicate the following:

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

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La ley del estado de California indica lo siguiente:

Para ser un residente legal del estado de California. Para propósitos de admisión y colegiatura. Un estudiante debe haber estado viviendo en California por lo menos con un año de anterioridad a la fecha de determinación de su residencia para calificar como un “estudiante residente.” La fecha de determinación de residencia para un semestre es el día anterior a la iniciación del mismo.

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

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

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

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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

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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
special educational needs of foreign students, the district and its colleges reserve the right to limit the number of foreign students admitted each year.

The District’s policy on foreign students is included in Appendix IX.

**Tuition or Nonresident Fee**

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

**Tuition Refunds**

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

The refund schedule is based upon a decreasing sliding scale with no refunds given beyond the fourth week of the regular semester nor beyond the third week of the summer session.

The Office of Admissions and Records shall compute and approve the amount of refund

como el espacio y las necesidades especiales de los estudiantes extranjeros, el número de estudiantes admitidos cada año es limitado.

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 disminución: no se dan reembolsos después de la cuarta semana de un semestre regular, ni después de la tercera semana de la sesión de verano. La oficina de
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.)

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 dismissal from the Ventura County Community Colleges.

Crédito Transferible

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

Los estudiantes que se transfieran a uno de los colegios del Condado de Ventura de otros colegios y universidades regionalmente acreditados deben declarar todo trabajo académico previo. El no proporcionar la información completa puede resultar en la destitución de los colegios del Condado de Ventura.
...from Foreign Colleges and Universities
Students transferring to the Ventura County Community Colleges from foreign colleges or universities must have their transcripts evaluated by an agency approved by the college district.

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

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

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

...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 llama "lower division" cursos básicos universitarios. Petición por crédito equivalente será evaluado individualmente por la Oficina de Admisiones. Esto estará basado en las recomendaciones del servicio de evaluaciones y el departamento del colegio apropiado.

...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 los cursos. Otros colegios o universidades pueden tener
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 the Accredited Institutions of Postsecondary Education of the
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 recibirá crédito avanzado por los cursos estudiados bajo los auspicios de (DANTES) o el (USAFI), Instituto de las Fuerzas Armadas de los Estados Unidos según aparece recomendado en la Guía de Evaluación de Experiencias 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 bajo los mismos reglamentos que los créditos de colegios y
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.

universidades regionalmente acreditadas.

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 huérfanos de guerra que estén recibiendo beneficios bajo el GI Bill: 12 o más unidades completadas al final del semestre; 9-11 unidades en tres-cuartos de semestre; 6-8 unidades en la mitad del semestre.
Social Security benefits: 24 units per academic year (no benefits payable if course load drops below 12-unit minimum per semester).

Automobile and medical insurance: 12 units
Financial aid and EOP Services: 12 units
Athletic eligibility: 12 units
Student government: 6 units for major offices; 3 units for Council members

Student Fees

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

Mandatory Fees

Enrollment Fee
The Ventura County Community College District Governing Board has adopted the state-mandated enrollment fee. The fee is $50 for students carrying ten or more units and $5 per unit for students carrying less than ten units. In addition to the enrollment fee, each student is required to pay a health fee of $7.50. Other fees, such as parking fees and nonresident tuition, remain in force. All fees are subject to change without notice. Contact the Office of Admissions and Records for further information and consult the schedule of classes.

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

Seguros, médico y de automóvil: 12 unidades
Ayuda financiera y servicios de EOPS: 12 unidades
Elegibilidad atlética: 12 unidades
Gobierno estudiantil: 6 unidades para puesto mayor; 3 unidades para miembros del Concilio

Cuotas de Estudiantes

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

Cuotas Obligatorias

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 diez unidades o más y $5 por cada unidad para estudiantes matriculados en menos de diez unidades. Inclusive a la cuota de inscripción cada estudiante debe pagar una cuota obligatoria para servicios médicos. 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 la oficina de Admisiones y Registros y consulte el horario de clases.
Non-Mandatory Fees
Non-mandatory fees are identical for day and evening students. They may be paid 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
   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 for regular semester; $2 for summer
   e. Replacement Permit: $2 for regular semester; $1 for summer

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.

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

Cuotas No-obligatorias
Las cuotas que no son obligatorias son idénticas para los estudiantes de día y los de noche. Pueden ser pagadas 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; $2 para el verano
   e. Permiso para Remplazo: $2; $1 para el verano

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. Tarjeta del Gobierno Estudiantil
   La tarjeta se puede comprar por $5 por semestre o $8 por el año. A todos los estudiantes que estén inscritos se les invita a comprar sus tarjetas de
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.

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 transcribo adicional y $5.00 por transcribos requeridos en un día. Múltiples transcribos requieren el costo inicial más $1.00 por cada transcribo 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 Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td>CR</td>
<td></td>
</tr>
<tr>
<td>NC</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 toward satisfaction of curriculum requirements. “CR”

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>Símbolo</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 requisitos del programa de
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 extension due to unusual circumstances.

estudios. "CR" se usa para significar "pasar con crédito" cuando no se da calificación de letra. "CR" se asigna para trabajo que se merece una calificación de "C" o mejor. "NC" se usa para significar "No Crédito" cuando no se da calificación de letra.

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

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

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

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

**W = Withdrawal (Dejar una Clase)**
El estudiante puede dejar una clase hasta el último día de la catorceava semana de instrucción en las clases de semestre, o hasta terminar el 75 por ciento de una clase que sea menos de un semestre en duración. El record del estudiante que permanece en una clase por más tiempo que éste deberá mostrar una calificación que no sea una “W.” Cuando el estudiante deja una clase dentro de las primeras cuatro semanas del curso o dentro de 30% del
the fourth week and the last day of the fourteenth week of instruction for full semester classes or through 75 percent of a class less than a semester in length shall be recorded as "W" on the student's record.

Credit/No Credit Options
Colleges of the Ventura County Community College District may offer courses in two credit/no credit ("CR"/"NC") options: (1) courses which are offered on a credit/no credit basis only, and (2) courses in which students may elect the credit/no credit option.

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

The second category of credit/no credit options is comprised of courses designated by the college wherein each student may elect by no later than the end of the first 30 percent of the term or length of the class whether the basis of evaluation is to be credit/no credit or a letter grade. Once the 30 percent deadline has passed, the request cannot be withdrawn and the student becomes

mismo, (lo que ocurra primero) ninguna anotación debería aparecer en su record (ni "W" ni otra). Si el estudiante deja una clase entre el fin de la cuarta semana y el último día de la catorceava semana de un semestre o el 75% del mismo, una "W" debería aparecer en su record.

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

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

La segunda categoría de cursos con la opción de crédito/No crédito incluye cursos designados por el colegio donde cada estudiante puede elegir, antes del fin del primer 30% del periodo de clases, si la evaluación ha de hacerse a base de crédito/No crédito o calificación. Una vez que el primer 30% de la duración del curso haya pasado, la petición no se puede cambiar. Es la responsabilidad del estudiante
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 credit basis, especially for satisfaction of major requirements.

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

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 iguala 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 time limit by petition only in

Como Dejar Una Clase

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

Estudiantes o instructores pueden iniciar los trámites para el “retiro” (withdrawal) durante la cuarta semana de instrucción en un semestre, o antes de terminar el 30% de la clase cuando es un curso más corto que un semestre regular. Esta acción resultará en que el archivo académico del estudiante, tarjeta de calificaciones, o 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 tiempo asignado puede
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 System dealing with academic grade symbols and grade point average. The determination of

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

Como Dejar Oficialmente el Colegio

Es la responsabilidad del estudiante formalmente dejar de todas sus clases si es su intención retirarse del colegio. Un estudiante tendrá una anotación permanente en su archivo de acuerdo con las reglas especificadas en 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 cada estudiante de acuerdo con el sistema de símbolos y promedios de calificación. La
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 standard 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 standard grade was earned, may be repeated at the colleges of the Ventura County Community College District, subject to this policy. In order to identify acceptable equivalencies, course equivalency shall be determined chiefly by content, as defined in the catalog course description, and not by title or units. Prior approval for course

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 Ventura sujeto a esta póliza. Para identificar equivalencias aceptables, equivalencia de cursos será determinada principalmente por contenido,
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. Academic renewal is intended to facilitate the completion of requirements necessary for an academic degree or certificate.

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 académica es para facilitar el cumplimiento de los requisitos necesarios para un título académico o certificado.
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 averages and credits. The petition for this purpose, “Petition for Academic Renewal,” is available in the Counseling Office. Upon granting the Petition for

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 reflejen 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 records 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 promedio de calificación y créditos.

La petición para este propósito “Petición para Reanudación Académica” está disponible en la Oficina de Consejeros. Al
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. A student should be advised that the use of units given by credit by exam to establish eligibility for athletics, financial aid, and veterans benefits are subject to the rules and regulations of the external agencies involved.

Exceptions to the above may be made when necessary to meet provisions of California state law or the rules and regulations of

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 record 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 un área organizada de instrucción como se describe en el catálogo del colegio. Los créditos que se ganan bajo este reglamento no contarán hacia la determinación de elegibilidad atlética ni para determinar elegibilidad para beneficios de veteranos.

El estudiante debe saber que el uso del unidades ganadas por crédito por examen para establecer elegibilidad para
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 course 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 (or four courses) 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 shall not count towards the minimum 12 units 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 deportes, ayuda financiera, y beneficios de veteranos están sujetos a reglas y regulaciones de agencias externas que están comprometidas.

Se hará una excepción a lo anterior cuando sea necesario para cumplir con estipulaciones de la ley del estado de California. Crédito por examen se podrá otorgar únicamente a un estudiante que esté registrado en por lo menos un curso de crédito en el colegio; haya completado por lo menos 12 unidades en residencia en los colegios del Distrito de Colegios de la Comunidad del Condado de Ventura; que no esté en probación académica; haya sometido transcritos de todos los cursos previos; no haya obtenido crédito en una materia más avanzada y no haya recibido una calificación de ("A," "B," "C," "D," "F," "CR," "NC") o equivalente en el curso por el cual está tratando de conseguir crédito por examen en ésta o cualquier otra institución educacional. El estudiante que solicita crédito por examen recibirá un "CR" (crédito) si el o ella pasa el examen satisfactoriamente; ningún otro grado se anotará en su archivo. Los estudiantes que no tienen éxito cuando hacen el examen para obtener crédito, no recibirán un "NC" (no crédito) ni aparecerá en su récord el examen que hicieron sin éxito. Sin embargo, el estudiante podrá hacer el intento de obtener crédito por examen por un curso sólo una vez. Lo máximo que un estudiante puede obtener bajo este reglamento cuando está estudiando para obtener un "Associate Degree" o Certificado Vocacional son 12 unidades o cuatro clases. El total de unidades concedidas
prerequisite to the one in which
the student is currently
enrolled.

Exceptions to this policy are
permitted for each college in
those occupational programs
where curriculum makes this
necessary. The exceptions are
as follows: The 12-unit residency
requirement is suspended,
permitting students to petition
for credit by examination prior
to completion of that
requirement; when the
residency requirement has
been met, the course(s)
successfully challenged shall
be added to the student's
record. Credit by examination
may be granted for more than
one course in a sequence of
required courses, when
approved by the administrator
responsible for vocational
programs.

The petition for this purpose,
"Petition for Credit by
Examination," is initiated in the
Counseling Office. Approved
petitions must be on file with
the administering instructor by
Friday of the tenth week of the
semester. The examination is to
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.

por este método de
examinación no contará para el
mínimo de las 12 unidades
requeridas para la residencia
en el colegio. El crédito por
examen puede darse solo en
un curso en una secuencia de
cursos, tal como está
determinado por los
prerrequisitos. Y no será
concedido en un curso que es
requisito para el que el
estudiante está estudiando.

Excepciones a esta póliza se
permiten en cada colegio en
esos programas
técnicovocacionales donde el
plan de estudios lo hace
necesario. Las excepciones son
las siguientes: El requisito de
residencia de 12 unidades se
suspende, permitiendo los
estudiantes hacer una petición
para crédito por examen antes
de completar ese requisito; al
cumplir con el requisito de
residencia, el curso(s) que se
retó se añadirá al archivo
escolar del estudiante. Crédito
por examen se dará por más de
dos cursos en una secuencia de
cursos requeridos, cuando se
aprueba por un administrador
encargado de programas
técnico-vocacionales.

La petición para este propósito
"Petición para crédito por
Examen," es iniciado en la
Oficina de Consejeros.
Peticiones aprobadas deben
estar archivadas con el maestro
dando el examen, a más tardar,
el viernes de la decima semana
del semestre. El examen se
administrará antes del último
día del periodo de examenes
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 específicarán si
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.

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.

Examenes 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.
Admission, Probation, Dismissal, and Readmission Policies

Admission, probation, dismissal, and readmission policies and procedures are designed to assist students in making progress toward realistic educational, vocational, and personal goals. Students who choose to enroll should be encouraged to take advantage of the opportunity to realize their full potential. Limitations regarding programs, courses, and unit loads are consistent with the philosophy of providing an opportunity to succeed.

The entire statement of the policy adopted by the District Board of Trustees on Admission, Probation, Dismissal, and Readmission appears in the Appendix of this catalog.

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.

Admision, Periodos a Prueba, Expulsión, y Readmisión

Los pólvizas y procedimientos 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 todo su potencial. Limitaciones relacionadas con programas, cursos, y número de unidades son consistentes con la filosofía de proveer una oportunidad para tener éxito. La declaración completa del reglamento adoptada por la Mesa Directiva del Distrito en Admisión, a Prueba, Expulsión, y Readmisión, aparece en el apéndice de este catálogo.

Fraude o Plagio

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

Students enrolled in classes to receive ten or more semester units shall be allowed to audit three or fewer semester units without a fee. Students enrolled in fewer than ten semester credit units may audit three or fewer units with a fee for auditing of fifteen dollars ($15.00) per unit per semester.

Priority in class enrollment shall be given to students desiring to take the course for credit towards a certificate or degree. Therefore, students wishing to audit may register for classes in audit status by special petition only in the last two days of the add/drop period. This petition requires permission of the instructor. Laboratory classes are not normally available for audit. Students auditing a course shall not be permitted to change their enrollment in that course to receive credit for the course.

Students auditing a course are not permitted to take exams in class, nor are they permitted to challenge the course at a later date. Instructors are under no obligation to grade assignments of students auditing a course. Attendance requirements for students auditing courses are the same as for all other students as stated in the college catalogs. This policy will end June 30, 1991.
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.

Lista del Decano

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

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.

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

The libraries at Oxnard, Moorpark, and Ventura Colleges are available to a student enrolled at any of the three colleges. The appropriate college identification card may be used at the college libraries. In addition, the Total Interlibrary Exchange (TIE) and the Black-Gold Exchange Systems permit a student to request materials from the other two libraries as well as from all members of the systems. This greatly increases the access students have to library resources. Please check with college libraries for further details.

Disponibilidad de Los Recursos de la Biblioteca del Distrito

Las bibliotecas en los colegios de Oxnard, Moorpark, y Ventura están disponibles para estudiantes que estén matriculados en cualquiera de los tres colegios. La apropiada tarjeta de identificación del colegio puede usarse en las bibliotecas del colegio. Además, los sistemas "Total Interlibrary Exchange" (TIE) y el "Black-Gold Exchange" permiten al estudiante solicitar materiales tanto de las otras bibliotecas como también de todos los miembros de estos sistemas. Esto aumenta 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 educational plans, career interests, and personal concerns, as part of the process of making meaningful life decisions.

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

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

Servicios para Estudiantes

Servicios de Consejeros

Filosofía de los Consejeros
El propósito de los consejeros del colegio de Oxnard es proveer sesiones de orientación en grupo o individuales, en las cuales los estudiantes se sientan con libertad de discutir su plan académico, 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 requisitos e inscribirse en los cursos apropiados recae en el estudiante.
Students registering at Oxnard College for the first time and students on academic probation are required to meet with a counselor prior to registration. All students are encouraged to see a counselor prior to registering. Other counseling appointments can be made by calling the Counseling Office.

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

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

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

Elección de Carrera y Planeamiento de Vida.
Los consejeros pueden proporcionar a los estudiantes información sobre una variedad de carreras profesionales. Visitar 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 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
College Success Courses
Counselors assist students in the acquisition of skills, techniques and attitudes that will enhance college performance.

Financial Services

The student who is hesitant about attending college because the financial expenses involved in obtaining a college education may prove to be too much of a personal or family burden will find a welcome campus friend in the Office of Student Financial Services. This office offers a complete array of financial support services which are designed to help Oxnard College students cover some of the expenses involved in obtaining a college education.

Student Financial Services personnel can help the Oxnard College student gain access to the following types of financial support services: grants, loans, work study, job placement, and scholarships.

Grants, loans, and work study opportunities are available to any Oxnard College student who establishes a financial need by completing the application procedures set forth by these financial aids programs. Eligible applicants will be expected to adhere to standards of normal academic progress in order to receive the full benefits of these programs.

Grants
PELL Grant; Supplemental Educational Opportunity Grant (SEOG); Extended Opportunity Programs and Services Grant (EOPS)—Each of these grants require that students be enrolled in a minimum number of units. The PELL Grant requires 6 units.

Servicio de Finanzas

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

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

Pensiones del Gobierno Federal
PELL Grant, Oportunidad Educacional Suplemental (SEOG); Servicio y Programas de Oportunidad Extensiva (EOPS); cada una de estas becas requiere que el estudiante se inscriba con un mínimo de unidades. PELL requiere seis unidades.
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 (CWSP) — Students qualifying for college work study funds will receive work assignments through the Job Placement Office. Students will be allowed to work a maximum of 20 hours per week at a salary rate which is at least equal to the current minimum wage and policies set forth by the VCCCD.

Job Placement
The Student Placement Office located on campus assists students seeking part-time or full-time employment. Lists are maintained of employment opportunities both off- and on-campus and job announcements are posted in the college's Career Center. Special emphasis is placed on locating employment for which the student has been trained. The services of the Student Placement Office are available to all students as well as alumni.

Extended Opportunities
Programs and Services (EOPS)
EOPS is designed to recruit, retain and provide services to educationally and economically disadvantaged students. The objective of EOPS is to give EOPS students the opportunity and assistance necessary to successfully complete their academic and/or vocational program at OC. To meet this objective, EOPS provides

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

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

Empleos
La oficina de empleos para estudiantes asiste en la búsqueda de trabajos de medio-tiempo (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 programa EOPS está diseñado para recrutar, retener y proporcionar servicios a estudiantes en desventaja de acuerdo con ciertos criterios educacionales y económicos. El objetivo del Programa EOPS es el de darle al estudiante la oportunidad y asistencia necesaria para poder completar su programa académico y/o vocacional en el colegio de
support services over, above and in addition to the regular educational programs of the college. To be eligible, students must qualify for the Board of Governor's grant (BOGG), be enrolled full-time, and have completed less than 70 units of degree-applicable credit coursework. Once eligible, students are provided with orientation, counseling, tutorial assistance, grants, emergency and/or textbook loans, and related services.

For more information contact the EOPS staff 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, Oxnard. Para lograr este objetivo, EOPS ofrece servicios adicionales al programa educativo regular del colegio. Para poder ser elegible, los estudiantes deben calificar para la beca BOGG (Nueva Mesa Directiva de Becas e Incentivos a Estudiantes), debe estar matriculado por tiempo completo, y no debe de haber completado más de 70 unidades (creditos aplicables hacia su título). Una vez elegibles, se les ofrecerá una orientación, servicios de tutores, consejeros, becas, préstamos de emergencia y/o para libros, y otros servicios adicionales. Para más información póngase en contacto con el departamento de EOPS que esta ubicado 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
the deadline for submitting applications for scholarships is May 1.

Scholarship applications which are submitted to the Financial Aids Office by the published deadline date will be forwarded to the appropriate Scholarship Screening Committee, which will review each application prior to making a decision. In some instances, a personal interview may be required. Scholarship applicants will be notified of committee decisions by the OC Financial 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, dermatologist, psychologist, and nurse practitioner services are available by walk-in clinic or appointment. Health and

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

Centro de Salud/
Seguro de Accidente

El Centro de Salud (Enfermería), se encuentra 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, presion 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, dermatólogo, psicóloga y enfermeras, se
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 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’ Assistant in the Admissions office before repeating a course.

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 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.
Student Organizations and Activities

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

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

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

Elections are held twice a year, once in the fall, and once in the spring. To run for office a student must obtain a candidate's form from the Student Activities Office.

Students carrying three or more units with a 2.0 GPA or better are eligible to run. All students 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 office 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

Actividades Estudiantiles

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

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

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

Se celebran elecciones dos veces por año, en otoño y en primavera. Para correr por cualquier candidatura, el estudiante puede conseguir una forma en la oficina de actividades estudiantiles. Todos los estudiantes que estén inscritos son elegibles a votar en las elecciones.

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

Actividades Estudiantiles
La Oficina de Actividades Estudiantiles está localizada en el Edificio de Servicios Estudiantiles. Este programa es designado para asistir a estudiantes en el desarrollo de sus habilidades como líderes y para el enriquecimiento de su experiencia educacional.
clubs and organizations, club faires, noon lectures, and entertainment.

New and continuing students are encouraged to participate in one or more of the activities. Furthermore, existing clubs are always looking for new ideas to increase their membership. The Student Activities staff is 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.

**Las actividades incluyen:**

el gobierno estudiantil, clubs y organizaciones, ferias, pláticas, y entretenimientos. A los estudiantes actuales y de nuevo ingreso se les anima a participar en cualquiera de nuestras muchas actividades. Además, los clubs existentes están siempre buscando nuevas ideas para aumentar sus miembros.

El personal de la oficina de 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, basquetbol, carreras de corta distancia y beisbol. Las mujeres compiten en basquetbol, 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 firmen un contrato académico estipulando las clases que estudian mientras asisten al colegio de Oxnard.
Music Organizations
Oxnard College's organized musical groups include a concert choir and a stage band. Both groups perform publicly during the course of the year.

Dramatics
The OC theatre arts staff plans and produces a variety of 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.

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

Drama
El personal del departamento de Artes Teatrales planea y 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.
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 five, 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, 1989.

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. Pre-registration for the fall semester is held in May; the Child Care office is closed in August. Call 986-5801 for information.

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 clase pueden ser requeridas. Se puede repetir por crédito hasta un total de seis unidades.

Ag 30—1—12 unidades
Mecánica y Soldadura Agrícola
Para estudiantes que quieren conseguir empleo inmediatamente. Incluye fabricación de metales, soldadura arc, TIG y MIG, operación y mantenimiento de equipo pesado, y el uso de herramientas de mano. Crédito es otorgado por cursos terminados con éxito en el programa de equipo agrario. El curso se puede repetir por crédito hasta el máximo de 36 unidades. El curso se enseña de una manera bilingüe; todos los exámenes, textos, y unidades de trabajo están en inglés y en español. Excursiones con la clase pueden ser requeridas. Inscripciones cada tres semanas.

Ag 36—2 unidades
Tecnología de Soldadura Agrícola
Aspectos de seguridad, operación de equipo, y técnicas de soldadura oxiacetilénica, arc, TIG y MIG y fabricación de metal, ejercicios prácticos y reparación de equipo agrícola. Curso se puede tomar a base de Crédito/No Crédito.

AB 1—4 unidades
Introducción a la Carrocería
Los principios de reparación de carrocería de autos, incluye soldadura eléctrica y oxiacetilénica, preparación y acabamiento de metal, uso de llenadores, lijar, encubierta, y técnicas de impresión y pintura.

AB 2—4 unidades
Clase Intermedia de Carrocería
Problemas especiales en la reparación de la carrocería de autos; uso de técnicas avanzadas con materiales tales como acero, aluminio y plástico. Métodos especiales de pintura.

AT 10—3 unidades
Fundamentos de Mecánica Automotriz
Un estudio general de la estructura del automóvil incluyendo los sistemas, principios de operaciones básicas, y los procedimientos de reparaciones, sistemas de 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.
**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 Básicas**  
Ortografía, puntuación, estructura de las oraciones, dicción, vocabulario, palabras transicionales, paralelismo, técnicas de párrafos y organización de temas serán enseñados y aprendidos a través de varias y numerosas asignaciones acentuando técnicas para mejorar la composición. Los estudiantes recibirán ayuda individual; un diagnóstico prescriptivo será usado. Curso se puede repetir por crédito.

**Engl 30EV ABC—1-1-1 unidades**  
**Vocabulario ESPIGA**  
Un curso diseñado para aprender vocabulario básico en inglés. La parte A 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. Curso se puede repetir por crédito y tomarse 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. Énfasis en proveer información para estimular discusiones que permiten 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**  
Repaso de operaciones básicas de matemáticas y de los procesos fundamentales como la aplicación de los números enteros, fracciones, decimales y porcentaje; énfasis en el entendimiento de la aritmética y lo proceso matemáticos.

**Mus 189AB—3 units**  
**Guitarra Folklorica**  
Para el estudiante que quiere aprender la técnica de la guitarra para música Mexicana.

**PG 101AB—3 unidades**  
**Planeamiento de Carreras y Vida**  
Ayuda al estudiante a examinar los componentes en escoger una carrera. Enfoca en los conocimientos personales, educacionales, y operaciones para distintas carreras. Habilidades de planeamiento y examenes que exploran su habilidad para diferentes carreras, les ayudan a identificar varias posibilidades.

**PE 124—1½ units**  
**Baile Folklorico Mexicano**  
Concimento y habilidad básica de bailables folklorícos Mexicanos.

**Spn 105-106—5 unidades**  
**Espanol para el Hispanohablante**  
Primer año de español para hispanohablantes. Énfasis en el desarrollo de vocabulario y uso correcto en hablar y escribir; incluye estudio de principios básicos de la gramática. Los dos semestres aumentan el perfeccionamiento de habilidades en la comprensión, lectura, escritura y en oratoria del español. Las lecturas culturales se usan para promover la escritura y lectura.

**Spn 107—3 unidades**  
**Cultura y Civilización 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**  
**Gramatica y Composición del Espanol**  
Para presentar en una secuencia sistemática y lógica de la sintaxis en español y dar al estudiante avanzado un conocimiento de gramática y terminología contemporanea. Provee al estudiante con un énfasis en estilos escritos usando antologías de literatura hispano-americana para enriquecer el conocimiento de las culturas hispanoamericanas.
Spn 117—3 unidades
Literatura
Hispanoamericana
Requisito: Conocimiento avanzado del español en lectura y escritura.

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 de la gramática, el desarrollo del vocabulario, composición oral, y unos estudios de las costumbres de los Estados Unidos. Grabaciones pueden usarse como una ayuda para corregir los dialectos extranjeros. Puede tomarse a base de Crédito/No Crédito.

Spch 104—3 unidades
Voz y Dicción
Diseñado para dar al estudiante una introducción básica a la naturaleza y principios de la producción de la voz y los sonidos del habla; mejoramiento individual del habla; instrucción y práctica en respiración correcta, control de la voz, y dicción; estudio de pronunciación correcta y articulación de sonidos vocales, incluyendo estudio de dialectos extranjeros y regionales. Diseñado para el estudiante de drama, forense, locución, y mejoramiento personal. Crédito transferible a UC y CSU. 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 following curriculum designated by the honors faculty:

- Cultural Anthropology
- Art History
- The Human Environment
- Marine Biology
- Macroeconomics
- College Composition and Literature
- English Literature
- American Literature
- Physical Geography
- World Cultural Geography
- Oceanography
- History of the United States
- Western Civilization
- History of Ideas and Evolution of Culture
- Frontiers of Thought
- Mass Communication
- Music Appreciation
Introduction to Philosophy
Social Philosophy
Introduction to Politics
Law, Society and the Citizen
General Psychology
Social Problems
Oral Communication
Introduction to Theatre

All of these courses satisfy transfer general education 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 for one of these courses at an honors level by negotiating an honors contract.

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.

International Student Program

The objective of this program is to assist international visa students, within a caring atmosphere, to achieve their educational and personal goals while helping them to become familiar with American customs. A special orientation program is provided at the beginning of each academic year to acquaint the students with services provided on campus, local and state laws, and rules and regulations of the U.S. Immigration and Naturalization Service.

The International Student program is located in the Counseling office in the Learning Resources Center Building (LRC). This office is responsible for preparing the immigration form I-20 needed by all international students, as well as providing assistance in preparing certain other forms.
All students studying under an F-1 visa must check in with this office before registering.
Assistance in obtaining housing for international students is also provided by the program.

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 189DF, 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, learning-, developmentally- 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.

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. The 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.

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.
Degrees, Programs, and Transfer Information

Graduation Requirements

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

While counselors are available for assistance at all times, the college expects every student to be familiar with graduation requirements and to assume the responsibility for their completion.

Competency

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

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

Reading—Satisfactory completion of Engl 17 or Engl 102 or satisfactory score of 22 on the Educational Testing Service's Assessment and Placement test, or satisfactory score on the reading section of the TASK II (See a counselor for exit-testing option on the TASK II).

Written Expression—Satisfactory completion of Engl 14, English 101, Bus 140, Journ 101, or Journ 102.

Math — Satisfactory completion of Math 11 or higher level course or satisfactory score of 15 on the Mathematics Diagnostic and Placement test.

Programs

Oxnard College offers a wide variety of general and occupational programs leading to a certificate of achievement or an associate degree. These programs, which can be completed in two years or less, prepare the graduate for many excellent career opportunities in the community. Oxnard College offers designated degrees and certificates in the following areas:

Accounting  
Administrative Aide  
Agricultural Mechanics/Welding  
Air Conditioning/Refrigeration  
Alcohol/Drug Studies  
Anthropology  
Art  
Automotive Body and Fender  
Automotive Technology  
Bilingual/Cross-Cultural  
Biology  
Business Management  
Child Development  
Communications  
Journalism—Print Media  
Journalism—Public Relations  
Television Production

Culinary Arts  
Diesel Mechanics  
Economics  
Electronics  
English  
Fire Technology
Fitness Management  
General Liberal Arts/Sciences  
History  
Hotel and Restaurant Management  
Industrial Mechanics  
Information Processing Systems  
Journalism—see Communications  
Legal Assisting  
Marketing  
Mathematics  
Office Technology  
Philosophy  
Political Science  
Print Media—see Communications  
Psychology  
Public Relations—see Communications  
Real Estate  
Sociology  
Spanish  
Supervision  
Television—see Communications  
Word Processing  

More information about certificates and curriculum patterns may be found later in this section.

### Associate in Arts Degree
### Associate in Science Degree

#### Basic Requirements

A. Competency—Demonstrated competency in reading, written expression, and in mathematics, as specified previously.

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.
   a. One course from Health
   b. One course from Physical Education

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

A. Natural Sciences (6 units)
   1. Biological Sciences
      (2 or more units)
      1. Ag 103
      2. Anth 101
   2. Physical Science
      (1 course required)
      1. Ag 104
      2. Ast 101
      3. Chem 20, 101
      4. Geol 101, 103, 104, 107
      5. Geog 101, 103
      6. Phys Sci 101
      7. Physics 101, 111

B. Social and Behavioral Sciences (6 units)
   1. American History/Institutions
      (1 course required)
      1. Hist 102, 103, 107, 108, 117
      2. Psc 100, 101, 102
   2. Social/Behavioral Science
      (3 units required)
      1. Anth 102, 103, 105, 106, 110
      2. Bus 120
      3. CD 102, 106
      4. HE 101, 107
      6. Econ 100, 101, 102
      7. IS 102
      8. Psc 104, 105, 106, 107, 108
     11. Geog 102, 104
     12. Phil 109, 110, 114

C. Humanities (6 units)
   1. Fine Arts
      (1 course, 2 or more units, required)
      1. Art 101, 102, 103, 104A, 104B, 106A, 106B, 150
      2. Engl 119
      4. ThA 101, 102A, 102B, 103A, 103B, 104, 109, 112
    2. Other Humanities
      (1 course, 2 or more units, required)
      1. Spn 1, 2, 3, 101, 102, 103, 104, 105, 117
      3. IS 101A, 101B, 110, 189A
      4. Phil 101, 102, 103, 104, 105, 106, 108
      5. SL 101, 102
      6. Spch 1, 2, 101, 103, 104
      7. Hist 105, 106, 109
      8. Journ 100
      9. TV 102, 103, 104

D. Language and Rationality
   (6 units)
   1. English Composition
      (1 course required)
      1. Engl 14, 101, 102
      2. Bus 140
      3. Journ 101, 102
   2. Communication/Analytical Thinking
      (1 course required)
      1. Bus 62
      2. Engl 101, 102
      3. BIS 153A, 154A
      4. IS 110
      6. Phil 107, 111, 112
      7. Psych 103, 104
      8. Spch 101, 103, 104
E. Physical Education
   and Health (2 courses required, one from each area)
   1. Any PE activity course
   2. HS 101, 102, 103, 104

F. 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 115
   10. Spn 117
   11. ThA 112, 117

Guidelines for
Additional Degrees

Any college in the Ventura
County Community College
District will award an additional
Associate degree under the
following conditions:
A. A student who has earned an
   Associate degree may earn
   an additional Associate
degree.
B. A student who holds a
   higher degree may earn an
   additional Associate degree
   in a specific major.
C. General education
   requirements earned for one
   degree may be applied
   toward another degree; any
deficiencies in the current
general education must be
completed.
D. A candidate for an additional
degree must complete 12 or
more units of credit, in
residence, concurrent with or
after completion of

requirements for the first
Associate degree. In
addition, a candidate must
be in attendance in the
semester during which
graduation requirements for
the additional degree are
completed.

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

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

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

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

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

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

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

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

Transfer Curricula

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

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

Transfer Majors
Agriculture/Agri-Business
Anthropology
Art
Behavioral Science
Bilingual/Cross-Cultural
Biological Sciences
Business Administration
Accounting
Finance
Information
Systems/Computers
Management
Marketing
Real Estate
Small Business Management
Ceramics
Chemistry
Chicano Studies
Child Development
Computer Information Systems
Computer Science
Communications
Early Childhood Education
Education
Economics
Electronics
Electronics Technology
English
Foreign Languages
Forestry
General Liberal Arts/Sciences
Geography
Geological Sciences
Health Science
History
Home Economics
Hotel/Restaurant Management
Journalism
Land Management
Liberal Studies
Mathematics
Music
Philosophy
Physical Education
Physical Science
Physics
Physiology
Political Science
Pre-Dental
Pre-Engineering
Pre-Law
Pre-Medical
Pre-Nursing
Pre-Physical Therapy
Pre-Veterinary
Psychology
Radio-Television-Film
Recreation
Secretarial Science
Social Sciences
Sociology
Spanish
Special Education/Liberal Studies
Speech
Teaching/Liberal Studies
Theatre Arts
Wildlife Management

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

California State University System

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

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

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

All students entering CSU must demonstrate basic competence in Mathematics. Transfer students who are subject to requirements in the 1983-84 catalog must take the entry-level mathematics (ELM) examination unless they have successfully completed (grade of C or better) a Math course certified for general education—Mathematical Concepts (College Algebra or above) at the time of transfer.
General Education Requirements for the Bachelor’s Degree at the California State Universities and Colleges

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

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

Students are not required to follow Oxnard College’s pattern of area units in order to satisfy the requirements at the CSU campus to which they transfer. The OC/CSU General Education Certification Pattern is as follows:

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

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

1. Oral Communication
   Speech 101, 103, 104

2. Written Communication
   Engl 101

3. Critical Thinking
   Phil 107, 111, 112
   IS 110
   Speech 107

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

1. Physical Science
   Ast 101
   Chem 20, 101
   Geog 101, 103
   Geol 101, 103, 104, 107
   Phys Sci 101
   Ph 101, 102, 110, 111

2. Life Science
   Ag 103
   Anth 101
   Biol 101, 103, 104, 106, 107, 108, 109, 110, 111, 113

3. Lab Experience
   Ag 103
   Biol 101, 103, 104, 105, 107, 108L, 109, 110, 111, 113
   Chem 20, 101
   Geog 101L
   Geol 101L
   Ph 101, 102, 111

4. 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, 104, 105, 124
   - ThA 101, 103A

2. **Literature**
   - Spn 117
   - Spch 105

3. **Philosophy**
   - Phil 101, 102, 103, 104, 105, 106, 108, 109, 110, 114
   - Soc 114

4. **Foreign Language**
   - Fr 101, 102
   - Spn 101, 102, 103, 104

5. **Active Participation**
   - Art 104A, 104B, 106A, 106B, 108A, 150A
   - Journ 101, 103, 105
   - TV 101, 102, 103, 104
   - ThA 102A, 110A, 112, 113, 114, 117, 120A, 121A

6. **Western Culture**
   - Anth 102, 103, 112
   - Hist 105, 106, 109
   - IS 101A, 102
   - Spn 107

7. **Non-Western Culture**
   - Anth 102, 103, 110, 113

**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 112**
   - CD 102
   - Geog 102, 104, 106
   - IS 110
   - Journ 100
   - Phil 114
   - PSc 106
   - Psych 101, 102A, 106, 107, 108

2. **Political**
   - Geog 104
   - IS 102A
   - PSc 100*, 101*, 102, 104, 105, 106, 107, 108*
   - *consult the counseling department to determine how these courses may meet the American History and Institutions requirement.

3. **Economics**
   - Econ 101, 102, PSc 106

4. **Contemporary Settings**
   - Anth 102, 106, 107, 110, 113
   - CD 102
   - Geog 102, 104, 106
   - IS 101A, 102
   - Journ 100
   - PSc 102, 104, 105, 107
   - Psych 101, 102A, 106, 107, 108

5. **Historical Setting**
   - IS 101A
   - Soc 112
   - *consult the counseling department to determine how these courses may meet the American History and Institutions requirement

6. **Western Context**
   - Anth 103, 104, 107, 110
   - Geog 102, 106
   - PSc 104, 105, 108
   - Hist 109

7. **Non-Western Context**
   - Anth 102, 103, 104, 106, 107, 110, 112, 113
   - Geog 102, 106
   - PSc 104, 105, 108
   - Hist 110, 113, 114

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

1. **Integrated Organism**
   - HS 101, 103, 104, 105, 107
   - PG 101A, 102
   - Psych 101, 102A, 106, 107, 108,
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:

(i) One year of Advanced Mathematics, such as Intermediate Algebra, Trigonometry, or another comparable Mathematics course; or

(ii) A one-year course in any Laboratory Science besides the course used for the "d" requirement above; or

(iii) 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 1988 or later. Courses offered by a single department can be applied to only one of the four areas—C, D, E, or F.

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, 106, 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.
English 107, 108; History 102, 103, 104, 107, 108, 112, 115, 116, 117; 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 or later, or who transfer to UCSB in fall 1989 or later.
1. The completion in high school of the third year of a foreign language with at least a B–.
2. A foreign language CEEB score of 600.
3. An Advanced Placement score of 3.
4. The completion in college of foreign language, quarter course 3 or semester course 2.
5. Pass a placement examination at UCSB.

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

Bachelor of Music and Bachelor of Fine Arts
Must complete Areas A, B, C1, C2, Area D or E, and Areas F2A and F2B.

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

Transfer Limitations
All transfer limitations applying to courses taken at Oxnard
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.
3. Students over the age of 25 at entrance will have the PE requirement waived.

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 take one activity and Lifetime 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 6 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 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

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

Symbolic
1. BIS 153AB, 154AB, 161AB
2. Music 103ABCD
3. Philosophy 107
4. French or Spanish above 100
5. Psychology 103

U.S. History
1. History 102, 103

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

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.

**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.
## Degrees and Certificates

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Degree/Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>degree and certificate</td>
</tr>
<tr>
<td>Administrative Aide</td>
<td>degree and certificate</td>
</tr>
<tr>
<td>Agricultural Mechanics/Welding</td>
<td>degree and certificate</td>
</tr>
<tr>
<td>Air Conditioning/Refrigeration</td>
<td>degree and certificate</td>
</tr>
<tr>
<td>Alcohol/Drug Studies</td>
<td>degree and certificate</td>
</tr>
<tr>
<td>Anthropology</td>
<td>degree</td>
</tr>
<tr>
<td>Art</td>
<td>degree</td>
</tr>
<tr>
<td>Automotive Body and Fender</td>
<td>degree and certificate</td>
</tr>
<tr>
<td>Automotive Technology</td>
<td>degree and certificate</td>
</tr>
<tr>
<td>Bilingual/Cross-Cultural</td>
<td>degree</td>
</tr>
<tr>
<td>Biology</td>
<td>degree</td>
</tr>
<tr>
<td>Business</td>
<td>degree</td>
</tr>
<tr>
<td>Business/Logistics</td>
<td>degree and certificate</td>
</tr>
<tr>
<td>Business Management</td>
<td>degree and certificate</td>
</tr>
<tr>
<td>Child Development</td>
<td>degree and certificate</td>
</tr>
<tr>
<td>Communications</td>
<td>degree</td>
</tr>
<tr>
<td>Journalism—print media</td>
<td>degree</td>
</tr>
<tr>
<td>Journalism—public relations</td>
<td>degree</td>
</tr>
<tr>
<td>Television Production</td>
<td>degree</td>
</tr>
<tr>
<td>Culinary Arts</td>
<td>degree and certificate</td>
</tr>
<tr>
<td>Diesel Mechanics</td>
<td>degree and certificate</td>
</tr>
<tr>
<td>Economics</td>
<td>degree</td>
</tr>
<tr>
<td>Electronics</td>
<td>degree and certificate</td>
</tr>
<tr>
<td>English</td>
<td>degree</td>
</tr>
<tr>
<td>Fire Technology</td>
<td>degree and certificate</td>
</tr>
<tr>
<td>Fitness Management</td>
<td>degree and certificate</td>
</tr>
<tr>
<td>General Liberal Arts and Sciences</td>
<td>degree</td>
</tr>
<tr>
<td>History</td>
<td>degree</td>
</tr>
<tr>
<td>Hotel and Restaurant Management</td>
<td>degree and certificate</td>
</tr>
<tr>
<td>Industrial Mechanics</td>
<td>degree and certificate</td>
</tr>
<tr>
<td>Industrial Safety</td>
<td>certificate</td>
</tr>
<tr>
<td>Information Processing Systems</td>
<td>degree and certificate</td>
</tr>
<tr>
<td>Journalism (see Communications)</td>
<td>degree</td>
</tr>
<tr>
<td>Legal Assisting</td>
<td>degree and certificate</td>
</tr>
<tr>
<td>Marketing</td>
<td>degree and certificate</td>
</tr>
<tr>
<td>Mathematics</td>
<td>degree</td>
</tr>
<tr>
<td>Office Microcomputers</td>
<td>degree and certificate</td>
</tr>
<tr>
<td>Office Technology</td>
<td>degree and certificate</td>
</tr>
<tr>
<td>Philosophy</td>
<td>degree</td>
</tr>
<tr>
<td>Political Science</td>
<td>degree</td>
</tr>
<tr>
<td>Print Media (see Communications)</td>
<td>degree</td>
</tr>
<tr>
<td>Psychology</td>
<td>degree</td>
</tr>
<tr>
<td>Public Relations (see Communications)</td>
<td>degree</td>
</tr>
<tr>
<td>Real Estate</td>
<td>degree and certificate</td>
</tr>
<tr>
<td>Sociology</td>
<td>degree</td>
</tr>
<tr>
<td>Spanish</td>
<td>degree</td>
</tr>
<tr>
<td>Supervision</td>
<td>degree and certificate</td>
</tr>
<tr>
<td>Television (see Communications)</td>
<td>degree</td>
</tr>
<tr>
<td>Word Processing</td>
<td>degree and certificate</td>
</tr>
</tbody>
</table>

If you have any questions, check with a counselor at 986-5816, or 654-6370, ext. 5816.
# 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><strong>Natural Sciences</strong></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><strong>Social and Behavioral Sciences</strong></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><strong>Humanities</strong></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><strong>Language and Rationality</strong></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><strong>Ethnic/Women's Studies</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>General Liberal Arts and Sciences</strong></td>
<td>9</td>
</tr>
<tr>
<td>Physical Education, one course</td>
<td>1.5-2</td>
</tr>
<tr>
<td>Health Science, one course</td>
<td>2-3</td>
</tr>
</tbody>
</table>

| Total                                     | 39.5-41 |

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

†No certificate of achievement awarded.

## Associate Degree for Transfer Students*

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

1. Completing the Associate degree pattern specified above.

   OR

2. Completing at least 36 units of course work selected from the breadth pattern of a transfer institution. Breadth courses may be selected from courses required for general education and from courses required in preparation for the student's selected major, plus the specified Health and Physical Education requirements.

The Title V regulations for General Education require at a minimum:

- 3 units of Natural Science
- 3 units of Social and Behavioral Science
- 3 units of Humanities
- 3 units of Language and Rationality from English composition
- 3 units of Communication or Analytical Thinking
- 3 additional units from any of the above categories

NOTE: Competency requirements must also be satisfied.

*Students who plan to transfer to a four-year college or university should consult a counselor for specific transfer information.
### 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>
</tbody>
</table>

**Units**

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

**Total required units =** 18

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

### Art*

A student may satisfy a major requirement in one of three ways: as a general art major, as an art two-dimensional studio major, or as an art three-dimensional studio major.

**Required Courses for ALL Art Majors:**

<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>
</tbody>
</table>

**Required Courses for general majors:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art 104AB</td>
<td>Color and Design (2+2)</td>
<td>4</td>
</tr>
<tr>
<td>Art 106AB</td>
<td>Beginning/Intermediate Drawing (3+3)</td>
<td>6</td>
</tr>
<tr>
<td>Art 108AB</td>
<td>Beginning/Intermediate Oil Painting (3+3)</td>
<td>6</td>
</tr>
<tr>
<td>Art 126AB</td>
<td>Beginning/Intermediate Figure Painting (3+3)</td>
<td>6</td>
</tr>
</tbody>
</table>

**Total units =** 28

**Required Courses for Two-Dimensional Studio Majors**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art 104AB</td>
<td>Color and Design (2+2)</td>
<td>4</td>
</tr>
<tr>
<td>Art 106AB(C†)</td>
<td>Beginning/Intermediate Drawing (3+3)</td>
<td>6</td>
</tr>
<tr>
<td>Art 108AB(C‡)</td>
<td>Beginning/Intermediate Oil Painting (3+3)</td>
<td>6</td>
</tr>
<tr>
<td>Art 112AB</td>
<td>Beginning/Intermediate Watercolor (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 126AB(C§)</td>
<td>Figure Drawing (3+3)</td>
<td>6</td>
</tr>
<tr>
<td>Art 128AB</td>
<td>Figure Painting (3+3)</td>
<td>6</td>
</tr>
</tbody>
</table>

**Total units =** 46
Required Courses for Three-Dimensional Studio:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</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>Art 155AB</td>
<td>Sculpture (3+3)</td>
<td>6</td>
</tr>
</tbody>
</table>

Total units = 30

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

### Bilingual/Cross-Cultural*

**Required Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eng 102</td>
<td>College Composition and Literature</td>
<td>3</td>
</tr>
<tr>
<td>Eng 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 = 26

### Required Additional Courses:

Select one from each of the following sequences:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</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>IS 189CD</td>
<td>Cross-Cultural Experiences with Migrant Children</td>
<td>3</td>
</tr>
<tr>
<td>Art 189A</td>
<td>The Art of Mexico</td>
<td>3</td>
</tr>
<tr>
<td>PE 124</td>
<td>Mexican Dance</td>
<td>1.5</td>
</tr>
<tr>
<td>ThA 112</td>
<td>Chicano Teatro</td>
<td>3</td>
</tr>
<tr>
<td>Soc 108</td>
<td>Sociology of the Chicano Community</td>
<td>3</td>
</tr>
<tr>
<td>CD 107</td>
<td>Cross-Cultural Experiences with Children and Families</td>
<td>7.5-9</td>
</tr>
</tbody>
</table>

Total Required Units = 33.5-35

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

### Biology*

**Required Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</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 = 36

### Recommended Elective Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</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

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

For students interested in transferring to a four-year college or university as a business major to obtain a Bachelor degree.

The requirements below meet specifically Cal State Northridge requirements. For information regarding transfer to any other college or university, see your counselor.

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 101A</td>
<td>Accounting Principles I</td>
</tr>
<tr>
<td>Bus 101B</td>
<td>Accounting Principles II</td>
</tr>
<tr>
<td>Bus 111A</td>
<td>Business Law</td>
</tr>
<tr>
<td>BIS 153A</td>
<td>BASIC I Programming</td>
</tr>
<tr>
<td>Econ 101</td>
<td>Principles of Macroeconomics</td>
</tr>
<tr>
<td>Econ 102</td>
<td>Principles of Microeconomics</td>
</tr>
<tr>
<td>Math 106</td>
<td>Mathematics for Business Applications</td>
</tr>
<tr>
<td>or</td>
<td>Math 120</td>
</tr>
</tbody>
</table>

**Total Required Units = 24**

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

**Communications**

<table>
<thead>
<tr>
<th>Required Core Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journ 100</td>
<td>Introduction to Mass Communication</td>
</tr>
<tr>
<td>Journ 101</td>
<td>News Writing and Reporting</td>
</tr>
</tbody>
</table>

**Journalism—Print Media Option**

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journ 102</td>
<td>Intermediate News Writing and Reporting</td>
</tr>
<tr>
<td>Journ 103</td>
<td>Beginning News Editing</td>
</tr>
<tr>
<td>Journ 104</td>
<td>Journalistic Layout and Design</td>
</tr>
</tbody>
</table>

**Required Additional Courses**

Complete six units from the following:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journ 108</td>
<td>Introduction to Feature Writing</td>
</tr>
<tr>
<td>Journ 110</td>
<td>Observer Staff Lab (may be repeated once)</td>
</tr>
<tr>
<td>Journ 111</td>
<td>Broadcast Journalism</td>
</tr>
<tr>
<td>Journ 133</td>
<td>Advertising</td>
</tr>
<tr>
<td>Journ 141</td>
<td>Introduction to Public Relations</td>
</tr>
</tbody>
</table>

**Journalism—Public Relations Option**

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journ 141</td>
<td>Introduction to Public Relations</td>
</tr>
<tr>
<td>Journ 142</td>
<td>Public Relations Strategies</td>
</tr>
<tr>
<td>Journ 180</td>
<td>Public Relations Internship</td>
</tr>
</tbody>
</table>

**Required Additional Courses**

Choose one from the following:

<table>
<thead>
<tr>
<th>Required Additional Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journ 102</td>
<td>Intermediate News Writing</td>
</tr>
<tr>
<td>Journ 103</td>
<td>Beginning News Editing</td>
</tr>
<tr>
<td>Journ 108</td>
<td>Introduction to Feature Writing</td>
</tr>
<tr>
<td>Journ 111</td>
<td>Broadcast Journalism</td>
</tr>
</tbody>
</table>
Choose two from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 132</td>
<td>Marketing</td>
<td>3</td>
</tr>
<tr>
<td>Bus 140</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>Journ 133</td>
<td>Advertising</td>
<td>3</td>
</tr>
<tr>
<td>Spch 101</td>
<td>Introduction to Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Required Units =</strong></td>
<td><strong>24</strong></td>
</tr>
</tbody>
</table>

### Television Production Option

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>TV 101</td>
<td>Broadcast Studio Operation</td>
<td>3</td>
</tr>
<tr>
<td>TV 102</td>
<td>Television Production Workshop</td>
<td>3</td>
</tr>
<tr>
<td>TV 103</td>
<td>Television Directing and Editing</td>
<td>3</td>
</tr>
<tr>
<td>TV 104</td>
<td>Advanced Television Production</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

Complete six units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engl 130</td>
<td>Television Writing</td>
<td>3</td>
</tr>
<tr>
<td>Journ 111</td>
<td>Broadcast Journalism</td>
<td>3</td>
</tr>
<tr>
<td>Spch 101</td>
<td>Introduction to Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spch 104</td>
<td>Voice and Diction</td>
<td>3</td>
</tr>
<tr>
<td>ThA 108</td>
<td>Acting for Film and Television</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Required Units =</strong></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

### Total Required Units = 24

### Economics*

<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>
<tr>
<td></td>
<td><strong>Total Required Units =</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

### 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>
<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>
</tbody>
</table>

100
PSc 105  Current Issues in Domestic and Foreign Politics  3
PSc 106  Political Aspects of Economic Problems  3

Total Required Units =  6

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

**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></td>
<td></td>
</tr>
<tr>
<td>Engl 108</td>
<td>Survey of American Literature II</td>
<td>3</td>
</tr>
</tbody>
</table>

**Additional Required Courses:**

Complete six units from the following:

<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></td>
<td></td>
</tr>
<tr>
<td>Journ 102†</td>
<td>Intermediate News Writing and Reporting</td>
<td>3</td>
</tr>
<tr>
<td>Any other English course numbered 100 or above</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Total Required Units =  15

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

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

**History**

**Required Courses:**

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

<table>
<thead>
<tr>
<th>Group</th>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Hist 102</td>
<td>History of the United States I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Hist 103</td>
<td>History of the United States II</td>
<td>3</td>
</tr>
<tr>
<td>B.</td>
<td>Hist 105</td>
<td>Introduction to Western Civilization I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Hist 106</td>
<td>Introduction to Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>C.</td>
<td>Hist 107</td>
<td>History of the Mexican People in the US</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Hist 108</td>
<td>Afro-American History</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Hist 109</td>
<td>The Heritage of Mexico</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Hist 112</td>
<td>Great American Women</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Hist 117</td>
<td>History of American Women</td>
<td>3</td>
</tr>
<tr>
<td>D.</td>
<td>Hist 114</td>
<td>Modern Asia: China, India, and Japan</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Hist 115</td>
<td>History of the Americas I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Hist 116</td>
<td>History of the Americas II</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Required Units =  12

101
### Required Additional Courses:

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

- **Units**
- 6

**Total Required Units =** 18

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

---

### Journalism

(See Communications)

---

### Mathematics*

#### Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math 105</td>
<td>Introductory Statistics</td>
<td>4</td>
</tr>
<tr>
<td>Math 120</td>
<td>Calculus with Analytic Geometry</td>
<td>5</td>
</tr>
<tr>
<td>Math 121</td>
<td>Calculus with Analytic Geometry</td>
<td>5</td>
</tr>
<tr>
<td>Math 122</td>
<td>Calculus with Analytic Geometry</td>
<td>5</td>
</tr>
<tr>
<td>Math 136</td>
<td>Computer Programming (BASIC)</td>
<td>3</td>
</tr>
<tr>
<td>or Math 137</td>
<td>Computer Programming (FORTRAN)</td>
<td>3</td>
</tr>
<tr>
<td>or Math 138</td>
<td>Computer Programming (PASCAL)</td>
<td>3</td>
</tr>
<tr>
<td>Ph 111</td>
<td>Mechanics of Solids and Fluids</td>
<td>5</td>
</tr>
<tr>
<td>Ph 112</td>
<td>Electricity and Magnetism</td>
<td>5</td>
</tr>
</tbody>
</table>

**Total Required Units =** 32

---

#### Recommended Elective Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chem 101</td>
<td>General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>Ph 113</td>
<td>Heat, Sound, Optics, and Modern Physics</td>
<td>5</td>
</tr>
</tbody>
</table>

**Total Required Units =** 31

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

---

### Philosophy*

#### Required 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>Phil 107</td>
<td>Logic</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required Units =** 6

---

#### Required Additional Courses:

Complete a minimum of 12 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anth 189C</td>
<td>Magic, Religion, and Witchcraft</td>
<td>3</td>
</tr>
<tr>
<td>Econ 101</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>Phil 102</td>
<td>Introduction to Ethics</td>
<td>3</td>
</tr>
<tr>
<td>Phil 103</td>
<td>World Religions: East</td>
<td>3</td>
</tr>
<tr>
<td>Phil 104</td>
<td>World Religions: West</td>
<td>3</td>
</tr>
<tr>
<td>Phil 115</td>
<td>Great Philosophers I</td>
<td>3</td>
</tr>
<tr>
<td>Phil 106</td>
<td>Great Philosophers II</td>
<td>3</td>
</tr>
<tr>
<td>Phil 110</td>
<td>Philosophy of Religion</td>
<td>3</td>
</tr>
<tr>
<td>Phil 111</td>
<td>Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>Phil 114</td>
<td>Social Philosophy</td>
<td>3</td>
</tr>
</tbody>
</table>
PSc 101  Introduction to Politics  3
Soc 114  Social Philosophy  3

Total Required Units =  18

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

### Political Science*

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

Total Required Units =  15

<table>
<thead>
<tr>
<th>Required Additional Courses:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select six units from the following:</td>
<td></td>
</tr>
<tr>
<td>Anth 102 Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>Biol 106 The Human Environment</td>
<td>3</td>
</tr>
<tr>
<td>Bus 101A Accounting Principles I</td>
<td>3</td>
</tr>
<tr>
<td>Econ 100 The Modern American Economy</td>
<td>3</td>
</tr>
<tr>
<td>Econ 102 Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>Geog 102 World Cultural Geography</td>
<td>3</td>
</tr>
<tr>
<td>Hist 105 Introduction to Western Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>Hist 107 The History of the Mexican People in the US</td>
<td>3</td>
</tr>
<tr>
<td>Hist 110 History of the Middle East</td>
<td>3</td>
</tr>
<tr>
<td>Hist 114 Modern Asia: China, India, and Japan</td>
<td>3</td>
</tr>
<tr>
<td>BIS 183A BASIC Programming</td>
<td>4</td>
</tr>
<tr>
<td>Math 136 Computer Programming, BASIC</td>
<td>3</td>
</tr>
<tr>
<td>Phil 111 Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>Any PSc course not used to satisfy the core requirement</td>
<td></td>
</tr>
<tr>
<td>Psych 103 Beginning Statistics for Behavioral Science</td>
<td>3</td>
</tr>
<tr>
<td>Soc 103 Racial and Ethnic Group Relations</td>
<td>3</td>
</tr>
<tr>
<td>Soc 109 Futurology</td>
<td>3</td>
</tr>
<tr>
<td>Soc 112 Great American Women</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Required Units =  21

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

### Psychology*

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

103
### 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>Introduction to Experimental Psych</td>
<td>3</td>
</tr>
<tr>
<td>Psych 105</td>
<td>Introduction 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>Introduction 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>
</tbody>
</table>

Plus one of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<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 108</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>
</tbody>
</table>

**Total Required Units = 18-19**

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

### 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>
</tbody>
</table>

Plus one of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<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:

Complete one of the following 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>
</tbody>
</table>

Plus one of 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>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**

*Students who plan to transfer to a four-year college or university should consult a counselor for specific transfer information.
# 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>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>20</strong></td>
</tr>
</tbody>
</table>

**Required Additional Courses:**

Complete a minimum of four units from the following:

<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>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>4</strong></td>
</tr>
</tbody>
</table>

**Total Required Units = 24**

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

Required Courses:  

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 6</td>
<td>Income Tax Accounting</td>
<td>3</td>
</tr>
<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 102</td>
<td>Managerial Accounting</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 140</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BIS 12B</td>
<td>10-Key Electronic Calculating Machines</td>
<td>1</td>
</tr>
<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>
</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.

Required Courses:  

Meet a competency requirement of 50 net words per minute (gross speed less errors) on a five-minute timing AND complete a minimum of 3 units from the following:

<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>
<tr>
<td>BIS 31A-J</td>
<td>Word Processing Training Series (all 1-unit classes)</td>
<td>(1-3)</td>
</tr>
</tbody>
</table>

Meet a competency requirement of transcribing dictation taken for three minutes at 60 words per minute with 95 percent accuracy AND a minimum of one class from the following:

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

2-4
Complete ALL of the following courses:

- Bus 30 Business Mathematics 3
- Bus 40 Business English 3
- Bus 140 Business Communications 3
- BIS 12A Alphabetical Filing 2
- BIS 12K Proofreading Skills 2
- BIS 13 Machine Transcription 2
- BIS 19 Office Procedures 3
- BIS 40A Microcomputers: Introduction .5
- BIS 40B Microcomputers: Beginning Word Processing .5
- BIS 40D Microcomputers: Data Bases .5
- BIS 41D Microcomputers: Advanced Data Bases .5

Total Required Units = 20

Complete one of the following:
- BIS 30 Introduction to Word Processing 3
- or

- BIS 151 Introduction to Information Processing Systems 4

Total Required Units = 3-4

*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, Essential Skills, 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:  
AC 1  Air Conditioning and Refrigeration  
Units: 24  
or all of the following:  
AC 10  Air Conditioning/Refrigeration Fundamentals  
AC 10L  Air Conditioning/Refrigeration Fundamentals Lab  
AC 11L  Intermediate Refrigeration Lab  
AC 20  Electrical Systems in Air Conditioning  
AC 20L  Electrical Systems in Air Conditioning Lab  
AC 21L  Intermediate Air Conditioning Lab  
AC 30  Airside Systems  
AC 30L  Airside Systems Lab  
AC 40  Heating, Hydronics, and Control Systems  
AC 40L  Heating, Hydronics, and Control Systems Lab  

Total Required Units = 24-28

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 CAADE (California Association for Alcohol/Drug Educators).

Required Courses:  
Psych 102A  Interpersonal Relations  
Psych 108  Developmental Psychology  
or ADS 108  Alcohol and Human Development  
ADS 101  Overview of Alcoholism: Alienation and Addiction  
ADS 102  Alcoholism: Intervention, Treatment, and Recovery  
ADS 103  Physiology and Pharmacology: Alcohol and Other Drugs  
ADS 110AB  Alcohol Studies Field Experiences  

Units: 3-3  

Required Additional Courses:  
Complete any three from the following:  
ADS 104  Case Management: Counseling Techniques  
ADS 105  Group Leadership and Group Process  
ADS 106  Counseling in Alcoholic Families  
ADS 107  Alcoholism: Study of Special Population Groups  
ADS 109  Marriage and Cultural Influences  
ADS 111  Managing Alcohol Programs  
ADS 112  Prevention  
ADS 113  Alcohol, Addiction, and Dual Disorders  

Units: 9  

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.

Required Courses:  

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

Total Required Units = 21

Required Additional Courses:  

Complete a minimum of three units from the following:

<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 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 30</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Bus 111A</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>IM 1</td>
<td>Survey of Industrial Technology</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 above Math 9)</td>
<td>3-4</td>
<td></td>
</tr>
</tbody>
</table>

Total Required Units = 24-25

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.

Required Courses:  

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT 4</td>
<td>Automotive Emission Control</td>
<td>3</td>
</tr>
<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 15</td>
<td>Auto Electrical Systems</td>
<td>3</td>
</tr>
<tr>
<td>AT 16</td>
<td>Auto Electronics</td>
<td>3</td>
</tr>
<tr>
<td>AT 22</td>
<td>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:

<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>Ag Welding Technology</td>
<td>2</td>
</tr>
<tr>
<td>AC 10</td>
<td>Air Conditioning/Refrigeration Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>DM 5</td>
<td>Engine Tuneup &amp; Trouble Shooting</td>
<td>3</td>
</tr>
<tr>
<td>DM 19</td>
<td>Intro to Diesel Engines</td>
<td>3</td>
</tr>
<tr>
<td>DM 20</td>
<td>Diesel Engines</td>
<td>3</td>
</tr>
<tr>
<td>IM 1</td>
<td>Survey of Industrial Technology</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>
</tbody>
</table>
IM 23  Math for Machine Trades  
(or any Math class above Math 9)  

Total Required Units = 24

**Business/Logistics**

This program prepares students to work in the rapidly-growing field of Logistics: Logisticians are responsible for providing economical and effective support for manufacturing and for servicing products, systems, or equipment.

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 121 Introduction to Management</td>
<td>3</td>
</tr>
<tr>
<td>Bus 140 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>Bus 170 Introduction to Logistics</td>
<td>3</td>
</tr>
<tr>
<td>Bus 171 Logistics Design</td>
<td>3</td>
</tr>
<tr>
<td>Bus 172+ Spares Management</td>
<td>3</td>
</tr>
<tr>
<td>Bus 173+ Repair Management</td>
<td>3</td>
</tr>
<tr>
<td>Bus 174 Technical Product Support Services &amp; Training</td>
<td>3</td>
</tr>
<tr>
<td>Bus 175 Technical Manuals</td>
<td>3</td>
</tr>
<tr>
<td>Bus 176 Logistics Management</td>
<td>3</td>
</tr>
<tr>
<td>BIS 151 Introduction to Information Processing Systems</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Required Units = 31

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

†Math 105 is a prerequisite for Bus 172 and Bus 173

**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.

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

Required Additional Courses:

Complete at least one of the following:

<table>
<thead>
<tr>
<th>Required Additional Courses:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 30 Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Bus 52 Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>Bus 62 Oral Communications</td>
<td>3</td>
</tr>
<tr>
<td>BIS 151 Introduction to Information Processing Systems</td>
<td>4</td>
</tr>
<tr>
<td>Econ 101 Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>Econ 102 Principles of Microeconomics</td>
<td>3</td>
</tr>
</tbody>
</table>

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
- CD 103 Programs for Young Children
- CD 106 Child, Family, and Community
- CD 112 Child Development Principles and Practicum
- CD 112 Child Development Principles and Practicum II
- CD 129 Child Nutrition, Health, and Safety

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CD 102</td>
<td>3</td>
</tr>
<tr>
<td>CD 103</td>
<td>3</td>
</tr>
<tr>
<td>CD 106</td>
<td>3</td>
</tr>
<tr>
<td>CD 112</td>
<td>3</td>
</tr>
<tr>
<td>CD 112</td>
<td>3</td>
</tr>
<tr>
<td>CD 129</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>18</td>
</tr>
</tbody>
</table>

Required Additional Courses:
Select a minimum of six units from the following:
- CD 131 Art in Early Childhood
- CD 132 Science in Early Childhood
- CD 133 Language Arts in Early Childhood
- CD 134 Movement and Music in Early Childhood

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CD 131</td>
<td>3</td>
</tr>
<tr>
<td>CD 132</td>
<td>3</td>
</tr>
<tr>
<td>CD 133</td>
<td>3</td>
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<tr>
<td>CD 134</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>6</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.

Diesel Mechanics

This program will prepare students for repairing and servicing all types of diesel 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 10 Fundamentals of Auto Mechanics
- DM 4 Engine Overhaul and Repair
- DM 5 Engine Tune-up and Troubleshooting
- DM 8 Power Trains
- DM 12 Introduction to Hydraulics
- DM 19 Introduction to Diesel Engines
  or
- DM 20 Diesel Engines

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT 10</td>
<td>3</td>
</tr>
<tr>
<td>DM 4</td>
<td>3</td>
</tr>
<tr>
<td>DM 5</td>
<td>3</td>
</tr>
<tr>
<td>DM 8</td>
<td>2</td>
</tr>
<tr>
<td>DM 12</td>
<td>3</td>
</tr>
<tr>
<td>DM 19</td>
<td>3</td>
</tr>
<tr>
<td>DM 20</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>18</td>
</tr>
</tbody>
</table>

Required Additional Courses:
Complete a minimum of six units from the following:
- Ag 24 Small Engines
- Ag 36 Agriculture Welding Technology
- AT 14 Brake and Front End Repair
- AT 15 Auto Electrical Systems
- AT 20 ASE Mechanics Certification
- Bus 122 Personnel Management
- DM 5 Electrical System Theory

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ag 24</td>
<td>2</td>
</tr>
<tr>
<td>Ag 36</td>
<td>2</td>
</tr>
<tr>
<td>AT 14</td>
<td>4</td>
</tr>
<tr>
<td>AT 15</td>
<td>3</td>
</tr>
<tr>
<td>AT 20</td>
<td>3</td>
</tr>
<tr>
<td>Bus 122</td>
<td>3</td>
</tr>
<tr>
<td>DM 5</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>12</td>
</tr>
</tbody>
</table>

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:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>EI 1</td>
<td>Mathematics for Electronics I</td>
<td>5</td>
</tr>
<tr>
<td>EI 2</td>
<td>DC Fundamentals and Solid State Devices</td>
<td>4</td>
</tr>
<tr>
<td>EI 3</td>
<td>Introduction to Digital Concepts</td>
<td>4</td>
</tr>
<tr>
<td>EI 4</td>
<td>AC Fundamentals and Solid State Circuits</td>
<td>4</td>
</tr>
<tr>
<td>EI 5</td>
<td>Digital Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>EI 6</td>
<td>Electromechanical Systems</td>
<td>4</td>
</tr>
<tr>
<td>EI 7</td>
<td>Electronic Circuits</td>
<td>4</td>
</tr>
<tr>
<td>EI 8</td>
<td>Industrial Control Systems</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Total Required Units</strong></td>
<td><strong>33</strong></td>
</tr>
</tbody>
</table>

**Recommended Elective Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<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>IM 4A</td>
<td>Industrial Electricity</td>
<td>3</td>
</tr>
<tr>
<td>IM 26/El 26</td>
<td>National Electrical Code</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Required Units = 33

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:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FT 51</td>
<td>Introduction to Fire Technology</td>
<td>3</td>
</tr>
<tr>
<td>FT 52</td>
<td>Fundamentals of Fire Prevention</td>
<td>3</td>
</tr>
<tr>
<td>FT 53</td>
<td>Fundamentals of Personal Fire Safety and Emergency Actions</td>
<td>3</td>
</tr>
<tr>
<td>FT 54</td>
<td>Fundamentals of Fire Behavior and Control</td>
<td>3</td>
</tr>
<tr>
<td>FT 55</td>
<td>Fire Protection Equipment and Systems</td>
<td>3</td>
</tr>
<tr>
<td>FT 56</td>
<td>Fundamentals of Fire Protection</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 six units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FT 60</td>
<td>Fire Tactics and Strategy</td>
<td>3</td>
</tr>
<tr>
<td>FT 62</td>
<td>Related Codes and Ordinances</td>
<td>3</td>
</tr>
<tr>
<td>FT 63</td>
<td>Fire Hydraulics</td>
<td>3</td>
</tr>
<tr>
<td>FT 64</td>
<td>Fire Company Organization and Management</td>
<td>3</td>
</tr>
<tr>
<td>FT 65</td>
<td>Hazardous Materials</td>
<td>3</td>
</tr>
<tr>
<td>FT 67</td>
<td>Fire Apparatus and Equipment</td>
<td>3</td>
</tr>
<tr>
<td>FT 68</td>
<td>Fire Investigation</td>
<td>3</td>
</tr>
<tr>
<td>FT 69</td>
<td>Emergency Medical Technician/Fire Service</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Required Units</strong></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FT 68 Hazardous Materials</td>
<td>3</td>
</tr>
<tr>
<td>FT 81 Fire Prevention 1A</td>
<td>2</td>
</tr>
<tr>
<td>FT 82 Fire Prevention 1B</td>
<td>2</td>
</tr>
<tr>
<td>FT 83 Fire Investigation I</td>
<td>2</td>
</tr>
<tr>
<td>FT 84 Fire Management I</td>
<td>2</td>
</tr>
<tr>
<td>FT 85 Fire Command 1A</td>
<td>2</td>
</tr>
<tr>
<td>FT 86 Fire Command 1B</td>
<td>2</td>
</tr>
<tr>
<td>FT 87 Fire Instructor 1A</td>
<td>2</td>
</tr>
<tr>
<td>FT 88 Fire Instructor 1B</td>
<td>2</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Required Courses:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biol 104 Human Systems and Exercise</td>
<td>4</td>
</tr>
<tr>
<td>BIS 90 Preparation for Accounting</td>
<td>3</td>
</tr>
<tr>
<td>HS 10 Cardiopulmonary Resuscitation</td>
<td>.5</td>
</tr>
<tr>
<td>HS 11 Fitness Assessment</td>
<td>.5</td>
</tr>
<tr>
<td>HS 101 Health and Society</td>
<td>2</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>HS 104 Family Health</td>
<td>3</td>
</tr>
<tr>
<td>HS 105 First Aid and Personal Safety</td>
<td>2</td>
</tr>
<tr>
<td>BIS 40ABCD Microcomputer Modules</td>
<td>2</td>
</tr>
<tr>
<td>PE 150 Weight Training and Body conditioning</td>
<td>1.5</td>
</tr>
<tr>
<td>PE 188A Techniques of Fitness Assessment</td>
<td>2</td>
</tr>
<tr>
<td>PE 189A Mechanics of Isotonic Exercise</td>
<td>1.5</td>
</tr>
<tr>
<td>PE 199A Fieldwork (Directed Studies)</td>
<td>1.5</td>
</tr>
</tbody>
</table>

Select one of the following:

<table>
<thead>
<tr>
<th></th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PE 116A Modern Dance</td>
<td>1.5</td>
</tr>
<tr>
<td>PE 119A Modern Jazz</td>
<td>1.5</td>
</tr>
</tbody>
</table>

Select one of the following:

<table>
<thead>
<tr>
<th></th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 52 Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>Bus 123 Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>Bus 141 Public Relations</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Required Units = 25-26
Hotel and Restaurant Management*

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

Plus one of the following: Units
HRM 2C Institutional Foods 4
HRM 6 Meat Analysis 2
HRM 7 Art of Garde Manger 2

Total Required Units = 25-27

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: Units
HRM 1 Introduction to the Hospitality Industry 2
HRM 2A Food Preparation I 4
HRM 4 Sanitation and Environment Control 2
HRM 8 Safety, Storage, and Equipment 2
HRM 9 Menu Planning 2
HRM 10 Food and Beverage Cost Control 2
HRM 11 Food Purchasing 2
HRM 12 Restaurant Operations 2
HRM 14 Personnel Management for the Hospitality Industry 2
HRM 15 Hospitality Marketing 3

Plus one of the following:
HRM 13 Bar Management 3
HRM 16 Hospitality Accounting 3
HRM 19 Hospitality Law 3

Total Required Units = 26

Hotel Management

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: Units
HRM 1 Introduction to the Hospitality Industry 2
HRM 10 Food and Beverage Cost Control 2
HRM 11 Food Purchasing 2
HRM 14 Personnel Management for the Hospitality Industry 2
HRM 15 Hospitality Marketing 3
HRM 16 Hospitality Accounting 3
HRM 17 Hotel Administration 3
HRM 20A Hotel Management Internship I 3

114
Plus two of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRM 2A</td>
<td>Food Preparation I</td>
<td>4</td>
</tr>
<tr>
<td>HRM 13</td>
<td>Bar Management</td>
<td>3</td>
</tr>
<tr>
<td>HRM 18</td>
<td>Supervision of Administrative Housekeeping</td>
<td>3</td>
</tr>
<tr>
<td>HRM 19</td>
<td>Hospitality Law</td>
<td>3</td>
</tr>
<tr>
<td>HRM 20B</td>
<td>Hotel Management Internship I</td>
<td>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 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:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ag 36</td>
<td>Ag Welding Technology</td>
<td>2</td>
</tr>
<tr>
<td>or IM 8</td>
<td>Oxy-Acetylene, Arc, T.I.G. &amp; M.I.G. Welding</td>
<td>2</td>
</tr>
<tr>
<td>El 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>

Total Required Units = 21-24

**Recommended Elective 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>DM 12</td>
<td>Introduction to Hydraulics</td>
<td>3</td>
</tr>
<tr>
<td>or 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

**Industrial Safety**

*Employers must provide a workplace reasonably free of recognized dangers to employee safety and health. Managers, supervisors, and safety officers must understand and exercise this responsibility.*

The Industrial Safety program will prepare the student to enter a challenging career field of employment, or advanced degree study, as a safety officer.

**Required Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 50</td>
<td>Basic Psychology for Supervisors</td>
<td>3</td>
</tr>
<tr>
<td>Bus 62</td>
<td>Oral Communications</td>
<td>3</td>
</tr>
<tr>
<td>Bus 64</td>
<td>Fundamentals of Safety Administration and Management</td>
<td>3</td>
</tr>
<tr>
<td>Bus 65</td>
<td>Fundamentals of Disaster Planning</td>
<td>3</td>
</tr>
<tr>
<td>Bus 67</td>
<td>Fundamentals of Industrial Hygiene</td>
<td>3</td>
</tr>
</tbody>
</table>

115
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FT 52</td>
<td>Fundamentals of Fire Protection</td>
<td>3</td>
</tr>
<tr>
<td>FT 55</td>
<td>Fire Protection Equipment and Systems</td>
<td>3</td>
</tr>
<tr>
<td>FT 65</td>
<td>Hazardous Materials</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Required Units</strong></td>
<td><strong>24</strong></td>
</tr>
<tr>
<td>Bus 66</td>
<td>Fundamentals of Hazardous Materials Reporting Regulations</td>
<td>3</td>
</tr>
<tr>
<td>Chem 20</td>
<td>Elementary Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>FT 68</td>
<td>Fire Investigation</td>
<td>3</td>
</tr>
<tr>
<td>Math 105</td>
<td>Introductory Statistics</td>
<td>4</td>
</tr>
<tr>
<td>Ph 101</td>
<td>College Physics</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Total Required Units</strong></td>
<td><strong>3-5</strong></td>
</tr>
</tbody>
</table>

**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 junior 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</th>
<th>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>Systems Analysis and Design I</td>
<td>3</td>
</tr>
<tr>
<td>BIS 161B</td>
<td>Systems Analysis and Design II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Required Units</strong></td>
<td><strong>24</strong></td>
</tr>
</tbody>
</table>

**Required Additional Courses**

Complete one of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<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></td>
<td><strong>Total Required Units</strong></td>
<td><strong>4</strong></td>
</tr>
</tbody>
</table>

Complete a minimum of three units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIS 101A</td>
<td>Accounting Principles I</td>
<td>3</td>
</tr>
<tr>
<td>BIS 40A</td>
<td>Microcomputers: Introduction</td>
<td>.5</td>
</tr>
<tr>
<td>BIS 40B</td>
<td>Microcomputers: Beginning Word Processing</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: Databases</td>
<td>.5</td>
</tr>
<tr>
<td>BIS 41C</td>
<td>Microcomputers: Advanced Spreadsheets</td>
<td>.5</td>
</tr>
<tr>
<td>BIS 41D</td>
<td>Microcomputers: Advanced Databases</td>
<td>.5</td>
</tr>
<tr>
<td>BIS 158</td>
<td>PASCAL Programming for Business Applications</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>and Laboratory</td>
<td></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>
<tr>
<td></td>
<td><strong>Total Required Units</strong></td>
<td><strong>31</strong></td>
</tr>
</tbody>
</table>

*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 score of 33 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>
<tr>
<td></td>
<td>Plus any two of the following:</td>
<td></td>
</tr>
<tr>
<td>Bus 111A</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<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 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>Bankruptcy and Debtor-Creditor Relations</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.

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 trainee, 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 132</td>
<td>Marketing</td>
<td>3</td>
</tr>
<tr>
<td>Bus 133</td>
<td>Advertising</td>
<td>3</td>
</tr>
<tr>
<td>Bis 151</td>
<td>Introduction to Information Processing Systems</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Required Units = 22**

**Required Additional Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<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 140</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>Bus 101B</td>
<td>Accounting Principles II</td>
<td>3</td>
</tr>
</tbody>
</table>

117
Econ 101  Principles of Macroeconomics  3
Econ 102  Principles of Microeconomics  3

Total Required Units = 6

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

**Office Microcomputers**

This program will provide the necessary skills to work in a microcomputer environment as a micro specialist or computer operator. Options permit flexibility in specialization with accounting, office skills and/or advanced programming skills.

<table>
<thead>
<tr>
<th>Required courses:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 140 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BIS 31A-J Word Processing</td>
<td>4</td>
</tr>
<tr>
<td>(select a total of 4 units from this series; at least one course must be an advanced WP course)</td>
<td></td>
</tr>
<tr>
<td>BIS 40A Microcomputers: Introduction</td>
<td>.5</td>
</tr>
<tr>
<td>BIS 40C Microcomputers: Spreadsheets</td>
<td>.5</td>
</tr>
<tr>
<td>BIS 40D Microcomputers: Data Base</td>
<td>.5</td>
</tr>
<tr>
<td>BIS 41C Microcomputers: Advanced Spreadsheets</td>
<td></td>
</tr>
<tr>
<td>BIS 41D Microcomputers: Advanced Data Base</td>
<td></td>
</tr>
<tr>
<td>BIS 151 Introduction to Information Processing Systems</td>
<td>4</td>
</tr>
<tr>
<td>BIS 152 Problem Solving and Programming Principles</td>
<td>3</td>
</tr>
<tr>
<td>BIS 153A BASIC Programming</td>
<td>4</td>
</tr>
<tr>
<td>BIS 160 Computer Operations</td>
<td>3</td>
</tr>
</tbody>
</table>

Take one course from the following list:

| Bus 101A Principles of Accounting I      | 3     |
| BIS 12K Proofreading                     | 2     |
| BIS 153B BASIC Programming II            | 3     |

Total Required Units = 25.5-26.5

**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.

<table>
<thead>
<tr>
<th>Required Courses:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete one of the following:</td>
<td></td>
</tr>
<tr>
<td>Bus 1 Preparation for Accounting</td>
<td>3</td>
</tr>
<tr>
<td>Bus 2 Applied Accounting</td>
<td>3</td>
</tr>
<tr>
<td>Bus 101A 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:

| BIS 3ABC Intermediate Typewriting         | 1-1-1 (3) |
| BIS 4ABC Advanced Typewriting              | 1-1-1 (3) |
| BIS 31A-H Word Processing Training Series (All 1-unit) |   |
|                                            | 3     |

Complete all of the following:

| Bus 30 Business Mathematics                | 3     |
| Bus 40 Business English                    | 3     |
| Bus 140 Business Communications            | 3     |
| BIS 12A Filing                             | 1     |
BIS 12B  10-Key Electronic Calculating Machines  1
BIS 12K  Proofreading Skills  2
BIS 13  Machine Transcription  2
BIS 19  Office Procedures  3
BIS 40B  Microcomputers: Beginning Word Processing  .5
or
BIS 31A-H  One Course in WP series  1.0

Complete at least two of the following:
BIS 40A  Microcomputers: Introduction  .5
BIS 40C  Microcomputers: Spreadsheets  .5
BIS 40D  Microcomputers: Data Bases  .5
BIS 41C  Microcomputers: Advanced Spreadsheets  .5
BIS 41D  Microcomputers: Advanced Data Bases  .5

1.0

Total Required Units  =  18.5-19

*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</th>
<th>Description</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>

15

Required Additional Courses:

Complete a minimum of nine units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</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>
<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 Psych 102AB</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>

9

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>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 50</td>
<td>Basic Psychology for Supervisors</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bus 52</td>
<td>Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>Bus 62</td>
<td>Oral Communications</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spch 101</td>
<td>Introduction to Oral Communication</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 122</td>
<td>Personnel Management</td>
<td>3</td>
</tr>
<tr>
<td>Bus 140</td>
<td>Business Communications</td>
<td>3</td>
</tr>
</tbody>
</table>

Complete a minimum of 9 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</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 59</td>
<td>Human Resources Development</td>
<td>3</td>
</tr>
<tr>
<td>Bus 60</td>
<td>Management Controls and the Supervisor</td>
<td>3</td>
</tr>
<tr>
<td>Bus 64</td>
<td>Fundamentals of Safety Administration and Management</td>
<td>3</td>
</tr>
<tr>
<td>Bus 65</td>
<td>Fundamentals of Disaster Planning</td>
<td>3</td>
</tr>
<tr>
<td>Bus 170</td>
<td>Introduction to Logistics</td>
<td>3</td>
</tr>
<tr>
<td>Bus 171</td>
<td>Logistics Design</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.

Telecommunications
(See Communications)

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>Bus 40</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 Equipment Operation</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>(minimum of 2 advanced units)</td>
<td></td>
</tr>
<tr>
<td>BIS 32</td>
<td>Word Processing Equipment Projects</td>
<td>2</td>
</tr>
<tr>
<td>BIS 33</td>
<td>Word Processing Machine Transcription</td>
<td>3</td>
</tr>
<tr>
<td>BIS 34</td>
<td>Word Processing Administrative Support Procedures</td>
<td>3</td>
</tr>
</tbody>
</table>

**Units**

17
Complete one of the following:
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</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>
<tr>
<td></td>
<td></td>
<td>3-4</td>
</tr>
</tbody>
</table>

Complete one of the following:
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIS 3ABC</td>
<td>Intermediate Typewriting</td>
<td>1-1-1</td>
</tr>
<tr>
<td>BIS 4ABC</td>
<td>Advanced Typewriting</td>
<td>1-1-1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required Units =** 23-24

*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 word processing administrative aides in any business, professional, educational, or industrial office utilizing word processing equipment and word processing systems.*

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete all of the following:</td>
<td></td>
</tr>
<tr>
<td>Bus 40       Business English</td>
<td>3</td>
</tr>
<tr>
<td>BIS 19       Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>BIS 31       Word Processing Equipment Operation</td>
<td>4</td>
</tr>
<tr>
<td>(minimum of 2 advanced units)</td>
<td></td>
</tr>
<tr>
<td>BIS 33       Word Processing Machine Transcription</td>
<td>3</td>
</tr>
<tr>
<td>BIS 34       Word Processing Administrative Support Procedures</td>
<td>3</td>
</tr>
<tr>
<td>BIS 40A      Microcomputers: Introduction</td>
<td>.5</td>
</tr>
<tr>
<td>BIS 40C      Microcomputers: Spreadsheets</td>
<td>.5</td>
</tr>
<tr>
<td>BIS 40D      Microcomputers: Databases</td>
<td>.5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>17.5</strong></td>
</tr>
</tbody>
</table>

Complete one of the following:
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</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>
<tr>
<td></td>
<td></td>
<td>3-4</td>
</tr>
</tbody>
</table>

Complete one of the following:
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIS 3ABC</td>
<td>Intermediate Typewriting</td>
<td>1-1-1</td>
</tr>
<tr>
<td>BIS 32</td>
<td>Word Processing Projects</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2-3</td>
</tr>
</tbody>
</table>

**Total Required Units =** 22.5-24.5

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

121
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

Complete all of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 30</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Bus 40</td>
<td>Business English</td>
<td>3</td>
</tr>
<tr>
<td>Bus 52</td>
<td>Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>Bus 62</td>
<td>Oral Communications</td>
<td>3</td>
</tr>
<tr>
<td>BIS 31</td>
<td>Word Processing Equipment Operation (minimum of 1 advanced unit)</td>
<td>2</td>
</tr>
<tr>
<td>BIS 33</td>
<td>Word Processing Machine Transcription</td>
<td>3</td>
</tr>
<tr>
<td>BIS 34</td>
<td>Word Processing Administrative Support Procedures</td>
<td>3</td>
</tr>
<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 = 21.5

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>

Total: 3-4

Complete one of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 50</td>
<td>Psychology for Supervisors</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>
</tbody>
</table>

Total Required Units = 27.5-28.5

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

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

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

Double Counting

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

Graduation Application Procedures

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

The Vice-President of Instruction shall make determinations regarding major requirements and general education. The Vice-President of Student Services shall be the arbiter when questions of interpretation arise concerning courses from other colleges and universities, lower division transfer requirements, major requirements and all other questions which may arise involving graduation.
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 under which “CAN” appear have been assigned a California Articulation Number. The CAN system provides a cross-reference number or course identification for courses which are acceptable “in lieu of” or are equivalent to specific courses at participating California colleges and universities. These courses will satisfy requirements for identically designated CAN courses at transfer institutions and will satisfy degree requirements at all participating campuses in California. Courses that carry a number between 1 and 99 may be transferable by some colleges and universities but the individual senior institution or a counselor should be consulted to determine the transferability of a specific course. Since most of these latter courses are not ordinarily offered in the university or four-year college, they may not be applicable to the requirements for the Baccalaureate degree.

Offering of Course as Described in Catalog
Occasionally there may be course changes concerning prerequisites, contents, hours, or units of credit made after publication of the catalog. Efforts will be made through the class schedules and public
media, and at times of registration, to notify students of any changes other than as described in the catalog.

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

Field Trips
Students enrolled in any course in the Oxnard College curriculum may be required to attend extra-educational events, excursions, and/or field trips. Such activities are subject to the district’s policy on field trips, Section C.12.f. of the Board Policy Manual, and to the provisions of the California Educational Code and Title 5.

Credit-No Credit Options
In the following section, which contains all course descriptions, the numbers (1) or (2) will be seen at the end of some descriptions. These numbers indicate that the so-designated courses are graded as follows:

(1) Courses wherein all students are evaluated on a credit-no credit basis.

(2) Courses wherein each student may elect by no later than the end of the first 30 percent of the term whether the basis of evaluation is to be credit-no credit or a letter grade.

In all other cases, courses will be graded in conformance with the college’s grading policy, outlined elsewhere in this catalog.

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

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

ACT  Adaptive Computer Technology
Ag   Agriculture
AC   Air Conditioning & Refrigeration
ADS  Alcohol/Drug Studies
Anth Anthropology
Art   Art
Ast   Astronomy
AB   Automotive Body Repair
AT   Automotive Technology
Biol Biology
Bus   Business
BIS  Business Information Systems
Chem Chemistry
CD   Child Development
DM   Diesel Mechanics
Econ Economics
EI   Electronics
Engr Engineering
Engl English
FT   Fire Technology
Fr   French
Geog Geography
Geol Geology
HS   Health Science
Hist History
HRM  Hotel & Restaurant Management
IM   Industrial Mechanics
IS   Interdisciplinary Studies
Journ Journalism
Ldr  Leadership
LS   Learning Skills
LA   Legal Assisting
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
RE   Real Estate
SL   Sign Language
Soc  Sociology
Spn  Spanish
SpEd Special Education
Spch Speech
ThA  Theatre Arts
TV   Television

126
Adaptive Computer Technology

**ACT 1—2 units**
Computer Access Evaluation
Prerequisites: Acceptance in Special Education Program
1 hour lecture, 3 hours lab weekly
Provides for in-depth computer access evaluation to determine appropriate access environment for students with a disability or multiple disabilities. Likely participants would include multiply-handicapped, severely physically disabled, students with acquired brain injuries resulting in secondary orthopedic and/or visual disabilities, re-entering disabled older students, blind or other students on recommendation of instructional staff. Course may be taken on a credit/no credit basis only. (1)

**ACT 2—2 units**
Adapted Keyboarding
Prerequisites: ACT 1 or concurrent enrollment
1 hour lecture, 3 hours lab weekly
Teaches keyboarding basics to disabled students who must use adaptive technologies for successful access to the keyboard or screen and/or are unable to successfully complete a mainstream typing course. Course may be taken on a credit/no credit basis only. May be taken a maximum of two times. (1)

**ACT 3A—2 units**
Computer Access I
Prerequisites: ACT 1 and ACT 2 or equivalent
1 hour lecture, 3 hours lab weekly
Designed for students with visual, physical, or learning disabilities or deafness; course provides training in the use of computer access technologies which enhance a disabled student’s ability to access and use microcomputers. Training in the use of computer access technologies occurs in the context of word processing, and students are familiarized with basic concepts of word processing used by the majority of industry-standard word processors. A non-standard word processor may be more appropriate for some students. Course may be taken on a credit/no credit basis only. May be taken a maximum of two times. (1)

**ACT 3B—2 units**
Computer Access II
Prerequisites: ACT 3A
1 hour lecture, 3 hours lab weekly
Designed for disabled students who have successfully completed Computer Access I. Students will enhance computer access skills through the completion of assigned projects. Course may be taken on a credit/no credit basis only. May be taken a maximum of two times. (1)

(1) = Credit/No Credit only. (2) = Credit/No Credit at student’s option.
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 credit to a maximum of 36 units.

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.
Course is taught bilingually; all text, quizzes, and packets are in English and Spanish. Field trips may be required. Enrollment at 3-week intervals. (2)

Ag 33ABCDEF—1-1-1-1-1-1
unit
Metal Fabrication and Welding
Prerequisites: None
3 hours lab weekly
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 though 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
Plant morphology, plant climates, soils and amendments, plant nutrients, common plant pests and diseases, general pruning practices, general turfgrass problems, ground covers and their uses, general estimating problems, general planting of trees and shrubs. (2)
Transfer credit: 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 81 Citrus Production
Ag 82 Avocado Production
Ag 83 Orchard Management
Ag 84 Packing House Management
Ag 85 California Fruit Growing
Ag 86 Field Crop Production
Ag 87 Vegetable Crop Production
Ag 67 Recreational Landscape Construction
Ag 68 Environmental Landscape Construction
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—15 units
Air Conditioning and Refrigeration
Prerequisites: None
12 hours lecture, 9 hours lab weekly
Comprehensive curriculum covering topics over the full range of the heating, air conditioning, and refrigeration industry. May be repeated.
Field trips may be required.
Students will be placed into individual courses within the Air Conditioning and Refrigeration Program.

AC 10—3 units
Air Conditioning and Refrigeration Fundamentals
Prerequisites: Concurrent enrollment in AC 10L suggested 3 hours lecture weekly
Basic study of vapor compression refrigeration cycle and systems components.

AC 10L—2 units
Air Conditioning and Refrigeration Fundamentals Lab
Prerequisites: AC 10 or concurrent enrollment
1 hour lecture, 3 hours lab weekly
Lecture/lab class projects involving operation of compression systems; design and construction of system piping, techniques of forming, soldering, and brazing copper tubing.

AC II—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 III—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

(1) = 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 lab 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 10*
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—½-10 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, subcultures, 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; ADS 101 recommended
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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.
ADS 105—3 units
Group Leadership and Group Process
Prerequisites: ADS 101
3 hours lecture weekly
Course designed to familiarize students with group dynamics, especially groups involving recovering alcoholics. Also offers practicums in group leadership skills, and examines various types of groups and specific group functions for alcoholics. Fulfills one 3-unit skills requirement for CAADE.
Transfer credit: CSU

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
Alcoholism: Study of Special Population Groups
Prerequisites: None
3 hours lecture weekly
This course addresses special groups of alcoholics and investigates their unique characteristics, particular intervention needs, and individual responses to treatment. Attention focuses on the underserved populations of women, aged, disabled, ethnic/racial, homosexual, adolescent, and military alcoholics. 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.

135
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 and Drug 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 intragorganizational 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 one 3-unit skills requirement of CAADE.
Transfer credit: CSU

ADS 113—3 units
Alcohol, Addiction, and Dual Disorders
Prerequisites: ADS 108
3 hours lecture weekly
This course addresses the coexistence of chemical dependency and other major psychiatric illnesses. Course will focus on identification and

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

136
assessment, current psychiatric illnesses. Course will focus on identification and assessment, current treatment approaches, understanding medications, making appropriate referrals, and how addiction counselors may interface with the professional mental health community. Fulfills one 3-unit skills requirement for CAADE.

Anthropology

Anth 101—3 units
Introduction to Physical Anthropology
Prerequisites: None
3 hours lecture weekly
The human species, its origin and present biological variations, based on current evolutionary theory, fossil evidence, primate behavior, population genetics, and comparative vertebrate evolution; origin of culture and its interaction with our unique human form, intelligence, emotions, and sexuality.
Transfer credit: UC, CSU

Anth 102—3 units
Introduction to Cultural Anthropology
Prerequisites: None
3 hours lecture weekly
Study of human society with emphasis on nature and significance of culture in human life; comparisons, drawn largely from non-Western, non-industrial societies, illustrate diverse solutions to universal human problems; evolution and future of human cultures.
Transfer credit: UC, CSU

Anth 103—3 units
Introduction to Archaeology
Prerequisites: None
3 hours lecture weekly
Anthropological study of world prehistory and evolution of culture from its earliest known origins through the appearance of civilizations as revealed by archaeological record; nature of archaeological evidence and its analysis. (2)
Transfer credit: UC, CSU

Anth 104—3 units
Archaeological Field Methods
Prerequisites: Anth 103 or concurrent enrollment or equivalent recommended
1 hour lecture, 6 hours lab weekly
Introduction to archaeological theory and methods in the field and laboratory. Emphasis on actual site excavation and laboratory analysis. Field trips and/or fees may be required. May be repeated for a maximum of 12 units (2).
Transfer credit: UC, CSU

Anth 105—3 units
Sex Roles in World Cultures
Prerequisites: None
3 hours lecture weekly
Present knowledge of human evolution and ethnographic information from many cultures is applied to the evaluation of biological differences between men and women and cultural implications of changing female and male roles in modern society. (2)
Transfer credit: UC, CSU

Anth 106—3 units
Culture and Personality
Prerequisites: One course in Anthropology, Psychology, or Sociology
3 hours lecture weekly
Comparative study of the relationship between culture

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.
and individual psychological processes. Child training and psycho-dynamics in non-Western cultures. Psychology of culture change. Personality disorders and psychotherapy studied cross-culturally. (2)

Transfer credit: UC, CSU

**Anth 110—3 units**

**People and Cultures of the World**

**Prerequisites:** None  
3 hours lecture weekly

Comparative study of human culture and elements of culture. Selected cultures studied and compared from anthropological perspectives. Emphasis on traditional societies and phenomena of culture change resulting from contact with modern societies. (2)

Transfer credit: UC, CSU

**Anth 113—3 units**

**Ancient Civilizations of the Americas**

**Prerequisites:** None  
3 hours lecture weekly

Presentation and discussion of evidence and theories related to the origins and development of civilizations of the New World from the perspective of archaeology, prehistory, and anthropology. Data, interpretations, and theoretical models will be considered dealing with the early civilizations and protocivilizations in Mesoamerica, South America, and North America. (2)

Transfer credit: UC, CSU

**Anth 189A—2½ 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

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

Anthr 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)

Anthr 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.

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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student’s option.
Art 105AB—3-3 units
Beginning Design
Rendering
Prerequisites: Art 104AB, Art 106AB; Art 105A for Art 105B
1/2 hours lecture, 4/4 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 106A—3 units
Beginning Drawing
Prerequisites: None
1/2 hours lecture, 4/4 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. Field trips may be required. Course may be taken a maximum of two times (2) Transfer credit: UC, CSU

Art 106B—3 units
Intermediate Drawing
Prerequisites: Art 106A
1/2 hours lecture, 4/4 hours lab weekly
Using materials in a variety of ways: line structures, mass structuring, building structured shapes (use of perspective). Begin drawing from compositional set-ups. Selection and composing. (2) Transfer credit: UC, CSU

Art 106C—3 units
Advanced Drawing
Prerequisites: Art 106B
1/2 hours lecture, 4/4 hours lab weekly
Study complexities and simplicities of composition development. Overstated objects, diminishing objects and understanding the value of either. Overstated and

understated procedures in composition. Further technical development Transfer credit: CSU

Art 107AB—3-3 units
Drawing Concepts
Prerequisites: Art 104AB, Art 106AB or equivalent; Art 107A for 107B
1/2 hours lecture, 4/4 hours lab weekly
Exploring a range of drawing procedures of related and unrelated form and intensity; examining a method of stylization in real, abstract, and non-objective identity in mixed media. Transfer credit: UC, CSU

Art 108A—3 units
Beginning Oil Painting
Prerequisites: Art 104AB, Art 106AB
1/2 hours lecture, 4/4 hours lab weekly
use and understanding of basic oil materials and their application in painting. Learning basic concepts of organization and selection. Awareness of shape, form and color, and their importance in composition. Course may be taken two times. (2) Transfer credit: UC, CSU

Art 108B—3 units
Intermediate Oil Painting
Prerequisites: Art 108A
1/2 hours lecture, 4/4 hours lab weekly
Critical evaluation of student’s work at a higher level and its placement in contemporary art trends; the student will work more on his/her own as in a solo situation. Self-evaluation techniques are taught. (2) Transfer credit: UC, CSU

(1) = Credit/No Credit only. (2) = Credit/No Credit at student’s option.
Art 108C—3 units
Advanced Oil Painting
Prerequisites: Art 108B
1 1/4 hours lecture, 4 1/4 hours lab weekly
Exploration of more advanced concepts in painting; examines abstract qualities in contemporary art; understanding philosophical trends and movements in painting; critical analysis of student works.
Transfer credit: UC, CSU

Art 110A—3 units
Beginning Acrylic Painting
Prerequisites: Art 104B, Art 106B
1 1/4 hours lecture, 4 1/4 hours lab weekly
Learning basic concepts or organization and selection in still life. Awareness of shape and form, their importance in composition. Basic acrylic palette and media water soluble. Course may be taken a maximum of two times.

Art 110B—3 units
Intermediate Acrylic Painting
Prerequisites: Art 110A
1 1/4 hours lecture, 4 1/4 hours lab weekly
Continued mastering of beginning concepts and involvement in more complex possibilities. Fragmentation, over-enlargement, manipulation.
Transfer credit: UC, CSU

Art 110C—3 units
Advanced Acrylic Painting
Prerequisites: Art 110B
1 1/4 hours lecture, 4 1/4 hours lab weekly
Complex versus simplicities. Analyzing and sectioning for distortion and psychological visual enhancement. Relocation of formal parts of given set-up.

Change in size, shape, form. Intellectual and intuitive solutions.
Transfer credit: UC, CSU

Art 112A—3 units
Beginning Watercolor
Prerequisites: Art 104AB, Art 106AB
1 1/4 hours lecture, 4 1/4 hours lab weekly
Using watercolor medium; understanding its versatility in transparencies and opacities; the effectiveness in either quick or long term interpretations. Course may be taken two times.
Transfer credit: UC, CSU

Art 112B—3 units
Intermediate Watercolor
Prerequisites: Art 112A
1 1/4 hours lecture, 4 1/4 hours lab weekly
Continued exploration of the watercolor medium in a variety of techniques, emphasizing new bold approaches in abstract and application in realist form. (2)
Transfer credit: UC, CSU

Art 112C—3 units
Advanced Watercolor
Prerequisites: Art 112B
1 1/4 hours lecture, 4 1/4 hours lab weekly
Continuation of methods learned in beginning and intermediate levels with further use of newer technical materials necessitating some newer approaches and inventiveness.
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

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141
solutions in contemporary art movements.
Transfer credit: UC, CSU

Art 114A—3 units
Beginning Landscape Painting
Prerequisites: Art 104B, 106B
1½ hours lecture, 4½ hours lab weekly
Painting in landscape environmental locations, dealing with compositional scope and selection in nature. Open to all painting media. Travel to nearby sites is necessary. Course may be taken a maximum of two times.
Transfer credit: UC, CSU

Art 114B—3 units
Intermediate Landscape Painting
Prerequisites: Art 114A
1½ hours lecture, 4½ hours lab weekly
Continuation of beginning landscape with modification in more advanced practices. Wide range and segmentation, exclusion and inclusion, direct interpretation and porting, manipulation and/or repositioning of landscape shapes and forms.
Transfer credit: UC, CSU

Art 114C—3 units
Advanced Landscape Painting
Prerequisites: Art 114B
1½ hours lecture, 4½ hours lab weekly
Developing compositional drawings and sketches with color notes, on location independently by the student are preliminaries to the painting. These collective informative drawings and necessary color notes are brought into the studio for final translation into painting.
Transfer credit: UC, CSU

Art 115AB—3-3 units
Abstract Concepts
Prerequisites: Art 110AB, 112AB, 126AB or equivalent; Art 115A for 115B
1½ hours lecture, 4½ hours lab weekly
Exploring abstract conceptual trends, both past and present. Dealing with a product relative to findings. Working within the areas of abstraction in real and non-objective form.
Transfer credit: UC, CSU

Art 122AB—3-3 units
Silkscreen Printmaking
Prerequisites: Art 122A for 122B
1½ hours lecture, 4½ hours lab weekly
Introduction to design and production of planographic processes of graphic arts, including emphasis on serigraphy as a creative medium. Field trips may be required.
Transfer credit: UC, CSU

Art 126A—3 units
Beginning Figure Drawing
Prerequisites: Art 106A
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 observations of structure, proportions, form, compositions; use of linear and tonal concepts. Course may be taken two times. (2)
Transfer credit: UC, CSU

Art 126B—3 units
Intermediate Figure Drawing
Prerequisites: Art 126A
1½ hours lecture, 4½ hours lab weekly
Continuation of beginning figure drawing, but includes minor structures that surround

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142
or may be included in set-up (pose). Compositional. Further technical improvement in academic procedures and development. (2)
Transfer credit: UC, CSU

**Art 126C—3 units**
**Advanced Figure Drawing**
Prerequisites: Art 126B
1½ hours lecture, 4½ hours lab weekly
Looking at figure in compositional set-up. Structured poses with other objects and structures. The relationship between geometric and organic form.
Transfer credit: UC, CSU

**Art 127A—3 units**
**Beginning Portraiture (Drawing)**
Prerequisites: Art 126A
1½ hours lecture, 4½ hours lab weekly
Drawing from the model, with emphasis on head structure and characterization and likeness. Course may be taken two times.
Transfer credit: UC, CSU

**Art 127B—3 units**
**Intermediate Portraiture (Drawing)**
Prerequisites: Art 127A
1½ hours lecture, 4½ hours lab weekly
Further refinement in beginning basics. continuation from beginning classes, but further advancement by practical and learned skills.
Transfer credit: UC, CSU

**Art 127C—3 units**
**Advanced Portraiture (Drawing)**
Prerequisites: Art 127B
1½ hours lecture, 4½ hours lab weekly
Continuation of other levels of portraiture, advancement in structure and likeness utilizing color and technical drawing skills for further refinement.
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, watercolor, 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

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Art 152AB—3-3 units
Ceramic Design
Prerequisites: Art 150 or 151 or equivalent
1¾ hours lecture, 4½ hours lab weekly
Further study in applied design, use of glaze materials, kiln firing, wheel work, and independent projects. (2)
Transfer credit: UC, CSU

Art 153AB—3-3 units
Glaze Formulation
Prerequisites: Art 150AB, 151AB, 152AB; Art 153A for 153B
1¾ hours lecture, 4½ hours lab weekly
A study of ceramic glazes through practical laboratory experiments. Gram scale will be used to keep accurate record of ingredients used to formulate base glazes and oxides used as colorants.
Transfer credit: CSU

Art 155AB—3-3 units
Beginning Sculpture
Prerequisites: Art 155A for 155B
1¾ hours lecture, 4½ hours lab weekly
Studio course in fundamentals of sculpture exploring historical and philosophical aspects of sculpture in conjunction with practical projects and experience. Emphasis on developing understanding of sculptural problems with the human figure and abstract form. Field trips may be required.
Transfer credit: UC, CSU

Art 156AB—3-3 units
Intermediate Sculpture
Prerequisites: Art 155AB; Art 156A for 156B
1¾ hours lecture, 4½ hours lab weekly
Intermediate studio course in fundamentals of sculpture and exploring historical and philosophical aspects of sculpture in conjunction with practical projects and experience. Emphasis on developing understanding of sculptural problems
Transfer credit: UC, CSU

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

Art 189A—3 units
The Art of Mexico
Historical survey of the art of Mexico from pre-Columbian to the present. (2)
Transfer credit: UC, CSU

Art 198—½-10 units
Short Courses in Art
Prerequisites: None
Lecture and/or lab as required by unit formula
Courses and/or workshops in selected areas of Art to meet specific needs of college or community as requested or required. Field trips may be required. (2)
Transfer credit: UC, CSU

Art 199AB—1-3/1-3 units
Directed Studies in Art
Prerequisites: A course in the specific field
Lecture and/or lab as required by unit formula
Designed for students interested in furthering their knowledge of art on an independent study basis.
Assigned problems will involve library and field work.
Maximum of 6 units. (2)
Transfer credit: UC, CSU

(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

Ast 198—½-10 units
Short Courses in Astronomy
Prerequisites: None
Lecture and/or lab as required by unit formula
Workshops in selected areas of Astronomy to meet specific needs of community or college as required or requested by persons whose needs are not met by regular college offerings.

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)

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

AT 1—1-12 units
Automotive Technology
Prerequisites: Students will be tested for English placement; concurrent enrollment in an 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 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: AT 10 recommended 2¼ hours lecture, 1¼ 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. Field trips may be required.

AT 3—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 included are ignition, charging, cranking, cooling, fuel, lubricating, brakes, and front end. Field trips may be required.

AT 12—2 units
Automotive Air Conditioning
Prerequisites: AT 10 recommended 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. Field trips may be required.

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 3 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

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suspension repair, wheel alignment, and wheel balancing.

AT 15—3 units
Automotive Electrical Systems
Prerequisites: None
2½ hours lecture, 1½ hours lab weekly
Course covers all aspects of automotive electrical systems including charging, cranking, ignition, accessories, and electronics. Field trips may be required.

AT 16—3 units
Auto Electronics
Prerequisites: One of the following suggested: AT 10 or 13 or employment in the auto repair trade
3 hours lecture weekly
For advanced students or mechanics in the auto service industry. Course covers various types of electronic ignition and fuel injection and other electronic devices used on late model cars.

AT 20—3 units
ASE Mechanics Certification
Prerequisites: Major in automotive or employment in auto trade recommended
3 hours lecture weekly
For mechanics employed or auto mechanics majors who are preparing to take NIASE (National Institute for Automotive Service Excellence) Mechanics Certification Test. Course covers engine repair, manual transmission and rear axle, front end, brakes, electrical systems, and engine tune-up.

AT 21—4 units
Bureau of Automotive Repair 80-Hour Program
Prerequisites: AT 4 or equivalent
3 hours lecture, 3 hours lab weekly
For auto mechanics majors or employed mechanics who are preparing to take the State of California Smog Certification Test. Course covers fuel systems, electrical systems, tune-up and emission systems operation, and inspection. Course may be taken a maximum of two times.

AT 22—4 units
Engine Overhaul and Repair
Prerequisites: None
3 hours lecture, 3 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
2½ hours lecture, 1½ hours lab weekly
Course studies automotive fuel systems including single, multiple and variable Venturi carburetors, fuel circuits and fuel injection.

AT 25—2 units
High Performance Engines
Prerequisites: None
2 hours lecture weekly
This course covers high performance production engines, racing engines and after-market products designed to increase drivability, reliability and power output. Turbo chargers and fuel injection devices will be covered.

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.
AT 30—1-12 units
Tune-Up
Prerequisites: Students will be tested for English placement; concurrent enrollment in an 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 English placement; concurrent enrollment in an English 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 an 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.

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.

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

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.

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

Biol 108—3 units
Marine Biology
Prerequisites: None
3 hours lecture weekly
Survey of biological activities of marine organisms; includes an introduction to physical oceanography, ecology, and energy flow within the marine environment, and some basic biological concepts using marine eco-systems as examples. Pollution and conservation of marine environment will also be considered. Optional weekend field trips may be scheduled. (2)
Transfer credit: UC, CSU

Biol 108L—1 unit
Marine Biology Laboratory
Prerequisites: Biol 108; may be taken concurrently
3 hours lab weekly
Laboratory and field studies of marine organisms and their environment. Field trips and boat fees may be required. (2)
Transfer credit: UC, CSU

Biol 109—3 units
Plant and Animal Communities of California
Prerequisites: None
2 hours lecture, 3 hours lab weekly
Study of soil, climatic and biological factors responsible for formation of plant and animal communities throughout California with special emphasis on Santa Barbara and Ventura Counties; plant and animal identification and influence of human activity on the local environment are included. Field trips will be to natural areas where plant and animal interactions can be observed. (2)
Transfer credit: UC, CSU

Biol 110—5 units
Principles of Microbiology
Prerequisites: Chem 20; Biol 103 or equivalent
3 hours lecture, 6 hours lab weekly
Study of the distribution, structure, and metabolic activities of bacteria, fungi, algae, protozoa and viruses and physical/chemical methods in their control; lab methods in isolation, cultivation and identification of common soil, water and food microbes; principles of disease transmission, prevention, and immunity. (2)
Transfer credit: UC, CSU

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

Biol 112—4 units
Human Physiology
Prerequisites: Chem 20 or equivalent and Biol 111
3 hours lecture, 3 hours lab weekly
Study of the underlying physiological processes involved in the functioning of the organs and systems of the human body. Lab experiments and demonstrations to illustrate

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.
basic physiological principles
and techniques. (2)
Transfer credit: UC, CSU

**Biol 198—1/2-10 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 offerings. (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 inter-
ested 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 105 General Botany

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**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 5—1 1/2 units**
**Individual Income Tax Workshop**
*Prerequisites: None*
1 hour lecture, 1 1/4 hours lab weekly
A presentation of information
needed in preparing individual
federal and California state tax
returns. Course may be taken a
maximum of three times.

**Bus 6—3 units**
**Individual Income Tax Accounting**
*Prerequisites: None*
3 hours lecture weekly
Federal and California income
tax theory for individual
taxpayers. (2)

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.
Bus 30—3 units
Business Mathematics
Prerequisites: Appropriate score on Math Assessment test
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; discussion of development of modern labor organizations and related legislation. Field trips may be required. (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)

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.
Bus 59—3 units  
**Human Resource Development**  
*Prerequisites: None  
3 hours lecture weekly*  
Explores supervisor's responsibility for training and developing employees; methods and techniques of developing career progression plans and programs; identification of technical and management development needs; identification of 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 62—3 units  
**Oral Communications**  
*Prerequisites: None  
3 hours lecture weekly*  
Effective speaking and listening; kinds of supervisory communications; accuracy in expressing ideas; understanding of what is communicated; intent and effect; planning a meeting, the agenda; conference-leading techniques. (2)

Bus 64—3 units  
**Fundamentals of Safety Administration and Management**  
*Prerequisites: None  
3 hours lecture weekly*  
Course covers employer's rights and responsibilities under the Occupational Safety and Health Act (OSHA) of 1970 and the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) of 1980. It provides systems and methods to establish a workplace safety and health program through management leadership and participation, hazard communication, individual awareness, codes and standards compliance, hazard recognition and control, accident investigation, and accident cost analysis. (2)

Bus 65—3 units  
**Fundamentals of Disaster Planning**  
*Prerequisites: None  
3 hours lecture weekly*  
Course goes beyond the employer's responsibilities under the Occupational Safety and Health Act (OSHA) of 1970 to provide a "safe and healthful place of employment." It provides a systematic method to establish an action plan by which business can eliminate or minimize damage and disruption resulting from unplanned business interruptions, such as fire, earthquake, flood and other weather-related phenomena, hazardous materials discharge, negative public perceptions, accident and health related emergencies, post-event restart and required reporting. (2)

Bus 66—3 units  
**Fundamentals of Hazardous Materials Reporting Regulations**  
*Prerequisites: None  
3 hours lecture weekly*  
This course familiarizes the student with the various regulations regarding use and control of hazardous materials in industry. Safety and health information must be

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communicated to employees, emergency responders, regulatory agencies, and the community at large. Required reports include material identification, quantities used, methods of storage, and accidental spill control plans. Environmental protection regulations require much the same information, plus pollution control plans. Business managers must recognize and meet these responsibilities.

**Bus 67—3 units**

**Fundamentals of Industrial Hygiene**

*Prerequisites: Bus 64*

3 hours lecture weekly

This course concentrates on the employer's responsibilities under sections of the Occupational Safety and Health Act (OSHA) of 1970 which prohibits excessive employee exposure to certain environmental hazards. It introduces the methods utilized to identify and measure physical and chemical hazards in the work environment. In addition to becoming familiar with the regulations which establish exposure limits the student will be introduced to the instruments needed to measure those exposures. Methods by which businesses can eliminate or minimize identified hazards will be presented.

**Bus 98A-Z—½-10 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. (CAN Bus 2)

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. (CAN Bus 4)

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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.
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. (CAN Bus 8)
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, accounting, marketing and 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, personnel, and business plans for retail stores, service firms, and industrial organizations. Guest speakers when appropriate.
Transfer credit: CSU

Bus 125—3 units
Personal Financial Management
Prerequisites: None
3 hours lecture weekly
Basic course designed to teach students the wise use of financial resources required for today's world. Students will learn the basics of budgeting and buying, intricacies of home ownership, income tax and investments, insurance, wills and trusts.
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

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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.

\textit{Transfer credit: CSU}

\textbf{Bus 131—3 units}

\textbf{Retail Merchandising}

\textit{Prerequisites: None}

\textit{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.

\textit{Transfer credit: CSU}

\textbf{Bus 132—3 units}

\textbf{Marketing}

\textit{Prerequisites: None}

\textit{3 hours lecture weekly}

Market management from the viewpoint of the manager who researches and plans the product, organizes staff, and controls sales, advertising, and channels of distribution. Case problem approach is emphasized.

\textit{Transfer credit: CSU}

\textbf{Bus 133—3 units}

\textbf{Advertising}

\textit{Prerequisites: None}

\textit{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.)

\textit{Transfer credit: CSU}

\textbf{Bus 135—3 units}

\textbf{Retail Store Management}

\textit{Prerequisites: Bus 131 recommended}

\textit{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.

\textit{Transfer credit: CSU}

\textbf{Bus 136—3 units}

\textbf{Buying and Store Operation}

\textit{Prerequisites: None}

\textit{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.

\textit{Transfer credit: CSU}

\textbf{Bus 137—3 units}

\textbf{Introduction to Production and Inventory Control}

\textit{Prerequisites: None; Bus 120 recommended}

\textit{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.

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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)
Transfer Credit: CSU

Bus 140—3 units
Business Communications
Prerequisites: Bus 40 or Engl 14, or equivalent, or eligibility for Engl 101
3 hours lecture weekly
Principles and techniques in written and oral communications including business correspondence, report writing, listening, office automation, employment communications, etc.
Transfer credit: CSU

Bus 141—3 units
Introduction to Public Relations
Prerequisites: None
3 hours lecture weekly
Introductory analysis and practical exploration of fundamental tools available to the public relations specialist: press releases, feature stories, broadcast media, institutional publications. An introduction to promotional staging, the slide show, and the five primary steps in the public relations process.
(Co-listed with Journ 141)
Transfer credit: CSU

Bus 142—3 units
Public Relations Strategies
Prerequisites: Bus 141/Journ 141
3 hours lecture weekly
Appraisal of essential processes in public relations activity, with concentration on aspects of promotion and staging, problem solving, and the role of public relations vis-a-vis various target audiences including customers, management, employee relations, stockholders. (Co-listed with Journ 142)
Transfer Credit: CSU

Bus 170—3 units
Introduction to Logistics
Prerequisites: None
3 hours lecture weekly
Introduction to principles and concepts of logistics functions. Includes logistic process in life-cycle of system, from its conception to its disposal, warehousing, transportation, inventory management, materials handling, personnel skill and training requirements, facility and equipment requirements, technical documentation and data collection, packaging and disposal and maintenance.

Bus 171—3 units
Logistics Design
Prerequisites: Bus 170 or equivalent
3 hours lecture weekly
Acquaints students with basic functions of designing logistics systems. Introduces reliability and maintainability measurements, cost factors, and system and equipment operational requirements. Statistical and modeling techniques to evaluate the supportability of the system design and effectiveness of the logistics support will be stressed.

Bus 172—3 units
Spares Management
Prerequisites: Bus 170; Math 105 or equivalent
3 hours lecture weekly
This course will acquaint the student with the disciplines and activities of Spares Management. The course provides an introduction to

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.
Spares Management and covers such topics as: description of supply functions, maintenance concepts, requirements, spares selection, documentation/data management, provisioning, procurement, inventory management, contracts, and performance evaluation.

**Bus 173—3 units**  
**Repair Management**  
*Prerequisites: Bus 170, Math 105 or equivalent*  
*3 hours lecture weekly*  
This course allows students to identify the requirements for a total repair program for a product being introduced into the marketplace. The course examines the planning involved with each functional sub-element of repair in terms of cost and implementation. The course includes discussion of repair workload forecasting, control, work flow, configuration management, quality and inspection, and technical support.

**Bus 174—3 units**  
**Technical Product Support Services and Training**  
*Prerequisites: Bus 170, Bus 171*  
*3 hours lecture weekly*  
This course will acquaint students with functions and activities of technical field service. It will cover such organizational areas as structure, planning, budgeting, warranties, company liabilities, and in-plant support. Personnel areas of functions, responsibilities, preparation assignments, reporting and evaluations will be discussed.

**Bus 175—3 units**  
**Technical Manuals**  
*Prerequisites: Bus 170*  
*3 hours lecture weekly*  
This course acquaints students with logistics requirements for technical manuals. It defines and explains technical manuals used in both commercial and military applications. Technical manual systems and their organization will be examined, along with the value of these systems. The course describes necessary logistics input and research techniques for that input. Modern publishing methods are also discussed. Interaction with other logistics disciplines is stressed throughout the course. Personnel requirements and cost estimating are defined and discussed.

**Bus 176—3 units**  
**Logistics Management**  
*Prerequisites: Bus 170, Bus 171*  
*3 hours lecture weekly*  
This course will permit the student to integrate all functions of logistics into a total support system. The student will learn how to make cost trade-offs to maximize support effectiveness and to model a logistics system that achieves the lowest cost of ownership to the user and the highest achievable system availability.

**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,

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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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 4</td>
<td>Analysis of Financial Statements</td>
</tr>
<tr>
<td>Bus 12</td>
<td>Consumer Law</td>
</tr>
<tr>
<td>Bus 14</td>
<td>Family Risk</td>
</tr>
<tr>
<td>Bus 15</td>
<td>Small Claims &amp; Civil Procedures</td>
</tr>
<tr>
<td>Bus 21</td>
<td>Installment Credits</td>
</tr>
<tr>
<td>Bus 22</td>
<td>Principles of Bank Operations</td>
</tr>
<tr>
<td>Bus 23</td>
<td>Commercial Bank Teller Training</td>
</tr>
</tbody>
</table>

Business Information Systems

OFFICE AUTOMATION

BIS 1ABC—1-3 units
Beginning Typewriting
Prerequisites: None.
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. 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 1ABC 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

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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 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. Certificate of Completion may be earned for completing 24 units. Course is divided into four tracks. A student may elect to take one or two tracks per semester. Each track is twelve hours per week with a maximum of 6 units. Students may receive from one to twelve units per semester depending on completion of course work. Course may be repeated (three repetitions for a maximum of 24 units) only to complete unfinished subjects or learn new skills; no completed course may be repeated. Contact Admissions office for vacancy information. (1)

BIS 12A-Z—1/2-5 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)

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

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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 w.p.m. 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: Bus 40 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 of phone service, techniques of telephone courtesy will be stressed. Exercises for voice development and oral communication also included. (2)

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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 1ABC or 3ABC or equivalent; Typing speed of 40 wpm recommended
3 hours lecture, 3 hours lab weekly
Basic principles of reading and writing cursive 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
Course 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. Course includes concentrated drill and review of English grammar, punctuation, spelling, and word study. (2)
Transfer credit: CSU

BIS 16—2 units
Shorthand Review
Prerequisites: Previous training in any shorthand system—cursive or alphabetic
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. May be taken a maximum of four times. (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

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162
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 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 keyboards have on the office. The five phases—input, processing, output, distribution/communication, storage and retrieval—of word processing are investigated. Roles of management, the secretary, and career paths resulting from automated equipment are also studied in detail. (2)

**BIS 31A—1 unit**
**WordStar Word Processing**
**Prerequisites:** BIS 1ABC or equivalent
1 hour lecture, 3 hours lab weekly (9 weeks)
Instruction and practical experience using basic WordStar functions and learning job-related usable skills. (2)

**BIS 31B—1 unit**
**Advanced WordStar Word Processing**
**Prerequisites:** BIS 1ABC or equivalent and BIS 31A or equivalent
1 hour lecture, 3 hours lab weekly (9 weeks)
Advanced instruction and practical experience using WordStar and learning job-related usable skills. (2)

**BIS 31C—1 unit**
**MultiMate Word Processing**
**Prerequisites:** BIS 1ABC or equivalent
1 hour lecture, 3 hours lab weekly (9 weeks)
Instruction and practical experience using basic MultiMate functions and learning job-related usable skills. (2)

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

163
BIS 31D—1 unit
Advanced MultiMate Word Processing
Prerequisites: BIS 1ABC or equivalent and BIS 31C or equivalent
1 hour lecture, 3 hours lab weekly (9 weeks)
Advanced instruction and practical experience using MultiMate and learning job-related usable skills. (2)

BIS 31E—1 unit
WordPerfect Word Processing
Prerequisites: BIS 1ABC or equivalent
1 hour lecture, 3 hours lab weekly (9 weeks)
Instruction and practical experience using basic WordPerfect functions and learning job-related usable skills. (2)

BIS 31F—1 unit
Advanced WordPerfect Word Processing
Prerequisites: BIS 1ABC or equivalent and BIS 31E or equivalent
1 hour lecture, 3 hours lab weekly (9 weeks)
Advanced instruction and practical experience using WordPerfect and learning job-related usable skills. (2)

BIS 31G—1 unit
EZ-1 Word Processing
Prerequisites: BIS 1ABC or equivalent
1 hour lecture, 3 hours lab weekly (9 weeks)
Instruction and practical experience using basic EZ-1 functions and learning job-related usable skills. (2)

BIS 31H—1 unit
Advanced EZ-1 Word Processing
Prerequisites: BIS 1 or equivalent and BIS 31G or equivalent
1 hour lecture, 3 hours lab weekly (9 weeks)
Advanced instruction and practical experience using EZ-1 and learning job-related usable skills. (2)

BIS 31I—1 unit
Microsoft Word Word Processing
Prerequisites: BIS 1 or equivalent
1 hour lecture, 3 hours lab (9 weeks)
Instruction and practical experience using basic Microsoft Word functions and learning job-related usable skills. (2)

BIS 31J—1 unit
Advanced Microsoft Word Word Processing
Prerequisites: BIS 1 or equivalent and BIS 31I or equivalent
1 hour lecture, 3 hours lab weekly (9 weeks)
Advanced instruction and practical experience using basic Microsoft Word functions and learning job-related usable skills. (2)

BIS 32—2 units
Word Processing Projects
Prerequisites: At least two courses in the BIS 31 series
6 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)

(I) = Credit/No Credit only. (2) = Credit/No Credit at student's option.
BIS 33—3 units  
**Word Processing: Machine Transcription**  
*Prerequisites: BIS 13 or concurrent enrollment or equivalent; BIS 12K 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)

BIS 34—3 units  
**Word Processing: Administrative Support**  
*Prerequisites: BIS 31, BIS 12K or concurrent enrollment*  
2 hours lecture, 3 hours lab weekly  
Course will develop the duties and responsibilities of the word processing administrative assistant and support personnel. Writing skills, grammatical skills and dictation skills will be stressed. (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 or concurrent enrollment 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 or concurrent enrollment*  
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 or concurrent enrollment*  
4 hours lecture, 12 hours lab total  
Course offers instruction in file creation and report generation. (2)

BIS 41C—½ unit  
**Microcomputers: Advanced Spreadsheets**  
*Prerequisites: BIS 40C or equivalent*  
4 hours lecture, 12 hours lab total  
Course continues instruction in spreadsheet commands including financial functions, combining of worksheets, introduction to data base, user-defined menus, and basics of macros. May be taken a maximum of two times.

BIS 41D—½ unit  
**Microcomputers: Advanced Data Bases**  
*Prerequisites: BIS 40D or equivalent*  
4 hours lecture, 12 hours lab total  
Course continues instruction in data base commands and introduction of advanced features and database command language in DBase III+. May be taken a maximum of two times.

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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. In addition to considering the historical development of computers and some social implications of the computer revolution, students will be introduced to terminology and concepts relating to computer hardware and data communications technology, programming languages, data organization and the software/systems development process. Limited hands-on training with college mainframe and microcomputers is included. (2)

BIS 152—3 units
Problem Solving & Programming Principles
Prerequisites: BIS 151 or equivalent or concurrent enrollment
3 hours lecture weekly
A language independent introductory course in computer programming design and development. Emphasis on basic analytical and problem-solving techniques of algorithm development. Students will utilize program specification sheets, structure charts, flowcharts and pseudocode in developing designs for business applications programs. Structures programming techniques will be stressed throughout the course. It is recommended that this course be taken prior to or concurrent with the first course taken in a computer programming language. (2)

BIS 153A—4 units
BASIC Programming I
Prerequisites: BIS 151 and Math II or equivalent score on math placement test; BIS 152 or concurrent enrollment recommended
3 hours lecture, 3 hours lab weekly
Familiarization with programming concepts and techniques using the BASIC language. Techniques for creating well-structured programs will be emphasized. Students will design and implement a series of programming projects on the college computer using the current ANSI-standard BASIC. (2)
Transfer credit: UC, CSU

BIS 153B—4 units
BASIC Programming II
Prerequisites: BIS 153A or equivalent
3 hours lecture, 3 hours lab weekly
Study of advanced techniques and programming concepts in the BASIC computer language including the calling of subprograms, system intrinsic functions, external program modules, error handling, management direct access and indexed sequential files. Students will design and implement a complete series of BASIC programs to manage a typical business database application. (2)
Transfer credit: CSU

BIS 154A—4 units
COBOL Programming I
Prerequisites: BIS 151; BIS 152 or concurrent enrollment recommended
3 hours lecture, 3 hours lab weekly
Designed to provide fundamental training in the use of the COBOL programming language. Structured program

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

166
design techniques are emphasized. The theory and techniques of file organization, data manipulation, report preparation, control structures, table handling and modular program development will be applied to a series of problem solving projects to be implemented on the college computer. (2) Transfer credit: CSU

**BIS 154B—4 units**
**COBOL Programming II**
Prerequisites: BIS 154A
3 hours lecture, 3 hours lab weekly
Designed to extend the students’ skill in computer programming using the COBOL language. Structured program design techniques will be applied with emphasis on tape and disk file processing including input, editing, sequential file updating, sorting, and the creation, updating, and retrieval of indexed sequential files. Students will design and implement a complete series of COBOL programs to manage a typical business database application. (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 computers with multi-processing capabilities. (2) Transfer credit: CSU, UC (credit limitations)

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

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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 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)

**BIS 190AB—3-3 units**

**Internship in Information Processing**

Prerequisites: BIS 151, and/or BIS 153A, 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)

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

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

Chemistry

Chem 20—5 units
Elementary Chemistry
Prerequisites: Math II with minimum grade of C or appropriate score on the math placement test
4 hours lecture, 3 hours lab weekly
Introductory course in chemistry stressing basic principles of atomic and molecular structure, periodic table and states of matter, as well as quantitative techniques involved in elementary chemical calculations; some discussion of nuclear, organic, and biochemistry. Introduction to lab techniques with experiments illustrating principles covered in lectures. (2)
Transfer credit: UC, CSU

Chem 101—5 units
General Chemistry I
Prerequisites: Chem 20 or high school chemistry with a grade of C or better, and Math 14 with grade of C or better or satisfactory score on the math placement test
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, radiochemistry, and descriptive chemistry of common elements; a short section on organic chemistry is included. Lab includes qualitative analysis and thermochemistry, and further develops inorganic preparation techniques. Reaction rate and other quantitative data 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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student’s option.
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: Chem 101 with grade
of C or better
3 hours lecture weekly
Structure, preparation, chemical
and physical properties, and
commercial and technical
applications of aromatic and
aliphatic compounds.
Transfer credit: UC, CSU

Chem 108L—2 units
Organic Chemistry
Laboratory
Prerequisites: Chem 108 or
concurrent enrollment
6 hours lab weekly
Preparation and identification of
the more important organic
compounds, with problems and
questions concerning
preparation and identification of
aliphatic and aromatic
compounds and experiments in
testing for unknowns.
Transfer credit: UC, CSU

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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

(i) = Credit/No Credit only. (2) = Credit/No Credit at student's option.
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 102—3 units**
*Human Development*
*Prerequisites: None*
*3 hours lecture weekly*
A survey of normal human development through the lifespan. Areas relating to physical, social, cognitive and emotional growth at various points in the life cycle are explored. Field trips and negative TB test may be required.
*Transfer credit: CSU*

**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 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.

(1) = Credit/No Credit only.  (2) = Credit/No Credit at student’s option.
Individual and social resources for family health and welfare and improving child development techniques explored. Field trips and negative TB tests required.

**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**, and one course in creative experiences (CD 131-134)  
2 hours lecture, 3 hours lab weekly  
Basic principles of child development programs and their application to development of appropriate school experience for young children covered. A variety of learning experiences considering environment, materials and equipment, and play routines in relation to child needs discussed. Observation and limited participation in preschool classroom included. Field trips and negative TB test or chest X-ray required.  
Transfer credit: UC, CSU

**CD 112—3 units**  
**Child Development**  
**Principles and Practicum II**  
Prerequisites: **CD 111**  
2 hours lecture, 3 hours lab weekly  
Participation in preschool classroom 3 hours per week. Opportunity for supervised practice in planning and guiding play, learning, and children's routine living activities. Emphasis on experiences which lead to increasing skill in dealing effectively with group and individual behavior. Focus on evaluation and prescribing for individual child's needs. Field trips and negative TB test or chest X-ray required.  
Transfer credit: CSU

**CD 115—3 units**  
**Management for Child Development Programs: Administration and Supervision**  
Prerequisites: **CD 103**  
3 hours lecture weekly  
Preparation for administering child development programs including management principles related to licensing and standards, budgeting, space and equipment, hiring and evaluating practices, staff relationships, and parent and community involvement, including organizational requirements to fulfill goals of the program.  
Transfer credit: CSU

**CD 116—3 units**  
**Management and Administration of Programs for Young Children II**  
Prerequisites: **CD 115**, experience as a supervisor or permission of instructor  
3 hours lecture weekly  
This course covers the principles and practices of administration of early

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.
childhood programs with an emphasis on personnel management. California State labor laws, personnel and operating policy formation, development of leadership skills, and in-depth budgeting including computer use, writing grants and proposals. Offers the student the opportunity for in-depth study of areas covered in survey format in CD 115. The course will cover materials for programs from infant through school-age. Field trips and negative TB tests are required.

**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

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children in first-hand
event of their
environment.
Transfer credit: CSU

CD 133—3 units
Language Arts in Early
Childhood
Prerequisites: None
3 hours lecture weekly
Developing language arts and
literature experiences for young
children. Explores experiences
which support and extend
children's ability to use
language as a means of
communication, medium of
creative expression, and tool in
development of logical thought.
Includes games, puppetry,
flannel board material,
storytelling, and children's
literature.
Transfer credit: CSU

CD 134—3 units
Movement and Music in
Early Childhood
Prerequisites: None
3 hours lecture weekly
Principles and methods of
providing movement and
musical experiences for young
children. Ways of providing
creative experiences in body
movement and dance as well as
development of skills in using
simple musical techniques.
Transfer credit: CSU

CD 189—½-10 units
Topics in Child
Development
Prerequisites: None
Lecture and/or lab as required by
unit formula
Courses considering special-
ized, 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

(l) = Credit/No Credit only. (2) = Credit/No Credit at student’s option. 174
Diesel Mechanics

DM 4–4 units
Engine Overhaul and Repair
Prerequisites: None
2 hours lecture, 6 hours lab weekly
Training given in proper procedures for disassembly, inspection of parts, measurements, repairs and tests, reassembly, analysis of malfunctions, and efficiency of making repairs to diesel and gasoline engines; valve servicing repair and diesel injection system repair included.

DM 5–3 units
Engine Tune-Up and Troubleshooting
Prerequisites: None
2½ hours lecture, 1½ hours lab weekly
Course provides training in principles and fundamentals of correct engine tune-up procedures for gasoline and diesel engines. Various adjustment and repair operations performed on diesel and gasoline engines so students gain knowledge and understanding of problems involved in tune-up and troubleshooting. Various testing equipment included to diagnose and correct problems; diesel fuel system lab experience included.

DM 6–3 units
Electrical System Theory
Prerequisites: None
3 hours lecture weekly
A study of vehicle electrical systems. Topics covered are batteries and charging, cranking, ignition, and chassis electrical systems.

DM 8–2 units
Power Trains
Prerequisites: None
1 hour lecture, 3 hours lab weekly
Course provides training in fundamentals and principles of power trains and components as applied to heavy vehicle repair; lab work offered in this course provides training on clutches, transmissions, drivetrains, final drives, and axle assemblies.

DM 12–3 units
Introduction to Hydraulics
Prerequisites: None
2½ hours lecture, 1½ hours lab 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.

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.
DM 30—12 units  
Diesel Engine Mechanics  
Prerequisites: Students will be tested for English placement; concurrent enrollment in an 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 an 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—1/2-10 units  
Short Courses in Diesel Mechanics  
Prerequisites: None  
Lecture and/or lab as required by unit format  
Specialized topics designed to inform or update interested persons in various disciplines within the diesel repair industry. Length of course determines unit credit. (2)

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. Field trips may be required. (2)  
Transfer credit: UC, CSU

Econ 101—3 units  
Principles of Macroeconomics  
Prerequisites: None  
3 hours lecture weekly  
Course introduces the student to the forces which shape the present day economy and considers the interrelations of the factors of production and the interplay among government, business and labor in facing the problems occasioned by inflation, unemployment, and economic growth in an increasingly integrated economic world. Field trips may be required. (CAN Econ 2)  
Transfer credit: UC, CSU

Econ 102—3 units  
Principles of Microeconomics  
Prerequisites: None; Econ 101 recommended  
3 hours lecture weekly  
Course examines the function of the market mechanism, its strengths and weaknesses, the role of the consumer in the

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modern economy and the ways in which firms are structured to perform their roles of producers, employers and profit makers. Questions of regulation and monopolies, the labor market and sector economies will be discussed. Field trips may be required.
(CAN Econ 4)
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 course listed below has been temporarily suspended. For further information, please contact the Office of Instruction.

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 is an 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—4 units**
**Introduction to Digital Concepts**
Prerequisites: None
3 hours lecture, 3 hours lab weekly
Students will be introduced to the basic fundamentals of digital electronics. Included are binary and hexadecimal conversions, logic gates, truth tables, Boolean algebra, Karnaugh maps, arithmetic units and flip-flops.

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

177
El 4—4 units
A-C Fundamentals and Solid State Circuits
Prerequisites: El 1 or equivalent and El 2
3 hours lecture, 3 hours lab weekly

El 5—4 units
Digital Circuits
Prerequisites: El 1 or equivalent, 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 1 or equivalent, El 3 and 4
3 hours lecture, 3 hours lab weekly
Study of electro-mechanical machines normally found in industry. Includes hands-on training in D-C motor/generators, A-C motor/generators, polyphase transformers and polyphase machines. Use of test equipment associated with electro-mechanical systems emphasized.

El 7—4 units
Electronic Circuits
Prerequisites: El 1 or equivalent, 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 1 or equivalent, 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 9—4 units
Electronic Measurements
Prerequisites: El 1 or equivalent and El 4
3 hours lecture, 3 hours lab weekly
Students will be introduced to test equipment and other instruments used in the electronics industry. Included are the study of analog and digital meters, oscilloscopes, signal generators, frequency and SWR meters.

El 10—4 units
Electronic Assembly
Prerequisites: None
3 hours lecture, 3 hours lab weekly
A study of electronic assembly including blueprint reading, component preparation, soldering techniques, PB board rework, wire wrap and mill specs. Course may be taken a maximum of two times.

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

178
El 11—4 units
Micro-Electronics Assembly
Prerequisites: El 10
3 hours lecture, 3 hours lab weekly
A study of advanced electronics assembly including surface mount technology, hybrid processes, and microelectronics. Other topics include die attachment, wire bonding, and military standards. Course may be taken a maximum of two times.

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.

El 50—3 units
Introduction to Industrial Electronics
Prerequisites: None
3 hours lecture weekly
Covers topics such as electron theory, Ohm’s law, series and parallel circuits, meters, conductors, insulators, resistors, and semiconductors.

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

El 98—½-10 units
Short Courses in Electronics
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 Electronics. Unit credit determined by length of course.

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

*Engr 100—1 unit*

**Introduction to Engineering**

*Prerequisites: None*

1 hour lecture weekly

Study of the engineering profession, its requirements, opportunities, and responsibilities, includes an introduction to BASIC to enable the student to program digital computers for solving engineering problems; includes instruction in the use of all functions of hand-held electronic calculators.

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*Engr 105—3 units*

**Introduction to Engineering Design**

*Prerequisites: None*

1 hour lecture, 6 hours lab weekly

Course designed to further students' understanding of the engineering profession by means of lecture/laboratory on systematic design techniques, written communication, and the anatomy of the engineering curriculum and profession. Course content includes basic ideas in engineering graphics such as views, projections, sections, inter-sections, developments, symbols used in mechanical and electrical drawings, materials and parts specifications, dimensioning, fits and tolerances.

*Transfer credit: CSU*

(l) = Credit/No Credit only.  (2) = Credit/No Credit at student's option.
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 6 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, diction-vocabulary, transitional devices, parallelism, paragraphing techniques, and theme organization will be taught and learned through numerous and varied writing assignments emphasizing techniques for improving composition. Students will receive much individual help; a diagnostic-prescriptive approach will be used. Course may be repeated for credit to a maximum of 6 units.

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

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

181
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 helps students appreciate history and origin of the English language. Numerous materials such as newspapers, magazine articles, puzzles, and games supplement tapes and films strips; principles of word formation explained.

Engl 17—3 units
College Reading Skills
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—½-1-1½-2 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.

(1) = Credit/No Credit only. (2) = Credit/No Credit at student’s option.
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—1-3 units—Vocabulary Development for Limited English Speakers
Engl 30GP*—½½ 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*—1-2 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 30ENA—2 units
ESPIGA Naturalization A
Prerequisites: ELA status, placement by ESPIGA office
6 hours lab weekly
Designed for non-English speakers (Amnesty applicants) especially those who are not literate or have had less than a third grade education in their own language (CASAS 180) (Spanish). In the content of this course oral/aural survival skills are stressed. Teacher-made materials such as charts, drawings, maps, and pictures will be used as much as possible to teach citizenship content. Course may be taken a maximum of three times. (1)

Engl 30ENB—2 units
ESPIGA Naturalization B
Prerequisites: ELA status, placement by ESPIGA office
6 hours lab weekly
Designed for ELAs (Amnesty applicants) especially those who are non-English or very limited English speakers. Basic oral/aural, reading and writing skills will be stressed in this course (CASAS score of 180-200). Course may be taken a maximum of three times. (1)

Engl 30ENC—2 units
ESPIGA Naturalization C
Prerequisites: ELA status, placement by ESPIGA office
6 hours lab weekly
Designed for limited English speakers. Students should have a CASAS score of 201-214 and/or a STEL (Structured Test of English Language) score of 20-29. Oral, aural, reading and writing skills will be stressed in the content of the course and will incorporate U.S. civics along with English language structures. Course may be taken a maximum of three times. (1)

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.
Engl 30END—2 units
ESPIGA Naturalization D
Prerequisites: ELA status, placement by ESPIGA office
6 hours lab weekly
Designed for Amnesty applicants who are limited English proficient. Students should have a CASAS score of 215+ and/or a STEL (Structured Test of English Language) score of 30+. Oral, aural, reading, and writing skills will be stressed in the content of the course and will incorporate U.S. civics and history along with English structures. Courses may be taken a maximum of three times. (1)

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 50—3 units
Introduction to Literature
Prerequisites: None
3 hours lecture weekly
Introduction to different types of literature—fiction, poetry, drama—designed for students who want a taste of literature but may not be taking more advanced courses. Focuses on reading, reaction, and critical interpretation of literature through discussions and writing. Designed for students who have an interest in reading.

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. (1)

Engl 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 2 units. (1)

(1) = Credit/No Credit only. (2) = Credit/No Credit at student’s option.
Engl 98A-Z—½-10 units
Short Courses in English
Prerequisites: None
Lecture and/or lab as required by unit formula
Specialized topics designed to inform or update interested persons in English.

Engl 101—3 units
College Composition
Prerequisites: Appropriate score on Reading/Writing assessment or completion of Engl 14 with grade of B or better
3 hours lecture weekly
Development of skills in written expression, especially expository themes, including training in research techniques and preparation of a research paper. Designed to develop critical thinking, analysis and rhetorical skills.
Transfer credit: UC, CSU

Engl 102—3 units
College Composition and Literature
Prerequisites: C or better in Engl 101
3 hours lecture weekly
Introduction to study of literature; short story, poetry, drama, and novel; further training in expository writing resulting from close reading and analysis of literature. Strong emphasis on student writing.
Transfer credit: UC, CSU

Engl 103—3 units
Creative Writing
Prerequisites: Eligibility for Engl 101
3 hours lecture weekly
Study of literary forms—short story, poetry, and drama—presented from the standpoint of critical background and theory for each form; practice in writing original works; discussion and analysis of students' work. (2)
Transfer credit: UC, CSU

Engl 104—3 units
Survey of English Literature I
Prerequisites: Engl 101
3 hours lecture weekly
Survey of English literature in its cultural framework from Anglo-Saxon times to the end of the eighteenth century, covering the heroic age, the Renaissance, and neo-classicism. (2)
Transfer credit: UC, CSU

Engl 105—3 units
Survey of English Literature II
Prerequisites: Engl 101
3 hours lecture weekly
Survey of English literature in its cultural and political framework from the beginning of the 19th century to the early 20th century, covering the Romantic, Victorian, Edwardian, and Georgian periods of literature. Appropriate field trips. (2)
Transfer credit: UC, CSU

Engl 106—3 units
Introduction to Fiction
Prerequisites: Engl 101
3 hours lecture weekly
Emphasis on close critical reading of short story and novel; discussions center around importance and function of plot, characterization, atmosphere, theme, symbol. (2)
Transfer credit: UC, CSU

Engl 107—3 units
Survey of American Literature I
Prerequisites: Engl 101
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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.
Engl 108—3 units  
Survey of American Literature II  
Prerequisites: Engl 101  
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: Engl 14 or eligibility for Engl 101  
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: Engl 14 or eligibility for Engl 101  
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: Engl 101  
3 hours lecture weekly  
Survey of plays, including romantic comedies, chronicles, tragedies, dark comedies, and romances; lectures, critical papers, and class discussions. (2)  
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. (2)  
Transfer credit: UC, CSU

Engl 115—3 units  
Survey of World Literature I  
Prerequisites: Engl 101  
3 hours lecture weekly  
This course surveys in translation selected literary masterpieces from the ancient Mediterranean through the Medieval and Renaissance cultures of Europe. (2)  
Transfer credit: UC, CSU

Engl 116—3 units  
Survey of World Literature II  
Prerequisites: Engl 101  
3 hours lecture weekly  
This course surveys in translation European literary masterpieces from the Renaissance to modern times. (2)  
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 1810 to present. (2)  
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: Engl 101
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. (2)
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.) (2)
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. (2)
Transfer credit: UC, CSU

Engl 130—3 units
Television Writing
Prerequisites: Engl 101
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.

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. (2)
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. (2)
Transfer credit: UC, CSU

[Credit/No Credit options for the courses listed.]

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

Enl 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

Enl 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.

Enl 22 Reading for Pleasure
Enl 27 Effective Reading for Supervisors
Enl 28 Effective Writing for Supervisors

Fire Technology

*FT 51—3 units
Introduction to Fire Technology
Prerequisites: None
3 hours lecture weekly
Provides introduction to fire protection; career opportunities in fire protection and related fields; history of fire protection; fire loss analysis; public, quasi-public, and private fire protection services; specific fire protection functions; basic fire chemistry and physics.
Designed to give an overview of fire technology, the fire service and fire protection field as career potentials.

*FT 52—3 units
Fundamentals of Fire Prevention
Prerequisites: None
3 hours lecture weekly
Organization and function of fire prevention; inspections; surveying and mapping procedures; recognition of fire and life hazards; engineering a solution of a fire hazard; enforcing the solution of a fire hazard; public education aspects of fire prevention.
Designed to introduce students to basics of fire prevention.
Content will include areas of fire and life safety hazards by occupancy; various technical innovations emphasizing public relations.
Transfer credit: CSU

*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 techniques. Designed to give a comprehensive exposure to basic fundamentals of fire behavior and control in preparation for more advanced study in the field of fire protection.  
Transfer credit: CSU

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

**FT 56—3 units**
Fundamentals of Fire Protection  
Prerequisites: None  
3 hours lecture weekly  
Theory and fundamentals of fire protection including fire protection laws, water systems and public fire protection systems, fire protection in buildings and open areas.  
Transfer credit: CSU

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

**FT 62—3 units**
Related Codes and Ordinances  
Prerequisites: None  
3 hours lecture weekly  
Familiarization and interpretation of national, state, and local codes, ordinances, and laws which influence the field of fire prevention.

**FT 63—3 units**
Fire Hydraulics  
Prerequisites: None  
3 hours lecture weekly  
Review of applied mathematics; hydraulic laws as applied to the fire service; application of formulas and mental calculation to hydraulics and water supply problems.  
Transfer credit: CSU

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*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 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

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 total
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 protection, suppression, prevention, tactics, strategy, hazardous materials, equipment, and rescue. (1)
Transfer credit: CSU

FT 71—2 units
Reserve Firefighter Academy
Prerequisites: Must provide all protective clothing and equipment required by the Ventura County Fire Department. Must provide evidence of physical fitness.
48 hours lecture and practical application
Introduction to fire department equipment and use; reserve firefighter standards; firefighter safety and first aid.

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

**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 fire 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

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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 in-service training requirements in specific subject matter areas. Unit credit determined by length of instruction of the workshop as defined by current credit standards; total workshop credit limited to 10 units. (2)  
Transfer credit: CSU

**French**

**Fr 1—3 units**  
Conversational French  
Prerequisites: None  
3 hours lecture weekly  
Introductory course in French. Designed to develop basic conversational skills including vocabulary, simple grammar and frequently used expressions. Emphasis on oral situational vocabulary involving professions, ordering meals, currency and special interests helpful to travelers. Cultural materials broaden understanding of the French and their culture. (2)  
Transfer credit: CSU

**Fr 2—3 units**  
Conversational French  
Prerequisites: Fr 1  
3 hours lecture weekly  
Second semester course for non-native speakers of French, designed for students who have some basic conversational French but wish to continue to work in this area. Emphasis on vocabulary building and greater oral fluency with grammar principles introduced as needed. (2)  
Transfer credit: CSU

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

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### 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, landforms, 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 environment with emphasis on cultural elements; geographic analysis of major world regions.  
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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

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 geology 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

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their varied landscapes. Stratigraphic record discussed with particular reference to important geological formations found within the state. (2)
Transfer credit: UC, CSU

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

Geol 107—3 units
Geologic Hazards
Prerequisites: None
3 hours lecture weekly
Application of geology to naturally-occurring problems such as earthquakes, volcanoes, landslides, ground water pollution. Local conditions emphasized. Field trips may be required.
Transfer credit: UC, CSU

Geol 110—5 units
Mineralogy
Prerequisites: Geol 101, 101L, Chem 20; Chem 101 is recommended for Geology majors
3 hours lecture, 6 hours lab weekly
Study of principal rock-forming minerals, plus those of economic value. Crystallography, mineral chemistry, physical properties, occurrence, origin and association of common minerals emphasized. Field trips may be required.
Transfer credit: UC, CSU

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Geol 199AB—1-3/1-3 units
Directed Studies in Geology/Oceanography
Prerequisites: A course in the specific field
Lecture and/or lab as required by unit formula
Designed for students interested in furthering their educational knowledge of geology on an independent study basis. Maximum of 6 units. (2)
Transfer credit: UC, CSU

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

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

HS 10 — ½ unit
Cardiopulmonary Resuscitation
Prerequisites: None
Lecture hours as required by unit formula
Training in the life-saving technique which combines artificial respiration and external chest compression. Class also covers obstructed airway management and pediatric resuscitation. Students who successfully complete the course receive certification from the American Heart Association or the American Red Cross. (1)

HS 11 — ½ unit
Fitness Assessment
Prerequisites: Concurrent enrollment in a physical education activity class is recommended. 8 hours/semester
Class provides instruction to aid participants in utilizing the fitness data gathered concerning body composition, blood pressure, flexibility, heart rate, exercise pulse rate and recovery, 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)

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

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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

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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 prospects. Emphasis on development 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

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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

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

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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.

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.

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

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Recipe standardization. Student lab hours will be assigned at a two-hour orientation meeting before the beginning of the semester.

**HRM 2C—2 units**
**Institutional Food Services**
Prerequisites: None. TB test required
1 hour lecture, 3 hours lab weekly
Course focuses on basic skills involved in preparing and serving nutritious food in institutional food service programs (i.e. hospitals and school cafeterias). Role and responsibilities of school and hospital food service programs in providing meals which comply with legislative and budgetary parameters and meet nutritional needs are discussed. Course also includes discussion of safe and sanitary food handling techniques. Field trips may be required.

**HRM 2D—1 unit**
**HRM Foods Lab**
Prerequisites: HRM 2A or equivalent
3 hours lab weekly
Supervised practice in the college-operated cafeteria and HRM kitchen. Food preparation in range, pantry, bakery and short order. Offered on a credit/no credit basis only. Course may be taken a maximum of three times. (1)

**HRM 2E—2 units**
**HRM Foods Lab**
Prerequisites: HRM 2A or equivalent
6 hours lab weekly
Supervised practice in the college-operated cafeteria and HRM kitchen. Food preparation in range, pantry, bakery and short order. Kitchen maintenance and care stressed. Offered on a credit/no credit basis only.

Course may be taken a maximum of two times. (1)

**HRM 2F—3 units**
**HRM Foods Lab**
Prerequisites: HRM 2A or equivalent
9 hours lab weekly
Supervised practice in the college-operated cafeteria and HRM kitchen. Quantity food preparation with emphasis on food production and management, effective use of time and equipment and the responsibilities of the production supervisor. Offered on a credit/no credit basis only. (1)

**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. 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

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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.

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,

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202
and standards for selecting food items stressing points on specifications; receiving, storing and issuing procedures.

**HRM 12—2 units**

**Restaurant Operations**

*Prerequisites: HRM 1
2 hours lecture weekly*

Course studies principles and practices of operating a restaurant, as well as the special type of person it takes to be successful in the industry. Emphasis on modern management methods, systems, and procedures. Students will learn to analyze, plan, forecast, direct, and control all functional elements of restaurant operations.

**HRM 13—3 units**

**Bar Management**

*Prerequisites: HRM 1
3 hours lecture weekly*

Planning and organizing a bar facility; equipping, staffing, operating, and marketing; acquiring liquor license, alcoholic beverage control regulations; examination of products, service methods, and manual and computerized control systems will be discussed.

**HRM 14—2 units**

**Personnel Management for the Hospitality Industry**

*Prerequisites: HRM 1; HRM 2A recommended
2 hours lecture weekly*

Course designed to familiarize students with principles and procedures for recruitment and selection of proper personnel for hotel and restaurant management. Focus on training and relations between management and employees.

**HRM 15—3 units**

**Hospitality Marketing**

*Prerequisites: HRM 1; HRM 2A recommended
3 hours lecture weekly*

Applied marketing in the hotel and restaurant industry. Students obtain a working knowledge of how to implement marketing strategies. Image development, advertising, sales promotion, public relations, administering and control of a marketing plan covered.

**HRM 16—3 units**

**Hospitality Accounting**

*Prerequisites: HRM 1; Bus 2 or Bus 101A recommended
3 hours lecture weekly*

Application of accounting principles to the hospitality industry; accounting practices, financial statements, income/expense accounts and statements. Application of accounting information in making managerial decisions is stressed.

**HRM 17—3 units**

**Hotel Administration**

*Prerequisites: HRM 1
3 hours lecture weekly*

Intended to serve the needs of students at the college level and persons occupying managerial positions within hospitality enterprises. Major concerns of front-office procedures are presented with an emphasis on computer assisted hotel management. Covers significant problem areas that differentiate the hotel business from other businesses.

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HRM 18—3 units
Supervision of Administrative Housekeeping
Prerequisites: HRM 1; HRM 14 recommended
3 hours lecture weekly
Provides an overview of the fundamentals of housekeeping management. This course describes the management functions, tools, and practices required in today's lodging and institutional housekeeping departments.

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 recurrence.

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 interrelated businesses serving the traveler both here and abroad, linking people, travel modes, accommodations, and facilities.

HRM 98—½-10 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)

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204
Industrial Mechanics

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 tool grinding for various materials. Fundamentals of milling machine construction and operation; emphasis on proper setups, speeds and feeds, use of accessories and tools for various materials. Precision grinding operation; emphasis on the use of basic grinding machines, including bench grinder and surface grinder. Students may be required to provide material for their projects.

IM 20—3 units
Blueprint Reading/
Mechanical Drawing
Prerequisites: None
2 1/2 hours lecture, 1 1/2 hours lab weekly
Blueprint reading and sketching for welders and machinists. Interpretation of drawings for features of fabrication, construction, and assembly.

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
2 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. May be taken a maximum of 2 times.

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

IM 1 Survey of Industrial Technology
IM 2 Handwork, Carpentry, and Concrete
IM 3 Plumbing and Refrigeration
IM 4AB Industrial Electricity
IM 6 Hardware and Screw Thread Fundamentals
IM 7 Sheet Metal Fabrication
IM 8 Oxygen-Acetylene, Arc, TIG, and MIG Welding
IM 10 Metals and Heat Treating
IM 12 Machine Repair and Lubricants
IM 21 Introduction to Metallurgy
IM 22 Quality Assurance, Layout, and Measurement
IM 23 Math for Machine Trades
IM 24 Materials and Manufacturing Processes
IM 25 Introduction to Hydraulics
IM 26 National Electrical Code (N.E.C.)
IM 34 Small Engines
IM 40 Industrial Mechanics
IM 41 Intermediate Machine Tool Technology
IM 42AB Advanced Machine Tool Technology
IM 96 Instruction in Industrial Mechanics
IM 98 Short Courses in Industrial Mechanics

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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.
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 requested or requested by persons whose needs are not met by regular course offerings. Field trips may be required. (2)

IS 189BC—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 189DE—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

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

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

Journalism

Journ 98—1/2-3 units
Short Courses in Journalism
Prerequisites: None
Lecture and/or lab as required by unit formula
Specialized topics designed to inform or update interested persons in the various aspects of journalism. (2)
Transfer credit: CSU

Journ 100—3 units
Introduction to Mass Communications
Prerequisites: None
3 hours lecture weekly
Introductory survey course explores various modes and characteristics of mass communication media and critically appraises the nature, consumers, history, legal aspects and future of mass communications and the impact of mass media upon daily American life. (2) (CAN Jour 4)
Transfer credit: UC, CSU

Journ 101—3 units
News Writing and Reporting
Prerequisites: Eligibility for Engl 101
2 hours lecture, 3 hours lab weekly
Beginning news writing course to provide instruction and practice in news reporting and fundamentals of newswriting, 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. (CAN Jour 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

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

208
and paste-up, and use of offset reproduction equipment; lab work provided on college publications.
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.  
Transfer credit: CSU

**Journ 108—3 units**  
**Introduction to Feature Writing**  
Prerequisites: Journ 101, 102, 103, Engl 101  
3 hours lecture weekly  
Introduction to special techniques used in magazine and newspaper feature stories, including those used in research and information gathering. Students will be introduced to free-lance writing skills as well as manuscript preparation and submission techniques.  
Transfer credit: CSU

**Journ 110ABCD—2-2-2-2 units**  
**Observer Staff Lab**  
Prerequisites: Concurrent enrollment in any journalism class  
6 hours lab weekly  
Specialized instruction in the preparation of the college newspaper.

**Journ 111—3 units**  
**Broadcast Journalism**  
Prerequisites: journ 101, 102, 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.  
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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.
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 promotion and staging, problem solving, and the role of public relations vis a vis various target audiences, including customers, management, employee relations, stockholders. Guest speakers as appropriate. (Co-listed with Bus 142)
Transfer credit: CSU

Journ 190—3 units
Public Relations Internship
Prerequisites: journ 100, 101, 102, 141, 142
9 hours laboratory weekly
Actual field work as an intern in a professional setting under the supervision of a trained public relations expert, as well as the instructor. Students will receive on-the-job exposure to all aspects of public relations, especially those studied in Journ 141 and 142. (Co-listed with Bus 190)
Transfer credit: CSU

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

Leadership

Ldr 100—2 units
Student Leadership
Prerequisites: Designed for students involved in student government and other interested students
1 hour lecture, 3 hours lab weekly
Practical course designed to provide ASOC officers, club officers, and interested students with methods and techniques essential in becoming effective leaders. Participants learn parliamentary procedure and become well-versed in student government issues at local, state, and national level. Practical applications in the execution of student activities and programs will also be stressed. Course may be taken for credit for four semesters.
Transfer credit: CSU

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

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.

(l) = Credit/No Credit only. (2) = Credit/No Credit at student’s option.
LS 7—3 units  
Techniques of Problem Solving/Math  
Prerequisites: LS 1 or concurrent enrollment  
3 hours lecture weekly  
Foundation math course designed to improve creative thinking, problem solving, language and intellectual capabilities. Course consists of use of audio-visual materials as well as individual instruction in development of critical thinking. May be taken a maximum of four times.

LS 8—3 units  
Spelling Improvement for Learning Disabled Students  
Prerequisites: LS 1 or concurrent enrollment  
3 hours lecture weekly  
Foundation course for Learning Disabled students to improve spelling efficiency. Special emphasis on developing spelling competence through individualized methods. Course may be taken a maximum of four times.

LS 9—3 units  
Personal Development  
Prerequisites: LS 1 or concurrent enrollment  
3 hours lecture weekly  
Course provides an opportunity for people to meet in small groups to share thoughts, feelings and personal concerns connected with learning disabilities. Emphasizes using strengths and the effects of a learning disability on personality and personal goals. Course may be taken a maximum of four times.

LS 10—3 units  
Vocabulary Building  
Prerequisites: No particular reading or writing level required  
3 hours lecture weekly  
Foundation course designed to improve vocabulary skills. Special focus placed upon understanding meaning and origin of common basic language words. May be taken a maximum of four times.

LS 16—3 units  
Math for Learning Disabled Students  
Prerequisites: LS 1 or concurrent enrollment  
3 hours lecture weekly  
Introduction to basic skills of mathematics including addition, subtraction, multiplication, and division. Also includes money handling, time (clock and calendar). Course may be taken a maximum of four times.

LS 98AA-ZZ—1/2-10 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.

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

NOTE: Prerequisite for the program is Engl 101 or score of 33 on the College's English assessment test. LA 1 and English 101 can be taken concurrently.

LA 3—3 units
Legal Research and Drafting I
Prerequisites: LA 1, LA 2A or LA 2B
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 2A or LA 2B, LA 3
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, court rules, 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 2A or LA 2B, LA 3
3 hours lecture weekly
Examines rules of civil and criminal evidence. Emphasis on theory and principles of evidence as utilized and applied to the civil discovery process. (2)

LA 2A—3 units
Torts
Prerequisites: LA 1
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
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)

(I) = Credit/No Credit only. (2) = Credit/No Credit at student's option.
LA 10—3 units
Crimes and Criminal Procedures
Prerequisites: LA 1
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 and trial in criminal cases. (2)

LA 11—3 units
Real Property Transactions
Prerequisites: LA 1, LA 2B.
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 15—3 units
Family Law
Prerequisites: LA 1
3 hours lecture weekly
A basic overview of community property law and an examination of the applicable forms and procedures in the area of marital dissolution including property settlements, child custody, support and temporary orders. Other areas may include adoption, cohabitation, rights of privacy, mediation as an alternate in dispute resolution, nullity and legal separation, and contested versus uncontested proceedings. (2)

LA 17—3 units
Probate
Prerequisites: LA 1
3 hours lecture weekly
Overview of basic law of wills and trusts and community property including basic probate and summary procedures. 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 2, 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 2A
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)

(l) = Credit/No Credit only. (2) = Credit/No Credit at student's option.
LA 20—3 units
Debtor-Creditor Relations
Prerequisites: LA 1, LA 3, LA 5
3 hours lecture weekly
An in-depth overview of laws and procedures relating to
derector rights and remedies
including bankruptcy and
creditor rights and remedies in
derector/creditor litigation.
Subjects covered include
judgments, liens, wage
 garnishment, collection of
judgments, executions, and
bankruptcy. (2)

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

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

Mathematics
Math 9—3 units
Fundamentals of Arithmetic
Prerequisites: None. Anyone who
has received a grade of C or better
in Math 11 or its equivalent may not
enroll in Math 9.
3 hours lecture weekly
Review of basic mathematical
skills and fundamental
operations as applied to
integers, common and decimal
fractions, and percentage;
emphasis on understanding of
arithmetic and mathematical
processes. (2)

Math 11—5 units
Elementary Algebra
Prerequisites: Math 9 with grade of
C or better or satisfactory score on
the Math Placement Test
5 hours lecture weekly
A first course in algebra.
Operations with counting
numbers, integers, rational and
real numbers; linear equations;
graphing; ratio, proportion, and
variations; exponents and
radicals. (2).

Math 14—5 units
Intermediate Algebra
Prerequisites: Math 11 with a grade
of C or better, or satisfactory score
on the Math Placement Test
5 hours lecture weekly
Second course in algebra
emphasizing applications of
mathematics to scientific and
logical problems. Students learn
to analyze and interpret
problems, develop inductive
and deductive logic abilities
and apply these skills to
solutions of verbal and
quantitative problems. Topics
include solutions of systems of
linear equations; functions;
factoring; complex numbers;
solutions of equation of higher
degree exponential and

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215
logarithmic functions; sequences and series. (2)

Math 23—3 units
Geometry
Prerequisites: Math 11 with a grade of C or better 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)

Math 101—3 units
Exploring Mathematical Ideas
Prerequisites: Math 11 with grade of C or better 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 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 satisfactory score on the Math Placement Test. Not open to students who have completed Math 105, 125 or 134
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 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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student’s option.
Math 106—5 units
Mathematics for Business Applications
Prerequisites: Math 14 with a grade of C or better 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 satisfactory score on the Math Placement Test
5 hours lecture weekly
An integrated course in college algebra and trigonometry designed to prepare students for calculus with analytic geometry. Topics will include mathematical induction; functions, relations and their graphs; inverse functions; the exponential and logarithmic functions; trigonometric functions, identities, and equations; the complex numbers and the Fundamental Theorem of Algebra. (2)
Transfer credit: UC, CSU

Math 115—3 units
College Algebra
Prerequisites: Math 14 with a grade of C or better or appropriate score on Math Placement Test. Not open to students who have received credit for Math 114.
3 hours lecture weekly
Topics include mathematical induction, functions and their graphs, transformations of functions, the exponential and logarithm functions, and elementary matrix operations.
Transfer credit: UC, CSU

Math 116—3 units
College Trigonometry
Prerequisites: Math 14 with a grade of C or better or appropriate score on Math Placement Test. Not open to students who have received credit for Math 114.
3 hours lecture weekly
Topics include the trigonometric functions and their graphs, radian measure, trigonometry identities and equations, complex numbers, DeMoivre's Theorem.
Transfer credit: UC, CSU

Math 120—5 units
Calculus with Analytic Geometry I
Prerequisites: Math 114 or Math 115 and 116 with a grade of C or better or satisfactory score on the Math Placement Test
5 hours lecture weekly
Elements of analytic geometry and calculus with applications; includes functions and limits, the derivative, continuity techniques and applications of differentiation, and introduction to anti-derivatives. (2) (CAN Math 18)
Transfer credit: UC, CSU

Math 121—5 units
Calculus with Analytic Geometry II
Prerequisites: Math 120 with a grade of C or better
5 hours lecture weekly
Integral calculus; definite and indefinite integrals, techniques of integration, conic sections, parametric equations, and an introduction to differential equations. (2) (CAN Math 20)
Transfer credit: UC, CSU

(1) = Credit/No Credit only. (2) = Credit/No Credit at student’s option.
Math 122—5 units
Calculus with
Analytic Geometry III
Prerequisites: Math 121 with a
grade of C or better
5 hours lecture weekly
Calculus of several variables
and solid analytic geometry
including partial derivatives,
multiple integrals, infinite series,
vector valued functions, line
and surface integrals, Stoke’s
Theorem, and the Divergence
Theorem. (2)
Transfer credit: UC, CSU

Math 125—5 units
Differential Equations with
Linear Algebra
Prerequisites: Math 122 with a
grade of C or better
5 hours lecture weekly
Topics will include Vector
Spaces, Linear Transformations
and Matrices, Eigenvectors,
Determinants, Canonical Forms,
Ordinary Differential Equations
and Systems of equations.
Transfer credit: CSUN, UCSB

Math 134—3 units
Linear Algebra
Prerequisites: Math 120 with a
grade of C or better
3 hours lecture weekly
Topics include vector spaces,
linear transformations, matrix
operations, determinants, and
solutions of systems of linear
equations; emphasis upon
computational skills. (2) (CAN
Math 26)
Transfer credit: UC, CSU

Math 136—3 units
Computer Programming,
BASIC
Prerequisites: Math 14 with grade
of C or better or satisfactory score
on the Math Placement Test;
concurrent enrollment in Math 136L
3 hours lecture weekly
Familiarization with interactive
computer programming
concepts and techniques with
particular emphasis on problem
solving using Dartmouth BASIC,
the most commonly-used
language for modern home and
hobby computers. Emphasis on
structured programming
techniques. BASIC-plus and the
new ANSI-standard BASIC will
be covered. (2)
Transfer credit: UC, CSU

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

Math 137—3 units
Computer Programming,
FORTRAN
Prerequisites: Math 14 with grade
of C or better or satisfactory score
on the Math Placement Test;
concurrent enrollment in Math 137L
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. (2)
Transfer credit: UC, CSU

(1) = Credit/No Credit only. (2) = Credit/No Credit at student’s option.
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 with grade of C or better or satisfactory score on the Math Placement Test; 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 and power series solutions.
Transfer credit: UC, CSU (CAN Math 24)

Math 198A-Z—½-10 units
Short Courses in Mathematics
Prerequisites: None
Lecture and/or lab as required by unit formula
Designed to meet specific needs of the college and community as required and requested by persons whose needs in this area are not met by regular course offerings.

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

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

MT 1—3 units
Introduction to Motorcycle Technology
Prerequisites: None
3 hours lecture weekly
Introduction to service and repair of motorcycles, including two-stroke and four-stroke engines, various drive mechanisms, transmissions, clutches, fuel and ignition systems. May be repeated for a total of 6 units.

MT 98—½-10 units
Short Courses in Motorcycle Technology
Prerequisites: None
Lecture and/or lab as required by unit formula
Specialized topics designed to inform, train, or update persons interested in various disciplines within the motorcycle technology industry. Length of course determines unit credit.

Music

Mus 101—3 units
Fundamentals of Music
Prerequisites: None
3 hours lecture weekly
Designed for students with little or no prior understanding of music who wish to learn to read music; objective is to gain basic understanding of scales, intervals, chords, key signatures, time signatures, musical symbols, and an introduction to piano keyboard.
Transfer credit: UC, CSU

Mus 102A—4 units
Music Theory I
Prerequisites: Mus 101 or equivalent. For music majors and others with adequate background. Mus 102ABCD must be taken in sequence.
3 hours lecture, 3 hours lab weekly
Review of fundamentals; basic aspects of pitch and rhythm organization, intervals, keys and scales, tonality, cadences, basic melody, two-voice combinations, and decorate pitches, development of skills in analysis, music reading, aural training, and keyboard harmony.
Transfer credit: UC, CSU

Mus 102B—4 units
Music Theory II
Prerequisites: Mus 102A. For music majors and others with adequate musical background. Music 102ABCD must be taken in sequence.
3 hours lecture, 3 hours lab weekly
Continuation of Mus 102A. Study of three-voice counterpoint, chord structure, homophonic and contrapuntal textures, harmonic progression, secondary dominants, and tonality changes; analysis of binary, ternary, and through-composed forms; continued development

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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.
Mus 105—3 units
Music History and Literature II
Prerequisites: Mus 101 and 103 or equivalent, Mus 104 recommended
3 hours lecture weekly
Continuation of Music 104.
Study of changing styles, techniques, and forms of music from middle of 18th century to present. Recommended for music majors and others with adequate musical background.
Transfer credit: UC, CSU

Mus 106—2 units
College Choir
Prerequisites: None
6 hours lab weekly
Learning and performing of choral music for all interested men and women; choir participates in musical events on campus and in the community. Three additional hours of rehearsal and performance are required. Course may be taken a maximum of four times. (2)
Transfer credit: UC, CSU

Mus 107ABCD—2-2-2-2 units
Class Piano I, II, III, IV
Prerequisites: None for Mus 107A; Mus 107A for 107B; Mus 107B for 107C; Mus 107C for 107D
1 hour lecture, 3 hours lab weekly
Courses start with fundamentals of piano playing and continue through accompaniments, studies in piano literature, to reading choral scores, improvisation, and harmonization of melodies. (2)
Transfer credit: UC, CSU

Mus 108—1 unit
Applied Music Study—Keyboard
Prerequisites: Mus 107 or equivalent, concurrent enrollment in a music activity course. Mus 102ABCD or concurrent enrollment recommended.
1 private lesson and 1 hour lecture weekly; daily practice required.
Private instruction and individual practice. Qualifying or final examinations by music staff. May be taken a maximum of four times. (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, 1¾ 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.
1¾ hours lecture, 1¾ 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

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

222
Mus 110C—2 units  
Class Voice III: Vocal Development and the Aria  
Prerequisites: Mus 110B or equivalent; concurrent enrollment in Mus 106 recommended.  
1½ hours lecture, 1½ hours lab weekly; daily practice required.  
Continuation of vocal development through study of more challenging literature such as arias of Bach, Handel, Mendelssohn, Mozart, and Rossini; songs by contemporary American composers may also be studied. (2)  
Transfer credit: UC, CSU

Mus 110D—2 units  
Class Voice IV: Voice in Musical Theatre Workshop  
Prerequisites: Mus 110C or equivalent; concurrent enrollment in Mus 106 recommended.  
1½ hours lecture, 1½ hours lab weekly; daily practice required.  
Study of song literature from opera and musical theatre; studying and performing operas and musical plays in excerpts or as complete productions. Designed for singers with proven ability and interest in drama. (2)  
Transfer credit: UC, CSU

Mus 111—1 unit  
Applied Music Study—Voice  
Prerequisites: Mus 110BC or equivalent and concurrent enrollment in one music activity course; Mus 102ABCD or concurrent enrollment recommended.  
1 private lesson and 1 hour lecture weekly; daily practice required.  
Private instruction and individual practice. Qualifying or final examinations by music staff. May be taken a maximum of four times. (2)  
Transfer credit: UC, CSU

Mus 112—1 unit  
Applied Music Study—Instruments  
Prerequisites: Minimum ability (intermediate level) on an instrument and concurrent enrollment in one music activity course. Mus 102ABCD or concurrent enrollment recommended.  
1 private lesson and 1 hour lecture weekly; daily practice required.  
Private instruction and individual practice. Qualifying or final examinations by music staff. May be taken a maximum of four times. (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 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.  
Transfer credit: UC, CSU

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.
Mus 117—1 unit
Stage Band
Prerequisites: Competency with a musical instrument appropriate to a stage band.
3 hours lab weekly
Practical experience in performing music in popular and jazz styles arranged for stage band. Public performances on campus and in community. Course may be repeated for credit up to four semesters. (2)
Transfer credit: UC, CSU

Mus 118ABCD—1-1-1-1 units
Introduction to Guitar
Prerequisites: None
3 hours lab weekly
Fundamentals of guitar and related musicianship; basic techniques and repertoire unique to the folk guitar; choral 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.
Transfer credit: UC, CSU

Mus 120—1 unit
Performance of Gospel Music
Prerequisites: None
3 hours lab weekly
Study and performance of solo and choral literature from the Black gospel music tradition, open to interested men and women of all backgrounds. Public performances may be given. Course may be repeated for credit four times. (2)

Transfer credit: UC, CSU

Mus 121—1 unit
Vocal Ensemble
Prerequisites: Demonstrated ability in performing area
3 hours rehearsal weekly
Development of vocal chamber groups to study literature written for ensemble groups; to perfect and perform these compositions. Course may be repeated for credit up to four semesters. (2)
Transfer credit: UC, CSU

Mus 124—3 units
Choral Conducting
Prerequisites: Ability to read music score
3 hours lecture weekly
Basic conducting skills and rehearsal procedure. Exploration of choral literature suitable for school, church, and civic choirs—style, performance, and interpretation.
Transfer credit: UC, CSU

Mus 125—2 units
Musical Theatre Rehearsal and Performance
Prerequisites: Audition required
1 hour lecture, 3 hours lab weekly
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. May be taken a maximum of two times. (2)
Transfer credit: UC, CSU

Mus 189A—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

(i) = Credit/No Credit only. (2) = Credit/No Credit at student’s option.
they relate to contemporary Black society.
Transfer credit: UC, CSU

Mus 198—1/2-10 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, dictior, music education. (2)
Transfer credit: UC, CSU

Mus 199AB—1-3/1-3 units
Directed Studies in Music
Prerequisites: A course in the specific field
Lecture and/or lab as required by unit formula
Designed for students interested in furthering their knowledge of music on an independent study basis; assigned problems will involve library, lab, and field work.
Maximum of 6 units. (2)
Transfer credit: UC, CSU

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

Mus 122 Woodwinds, Brass, or Percussion Ensemble
Mus 123 Strings and/or Keyboard Ensemble

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

OMM 1—3 units
Introduction to Motorboat Mechanics
Prerequisites: None
2½ hours lecture, 1½ hours lab weekly
Selection, maintenance, and troubleshooting of common outboard motors; functions of outboard motor systems, their adjustment and repair. Emphasis on practical application of course material as it applies to the outboard motor mechanic industry. May be repeated for credit for a total of 6 units. (2)

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

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

Personal Growth

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

PG 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)

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

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—3 units  
**College Success**  
*Prerequisites: None*  
3 hours lecture weekly  
This course provides students with an opportunity to learn and adopt techniques that promote success in school and in life. Students will learn reading, memory, time management, communication, decision making, and other techniques. (2)

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

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**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.

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

Phil 101—3 units
Introduction to Philosophy
Prerequisites: None
3 hours lecture weekly
Course attempts to clarify nature of the philosophic enterprise and place of philosophy in intelligent living. At least two of the following areas are surveyed: metaphysics (study of reality), epistemology (nature of knowledge), political philosophy, aesthetics, philosophy of science, and philosophy of religion. An effort is made to relate the thoughts of the philosopher directly to experiences and vital concerns of beginning students.
Transfer credit: UC, CSU

Phil 102—3 units
Introduction to Ethics
Prerequisites: None
3 hours lecture weekly
Introduction to the nature and main types of ethical theory developed in the West; problems involved in the continuing quest for a more nearly adequate ethical theory for contemporary man together with suggestions for progress toward this goal.
Transfer credit: UC, CSU

Phil 103—3 units
Survey of World Religions: East
Prerequisites: None
3 hours lecture weekly
Origin and historical development of major ideas of the world’s Eastern religious traditions, including Hinduism, Buddhism, Taoism, Confucianism, and Zen.
Transfer credit: UC, CSU

Phil 104—3 units
Survey of World Religions: West
Prerequisites: None
3 hours lecture weekly
Origin and historical development of major ideas of the world’s Western religious traditions including Judaism, Christianity, and Islam.
Transfer credit: UC, CSU

Phil 105—3 units
The Great Philosophers I
Prerequisites: None
3 hours lecture weekly
Introduction to philosophy from an historical perspective; considers ideas which have had a dominant impact on Western Civilization, their logical development, and their influence on contemporary society. Begins with the birth of science and philosophy in ancient Greece and continues to the development of Christian philosophy through the Middle Ages. Special emphasis given to Socrates, Plato, and Aristotle.
Transfer credit: UC, CSU

Phil 106—3 units
The Great Philosophers II
Prerequisites: None
3 hours lecture weekly
Introduction to philosophy from an historical perspective; considers the ideas which have had a dominant impact on Western civilization, their logical development, and their influence on contemporary society. Begins with the birth of the modern mind and rise of science in the Renaissance and continues to present day. Special emphasis given to the schools of rationalism, empiricism, critical philosophy, and existentialism.
Transfer credit: UC, CSU

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

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.
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

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

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**Physical Education**

**Graduation Requirements for the Associate in Arts and Associate in Science Degrees**

*Physical Education is not a requirement for enrollment in the college. However, students who wish to earn an Associate in Arts degree must successfully complete a minimum of one Health Science course and one Physical Education activity course, without exemption.*

*Summer school Physical Education classes may count toward fulfilling requirements for Associate in Arts degree.*

**Repetition for Credit—Classes that can be repeated one time will be designated with (R). An activity category may be taken for a maximum of four semesters in sequence. Students are encouraged to enroll in a variety of activities which have carry-over value.*

**Uniform Requirements—The uniform or costume appropriate for the course is required of all students.**

**PE 98A-Z—½-10 units**

**Short Courses in Physical Education**

*Prerequisites: None*

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

Short courses or activities designed to inform and/or train interested persons in various disciplines within the scope of Physical Education. Unit credit/hours determined by course format. (2)

Transfer credit: UC, CSU

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

PE 100AB—1½-1½ units
Swimming for the Non-
Swimmer (R)
Prerequisites: None
1 hour lecture, 2 hours lab weekly
Course designed for the non-
swimming individual with an
anxiety toward water as
determined by pre-swimming
test. Introduction, instruction,
and practice of the basic,
fundamental elements of
swimming skills and safety
practices. (2)
Transfer credit: UC, CSU

PE 101ABC—1½-1½-1½ units
(101A = R)
Swimming for Fitness
Prerequisites: Basic swimming
ability; 101A for 101B; 101B for 101C
1 hour lecture, 2 hours activity
weekly
Course is designed to improve
swimming techniques; emphasis
on endurance training for
improved cardiovascular fitness
and weight control. Attention
also given to survival
techniques and emergency
procedures. (2)
Transfer credit: UC, CSU

PE 102A—1½ units (R)
Beginning Swimming
Prerequisites: Pre-swimming test
1 hour lecture, 2 hours lab weekly
Swimming, diving, and water
safety. Ability to pass American
Red Cross Advanced Beginner
Swimmer course will be a major
aim. (2)
Transfer credit: UC, CSU

PE 102B—1½ units (R)
Intermediate Swimming
Prerequisites: PE 102A or
equivalent
1 hour lecture, 2 hours 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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.
PE 105AB—1½-1¼ units
Rehabilitative Aquatic Exercise (R)
Prerequisites: None
1 hour lecture, 2 hours lab weekly
Course designed to provide a water environment in which to conduct "weightless" exercise routines for those students with physical problems restricting exercise in weight-supported setting. (2)
Transfer credit: UC, CSU

DANCE

PE 116A—1½ units (R)
Beginning Modern Dance
Prerequisites: None
1 hour lecture, 2 hours activity weekly
Development of proficiency in modern dance techniques, skills, and development of understanding and appreciation of modern dance as an art form. (2)
Transfer credit: UC, CSU

PE 116B—2 units (R)
Intermediate Modern Dance
Prerequisites: PE 116A or equivalent
1 hour lecture, 3 hours activity weekly
Continuing study of modern dance techniques with emphasis upon combination of basic skills. Study of the dance phrase integrating elements of rhythm, design, dynamics, and motivation change. (2)
Transfer credit: UC, CSU

PE 118A—1½ units (R)
Beginning Ballet
Prerequisites: None
1 hour lecture, 2 hours activity weekly
Introduction to basic ballet techniques, including exercise at the barre to develop flexibility, strength, control, and resilience and center practice

of simple Port des Bras, Adage, and Allegra combinations. (2)
Transfer credit: UC, CSU

PE 118B—2 units (R)
Intermediate Ballet
Prerequisites: PE 118A or equivalent
1 hour lecture, 3 hours activity weekly
Continued study of ballet techniques with emphasis on more advanced skills necessary for center combinations and student performances.
Transfer credit: UC, CSU

PE 119A—1½ units (R)
Beginning Modern Jazz
Prerequisites: None
1 hour lecture, 2 hours activity weekly
Development of proficiency in jazz technique and skills and development of an understanding and appreciation of jazz as a dance form. (2)
Transfer credit: UC, CSU

PE 119BC—2-2 units
Intermediate Modern Jazz
Prerequisites: PE 119A or equivalent
1 hour lecture, 3 hours activity weekly
Continuing study of Modern Jazz dance with technique emphasis upon combination of basic skills. Study of integrating elements of jazz dance, combining techniques, rhythm, design, and level change in dance form. (2)
Transfer credit: UC, CSU

PE 124—1½ units
Mexican Dance
Prerequisites: None
1 hour lecture, 2 hours activity weekly
Development of basic Mexican dance skills, understanding and appreciation. (2)
Transfer credit: UC, CSU

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.
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—1⅓-1½ 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

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 strategies 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

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

ADAPTIVES

PE 154ABCD—1½-1½-1½-1½ units
Adaptive Physical Education
Prerequisites: None
1 hour lecture, 2 hours activity weekly
Special course designed to meet needs of students unable to participate in regular physical activity classes. Students will be classified by the college physician as to the type of physical activity in which they may participate. Each student is given individual attention in terms of adapted and recreational activities suited to needs. May be repeated for credit. (2)
Transfer credit: UC, CSU

TEAM ACTIVITIES

PE 155A—1½ units (R)
Beginning Basketball
Prerequisites: None
1 hour lecture, 2 hours activity weekly
Development of basic skills in playing basketball, including rules and techniques. (2)
Transfer credit: UC, CSU

PE 155B—1½ units (R)
Intermediate Basketball
Prerequisites: PE 155A or equivalent
1 hour lecture, 2 hours activity weekly
For those students who want to become proficient in basketball. Previous experience in basketball is not necessary. A continuing development of a high degree of skill is emphasized. (2)
Transfer credit: UC, CSU

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

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 (R)
Varsity Cross-Country (Men)
PE 167AB—3 units (R)
Varsity Cross-Country (Women)
PE 168AB—3 units (R)
Varsity Volleyball
PE 169AB—3 units (R)
Varsity Soccer
PE 170AB—3 units (R)
Varsity Basketball (Men)
PE 171AB—3 units (R)
Varsity Basketball (Women)
PE 172AB—3 units (R)
Varsity Baseball
PE 173AB—3 units (R)
Varsity Tennis
PE 174AB—3 units (R)
Varsity Track (Men)

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

236
PE 175AB—3 units (R)
Varsity Track (Women)

PE 176AB—3 units (R)
Varsity Golf

Prerequisites: Meet the requirement for athletic eligibility in the Western State Conference
1 hour lecture, 9 hours activity weekly

Varsity sports are highly competitive and require an advanced degree of skill. Students engaged in varsity sports should expect to compete against other institutions, travel, and put in additional hours beyond the normal activity load. Varsity sports meet the PE activity requirement. (2)
Transfer credit: UC, CSU

PROFESSIONAL COURSES

PE 183AB—2½-2½ units
Men’s Sports Officiating

Prerequisites: None
2 hours lecture, 1 hour activity weekly

Instruction and lab experience in sports officiating. Proficiency ratings required to successfully complete the course PE 182A during the fall semester—football, basketball, soccer, wrestling, PE 182B during the spring semester—track, baseball, rugby, volleyball.
Transfer credit: UC, CSU

PE 184AB—2½-2½ units
Women’s Sports Officiating

Prerequisites: None
2 hours lecture, 1 hour activity weekly

Instruction and lab experience in sports officiating. Officiating of individual sports featured in 184A, team sports in 184B.
Transfer credit: UC, CSU

PE 185A—2 units
Basketball Theory

Prerequisites: Advanced basketball ability
1 hour lecture, 3 hours activity weekly

Development of advanced skills in basketball and theory behind different styles of play; includes study films, drills, rules, and technique of coaching. (2)
Transfer credit: UC, CSU

PE 185C—2 units
Baseball Theory

Prerequisites: Advanced baseball ability
1 hour lecture, 3 hours activity weekly

Development of advanced skills in baseball and theory behind methods and styles of play. Class members will participate in lab assignments and will have weekly lectures including films and guest lecturers to facilitate instruction. (2)
Transfer credit: UC, CSU

PE 185D—2 units
Soccer Theory

Prerequisites: Advanced soccer ability
2 hours lecture weekly

Development of advanced skills and principles of soccer; includes laws of the game, modern methods of coaching soccer, and understanding of the principles at play as they relate to attack, midfield, and defense. (2)
Transfer credit: UC, CSU

PE 186A—3 units
Creative Movement Activities for Children

Prerequisites: None
2 hours lecture, 3 hours activity weekly

Presentation of methods and materials which parents and teachers of pre-school and early elementary-aged children can utilize in encouraging

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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
1 hour lecture, 2 hours activity weekly
Designed to improve general condition, feeling, and appearance of the body. Includes weight lifting, vigorous exercise, and understanding of effects of different types of exercise. Students will learn to establish own personal exercise and weight control program. (2)
Transfer credit: CSU

**PE 188AB**—2-2 units
Techniques in Fitness Assessment
Prerequisites: None
1 hour lecture, 3 hours lab weekly
Course consists of a systematic approach to fitness screening. Techniques in measuring body composition; cardiovascular endurance, muscular strength and flexibility will be presented. Appropriate 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**—½-10 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 isotonics 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

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

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

Physical
Science

PhysSci 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.

PhysSci 98A-Z Short Courses in
Physical Science
PhysSci 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, optical, 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: 1 year high school physics, or Ph 101 and Math 120; Ph 102 recommended
4 hours lecture, 3 hours lab weekly
Introduction to study of statics and dynamics of particle, rigid bodies, plus an introduction to hydrostatics and hydrodynamics; course uses calculus and vector analysis and is intended for majors in physics, engineering, chemistry, or mathematics. Lab designed to give concrete examples of lecture material.
(2)
Transfer credit: UC, 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; Ohm's 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

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240
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

PSc 102—3 units
Law, Society, and the Citizen
Prerequisites: None
3 hours lecture weekly
Study of basic principles of constitutional law established and enforced by local, state, and federal institutions. Special attention to rights and obligations of citizens and to problems of law enforcement in contemporary society. Fulfills state requirements in American Institutions. (2)
Transfer credit: UC, CSU

PSc 104—3 units
International Relations
Prerequisites: None
3 hours lecture weekly
Course explores official and unofficial connections between governments and peoples of the world and traditions, policies, and institutions which bind them together or hold them apart, with particular reference to problems of war, peace, and change. (2)
Transfer credit: UC, CSU

PSc 105—3 units
Current Issues in Domestic and Foreign Politics
Prerequisites: None
3 hours lecture weekly
Course blends elements of political theory with the world of political problems and action at individual, state, national, and international levels. Each semester the issues selected for examination will be revised. Course may be repeated for credit three times. (2)
Transfer credit: UC, CSU

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

241
PSc 106—3 units
Political Aspects of Economic Problems
Prerequisites: None
3 hours lecture weekly
Course surveys areas where the impact of economics upon political life is considerable, so that students may better understand the political world. (2)
Transfer credit: UC, CSU

PSc 107—3 units
Politics and Administration of State and Local Government
Prerequisites: None
3 hours lecture weekly
Course studies state and local governments and programs they administer and students attend meetings and consult with officials. Politics of communities, role of civil service, aims and efforts of public programs, and relationship of state and local to national government considered. (2)
Transfer credit: UC, CSU

PSc 108—3 units
Comparative Government: Varieties of Political Experience
Prerequisites: None
3 hours lecture weekly
Course examines political life and institutions of a number of foreign countries to identify both similarities and differences in people’s attempts to grapple with government problems throughout the world. (2)
Transfer credit: UC, CSU

PSc 189A-Z—½-3 units
Topics in Political Science
Prerequisites: None
Lecture and/or lab hours as required by unit formula
Courses considering specific and current topics in Political Science which are not covered in the general Political Science offerings.

PSc 199AB—1-3/1-3 units
Directed Studies in Political Science
Prerequisites: A course in the specific field
Lecture and/or lab as required by unit formula
Designed for students interested in furthering their knowledge of political science on an independent study basis; assigned problems will involve library, lab, and field work.
Maximum of 6 units.
Transfer credit: UC, CSU

Psychology

Psych 98A-Z—½-10 units
Short courses in Psychology
Prerequisites: None
Lecture and/or lab as required by unit formula
Specialized topics designed to inform or update interested persons in the various disciplines within Psychology.

Psych 101—3 units
General Psychology
Prerequisites: None
3 hours lecture weekly
Introduction to subject matter of psychology, including scientific method, biology of behavior, conditioning and learning, intelligence, motivation, personality, mental health, and therapy.
Transfer credit: UC, CSU

Psych 102AB—3-3 units
Interpersonal Relations
Prerequisites: None
3 hours lecture weekly
Class provides exploration of personal awareness and

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interaction. Students will learn to apply psychological principles of human behavior, and explore ways of knowing themselves and others. A combination of experiential and theoretical approaches is used to increase awareness, clarify values, and aid in decision-making.

Transfer credit: UC, CSU

**Psych 103—3 units**
**Beginning Statistics for Behavioral Science**
Prerequisites: Basic math and algebra background
3 hours lecture weekly

Designed for students majoring in psychology, sociology, and anthropology; emphasis on use of statistics in behavioral science research. Topics covered are procedures in hypothesis testing, descriptive, inferential, and correlational statistics.

Transfer credit: UC, CSU

**Psych 104—3 units**
**Introduction to Experimental Psychology**
Prerequisites: Psych 101 and 103 or concurrent enrollment in Psych 103
3 hours lecture weekly

Designed for prospective psychology majors or minors; emphasis on designing, conducting, and writing experimental research in human and animal behavior. Recommended as a third course for Psychology majors.

Transfer credit: UC, CSU

**Psych 105—3 units**
**Introduction to Physiological Psychology**
Prerequisites: Psych 101; Psych 103 recommended
3 hours lecture weekly

Course provides exploration of physiological basis of behavior. Some topics are neural

impulses and sensory processes, neural basis of reinforcement, electrical stimulation of the brain, memory, learning, emotion, biofeedback, split brain studies, and research on right and left hemispheres; emphasis is on current research findings and philosophical-moral implications.

Transfer credit: UC, CSU

**Psych 106—3 units**
**Social Psychology**
Prerequisites: Psych 101 recommended
3 hours lecture weekly

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

Transfer credit: UC, CSU

**Psych 107—3 units**
**Sex Roles**
Prerequisites: Psych 101 recommended
3 hours lecture weekly

Class explores sex role development and how roles can be changed, role conflicts, common stereotypes of males and females, women as a minority group, aspects of sexuality, and psycho-social implications of the liberation movement; psycho-social aspects of both sex roles are emphasized. (Co-listed with Soc 104.)

Transfer credit: UC, CSU

**Psych 108—3 units**
**Developmental Psychology**
Prerequisites: Psych 101
3 hours lecture weekly

Course explores path of human development from beginning of

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life through adolescence; emphasis placed on normal developmental patterns using current information; child-rearing practices and their efforts on later development critically examined.
Transfer credit: UC, CSU

**Psych 109—3 units**  
**Loss, Grief, and Death**  
Prerequisites: None  
3 hours lecture weekly
Examination of personal feelings and behaviors associated with loss, grief, and death. Combination of psychological theory, current trends and research findings, and personal explorations used; emphasis on dealing with this very personal area in a realistic and positive manner.
 Transfer credit: UC, CSU

**Psych 110—3 units**  
**Human Sexuality**  
Prerequisites: None  
3 hours lecture weekly
Biological, psychological, and sociological aspects of sexuality. Emphasis is placed on the individual's personal sexuality in the present time; past and future trends are also considered.
 Transfer credit: UC, CSU

**Psych 111—3 units**  
**The Exceptional Child**  
Prerequisites: None  
3 hours lecture weekly
Characteristics and problems of the mentally retarded, socially handicapped, and/or emotional child will include discussion and study of issues and research problems encountered in these specific areas as well as the intellectually gifted child.
 Transfer credit: CSU

**Psych 112—3 units**  
**Parent/Child Interaction**  
Prerequisites: None  
3 hours lecture weekly
Explores the challenging role of being a parent. Focuses on a variety of approaches to effective parenting, identifying typical problem areas and dealing with them by prevention or coping strategies, and promoting positive interactions between parent and child. Field trips may be required. (Co-listed with CD 130.)
 Transfer credit: CSU

**Psych 113—3 units**  
**Psychology of Maturity and Aging**  
Prerequisites: None  
3 hours lecture weekly
Psychological factors of human development from middle life through older years. Emphasis placed on aging as a normal process. Topics include older individual and his/her adjustment to life changes; study of current issues in aging.
 Transfer credit: CSU

**Psych 120—3 units**  
**Animal Behavior**  
Prerequisites: None  
3 hours lecture weekly
Introduction to comparative psychology and ethology. Emphasis on behavior of familiar mammals, reptiles, and birds. Topics include learning, social behavior, communication, aggression, behavior of pets, and abnormal animal behavior.
 Transfer credit: CSU

**Psych 130—3 units**  
**Introduction to Humanistic Psychology**  
Prerequisites: Psych 101 suggested  
3 hours lecture weekly
Course explores humanistic movement in psychology. Theories of both Eastern and

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244
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, humanitarian 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*

**Psych 198A-Z—½-10 units**

**Short Courses in Psychology**

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

Courses and/or workshops in selected areas of Psychology to meet specific needs of college or community as requested or required. Field trips may be required.  

(2)

**Psych 199AB—1-3/1-3 units**

**Directed Studies in Psychology**

*Prerequisites: A course in the specific field*  
*Lecture and/or lab as required by unit formula*

Designed for students interested in furthering their knowledge of Psychology on an independent study basis; assigned problems will involve library, lab, and field work.

*Maximum 6 units.*

*Transfer credit: UC, CSU*

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

Psych 10  Creative Listening  
Psych 11  Job Stress

**Public Services**

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

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

Reading courses are listed under English.

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: 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

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

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

**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.

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

**Recreation**
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.
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

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

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

248
SL 199AB—1-3/1-3 units
Directed Studies in Sign Language
Prerequisites: A course in the specific field
Lecture and/or lab as required by unit formula
Designed for selected students interested in furthering their knowledge of Sign Language on an independent basis. Assigned problems will involve library, lab, and field work. Maximum of 6 units.
Transfer credit: CSU

Sociology

Soc 101—3 units
Introduction to Sociology
Prerequisites: None
3 hours lecture weekly
Analysis of historical development of sociology and recent trends in the field; studying the relationship between social systems and human behavior; emphasis on such basic factors as socialization, culture, class, race, and social change.
Transfer credit: UC, CSU

Soc 102—3 units
Social Problems
Prerequisites: None
3 hours lecture weekly
Study of contemporary social problems from a theoretical framework, emphasizing social conditions causing social problems and examining existing programs aimed at their solution. (2)
Transfer credit: UC, CSU

Soc 103—3 units
Racial and Ethnic Group Relations
Prerequisites: None
3 hours lecture weekly
Analysis of racism and prejudice in the US, discussing similarities and differences in racial and ethnic group experiences; emphasis on majority-minority group relations among major racial and cultural groups. (2)
Transfer credit: UC, CSU

Soc 104—3 units
Sex Roles
Prerequisites: None
3 hours lecture weekly
Class explores sex role development and how roles can be changed, role conflicts, common stereotypes of males and females, women as a minority group, aspects of sexuality, and psycho-social implications of the liberation movement; psycho-social aspects of both sex roles are emphasized. (Co-listed with Psych 107.) (2)
Transfer credit: UC, CSU

Soc 105—3 units
Aging in the United States
Prerequisites: None
3 hours lecture weekly
An introduction to gerontology; a survey of cultural values and social organization that affect the status and treatment of aging people in the US. Emphasis upon interrelationships between social attitudes, economic system, and political system on lifestyle of the aged. (2)
Transfer credit: UC, CSU

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

(1) = Credit/No Credit only. (2) = Credit/No Credit at student’s option.
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 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 continue work in this area; emphasis on vocabulary building and greater oral fluency with grammar principles introduced as needed. May be repeated one time for credit. (2)
Transfer credit: CSU

**Spn 3—3 units**
**Conversational Spanish**
Prerequisites: Spn 2 or equivalent
3 hours lecture weekly
Third semester course emphasizes correct oral communication in Spanish with oral presentations and discussions on a variety of topics. Students should be able to maintain a conversation in Spanish with a native speaker;

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(1) = Credit/No Credit only. (2) = Credit/No Credit at student’s option.
emphasis on vocabulary and more complicated usage. May be repeated one time for credit. (2)
Transfer credit: CSU

**Spn 4—3 units**
**Conversational Spanish**
Prerequisites: **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 one 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 or equivalent for Spn 102
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 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 or equivalent for 103, Spn 103 or equivalent for 104
5 hours lecture weekly
Second-year Spanish for non-native speakers. Further study of language and culture through reading and listening to a variety of works; discussion of these works and other topics will give continued practice and development of oral skills. Vocabulary growth stressed as well as review and refinement of grammar principles.
Transfer credit: UC, CSU

**Spn 105-106—5-5 units**
**Spanish for the Spanish Speaking**
Prerequisites: A speaking knowledge of the Spanish language
5 hours lecture weekly
First-year Spanish for native Spanish speakers. Emphasis on vocabulary building and correct usage in speaking and writing; study of basic principles of grammar included. Both semesters increase proficiency in understanding, speaking, reading, and writing Spanish. Cultural readings used to promote reading and writing.
Transfer credit: UC, CSU

**Spn 107—3 units**
**Hispanic Culture and Civilization**
Prerequisites: 1 year college Spanish or a reading ability in Spanish
3 hours lecture weekly
Reading and discussion in Spanish of civilization and culture of Spanish speaking countries; designed to maintain communication skills and to give a background in art, history, music, literature, customs, and traditions of Spanish-speaking people.

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

Spn 108—5 units
Spanish Grammar and Composition
Prerequisites: Spn 104 or equivalent fluency
5 hours lecture weekly
To present the systematic and logical sequence of Spanish syntax and afford advanced students some acquaintance with contemporary grammar and terminology. To provide advanced students of Spanish with heavy emphasis on written style by using anthologies of Spanish and Spanish-American literature to enhance students' knowledge of Hispanic-American cultures.
Transfer credit: UC, CSU

Spn 117—3 units
Hispanic American Literature
Prerequisites: Advanced knowledge of Spanish in the areas of reading and writing
3 hours lecture weekly
One semester survey of Hispanic American literature: novel, short story, essay, poetry. Works studied will be by representative Hispanic American writers. Reading, in-class discussions, and written assignments are part of the course, taught in Spanish. (2)
Transfer credit: UC, CSU

Spn 199AB—1-3/1-3 units
Directed Studies in Spanish
Prerequisites: A course in the specific field
Lecture and/or lab as required by unit formula
Designed for students interested in furthering their knowledge of Spanish on an independent study basis; assigned problems may involve library and field work with consultation and review in Spanish with the supervising instructor.

Maximum of 6 units.
Transfer credit: UC, CSU

NOTE: The courses listed below have been temporarily suspended. For further information, please contact the Office of Instruction.
Spn 5AB Spanish for Teachers and Teacher Aides
Spn 6AB Spanish for Medical Personnel
Spn 7AB Survival Spanish for Community Agencies
Spn 50 Situational Spanish

Special Education

SpEd 1—3 units
Survey of Disabilities
Prerequisites: None
3 hours lecture weekly
Overview of historical, social, medical, recreational, and educational implications of various physical and learning disabilities. Practical experience in simulated situations to provide insights in the area of disabilities. Designed for the disabled student or anyone interested in working with the disabled.
Transfer credit: CSU

SpEd 2—3 units
Independent Living Skills
Prerequisites: Acceptance in Special Education Program
3 hours lecture weekly
Teaches learning-handicapped students practical life skills to be used at home and in the community. Includes budgeting, grooming, and other essential information necessary to independent living. Course may be repeated up to three times.

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

253
SpEd 4—1 unit
Speech Therapy
Prerequisites: None
1 hour lecture weekly
Course designed for students experiencing difficulty with
t heir speech including lisping,
stuttering, and other related
speech problems.

SpEd 6—½ unit
Analyzing Language Ability
Prerequisites: Acceptance in
Special Education Program
8 hours lecture
Provides information regarding
students' language abilities and
development as well as auditory
processing problems involving
memory, discrimination, and
other areas. Individual
instruction offered in deficit
areas.

SpEd 10—3 units
Language Development
for the Deaf
Prerequisites: Acceptance in
Special Education Program
3 hours lecture weekly
Evaluates hearing-impaired
students' English language
abilities and provides
instruction in grammar and
comprehension. Includes
individualized language
program and group instruction.
Students receive practice in
communication skills including
written English. Course may be
repeated up to three times.

SpEd 11—3 units
English Grammar for the
Deaf
Prerequisites: Acceptance in
Special Education Program
3 hours lecture weekly
Designed for hearing-impaired
students who require instruction
in English grammar and whose
primary communication mode is
American Sign Language.
Includes practice in identifying
parts of speech and correct
sentence structure using
instructional materials
specifically designed for
hearing-impaired. Course may
be repeated up to three times.

SpEd 12—3 units
Contemporary Issues
for the Deaf
Prerequisites: Acceptance in
Special Education Program
3 hours lecture weekly
Designed to teach deaf students
fundamentals of mass media
and news reporting with
emphasis on discussion and
understanding contemporary
issues. Media such as television,
radio, newspapers, and
magazines studied regarding
information organization,
advertisements, news articles,
job opportunities, and news
commentaries. Instruction
presented in American Sign
Language. Course may be
repeated up to three times.

SpEd 30—1 unit
Career Evaluation
Prerequisites: None
¼ hour lecture, ¼ 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,

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

254
employment and vocabulary, employer/employee rights and attitudes, etc.
Transfer credit: CSU

**SpEd 32—2 units**  
**Job Seeking Skills**  
Prerequisites: None  
2 hours lecture weekly  
Course for disabled students who wish to improve their job-seeking skills and become better acquainted with their rights and obligations as employees. Topics will include decision-making, interview techniques, strategies for filling out an application, and employer-employee responsibilities.  
Transfer credit: CSU

**SpEd 33—1½ units**  
**Career Exploration**  
Prerequisites: None  
1 hour lecture, 1½ hours lab weekly  
Course designed to give functionally-limited students an overview of occupational choices with respect to their capabilities. Also assists students in taking responsibility and constructive action for their own career selection and attainment.  
Transfer credit: CSU

**SpEd 34—½ unit**  
**Vocational Testing**  
Prerequisites: Acceptance in Special Education Program  
Lecture and/or lab as required by unit formula  
Assists potentially handicapped students in career preparation, selection, and attainment. Individualized vocational testing/counseling structured to provide maximum input with respect to a vocational selection.

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**SpEd 35—3 units**  
**Vocational Adjustment**  
Prerequisites: Acceptance in Special Education Program  
3 hours lecture weekly  
Assists special education students in becoming aware of self-concept, self-acceptance, and personal relationships as related to their disabilities and vocational interest. Course may be repeated up to three times.

**SpEd 98AA-ZZ—½-10 units**  
**Short Courses in Special Education**  
Prerequisites: Acceptance into Special Education Program  
Lecture and/or lab as required by unit formula  
Selected topics in Special Education designed to meet the needs of handicapped students. Field trips may be required.

(1) = Credit/No Credit only. (2) = Credit/No Credit at student's option.
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, inflections, grammar, vocabulary building, oral composition, and some emphasis on US customs. Tape recordings may be made as an aid to correction of foreign dialects. Course may be taken a maximum of two times. Appropriate field trips. (2)

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: Eligibility for Engl 101 recommended
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

(i) = Credit/No Credit only. (2) = Credit/No Credit at student’s option.
Spch 105—3 units
Oral Interpretation of Literature
Prerequisites: Spch 101
3 hours lecture weekly
Principles and techniques of oral reading of prose and poetry with understanding and appreciation; evaluation of arguing, debating, working in parliamentary procedure, and oratory. Study of rhetorical theories and history of public address.
Transfer credit: UC, CSU

Spch 106—3 units
Critical Analysis of Speeches
Prerequisites: Spch 101
3 hours lecture weekly
Introduction to process of rhetorical criticism and analysis of speech texts; practice in writing speech criticisms from tapes, records, and daily newspapers.
Transfer credit: UC, CSU

Spch 107—3 units
Argumentation and Debate
Prerequisites: Spch 101
3 hours lecture weekly
Principles of rhetorical arguments: using evidence, detecting fallacies in arguments, preparing briefs, and delivering persuasive arguments. Extensive research is expected for effective formulation and critical analysis of persuasive discourse. Tournament participation is provided.
Transfer credit: UC, CSU

Spch 109—3 units
Readers' Theatre
Prerequisites: None
3 hours lecture weekly
Concepts and techniques of cooperative group work in oral interpretation of literature, including children's stories, poetry, prose, and dramatic

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

Spch 199AB—1-3/1-3 units
Directed Studies in Speech
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 speech on an independent basis. Assigned work will involve library, lab, and/or field work. Maximum of 6 units.

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

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

TV 101—3 units
Broadcast Studio Operation
Prerequisites: None
2 hours lecture, 3 hours lab weekly
Class covers instruction in basic studio and control room equipment and operation. Students gain practical experience in the various aspects of production, explanation of program patterns, studio procedures, equipment use, and program production.
Transfer credit: CSU

TV 102—3 units
Television Production Workshop
Prerequisites: TV 101
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

TV 103—3 units
Television Directing and Editing
Prerequisites: TV 102
2 hours lecture, 3 hours lab weekly
Course covers advanced directing and editing of special projects and experimental TV programs. Each student is responsible for producing a variety of television programs.
Transfer credit: CSU

TV 104—3 units
Advanced Television Production
Prerequisites: TV 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 Oxnard College's cable TV station. Includes remote assignments and special projects.
Transfer credit: CSU

Theatre Arts

ThA 98A-Z—½-10 units
Short Courses in Theatre Arts
Prerequisites: None
Lecture and/or lab as required by unit formula
Specialized topics designed to inform or update interested persons in the various disciplines within Theatre Arts. (2)
Transfer credit: UC

ThA 101—3 units
Introduction to Theatre
Prerequisites: None
3 hours lecture weekly
Introduces drama or theatre as a literary art form—including the history of dramatic development, types of drama, how plays relate to production problems, critical analysis of plays, and related production elements for the playwright. Emphasis placed upon appreciation of the theatre—past and present. (Co-numbered with Engl 119.)
Transfer credit: UC, CSU

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

(l) = Credit/No Credit only. (2) = Credit/No Credit at student’s option.
<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>Description</th>
<th>Prerequisites</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ThA 112</td>
<td>3 units</td>
<td>Chicano Teatro</td>
<td>Reasonable fluency in Spanish language</td>
<td>2 hours lecture, 3 hours lab weekly&lt;br&gt;Course treats technical and organizational practices of theatrical productions, writing for the Chicano Teatro and presenting productions in barrios and at the college. (2)</td>
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<tr>
<td>ThA 117</td>
<td>3 units</td>
<td>Children’s Theatre and Creative Dramatics</td>
<td>None</td>
<td>2 hours lecture, 3 hours lab weekly&lt;br&gt;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)</td>
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<tr>
<td>ThA 120AB</td>
<td>3-3 units</td>
<td>Stage Production</td>
<td>None</td>
<td>2 hours lecture, 3 hours lab weekly&lt;br&gt;120A—Lectures and demonstrations in stage lighting, sound, and stage costume, including practical lab experience as members of crews for department productions.&lt;br&gt;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)</td>
</tr>
<tr>
<td>ThA 121AB</td>
<td>3-3 units</td>
<td>Stagecraft—Stage Design</td>
<td>ThA 120 recommended; ThA 121A for 121B</td>
<td>2 hours lecture, 3 hours lab weekly&lt;br&gt;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.</td>
</tr>
<tr>
<td>ThA 127</td>
<td>3 units</td>
<td>Black Experience in the Theatre Arts</td>
<td>None</td>
<td>3 hours lecture weekly&lt;br&gt;One semester survey of Blacks’ involvement in the history of Theatre Arts, utilizing dramatic literature and biographies of Black playwrights and performers.</td>
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<tr>
<td>ThA 198</td>
<td>⅝-10 units</td>
<td>Short Courses in Theatre Arts</td>
<td>None</td>
<td>Lecture and/or lab as required by unit formula&lt;br&gt;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)</td>
</tr>
<tr>
<td>ThA 199AB</td>
<td>⅝-3/⅝-3 units</td>
<td>Directed Studies in Theatre Arts</td>
<td>A course in the specific field</td>
<td>Lecture and/or lab as required by unit formula&lt;br&gt;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.</td>
</tr>
</tbody>
</table>

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

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

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

Truck Driving and Transporting
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.

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Appendix I
Student Conduct Code—Standards of Student Conduct

In joining the academic community, the student enjoys the right and shares the responsibility in exercising the freedom to learn. Like other members of the academic community, the students are expected to conduct themselves in accordance with standards of the college that are designed to perpetuate its educational purposes. Students shall respect and obey civil and criminal law, and shall be subject to legal penalties for violation of laws of the city, county, state, and nation. A charge of misconduct may be imposed upon a student for violating provisions of college regulations and the State Education and Administrative Codes. Where a student is subject to a charge of misconduct, such charge shall be processed in accordance with the following policies and procedures.

Disciplinary action may be imposed upon a student by an instructor, an administrator, or the governing board for proven misconduct or actual violation of specified college rules and regulations. Instructors and administrators may place students on probation or temporary exclusion with respect to actions in a classroom, on campus, or at a college-sponsored activity within the procedures specified in this document. The Vice-President of Student Services shall have the power to impose suspension and to recommend expulsion.

Students are subject to charges of misconduct for any of the following acts on college-owned or controlled property or at a college-sponsored activity:

1. Willful disobedience to directions of college officials acting in performance of their duties.
2. Violation of college rules and regulations including those concerning student organizations, the use of college facilities, or the time, place, and manner of public expression or distribution of materials.
3. Dishonesty, such as cheating, or knowingly furnishing false information to the college.
4. Unauthorized entry to or use of the college facilities.
5. Forgery, alteration, or misuse of college documents, records, or identification.
6. Obstruction or disruption of classes, administration, disciplinary procedures, or authorized college activities.
7. Theft of or damage to property or possession of stolen property belonging to the college, a member of the college community, or a campus visitor.
8. Disorderly, lewd, indecent, obscene, or offensive conduct or expression which interferes with the college’s primary educational responsibility.
9. Assault or battery, abuse, or any threat of force or violence directed toward any member of the college community or campus visitor engaged in authorized activities.
10. Use, possession, distribution of alcoholic beverages, narcotics, hallucinogenic drugs, marijuana, or other dangerous drugs; or presence on campus while under the influence of alcoholic beverages, narcotics, hallucinogenic drugs, marijuana, or other dangerous drugs, except as expressly permitted by law.
11. Possession, while on the college campus or at an on- or off-campus college-sponsored function, of any of the following weapons (except persons given permission by the college President or his designated representatives or member of the law enforcement agencies, as police officers); any instrument or weapon of the kind commonly known as blackjack, sling shot, fire bomb, billy club, sandclub, sandbag, metal knuckles; any dirk, dagger, firearm (loaded or unloaded) as pistol, revolver, rifle, etc.; any knife having a blade longer than five inches, any switchblade longer than two inches; any razor with an unguarded blade; any metal pipe or bar used or intended to be used as a club; or any item to threaten bodily harm.
Appendix II
Student Conduct—Disciplinary Action

Student conduct must conform to the Student Rules of Conduct established by the Governing Board of Trustees of the Ventura County Community College District in collaboration with college administrators and students. Violations of such rules are subject to the following types of disciplinary actions, which are to be administered by appropriate college authorities against students who stand in violation. The Ventura County Community College District has established due process for the administration of the penalties enumerated here. Penalties are listed in degrees of severity. College authorities will determine the appropriate penalty(ies):

**Warning** — Notice to the student that continuation or repetition of specified conduct may be cause for other disciplinary action.

**Reprimand** — Written reprimand for violation of specified rules. A reprimand serves to place on record that a student's conduct in a specific instance does not meet the standards expected at the college. A person receiving a reprimand is notified that this is a warning that continued conduct of the type described in the reprimand may result in a formal action against the student.

* * * Warnings and reprimands may be appealed directly to the President. They are not subject to a student conduct hearing.

**Disciplinary Probation** — Exclusion from participation in privileges or extracurricular college activities set forth in the notice of disciplinary probation involves notification in writing of the reason for disciplinary probation to the student(s) or the president of the student organization involved.

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

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

**Disciplinary Suspension** — Disciplinary suspension follows a hearing based on due process. It shall be invoked by the college President, appropriate administrator, or other staff member designated by the President, upon the student for misconduct when other corrective measures have failed or when the seriousness of the situation warrants such action.

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

A. Preliminary Action
1. The Vice-President of Student Services shall receive and may issue any charge of alleged misconduct made against a student by another student, faculty member, administrator, or classified personnel. Such person shall sign and submit a written statement specifying the time(s), place(s), and nature of the alleged misconduct.
2. The Vice-President shall confer with the student to advise of the charge, possible sanctions upon him/her, and his/her rights under college regulations and state and federal laws.
3. The Vice-President of Student Services may also procure information relating to the charge from the student and other persons or sources. Whenever appropriate, the Vice-President of Student Services shall assess, or cause to have assessed, damage to property and injury to persons or other forms of misconduct.
4. At this point, the Vice-President of Student Services may take any of the following actions:
   a. Dismiss the charge for lack of merit.
   b. Issue a warning or a letter of reprimand.
   c. Place the student on disciplinary probation, require restitution, place on summary or disciplinary suspension.
   d. Recommend expulsion.
   e. Remand the case to a Student Conduct Hearing.
5. At this point, if the student does not accept the decision of the Vice-President of Student Services, the Vice-President of Student Services shall arrange for a meeting of the Student Conduct Hearing Committee, following the procedures outlined in Sections B and C of this document.

B. Composition of Student Conduct Hearing Committee
1. The Student Conduct Hearing Committee, hereafter referred to as the Hearing Committee, shall be set up as follows:
   a. One student, one faculty member, and one ad-
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 of 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 1989-90

For the 1989-90 school year, tuition has been established at $94 per unit. This fee is subject to revision annually.

Tuition fees are payable prior to enrollment. A refund schedule appears below:

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*No refunds permissible after the third week of summer semester.
†Indicates that a minimum administrative fee of $60 is deducted from those refunds.
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 for 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 listed 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 intercession 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
Auditing Policy

In accordance with Section 72252.3 of the Education Code, students enrolled in classes to receive ten or more semester units shall be allowed to audit three or fewer semester units with a fee for auditing of $15.00 per unit per semester. As required by section (d), priority in class enrollment shall be given to students desiring to take the course for credit towards a certificate or degree. Therefore, students wishing to audit may register for classes in audit status by special petition only in the last two days of the add/drop period. This petition requires permission of the instructor. Laboratory classes are not normally available for audit. In accordance with this section (c) of this statute, no student auditing a course shall be permitted to change his or her enrollment in that course to receive credit for the course.

Students auditing a course are not permitted to take exams in class, nor are they permitted to challenge the course at a later date. Instructors are under no obligation to grade assignments of students auditing a course. Attendance requirements for students auditing courses are the same as or all other students as stated in the college catalogs. This policy ends June 30, 1991.

Appendix VIII
Course Repetition Policy

In accordance with Section 58162 of Title 5, Ventura County Community College District will permit students to take certain identified courses up to a maximum of four times under the following conditions:

1. The Governing Board has approved the number of times the course may be repeated.
2. The course is designated in the catalog as repeatable.
3. The course outline is such that the course content is different each time it is offered.
4. Students gain an expanded educational experience for one of the two following experiences:
   a. Skills or proficiencies are enhanced by supervised repetition and practice within class periods; or
   b. Active participatory experience in individual study or group assignments is the basic means by which learning objectives are obtained.
5. Skills areas and courses within that skill have been identified by faculty within the discipline and approved by the campus curriculum committees. Final approval of skill areas will be by the Ventura County Community College District Chancellor’s Cabinet.
6. The college will insure that each skill area is identified and the courses contained therein properly “clustered” in the computer so that students will not be able to repeat courses in that skill area more times than permitted.
7. Each college will at appropriate times, utilizing the software developed for that purpose, further monitor course repetition by running a list of those who are enrolled in a course for which they have used all allowable repetitions. The college shall then take appropriate action to remove any such students from those courses.
8. In the event that an ineligible enrollment is discovered after census date, the college will take steps to insure that no attendance is reported to the state for ADA purposes. Furthermore, no positive attendance is to be reported for ineligible enrollments.
Appendix IX
Foreign Students

I. Definitions
A. A foreign student is a person enrolled at one of the colleges who is in the United States on an F-1 visa.
B. Persons who hold other types of visas may be eligible for admission as regular students, resident or nonresident, depending on their visa status.
1. Persons holding alien status may establish residency if they are in the following classifications:
   a. Career Diplomat visa—A
   b. Foreign Investor visa—E
   c. International Treaty Organization—G
   d. Foreign Press visa—I
   e. Finance visa—K
   f. Refugees

2. Aliens precluded by the Immigration and Nationality Act from establishing residence in the United States are those with B, C, D, F, H, J, and L visas. However, students can be admitted if their visa extends beyond the last day of the semester in which they wish to enroll.

Prior approval by the Dean of Admissions must be gained in order to enroll in successive semesters.

3. Those holding Resident Immigrant visas are not foreign students. They are residents with all the privileges and responsibilities of other residents.

C. Foreign students enrolled on Student Visas are required to be full-time students (12 units).

II. Limitations on Enrollments (F-1 visa only)
A. Due to the district's limited financial resources and space, and due to special educational needs of foreign students, the Ventura County Community College District reserves the right to limit the number of foreign students (F-1) admitted each year.

B. In order to foster cultural exchange the district encourages ethnic and national diversity among the foreign students admitted.

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 or other evidence that English is adequate to be a successful student. For information regarding TOEFL, students are advised to write to:
   Educational Testing Service
   Post Office Box 6000
   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 Immigration, and it is approved.
Appendix X
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 Time) 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.
Appendix XI
Privacy Rights
Governing Student
Records

Pursuant to the Federal Educational
Rights and Privacy Act, the California
Education Code, and the California
Administrative Title V, 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. The college is not
authorized to permit access to student
records to any person without the
written consent of the student or under
judicial order except to college
officials and employees with legitimate
educational interest.

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.

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**Appendix XII**

**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 procedure by an advisor of his/her own 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

1. Both parties will be asked to attend the hearing and will be given sufficient notice in writing as to the time and place. Notice shall be given by certified mail at least five working days prior to the hearing date.

2. At the time of the hearing, the chairperson shall state the charge. The committee shall hear testimony, examine witnesses and receive all evidence pertaining to the charge.

3. Both parties shall have the right to present statements, testimony, evidence and witnesses. Each party shall have the right to be represented by a single advisor. If the person who is the subject of the complaint elects to have legal counsel present at the hearing, he/she must notify the College/District in sufficient time so that the district might arrange to have its own legal counsel available.

4. The accused person and/or representative may be present as well as the aggrieved person and/or 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.
Faculty and Administration

Ventura County Community College District Board of Trustees

Dr. James T. Ely
Mr. Timothy D. Hirschberg
Mr. Gregory C. Kampf
Mrs. Ruth Oren
Mr. Julian A. Tarleton, Sr.

District Administration

Barbara Derryberry, Chancellor
Dr. W. Ray Heanor, Executive Vice Chancellor
Tom Kimberling, Vice-Chancellor, Administrative Services
John D. Tallman, Vice-Chancellor, Instructional Services

College Administration

Dr. Elise Schneider, President
ADMINISTRATIVE SERVICES
Dr. Larry Calderon, Vice-President, Administrative Services
INSTRUCTIONAL SERVICES
Roger Boedecker, Vice-President, Instructional Services
Dr. Judith A. Gerhart, Dean, Continuing Education
Dr. William H. Lawson, Dean, Vocational Education
Dr. Winston Sarafian, Director, Learning Resources/Head Librarian
STUDENT SERVICES
Dr. Ruth M. Hemming, Vice-President, Student Services
Ronald Jackson, Dean, Counseling
Ralph Smith, Director, Student Financial Services

Instructional Division Directors

Dr. Donald H. Brockett, Director, Health/Physical Education/Athletics
Tanya Burke, Director, Business/Public Services/Technology
Tomas Sanchez, Director, Arts/Letters/Sciences

Faculty
(Date) indicates year of employment at Oxnard College.

Mathematics/Physics. B.S., California State Polytechnic University, Pomona;
M.S., West Coast University

Archuleta-Orozco, Teresa (1980)
EOPS Coordinator. B.A., California State University, Northridge; M.S., California State University, Sacramento

Ayala, Bill, Sr. (1975)
Welding Technology/Agriculture Mechanics

Accounting. B.S., Morgan State University; M.B.A., University of Baltimore; J.D., University of San Francisco

Boedecker, Roger (1983)
Vice-President, Instructional Services. B.A., M.A., Long Beach State College

Brinkman, Gary W. (1975)
Counselor/Physical Education. B.A., Brigham Young University; M.A., California Polytechnic College; Ed.D., Brigham Young University

Brockett, Donald H. (1982)
Division Director, Health/Physical Education/Athletics. B.A., M.A., Fresno State University; Ed.D., Brigham Young University

Burke, Tanya (1975)
Division Director, Business/Public Services/Technology. B.S., M.S., Western Michigan University

Calderon, Larry (1986)
Vice-President, Administrative Services. B.S., University of California, Santa Barbara; M.S.Ed., Ed.D., University of Southern California

Castro, Frank (1977)
Automotive Technology

Chaparro, Linda (1987)
Psychology. B.A. California State University, Northridge; M.S.W., University of California, Berkeley; Ph.D., University of Michigan

Chatenever, Robert A. (1981)
Air Conditioning/Refrigeration. B.S., Stevens Institute of Technology

Corley, Helene (1976)
Business Management/Marketing. B.B.A., City University of New York; M.S., Long Island University; M.A., University of California, Berkeley

Corral, Margarita (1981)
Counselor. B.A., M.A., California State University, Northridge
Crowl, Linda (1980)  
Business/Office Automation. B.S., California State University, Los Angeles; M.S., California Polytechnic University, Pomona

de Garcia, Priscilla L. Partridge (1975-81, 1987)  
Counselor. B.A., M.S., Ed.D., University of Southern California

de la Salva, Aurora (1985)  
EOPS Counselor. B.A., California Lutheran; M.Ed., University of California, Santa Barbara

Diaz, Carlos M. (1975)  
English/Pacifier, Bilingual/Cross Cultural Programs. B.A., University of California, Berkeley; M.Ed., California State University, Domiguez Hills

Dorrance, Carolyn (1975)  
History/Political Science. B.A., Mount Holyoke College; M.A., Columbia University; Ph.D., University of California, Santa Barbara

Essa Gallaway, Sara A. (1975)  
History. B.A., M.A., University of California, Davis; Doctor of Arts, Carnegie Mellon University

Estes, Earl (1975)  
Mathematics. B.A., M.A., California State University, Northridge

Fauth, Lynn (1986)  
English. A.A., Santa Monica College; B.A., United States International University; M.A., Ph.D., Indiana University

Flocco, Vincent R., Jr. (1975)  
Art. B.A., M.A., California State University, Los Angeles; M.F.A., University of Iowa

Ford, Bernie (1979)  
Diesel Mechanics. A.A. Grossmont College

Special Education. B.A., Sonoma State College; M.A., California Lutheran College

Gable (aka Schwitzgebel), Colleen (1975)  
Chemistry/Mathematics. B.A., M.A., Wellesley College; M.A.T., Harvard University

Garza, Marta C. (1975)  
Spanish. B.A., M.A., University of California, Santa Barbara

Dean, Continuing Education. B.S., DePaul University; Ed.D., Nova University, Certified Financial Planner, California Lutheran University

Hall, Elton A. (1975)  
Sociology/Philosophy. B.A., Occidental College; M.A., University of California, Santa Barbara

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282
<table>
<thead>
<tr>
<th>A</th>
<th>Body Mechanics, 235</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Counseling, 56</td>
<td>Bowling, 234</td>
</tr>
<tr>
<td>Academic Policies, 36-54</td>
<td>Business, 99, 151</td>
</tr>
<tr>
<td>Academic Renewal, 45</td>
<td>Business Information Systems, 159</td>
</tr>
<tr>
<td>Accident Insurance, 61, 274</td>
<td>Business Law, 155</td>
</tr>
<tr>
<td>Accounting, 106, 151, 154</td>
<td>Business Logistics, 110</td>
</tr>
<tr>
<td>Accreditation, 17</td>
<td>Business Math, 152</td>
</tr>
<tr>
<td>Adaptive Computer Technology, 127</td>
<td>Business Management, 110</td>
</tr>
<tr>
<td>Administration, College, 280</td>
<td></td>
</tr>
<tr>
<td>Administrative Aide, 106</td>
<td></td>
</tr>
<tr>
<td>Admission, Eligibility, 21</td>
<td></td>
</tr>
<tr>
<td>Admission Policies, 51, 270</td>
<td></td>
</tr>
<tr>
<td>Admission Procedures, 22</td>
<td></td>
</tr>
<tr>
<td>Admissions Information, 21-34</td>
<td></td>
</tr>
<tr>
<td>Affirmative Action, 18</td>
<td></td>
</tr>
<tr>
<td>Agriculture, 128</td>
<td></td>
</tr>
<tr>
<td>Agricultural Mechanics, 107</td>
<td></td>
</tr>
<tr>
<td>Air Conditioning/Refrigeration, 108, 132</td>
<td></td>
</tr>
<tr>
<td>Alcohol/Drug Studies, 108, 134</td>
<td></td>
</tr>
<tr>
<td>Algebra, 215</td>
<td></td>
</tr>
<tr>
<td>Anatomy, 149</td>
<td></td>
</tr>
<tr>
<td>Announcement of Courses, 125</td>
<td></td>
</tr>
<tr>
<td>Anthropology, 97, 137</td>
<td></td>
</tr>
<tr>
<td>Aquatics, 232</td>
<td></td>
</tr>
<tr>
<td>Armed Services Training, 30</td>
<td></td>
</tr>
<tr>
<td>Art, 97, 139</td>
<td></td>
</tr>
<tr>
<td>Assessment, 23</td>
<td></td>
</tr>
<tr>
<td>Associate in Arts Degree, 77, 96</td>
<td></td>
</tr>
<tr>
<td>Associate in Science Degree, 77</td>
<td></td>
</tr>
<tr>
<td>Associated Students, 63</td>
<td></td>
</tr>
<tr>
<td>Astronomy, 145</td>
<td></td>
</tr>
<tr>
<td>Athletics, 64</td>
<td></td>
</tr>
<tr>
<td>Attendance, 41</td>
<td></td>
</tr>
<tr>
<td>Auditing Classes, 52, 272</td>
<td></td>
</tr>
<tr>
<td>Automotive Body Repair, 109, 145</td>
<td></td>
</tr>
<tr>
<td>Automotive Technology, 109, 146</td>
<td></td>
</tr>
<tr>
<td>Aviation, 148</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td></td>
</tr>
<tr>
<td>Ballet, 233</td>
<td></td>
</tr>
<tr>
<td>Baseball, 236</td>
<td></td>
</tr>
<tr>
<td>Baseball, Varsity, 236</td>
<td></td>
</tr>
<tr>
<td>Basketball, 235</td>
<td></td>
</tr>
<tr>
<td>Basketball, Varsity, 236</td>
<td></td>
</tr>
<tr>
<td>BASIC Programming, 166, 218</td>
<td></td>
</tr>
<tr>
<td>Bilingual Program, 57</td>
<td></td>
</tr>
<tr>
<td>Bilingual/Cross-Cultural, 98</td>
<td></td>
</tr>
<tr>
<td>Biology, 98, 149</td>
<td></td>
</tr>
<tr>
<td>Black Literature, 186</td>
<td></td>
</tr>
<tr>
<td>Board, Governing, 4</td>
<td></td>
</tr>
</tbody>
</table>

<p>| C                                    |                                             |
|--------------------------------------|                                             |
| Calculus, 217                        |                                             |
| Campus Map, 8                        |                                             |
| Career Counseling, 57                |                                             |
| Ceramics, 143                        |                                             |
| Certificate Programs, 93             |                                             |
| Certificates of Achievement, 94      |                                             |
| Cheating, 51                         |                                             |
| Chemistry, 169                       |                                             |
| Children's Center, 67                |                                             |
| Child Development, 111, 170           |                                             |
| Choir, 222                           |                                             |
| COBOL Programming, 166               |                                             |
| College Administration, 270          |                                             |
| College History, 15                  |                                             |
| College, Nature of, 11               |                                             |
| College Philosophy, 11               |                                             |
| College Transfer Curriculum, 76-123  |                                             |
| College Withdrawal, 43               |                                             |
| Color and Design, 139                |                                             |
| Communications, 99                   |                                             |
| Community Services, 18               |                                             |
| Competency Requirements, 76          |                                             |
| Computer Programming, 166            |                                             |
| BASIC, 166, 218                      |                                             |
| COBOL, 166                           |                                             |
| Pascal, 167, 219                     |                                             |
| FORTRAN, 218                         |                                             |
| Conduct, Standards of, 263           |                                             |
| Continuous Enrollment, 123           |                                             |
| Counseling Services, 58              |                                             |
| Course Descriptions, 125-261         |                                             |
| Course Repetition, 44, 272           |                                             |
| Courses, Announcement of, 125        |                                             |
| Creative Writing, 185                |                                             |
| Credit by Examination, 47            |                                             |
| Credit, Military, 30                 |                                             |
| Credit/No Credit Options, 39, 126    |                                             |
| Credit, Transfer, 28                 |                                             |
| Cross-Country, Varsity, 236          |                                             |
| CSU System, 82                       |                                             |
| Culinary Arts, 114                   |                                             |</p>
<table>
<thead>
<tr>
<th>Job Placement, 59</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journalism, 99, 208</td>
</tr>
</tbody>
</table>

**L**
- Language, English, 101, 181
- Late Registration, 24
- Law, Business, 185
- Leadership, 210
- Learning Center, 73
- Learning Skills, 211
- Legal Assisting, 117, 213
- Library, District Resources, 54
- Library Technology, 215
- Listening Devices, Use of, 53

**Literature**
- American, 185
- Black, 186
- English, 185
- Mexican-American, 186
- Women in, 186

**Loans, Student, 59**

**Logistics, 110, 157**

**Lower Division Requirements, 76**

**M**
- Majors, Transfer, 81
- Maps, 8, 9
- Marketing, 117, 156
- Mathematics, 102, 215
- Mathematics, Business, 152
- Memberships, 17
- Mexican Literature, 186
- Microcomputers, 165
- Military Credit, 30
- Mini-Corps, 73
- Motorcycle Technology, 220
- Music, 220
- Music Organizations, 65

**N-O**
- Nature, College, 11
- Naturalization, 183
- Non-Resident Fee, 32, 269
- Objectives, Specific, 12
- Occupational Curriculum
  - Patterns, 106-122
- Oceanography, 194
- Office Automation, 189
- Office Microcomputers, 118
- Office Technician, 118
- Oral Communication, 256
- Outboard Motorboat Mechanics, 226
- Out-of-State Schools, 93

**P**
- Painting, 140
- Parking Fee, 32
- Pascal Programming, 167
- Patterns, Curriculum, 94-122
- Personal Counseling, 56
- Personal Growth, 226
- Petroleum Technology, 228
- Philosophy, 102, 229
- Philosophy, College, 11
- Physical Education, 231
- Physical Science, 239
- Physics, 240
- Piano, 222
- Plagiarism, 51
- Policies, Academic, 36-54
- Policies, Readmission, 51, 270
- Political Science, 103, 241
- Privacy, Rights of Students, 275
- Private College's and Universities, 90
- Probation, 51, 270
- Procedures, Admission, 22
- Program Information, 76-123
- Programs, List, 76
- Programs, Certificates, 76
- Psychology, 103, 242
- Publications, Student, 68
- Public Services, 245

**Q-R**
- Reading (see English)
- Readmission Policies, 51, 270
- Real Estate, 119, 246
- Recording Devices, Use of, 53
- Recreation, 247
- Re-entry Center, Women's and, 74
- Refrigeration, 108, 132
- Registration, 24
- Registration, Late, 24
- Release of Information, 275
- Repeating Courses, 44, 272
- Residency Requirements, 25
- Restaurant Management, Hotel and, 114, 200
- Request for Transcripts, 34
- Requirements
  - Graduation, 76
  - Lower Division, 76
  - State Colleges, 82
  - Universities, 86
- Running, 234
Safety and First Aid, 197
Scholarships, 60
Science, Health, 196
Science, Physical, 239
Science, Political, 103, 241
Sculpture, 144
Sexual Harassment, 276
Shakespeare, 186
Shorthand, 162
Sign Language, 248
Soccer, 236
Soccer, Varsity, 236
Sociology, 104, 249
Softball, 236
Spanish, 105, 251
Special Education, 73, 251
Special Programs, 67-74
Speech, 256
State College General
   Education Requirements, 83
Student Activities, 63
Student Association, 63
Student Conduct, Standards, 263
Student Employment, 59
Student Fees, 32
Student, Full-Time, 31
Student Loans, 59
Student Organizations, 63
Student Services, 56-65
Students, Foreign, 26, 273
Students, Rights of Privacy, 275
Supervision, 120
Swimming, 232

T
Television, 258
Tennis, 234
Tennis, Varsity, 236
Textbooks and Supplies, 34
Theatre Arts, 258
Title IX, 18
T.O.P.S., 23
Track and Field, 235
Track, Varsity 236
Traffic and Transportation, 261
Transcripts, 22
Transfer Credit, 28
Transfer Information, 76-123
Transfer Majors, 81
Transfer Preparation, 81
Transfers, 81
Transferability of Courses, 125
Tuition, 27

Tuition Refund Schedule, 269
Tuition Refunds, 27
Tutorial Services, 74
Typing, 159

U-V
UC Transfer Requirements, 96
UCSB GED Requirements, 88
Urban Studies, 261
Varisty Sports, 236
Veterans' Services, 62
Vocational Counseling, 57
Volleyball, 236
Volleyball, Varsity, 236

W-X-Y-Z
Welding, 126
Withdrawal from Class, 42
Withdrawal from College, 43
Women in Literature, 186
Word Processing, 120-122, 163
Women's and Re-entry Center, 74
Women's Program, 74
Work Study, 59
Writing, Creative, 186

286
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