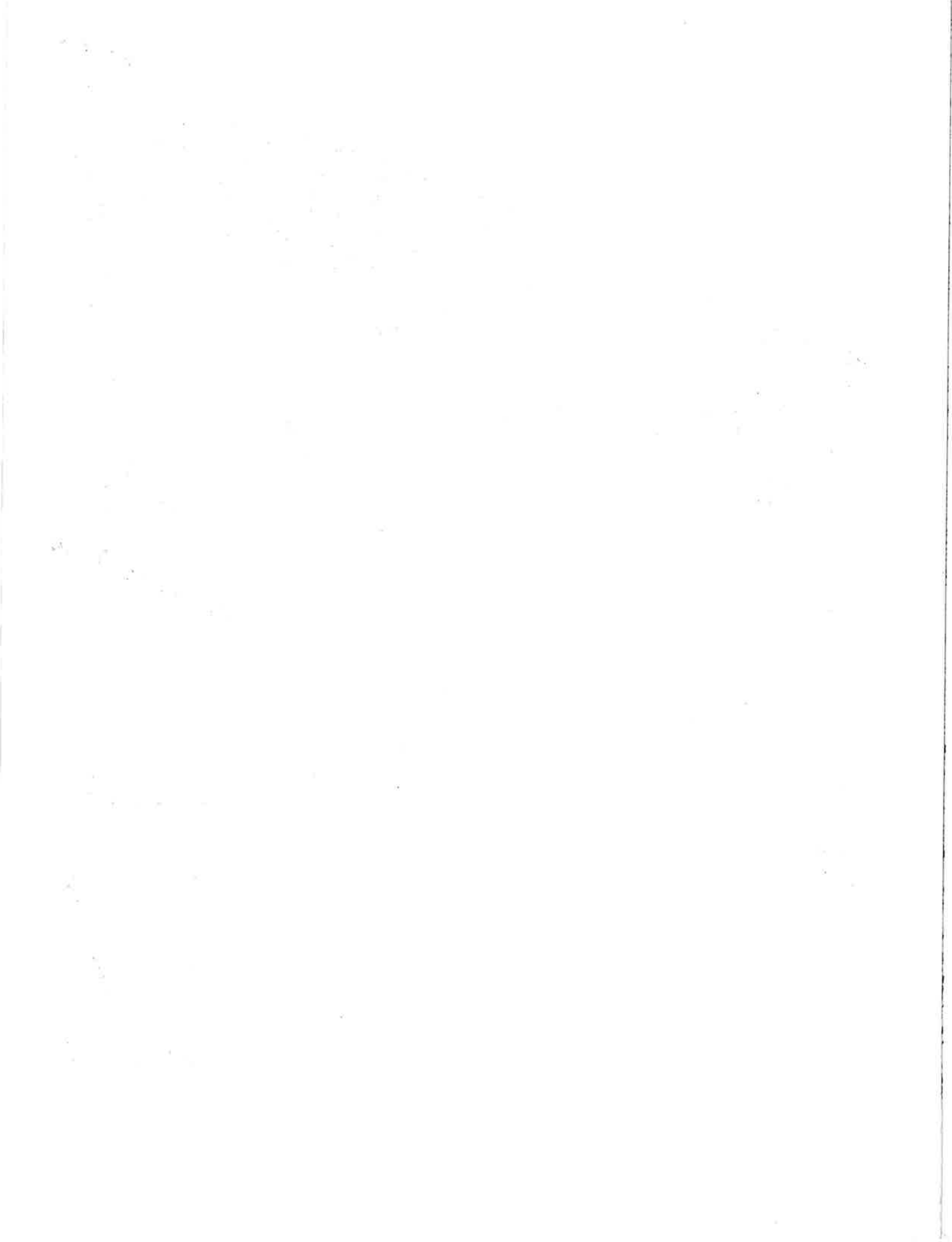


Wave of the Future

**OXNARD COLLEGE
CATALOG
1991-92**





Oxnard College Catalog 1991-92

4000 South Rose Avenue
Oxnard, California 93033-6699
Phone (805) 986-5800/ 654-6370

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

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Ventura County Community College District



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President's Welcome

As the president of Oxnard College, it gives me great pleasure to welcome you to the 1991-92 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 for the development of students.

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 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

Dr. Elise D. Schneider
President

Bienvenida de la Presidente

Tengo mucho gusto en darles la bienvenida durante este año escolar de 1991-92.

El Colegio de Oxnard existe para proveer experiencias educativas de alta calidad a todos los estudiantes. Nuestros más grandes deseos son los de ser conocidos y admirados por todo California y más allá de sus fronteras por la excelencia de nuestros programas educativos y por nuestra dedicación al desarrollo educacional de los estudiantes.

Este objetivo es uno de muchísimo valor y accesible a las necesidades de los estudiantes, quienes son de suma importancia para el profesorado, empleados y la administración del Colegio de Oxnard.

Este catálogo está diseñado para asistir al estudiante en el mejor uso de todos los recursos educacionales disponibles, familiarizarse con el catálogo, buscar información adicional y asesoría de los consejeros, profesorado, empleados y administración.

Todos en el Colegio de Oxnard, estamos aquí para ayudarles a lograr su objetivo educacional y su desarrollo personal.

Gracias por seleccionar el Colegio de Oxnard para su educación.



Elise D. Schneider

Dr. Elise D. Schneider
Presidente

Academic Calendar

Fall Semester 1991

August 26-December 20, 1991

Now-August 8	Mail Registration
August 13	Add/Drop for Pre-Registered Students Only—1-7 p.m.
August 14-23	Fall Semester Registration—First come, First served basis, 1-7 p.m. Monday-Thursday, 9 a.m.-1 p.m. Friday
August 17	Saturday Registration 9 a.m.-2 p.m.
August 26	First Day of Instruction
August 26-30	Late Registration
September 2	Legal Holiday—Labor Day
September 3-9	Program Adjustment
September 9	Last Day to File for Refunds (A \$10 administrative filing fee will be charged)
September 20	Last Day to Drop Full Semester Class Without a "W"
September 27	Last Day to File Credit/No Credit Requests
October 22	Dedicated Flex Day—No Claseses
November 1	Deadline for Fall Graduation Applications
November 11	Legal Holiday—Veteran's Day
November 27	Last Day to Drop Full Semester Classes (Student will receive a letter grade after this date)
November 28-29	Legal Holiday—Thanksgiving
December 16-20	Final Examinations
December 20	End of Fall Semester

Spring Semester 1992

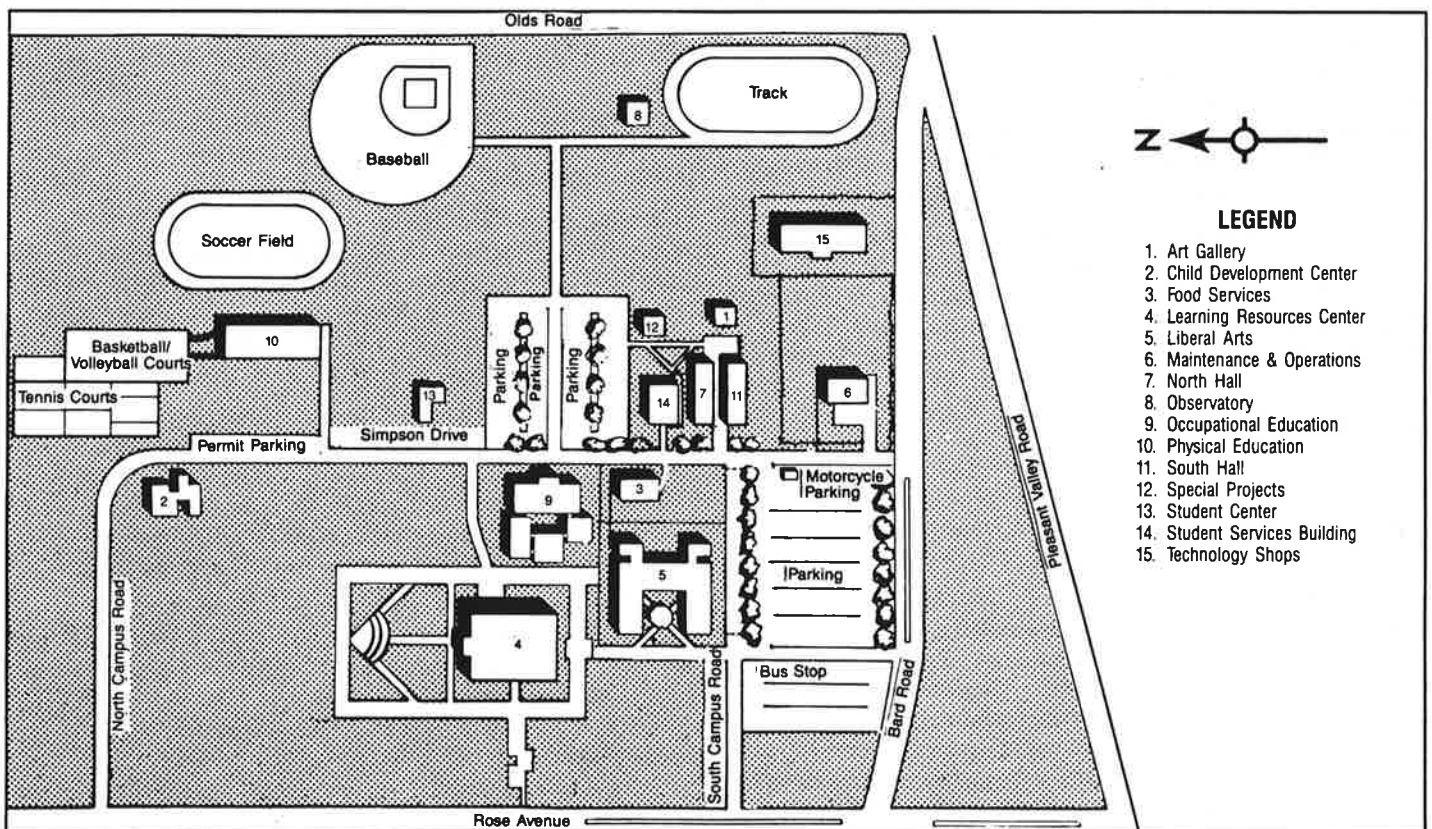
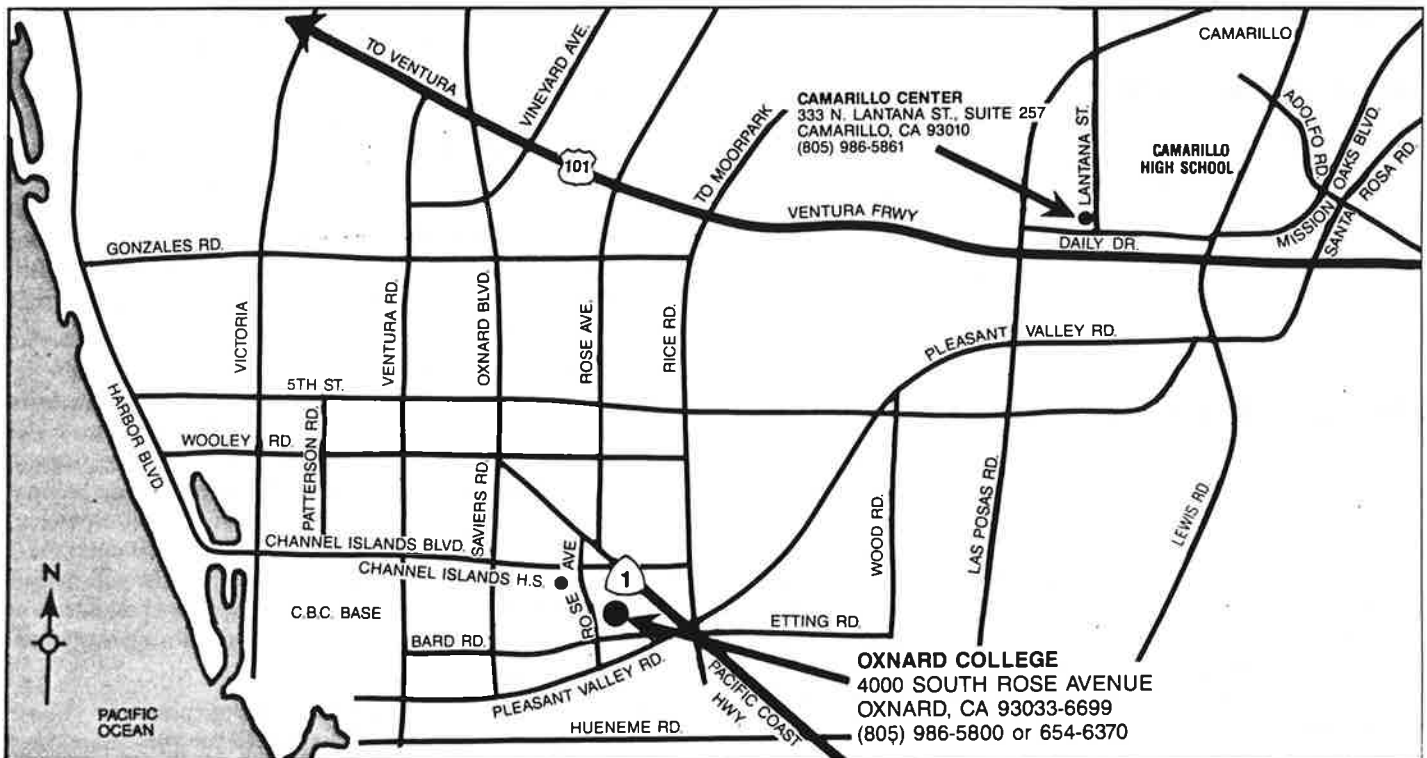
January 13-May 22, 1992

January 2	Program Adjustment for All Pre-Registered Students
January 3-10	Spring Semester Walk-In Registration
January 13	First Day of Instruction
January 13-17	Late Registration
January 20	Martin Luther King Jr. Day—Legal Holiday
January 21-27	Program Adjustment Period
January 27	Last Day to Add Full-Semester Classes
		Last Day to Apply for Enrollment Fee and/or Parking Fee Refunds
February 7	Last Day to Drop Classes Without a Permanent Record Entry
February 14 & 17	...	President's Birthday Observed—Legal Holidays
February 20	Last Day to Declare Credit/No Credit Grading Option
March 23-27	Spring Break
April 1	Last Day to Apply for Spring 1992 or Summer 1992 Graduation or Certificate of Achievement
April 9	Instructional Flex Day—No Classes
April 24	Last Day to Drop Classes with a "W"
May 18-22	Final Examinations
May 21	Graduation
May 22	End of Spring Semester

Summer Session 1992

Consult the Summer Session Class Schedule for beginning/ending dates of specific classes. Deadline dates for Summer classes will also be found in the Class Schedule.

Oxnard College Maps



General Information

Nature of the College

Oxnard College is a locally-controlled, public comprehensive two-year college, part of the California state system of higher education. As such, and in keeping with the policies of both the Ventura County Community College District Board of Trustees and the State Legislature, the college exists to serve members of the community who are high school graduates or who are over the age of 18 and capable of profiting from instruction.

Philosophy of the College

Wise I may not call them; for that is a great name that belongs to God alone—lovers of wisdom or philosophers is their modest and befitting title.

—Socrates

Oxnard College is dedicated to the philosophy of providing education that will fill the many needs of the post-high school population of the Ventura County Community College District. We recognize that the process of education is unending and that the search for better education and better instruction is continuous.

Oxnard College has many functions: transfer; occupational, general, developmental education; counseling and guidance; community services; and cocurricular activities, among others.

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

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

Specific Objectives

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

General Education

Recognizing that people are more than mere units of production, and that students must learn to live as well as 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 the industrial society and, therefore, is committed to specific preparation, as well as broad-gauge occupational training that prepares for tomorrow as well as today. Occupational programs are designed to provide entry-level skills, technical skills, technical knowledge that will permit employment mobility as changes occur, and general education that is the footing upon which specialized training is erected.

Developmental Programs

Oxnard College seeks to meet the needs of those who choose to enroll but who are not fully prepared for the demands of college-level instructional programs. Since the learning process takes place via the use of words and numbers, all students must develop command of the written and spoken language as well as a degree of mastery of mathematical processes. Those who lack these skills will not find equal opportunity in the college classroom. Those students are, therefore, offered a well-programmed chance to improve, including developmental reading, vocabulary building, oral communication, basic mathematics, and logic.

Counseling and Guidance

A program of counseling and guidance is provided so that all students may recognize their capabilities and limits, develop their educational goals, select wisely from offerings of the college, and lay a foundation for career interests.

Physical Development

Physical health and development is a vital part of education, for alertness of mind and soundness of body are fundamental requirements of the whole person. Programs in health and hygiene, as well as 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.

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

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

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

Objetivos Específicos

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

Educación General

Reconociendo que las personas son algo más que únicamente unidades de producción, y que los estudiantes deben aprender a vivir, tanto como ganarse la vida, el Colegio de Oxnard destaca los valores de la educación general. Para alcanzar este fin, entonces, es esencial que los estudiantes desarrollen un

dominio del lenguaje hablado y escrito; entiendan las matemáticas; tengan conocimiento de la estructura y de la función del cuerpo humano; desarrollen un entendimiento de la historia y de las instituciones políticas de los Estados Unidos; aprendan a apreciar la belleza, la forma y el color; perciban su función propia y entiendan la sociedad en que viven; y lleguen a familiarizarse con los elementos del método científico.

Preparación para Transferir

El Colegio de Oxnard provee programas y cursos que satisfacen los requisitos básicos de los colegios de cuatro años y de las universidades de educación general y también de una gran variedad de campos “pre-profesionales.” Cuidado especial se ejerce para asegurar que estos cursos y estos programas sean paralelos con los ofrecidos en los colegios de cuatro años y en las universidades y además que estos cursos transfieran con crédito completo.

Educación Ocupacional

La preparación para un empleo es una función importante y legítima de la educación superior. El Colegio de Oxnard reconoce la naturaleza cambiante de la sociedad industrial y por eso, se compromete a la preparación específica, tanto como al entrenamiento ocupacional que prepara para el mañana tanto como para el presente. Los programas ocupacionales son diseñados para proveer las habilidades del nivel de entrada, las habilidades técnicas, y el conocimiento técnico que permitirá la movilidad de empleo mientras que ocurren los cambios, y la educación general que forma la base sobre la cual se puede erigir el entrenamiento especializado.

Programas de Desarrollo

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

Dirección

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

Desarrollo Físico

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

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.

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 Occupational Education Building houses the college's information processing, air conditioning and refrigeration, hotel and restaurant management, electronics, and word processing 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, student 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 Community College League of California, and the Western State Conference.

Community Services

Community Services is an outreach function of Oxnard College pledged to provide the community with programming which is flexible and responsive to immediate community needs as well as individual needs, interests, and welfare.

Community Services is actively involved in coordinating with other community organizations to resolve community problems and sometimes serves as a catalyst to bring community groups together around issues and community needs.

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

Affirmative Action

The Ventura County Community College District and its three colleges are committed to providing equal opportunity in instruction, employment, and related services regardless of age, race, color, sex, national origin, religion, or handicap in accordance with the requirements of Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Sections 503 and 504 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

Professional Development Institute

Oxnard College brings high-quality not-for-credit, college-level classes and timely workshops to local community sites through the Professional Development Institute, known as PDI. Designed specifically for the working adult, PDI offers the opportunity to learn practical information for use on the job in short-term, concentrated workshop modules—most classes are 8-10 hours in length and may be divided into one or more meetings. We offer afternoon, evening and weekend classes to accommodate the schedules of the working person.

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.

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, y el de procesador de palabras.

Entre otros edificios se encuentra el de educación física con baños y casilleros, lugar para danza y pesas; dos salones móviles, en edificiotaller vocacional, un centro de servicios para estudiantes, un centro estudiantil 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 tanto como un ambiente total del colegio para los estudiantes del área.

Acreditación

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

Asociaciones

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

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, programas recreacionales, uso del colegio por medio del Acto del Centro Cívico, y programas especiales para personas jubiladas, niños, y minorías.

Acción Afirmativa

El Distrito de los Colegios de la Comunidad del Condado de Ventura y sus tres colegios están dedicados en proveer igual oportunidad de instrucción, empleo y servicios, sin importar la edad, raza, color, sexo, país de origen, religión o incapacidades físicas, de acuerdo con los requisitos de los Títulos VI y VII del Acto de Derechos Civiles de 1964, que fueron así enmendados; Título IX de las Enmiendas de Educación de 1972; y las Secciones 503 y 504 del Acto 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

Currently, PDI offerings are reflected in the semester schedule of classes, or through individual promotional efforts. Our program is always expanding; we welcome suggestions for classes and workshops. Likewise, we encourage local business and industry to host PDI classes on their site. Presently, PDI locations include city offices, private companies, and community centers. With few exceptions, such as company-specific training, all PDI offerings are open to the public. We see these classes and workshops as a means of providing our client population an opportunity to improve professional skills at a reasonable cost.

Many organizations use PDI offerings to augment their training programs. The Professional Development Institute is an activity of the Office of Special Projects, in conjunction with Community Services.

Instituto de Desarrollo Profesional

El Colegio de Oxnard provee clases y talleres de alta calidad, sin crédito, nivel universitario a sitios en la comunidad por medio del Instituto de Desarrollo Personal, conocido como PDI.

Diseñado específicamente para la persona que trabaja, PDI ofrece la oportunidad para aprender información práctica para uso en el trabajo por medio de cursos y talleres intensivos—la mayoría de las clases son de 8 a 10 horas y pueden dividirse en una sesión o más.

Ofrecemos clases por la tarde y por la noche y los fines de semana para acomodar los horarios de las personas que trabajan.

Actualmente, las clases ofrecidas por PDI se encuentran en el programa de clases del semestre, o por medio de esfuerzos de promoción individual.

Nuestro programa está siempre creciendo, y buscamos sugerencias para clases y talleres.

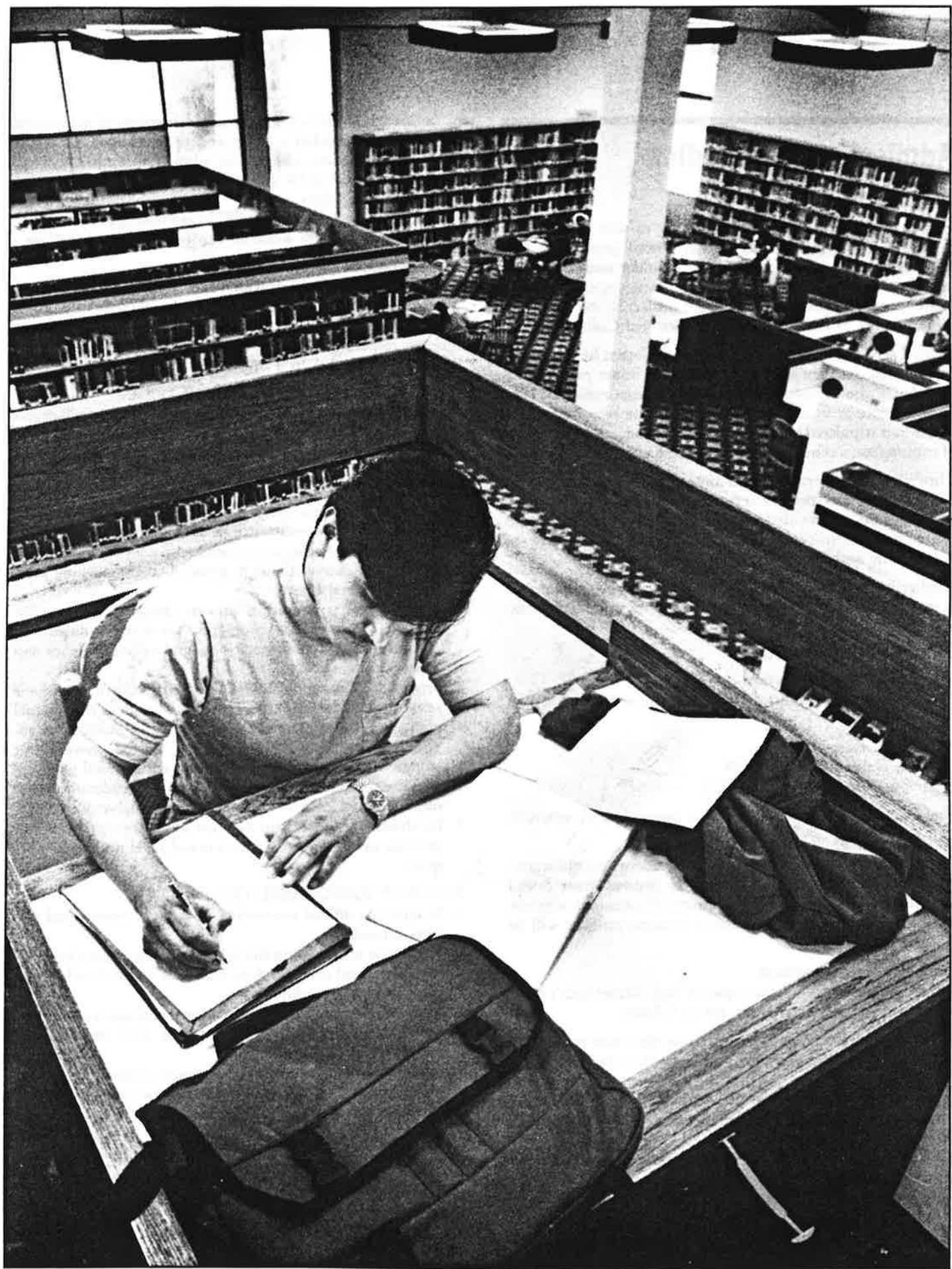
Igualmente, animamos a negocios e industrias locales a patrocinar clases de PDI para sus empleados.

Presentemente, sitios de PDI incluyen oficinas de la ciudad, compañías particulares, y centros de la comunidad.

Con pocas excepciones, tal como entrenamiento específico para negocios particulares, todas las clases ofrecidas por PDI están abiertas al público.

Vemos estas clases y talleres como un medio de proveer nuestra comunidad con la oportunidad de mejorar sus destrezas profesionales a un costo razonable. Muchas organizaciones usan a PDI para aumentar sus programas de entrenamiento.

El Instituto de Desarrollo Personal es una actividad de la Oficina de Proyectos Especiales, en cooperación con Servicios de la Comunidad.



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.

Admission Procedure

Application for Admission

An application for admission may be obtained by contacting:

Oxnard College
4000 South Rose Avenue
Oxnard, California 93033-6699
(805) 986-5810 or 986-5800, x5810

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.
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.

Matriculation

Matriculation is a process which results in an agreement between the college and the student for the purpose of defining and realizing the student's educational goal. This agreement includes responsibilities for both the college and the individual student, and results in a Student Educational Plan.

COLLEGE RESPONSIBILITIES INCLUDE:

1. Providing an admissions and records process that will enable **the college to collect State-required information on students. This information will be used as a basis for providing services to students.**
2. Providing an assessment process using multiple measures to determine academic readiness in English, reading and math. These assessment results will be used by the college to assist students in the selection of academic courses. Additional assessments are available in areas of study/learning skills and vocational interest.
3. Providing an orientation process designed to acquaint students with college programs, services, facilities and grounds, academic expectations, and college policies and procedures.
4. Providing counseling services to assist students in course selection, development of an individual student educational plan, and use of campus support services. Additional advisement and counseling assistance will be provided for students who have not declared an educational goal, are enrolled in basic skills courses, are on academic probation/dismissal, or have been identified as high-risk students.
5. Establishing a process to monitor a student's progress and provide necessary assistance toward meeting educational goals.

STUDENT RESPONSIBILITIES INCLUDE:

1. Submitting official transcripts from high schools and colleges attended.
2. Acquiring and reading the college catalog, class schedules, handouts, and other student materials which detail college policies and procedures.
3. Indicating at least a broad educational goal upon admission.
4. Declaring a specific educational goal after completing a minimum of 15 units.
5. Participating in assessment, orientation, counseling/advisement services and other follow-up support services deemed **necessary by the college in order for students to complete their stated educational goal.**
6. Attending all classes and completing all course assignments.
7. Completing courses and maintaining progress toward stated educational goals.

Información Para Admisión

Elegibilidad

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

Un estudiante es elegible para asistir al Colegio de Oxnard si 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 esta condicionado por ciertos requisitos de admisión y residencia estipuladas por ley. Estudiantes que no han calificado para admisión en otras instituciones deben hacer petición por medio de la Oficina de Admisiones y Registros para obtener permiso. Más información se encuentra en la sección de Requisitos de Residencia, o puede obtenerla en la Oficina de Admisiones y Registros.

Proceso de Admisión

Solicitud para Admisión

Para obtener una solicitud para admisión debe dirigirse a:

Oxnard College
4000 South Rose Avenue
Oxnard, California 93033-6699
(805) 986-5810 o 986-5800, x5810

La solicitud debe completarse lo antes posible y regresarse al Colegio.

Seguro Social

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

Requisitos de Transcripto

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

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

o en otros colegios y universidades durante los últimos tres años.

4. Todos los solicitantes de "associate degrees" y/o certificados en estudios vocacionales deben mandar records de todos los cursos completados en otros colegios y universidades.
5. Los programas especiales con requisitos especiales de admisión exigen que el estudiante proporcione todos los records de preparatoria y de colegio para verificar su elegibilidad.
6. A los demás estudiantes se les requiere que manden al Colegio de Oxnard los transcriptos de preparatoria así como los de otro colegio que hayan asistido.

Matriculación

Matriculación es un proceso que resulta en un acuerdo entre el colegio y el estudiante para el propósito de definir y descubrir la meta educativa del estudiante. Este acuerdo incluye responsabilidades para ambos, el colegio y el estudiante, y resulta en un Plan Educativo para el estudiante.

RESPONSABILIDADES DEL COLEGIO INCLUYEN:

1. Proveer un proceso de registro y admisión por medio del cual el colegio recaba información requerida por el estado, sobre los estudiantes. Esta información se usará como base para proveer servicios a estudiantes.
2. Proveer un proceso de exámenes académicos usando medidas múltiples para determinar el nivel académico en inglés, lectura, y matemáticas. Los resultados de los exámenes serán usados por el colegio para ayudar a estudiantes a seleccionar cursos académicos. Exámenes adicionales están disponibles en programas de destrezas de aprendizaje e interés vocacional.
3. Proveer un proceso de orientación para familiarizar a los estudiantes con los programas del colegio, servicios, facilidades, edificios, metas académicas y reglamentos y procedimientos del colegio.
4. Proveer servicios de consejeros para ayudar a estudiantes a seleccionar cursos y desarrollar un plan educativo después de completar las 15 unidades mínimas. Asesoría adicional y ayuda de consejeros está disponible para estudiantes que no han declarado su meta educativa, están registrados en cursos de destrezas fundamentales, están en prueba académica, o han sido identificados como estudiantes en peligro de reprobar.
5. Establecer un proceso para seguir el progreso del estudiante y proveer ayuda necesaria para completar las metas educativas.

RESPONSABILIDADES DEL ESTUDIANTES INCLUYEN:

1. Presentar copias oficiales de estudio de la secundaria y colegios a que asistió.
2. Conseguir y leer el catálogo del colegio, programa de clases, y otros materiales que detallen los reglamentos y procedimientos del colegio.
3. Indicar por lo menos una meta educativa amplia en el momento de admisión.
4. Declarar una meta educativa específica después de completar las 15 unidades mínimas.
5. Participar en evaluación, orientación, asesoría y otros servicios considerados necesarios por el colegio para que estudiantes completen su meta educativa.

Matriculation Exemption Policy

All students applying to a college of the Ventura County Community College District (VCCCD) are encouraged to participate in all aspects of the college's matriculation program. Students, however, may *not* be exempt from the admissions or follow-up components. Students may be exempt from assessment, orientation, or counseling/advisement if they meet one of the exemption criteria listed below for each component.

ASSESSMENT:

1. Students who hold associate degrees or higher from regionally-accredited institutions.
2. Students who have completed less than 15 units and whose educational goal is either:
 - a. Advancement in current job/career (update job skills).
 - b. Maintenance of certificate or license (e.g., nursing, real estate).
 - c. Educational development (intellectual, cultural).
3. Students admitted as special admission part-time students.
4. Students who provide scores from recently taken VCCCD-approved assessment tests.

ORIENTATION:

1. Students who hold associate degrees or higher from regionally-accredited institutions.
2. Students who have completed less than 15 units and whose educational goal is either:
 - a. Advancement in current job/career (update job skills).
 - b. Maintenance of certificate or license (e.g., nursing, real estate).
 - c. Educational development (intellectual, cultural).
3. Students admitted as special admission part-time students.
4. Students who are receiving matriculation services at another college and are attending a VCCCD campus concurrently.

COUNSELING/ADVISEMENT:

1. Students who hold associate degrees or higher from regionally-accredited institutions.
2. Students who have completed less than 15 units and whose educational goal is either:
 - a. Advancement in current job/career (update job skills).
 - b. Maintenance of certificate or license (e.g., nursing, real estate).
 - c. Educational development (intellectual, cultural).
3. Students who are receiving matriculation services at another college and are attending a VCCCD campus concurrently.

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 inter-sessions and fall and spring semesters. Please follow the instructions outlined in these schedules.

Late Registration

Late registration will take place after the beginning of instruction for the fall and spring semesters.

Courses Open to Enrollment

Each course offered by the Ventura County Community College District and its colleges is fully open to enrollment and participation by any person who has been admitted to the college and who meets the prerequisites to the class or program, unless specifically exempted by statute.

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; however the health fee is mandatory and must be paid by the student.

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. This petition is available in the Admissions and Records Office at Oxnard College or in the student's high school counseling office.

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

Residency Requirements

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

To be a legal California resident for admission and tuition purposes, a student must have been living in California for at least 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 Registrar in Admissions and Records.

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

Foreign Students

It is recognized that there are educational and social values for foreign students enrolling in Ventura County Community

6. Asistir a todas las clases y completar todos los trabajos del curso.
7. completar cursos y avanzar hacia sus metas educativas.

El Distrito de Colegios de la Comunidad del Condado de Ventura Reglamentos Para Estar Exento de Matriculación

Se recomienda a todos los estudiantes de un colegio del Distrito de Colegios de la Comunidad del Condado de Ventura (VCCCD) que participen en todas las actividades del programa de matriculación del colegio. Los estudiantes, sin embargo, no están exentos de las actividades de admisión o de las actividades que reportan su progreso en las clases. Los estudiantes pueden estar exentos de las actividades de evaluación, orientación, o asesoría si califican bajo alguno de los siguientes puntos:

EVALUACIÓN:

1. Estudiantes que tienen diplomas universitarias de instituciones acreditadas.
2. Estudiantes que han completados menos de 15 unidades y cuya meta académica es una de las siguientes:
 - a. Avanze en su empleo presente (actualizar destrezas para empleo).
 - b. mantener vigente certificados o licencias (por ejemplo, enfermería, bienes y raíces...).
 - c. Desarrollo académico (intelectual, cultural).
3. Estudiantes admitidos bajo admisión especial (estudiantes tomando menos de 12 unidades).
4. Estudiantes que muestran resultados de exámenes recientemente tomados y aprobados por VCCCD.

ORIENTACIÓN:

1. Estudiantes que tienen diplomas universitarias de instituciones acreditadas.
2. Estudiantes que han completados menos de 15 unidades y cuya meta académica es una de las siguientes:
 - a. Avanze en su empleo presente (actualizar destrezas para empleo).
 - b. mantener vigente certificados o licencias (por ejemplo, enfermería, bienes y raíces...).
 - c. Desarrollo académico (intelectual, cultural).
3. Estudiantes admitidos bajo admisión especial (estudiantes tomando menos de 12 unidades).
4. Estudiantes quienes reciben servicios de matriculación en un colegio de VCCCD y asisten a otro colegio en el mismo semestre.

ASESORÍA/SERVICIOS DE CONSEJEROS:

1. Estudiantes que tienen diplomas universitarias de instituciones acreditadas.
2. Estudiantes que han completados menos de 15 unidades y cuya meta académica es una de las siguientes:
 - a. Avanze en su empleo presente (actualizar destrezas para empleo).
 - b. mantener vigente certificados o licencias (por ejemplo, enfermería, bienes y raíces...).
 - c. Desarrollo académico (intelectual, cultural).
3. Estudiantes quienes reciben servicios de matriculación en un colegio de VCCCD y asisten a otro colegio en el mismo semestre.

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 Tardes

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 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.

Programa de Admisión para Estudiantes en la Secundaria

De acuerdo con el Código de 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; sin embargo, la cuota para servicios médicos es obligatoria y se debe pagar por el estudiante.

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. Esta solicitud se consigue en la oficina de Admisión en el colegio de Oxnard o en la oficina de los consejeros de la secundaria del estudiante.

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

Requisitos de Residencia

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

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.

College District colleges. Due to the district's limited financial resources and space and the special educational needs of foreign students, the district and its colleges reserve the right to limit the number of foreign students admitted each year.

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

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

Transfer Credit

Evaluation from Regionally Accredited Colleges and Universities

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

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

...from Foreign Colleges and Universities

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

Course work from non-English speaking countries must be evaluated by approved translating agencies. Students must

submit their official transcripts to an approved agency and request that the agency forward the official evaluation to the college.

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

...Advanced Placement

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

...Military Service

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

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

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

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 registrador de Admisiones y Registros.

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

Estudiantes Extranjeros

Se reconoce que hay un valor social y educacional para los estudiantes extranjeros inscritos en los colegios del Distrito del Condado de Ventura. Debido a que los recursos financieros del distrito son muy limitados, así como el espacio y las necesidades especiales de los estudiantes extranjeros, el número de estudiantes admitidos cada año es limitado.

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

Cuota de Colegiatura para No-Residentes

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

Reembolso de Colegiaturas

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

El programa de reembolsos se basa en una escala de disminución: no se dan reembolsos después de la cuarta semana de un semestre regular, ni después de la tercera semana de la sesión de verano. La oficina de Admisiones y Registros computará y aprobará la cantidad que debe reembolsarse y notificará por escrito a la Oficina de Negocios de Estudiantes. Los reembolsos se harán por medio de cheque y a través de la Oficina de Negocios de Estudiantes dentro de un periodo de tiempo razonable después de la notificación oficial. (Consulte el apéndice del Programa de Reembolsos a No-Residentes y Residentes de Fuera del Distrito.)

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 transcripciones certificadas. Estos transcripciones deben ser enviados a la oficina de admisiones. Serán evaluados de acuerdo con las Prácticas de Crédito 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.

... 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 transcripciones 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 transcripciones oficiales a la agencia y pedir que la agencia envíe la evaluación oficial de los transcripciones al colegio. Los cursos estudiados serán normalmente los que se llaman "lower division" cursos básicos universitarios. Petición por crédito equivalente será evaluado individualmente por la Oficina de Admisiones. Esto estará basado en las recomendaciones del servicio de evaluaciones y el departamento del colegio apropiado.

... Colocación Avanzada Del Estudiante

Los estudiantes que hayan completado cursos avanzados en la secundaria y que hayan obtenido un total 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 resultados son declarados en la oficina de admisiones. Los estudiantes que reciban crédito por colocación avanzado no podrán inscribirse en los mismos cursos universitarios. El profesorado determinará el equivalente de los cursos. Otros colegios o universidades pueden tener diferentes reglamentos 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 Educativas en las Fuerzas Armadas del Consejo Americano de Educación. El crédito máximo que se concederá para el total de los requisitos del colegio será de 12 unidades.

El personal del servicio militar recibirá crédito avanzado por los cursos estudiados bajo los auspicios de (DANTES) o el (USAFI), Instituto de las Fuerzas Armadas de los Estados Unidos según aparece recomendado en la Guía de Evaluación de Experiencias Educativas en los Servicios Armados del Consejo Americano de Educación. El personal del servicio

Full-Time Student

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

Unit Requirements for Benefits and Activities

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

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

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

Automobile and medical insurance: 12 units

Financial aid and EOP Services: 12 units

Athletic eligibility: 12 units

Student government: 6 units for major offices; 3 units for Council members

Student Fees

Fee Statement

Enrollment and health fees, which are mandated by the California State Legislature, are subject to change. For 1991-92, the Legislature has enacted a \$1/unit surcharge in addition to the \$5 per unit (Maximum \$50 per semester); the new maximum fee is \$560 for 10 or more units. The health fee is currently set at \$7.50 per semester.

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 and the special supplement for 1991-92. The basic fee is \$50 for students carrying ten or more units and \$5 per unit for students carrying less than ten units. The surcharge is an additional \$1 per unit for up to 10 units, for a maximum fee of \$60. 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.

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—\$30
 - (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 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.

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 universidades regionalmente acreditados.

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

Estudiantes de Tiempo Completo

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

Requisitos del Número de Unidades para Beneficios y Actividades

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

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

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

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

Declaración de Cuotas

Las cuotas de inscripción y de servicios médicos están sujetos a cambios sin aviso. Empezando en marzo de 1991, la Mesa Legislativa de California ha considerado aumentar la cuota de inscripción de \$5 por unidad (máximo de \$50 por semestre) a \$6 por unidad (máximo de \$60 por semestre), y la cuota para servicios médicos aumentará de \$7.50 a \$10 por semestre. Si las cuotas son aumentadas después de la inscripción, se le avisará al estudiante la cantidad debida al colegio.

Estas cuotas se establecen por la Mesa Legislativa de California para todos los colegios comunitarios de California.

Nuevas cuotas para permiso de estacionamiento serán establecidas para el semestre del otoño. Por favor vea las listas de cuotas.

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.

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

- Cuota para el Semestre Regular (12 semanas o más):
 - Automóviles: Semestre regular—\$20
 - Motocicletas: Semestre regular—\$14
- Cuotas por Término Corto (menos de 12 semanas):
 - 6 a 11 semanas: Automóvil—\$14; Motocicleta—\$8
 - 1 a 6 semanas: Auto—\$7; Motocicleta—\$4
- Sesión de Verano: Auto—\$10; Motocicleta—\$7
- Permiso para segundo vehículo: \$4; \$2 para el verano
- Permiso para Remplazo: \$2; \$1 para el verano

NOTA:

- 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.
- Los estudiantes que no comprenden 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 están inscritos se les invita a comprar sus tarjetas de ASOC (asociación estudiantil) tan pronto como sea posible para que aseguren máximos beneficios. Los fondos de la venta de las tarjetas costean las operaciones y actividades de ASOC.

3. Libros de Texto y Útiles

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

4. Transcritos

Los estudiantes reciben sus primeros dos transcritos sin costo alguno. Se cobrará \$3 por cada transcrito adicional y \$5 por transcritos requeridos en un día. Múltiples transcritos requieren el costo inicial más \$1 por cada transcrito 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:

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

Courses taken on a credit/no credit basis are disregarded in calculating grade point average. However, units earned on a credit basis shall be counted toward satisfaction of curriculum requirements. "CR" is used to denote "passed with credit" when no letter grade is given. "CR" is assigned for work of such quality as to warrant a letter grade of "C" or better. "NC" is used to denote "no credit" when no letter grade is given. See Credit/No Credit Options section.

Non-Evaluative Symbols

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

I = Incomplete

Incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. The conditions for removal of the "I" shall be stated by the instructor in a written record. This record shall contain the condition for the removal of the "I" and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the registrar until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work is passed. The "I" may be made up no later than one year following the end of the term in which it was assigned.

The "I" symbol shall not be used in calculating units attempted nor for grade points.

A district-wide process shall be provided whereby a student may petition for a time extension due to unusual circumstances.

IP = In Progress

The "IP" symbol shall be used to denote that the class extends beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of a substantive grade must await its completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and shall appear on the student's record for the term in which the course is completed. The "IP" shall not be used in calculating grade point averages.

RD = Report Delayed

The "RD" symbol may be assigned by the registrar only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. "RD" shall not be used in calculating grade point averages.

W = Withdrawal

A student may withdraw from a class through the last day of the fourteenth week of instruction for full semester classes, or through 75 percent of a class less than a semester in length. The academic record of a student who remains in a class beyond this time limit must reflect a grade other than a "W." No notation ("W" or other) shall be made on the academic record of the student who withdraws during the first four weeks of a term or 30 percent of a term, whichever is less. Withdrawal between the end of the fourth week and the last day of the fourteenth week of instruction for full semester classes or through 75 percent of a class less than a semester in length shall be recorded as "W" on the student's record.

Credit/No Credit Options

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

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

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

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:

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

Cursos tomados a base de crédito/no crédito no se tomarán en cuenta al calcular el promedio de calificación. Unidades ganadas a base de crédito contarán satisfactoriamente para requisitos del programa de estudios. "CR" se usa para significar "pasar con crédito" cuando no se da calificación de letra. "CR" se asigna para trabajo que se merece una calificación de "C" o mejor. "NC" se usa para significar "No Crédito" cuando no se da calificación de letra.

Símbolos No-evaluativos

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

I = Incompleto

Trabajo académico incompleto por imprevisibles emergencias y razones justificadas al término del semestre pueden resultar en el símbolo "I" en el record del estudiante. Las condiciones para remover dicha "I" deben de ser anotadas por el instructor por escrito. Esta anotación debe contener las condiciones para remover la "I" y también la calificación asignada en su lugar. 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 = 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 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 percent del periodo de clases, si la evaluación ha de hacerse a base de crédito/No crédito o calificación. Una vez que el primer 30 percent de la duración del curso haya pasado, la petición no se puede cambiar. Es la responsabilidad del estudiante notificar

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 general education major requirements; therefore, units of "Credit" should not be used to satisfy major requirements for AA, AS degrees or transfer.

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 1/8 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.

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 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 the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetency. Procedures for the correction of a grade given in error shall include expunging the incorrect grade from the record. The petition for this purpose, "Petition to Change Grade," is available in the Office of Instruction.

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

Course Repetition

A course in which a grade of "C" or better has been earned may not be repeated except as identified in the catalog course description. Courses taken at any college in which a grade of "D," "F," "NC," or other substandard grade has been earned may be repeated for the purpose of improving a recorded grade.

al instructor de su intento de ser calificado a base de crédito/No crédito y de llenar la forma apropiada; de otra manera se le asignará una calificación de letra.

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

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

Unidades de "Crédito" no pueden ser usadas para requisitos de especialización; requisitos de cursos generales, así que unidades de "crédito" no deberían usarse para cumplir con los requisitos para los diplomas de AA, AS or para transferir.

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.

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 recibe el colegio 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 1/8 del total de horas de contacto para cada sesión (ej., la ausencia en una clase semestral iguale lo doble de horas que se reúna una clase en una semana), el profesor(a), después de una advertencia al estudiante, puede pedir a la Oficina de Admisiones y Registros que quite al estudiante de la lista oficial y que se le asigne la calificación de acuerdo con el reglamento para dejar una clase.

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

Como Dejar Oficialmente el Colegio

Es la responsabilidad del estudiante formalmente dejar todas sus clases si es su intención retirarse del colegio. Un estudiante tendrá una anotación permanente en su archivo de acuerdo con las reglas especificadas en el Reglamento Para Retirarse de Clases 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. Formas para esto se pueden obtener en la Oficina de Registros.

Cambios de Calificación

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

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

Upon completion of the repeated course, the previous grade earned shall be omitted from the computation of the cumulative grade point average and lined through on the permanent record. The permanent record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.

Students should understand that other colleges or universities may not accept credit for work which represents a repetition of high school work. In addition, there is no assurance that repeated courses resulting in an improvement in grade will be accepted by other colleges or universities.

Academic Renewal

Without Course Repetition

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

A student may petition, once only, to eliminate grade point calculations and credits from selected portions of previous college work which is not reflective of the student's present demonstrated ability and level of performance. The student may petition for academic renewal to disregard previous substandard college work by selecting one of the following options: (1) disregard a maximum of 15 or fewer semester units of any courses with less than a "C" or equivalent grade taken during any one or two terms, not necessarily consecutively; or (2) disregard all courses from two consecutive terms (one summer or intersession may be regarded as equivalent to one semester at the student's discretion). Courses and units taken at any institution may be disregarded.

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

The colleges of the Ventura County Community College District will honor similar actions by other accredited colleges and universities in determining grade point averages and credits. The petition for this purpose, "Petition for Academic Renewal," is available in the Counseling Office. Upon granting

the Petition for Academic Renewal, the student's permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

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

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 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 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.

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, como esté definido en la descripción de cursos en el catálogo, y no por título o unidades. Se requiere aprobación para repetición de un curso. La petición para este propósito, "Petición para Repetición de Curso," está disponible en la Oficina de Consejeros.

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

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

Reanudación Académica sin Repetición de Curso

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

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

Reanudación académica se concederá solamente a estudiantes que estén matriculados en por lo menos un curso de crédito en el colegio; hayan completado por lo menos 12 unidades en residencia en los colegios del Distrito de Colegios de la Comunidad del Condado de Ventura; hayan sometido records de todo trabajo en el colegio; hayan esperado dos años desde que el trabajo que será descartado fue completado; y hayan subsecuentemente completado por lo menos 30 unidades semestrales con el mínimo de 2.40

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

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

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.

Final Examinations

Final examinations are given at the end of each semester. Students are required to take examinations for the classes in which they are enrolled. No examinations are administered prior to the regular schedule for examinations. Exceptions to this rule in emergency situations will require the approval of the instructor of record and the Vice-President of Instruction. All student requests for examinations to be administered at a later date must be filed on the proper petition form in the Records Office. Petitions for late examinations will not be considered if the student leaves prior to the last three weeks of the semester.

Admission, Probation, Dismissal, and Readmission Policies

Admission, probation, dismissal, and readmission 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.

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) 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.

Dean's List

Special recognition is accorded students who achieve academic distinction. Full-time students who complete a program of 12 or more units with a 3.5 grade point average or higher during a semester, and part-time students who complete 12 or more units in two to four semesters with a 3.5 grade point average or higher, will be eligible for the Dean's List provided that at least nine of the 12 units were in graded courses.

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

Use of Listening or Recording Devices

State law in California prohibits the use by anyone in a classroom of any electronic listening or recording device without the prior consent of the instructor and college management. Any student who has need to use electronic aids must secure the consent of the instructor. If the instructor agrees to the request, a notice of consent will be filed in the Office of Instruction.

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

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 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 técnico-vocacionales 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 un curso 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 exámenes finales.

El crédito ("CR") se asigna por un trabajo que tenga la calidad suficiente para obtener una calificación de "C" o mejor. Las anotaciones en las transcripciones especificarán si el crédito se obtuvo por examen o como resultado de una inscripción en un curso regular. El record académico del estudiante se anotará claramente para que refleje que el crédito se obtuvo por examen. Los estudiantes deben estar conscientes de que otros colegios pueden rehusar el crédito por examen para el propósito de transferencia.

Exámenes Finales

Exámenes formales se dan al término de cada semestre. Se requiere que los estudiantes tomen exámenes en las clases en las cuales están matriculados. Excepciones a esta regla en situaciones de emergencia requieren aprobación del instructor del curso y el Vice Presidente de Instrucción. Todas las peticiones para tomar un examen más tarde deben entregarse a la Oficina de Registros. Peticiones para tomar exámenes después de la fecha fijada no se considerarán si el estudiante deja de asistir a clases tres semanas antes de que se termine el semestre. No se administran exámenes previos a las fechas que han sido fijadas para ello. Las solicitudes de los estudiantes para tomar

un examen después de las fechas regulares se deben hacer llenando la forma para dicha petición que se puede obtener en la Oficina de Registros.

Admisión, Periodos a Prueba, Expulsión, y Readmisión

Los pólizas 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." Es más, el miembro de la facultad puede dirigir el caso al Vice Presidente de Servicios Estudiantiles para acción disciplinaria.

Oyentes en Clases

Estudiantes inscritos en clases para recibir diez unidades o más por semestre pueden asistir como oyente a clases de tres unidades o menos por semestre sin pagar cuota de inscripción. Estudiantes inscritos en menos de diez unidades de créditos por semestre pueden estar de oyente pagando una cuota de quince dólares (\$15) por unidad por semestre.

Prioridad para inscripción en clases se dará a estudiantes deseando tomar la clase por crédito hacía un certificado o diploma. Así que, estudiantes queriendo estar de oyente en una clase pueden registrarse en tal clases por petición especial en los últimos dos días del período de inscripciones. Esta petición requiere permiso del maestro. Clases con laboratorio no están disponibles a inscripciones como oyente. Estudiantes inscritos como oyentes no se les permitirá cambiar su inscripción para recibir crédito por la clase.

Estudiantes inscritos como oyentes en una clase no se les permitirá tomar exámenes en clase, y no podrán recibir "crédito por examen" después de estar en las clases como oyente. Maestros no están obligados a calificar los trabajos de estudiantes que están inscritos como oyentes. Requisitos de asistencia para estos estudiantes son los mismos que para todos los estudiantes como dictan las reglas en el catálogo.

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.

Critical Thinking Goal

Oxnard College provides an environment which encourages open-minded, independent, and critical thinking. Classes are structured to emphasize in-depth learning of fundamentals. Students are expected to take responsibility for their own learning. This means that students are expected to learn the art of independent study and to develop sound intellectual habits such as clarity, precision, and accuracy of thought; fair-mindedness; and conclusions drawn from facts and principles rather than prejudice, distortion, or half-truths.

Courses help students to develop and apply critical thinking skills to the various areas of college study and to transfer such competencies both to problems that cross disciplines and to complex problems in life. Analytical and inferential thinking are encouraged so that students practice, as Robert Ennis said, "reasonable reflective thinking that is focused on deciding what to believe or do."

Lista del Decano

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

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

Uso de Aparatos para Escuchar o Hacer Grabaciones

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

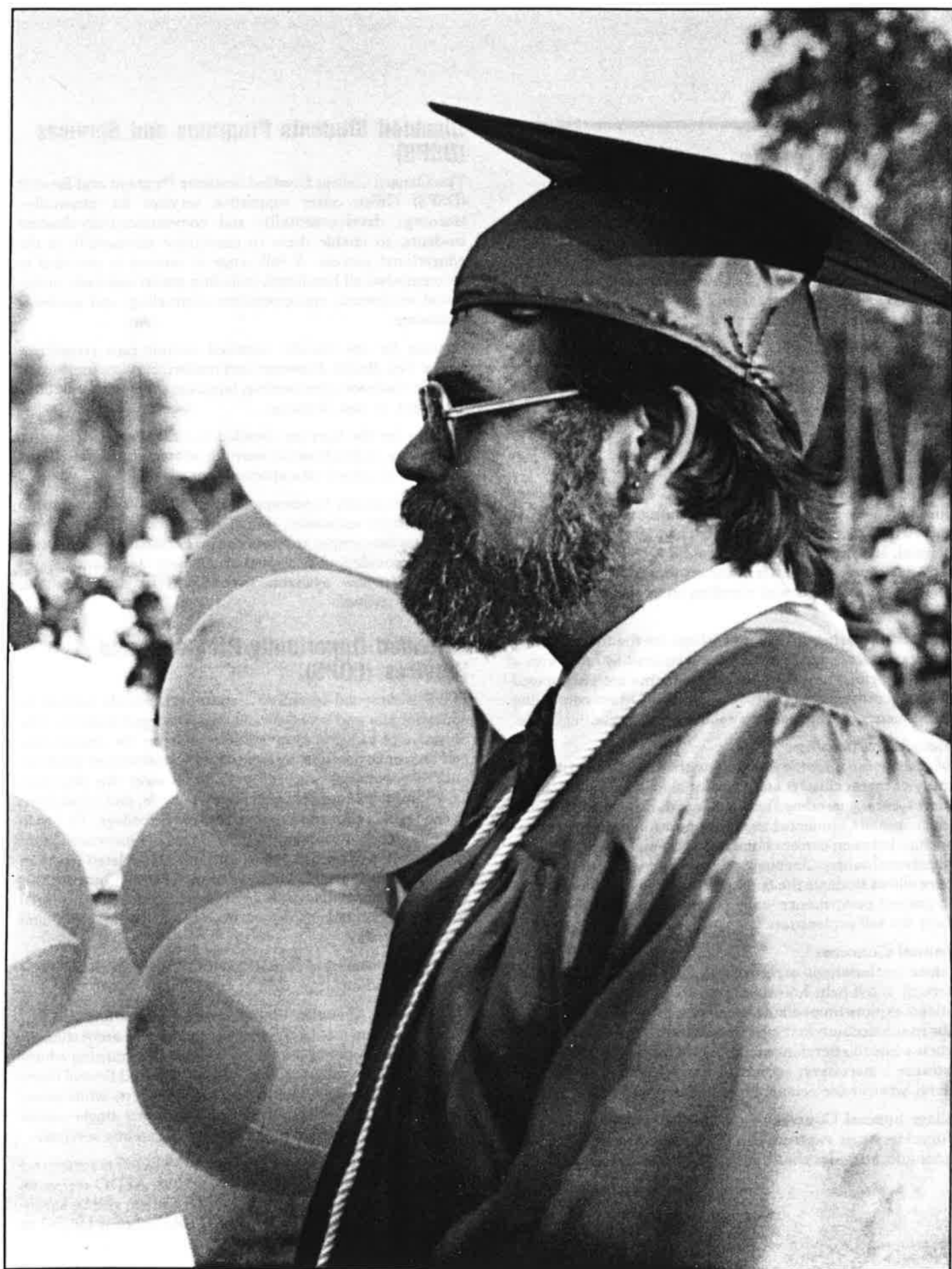
Disponibilidad de Los Recursos de la Biblioteca del Distrito

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.

Meta del Razonamiento Analítico

El colegio de Oxnard provee un ambiente que inspira el pensamiento receptivo, independiente y analítico. Las clases están diseñadas para enfatizar el aprendizaje a fondo. Se espera que los estudiantes tomen responsabilidad por su propio aprendizaje. Esto significa que los estudiantes deben aprender el arte del estudio independiente y a desarrollar hábitos intelectuales como claridad, precisión y exactitud de pensamiento, imparcialidad, y conclusiones sacadas de hechos y principios en lugar de prejuicios, distorciones, o verdades a medias.

Los cursos ayudan a los estudiantes a desarrollar y aplicar habilidades en razonar analíticamente sobre las diferentes áreas del estudio académico y a transferir tales habilidades a los problemas complicados en la vida. Se estimula el pensamiento analítico y deductivo para que los estudiantes practiquen, como dice Robert Ennis, "el pensamiento razonable y reflexivo que se enfoca en la decisión de qué creer o hacer."



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.

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.

College Success Courses

Counselors assist students in the acquisition of skills, techniques and attitudes that will enhance college performance.

Disabled Students Programs and Services (DSPS)

The Oxnard College Disabled Students Programs and Services (DSPS) 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 recordings, 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. Personal attendant care is not provided. Vocational assessment for handicapped students is now available in addition to diagnostic and academic testing.

Extended Opportunity 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 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.

Cooperative Agencies' Resources for Education (CARE)

CARE is a branch of EOPS which serves single parent students who envision a better life for themselves by acquiring educational and employment skills. CARE provides additional financial assistance toward child care and book costs while attending classes and workshops directed toward single parent students, and academic and personal counseling services.

CARE applicants must first qualify for the EOPS program and be, in addition, single heads-of-household, AFDC recipients for at least one year, have a child under age six, and be enrolled in a minimum of 12 units. The CARE office is located in the Student Services Building.

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.

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

Elección de Carrera y Planeamiento de Vida.

Los consejeros pueden proporcionar a los estudiantes información sobre una variedad de carreras profesionales. Visitando el Centro de Carreras, asistiendo a las clases de Desarrollo Personal y reuniéndose con los consejeros, los estudiantes tienen la oportunidad de explorar la relación que existe entre la carrera elegida, los procedimientos para hacer decisiones y los valores personales. La participación en las clases de Desarrollo Personal de 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 estudiante donde puede obtener servicios adicionales.

Cursos para Tener Éxito en el Colegio

Los consejeros ayudan a estudiantes a adquirir habilidades técnicas y actitudes que mejoran su papel como estudiante.

Programa de Servicios para Estudiantes Incapacitados (DSPS)

La oficina de Programas y Servicios para Estudiantes Incapacitados del Colegio de Oxnard ofrece servicios de apoyo a estudiantes que tienen alguna incapacidad física, de desarrollo, de aprendizaje o de comunicación, para ayudarles a participar efectivamente en el proceso educativo. Se ofrecen una variedad de servicios para satisfacer todas las necesidades, incluyendo materiales especiales, equipo audio-visual, transporte, asesoría y ayuda académica.

Hay servicios para personas con impedimentos visuales incluyendo grabadoras, Visual Tek, diccionarios Braille y lectores. Servicios para personas sordas incluyen intérpretes en clase, programas de lenguaje, y tutores hábiles en el alfabeto para sordo-mudos.

Servicios para personas con incapacidad de aprendizaje incluyen exámenes diagnósticos, asesoría, estrategias para aprendizaje individualizadas, clases especiales, y planes académicos individuales.

Para personas con incapacidades físicas, el colegio ofrece transporte, ayuda para mobilizarse dentro del colegio, tutores, préstamo de sillas de ruedas eléctricas para uso en el colegio. Asesoría vocacional, para estudiantes incapacitados, es disponible junto con exámenes diagnósticos y académicos.

Servicios y Programas de Oportunidad Extensa (EOPS)

El programa EOPS está diseñado para reclutar, retener y proporcionar servicios a estudiantes en desventaja de acuerdo con ciertos criterios educacionales y económicos. El objetivo del Program 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 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 está ubicado en el edificio de Servicios Estudiantiles.

CARE

CARE es una rama de EOPS la cual provee servicios a estudiantes que son padres de familia solteros quienes desean una vida mejor para sí mismos, adquiriendo una preparación académica y habilidades para un empleo. CARE provee ayuda financiera adicional para cuidado de niños y el gasto de libros mientras se está estudiando, clases y talleres de interés para estudiantes que son padres de familia solteros, y servicios de asesoría académica y personal.

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 189DE, 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.

ESPIGA (Bilingual Program)

The Oxnard ESPIGA program (English/Spanish Program of Instruction Granting Access to the regular program of instruction) 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 in Spanish at the end of this section; for English versions, please refer to the course descriptions included later in the Catalog.

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 six units.

Loans

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

Work Study

Federal College Work Study Program (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.

Scholarships

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

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

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

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

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

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

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

Solicitantes para CARE necesitan primero calificar para el programa de EOPS y ser, además, jefe de familia soltero/a, haber recibido AFDC por un año, ser padre/madre de un hijo/a menor de 6 años de edad, y estar inscrito en por lo menos 12 unidades. La oficina de CARE se encuentra en el edificio de Servicios Estudiantiles (Student Services)

El Programa de EPIGA

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 EPIGA son publicadas en el horario de clases en inglés y en español. Los cursos del programa de EPIGA 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:

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, lijado, encubierta, y técnicas de impresión y pintura.

AB 2—4 unidades

Clase Intermedia de Carrocería

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

AT 10—3 unidades

Fundamentos de Mecánica Automotriz

Un estudio general de la estructura del automóvil incluyendo los sistemas, principios de operaciones 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.

AT 24—2 unidades

Motores Pequeños

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

El 10—4 unidades

Ensamble Electrónico

En este curso se estudia el ensamble electrónico incluyendo esquemas, preparación de componentes, técnicas de soldadura, reconstrucción de tablas PC, enrollado de alambre, especificaciones militares. El curso se puede repetir una vez.

El 12—4 unidades

Reparación de Equipo Electrónico Pequeño

Teoría y prueba de estereos de alta fidelidad, radios AM/FM, tocacintas y discos compactos. Énfasis se da a los métodos de seguridad y del uso de equipo y herramienta. Estudio de configuraciones y circuitos comunes, ajuste, rastreo de señales, análisis de problemas, reparación de producción.

El 50—3 unidades

Introducción a la Electrónica Industrial

Este curso cubre la teoría del electrón, ley de Ohmio, circuitos paralelos y de serie, medidores, conductores, aislantes, resistores y semiconductores.

El 52—4 unidades

Electrónica Industrial

El curso incluye aplicación de la electrónica en la industria y fábricas. Se estudiará control numérico, detector de calor y sistemas de encendido.

Engl 1—3 unidades

Habilidades Básicas

Curso diseñado para estudiantes que necesitan desarrollar 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 11—5 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.

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 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.

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 Student Center. 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.

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.

Puente Program

The Puente Program at Oxnard College helps Mexican-American students be successful in college and transfer to four-year schools through a writing/counseling/mentoring sequence. Puente, which means "bridge" in Spanish, provides intensive instruction in writing, personal attention from a Mexican-American counselor and individual relationships with successful mentors in the Mexican-American community. The Mexican-American counselor monitors academic progress and

works with mentors, facilitates personal growth classes, and assists students to set career goals and prepare for transfer to four-year institutions.

Puente is an opportunity for Mexican-American students to increase a sense of cultural identity through culturally-based experiences. Students participate in field trips to four-year schools and in cultural events, such as museum visits and theater performances.

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.

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 can obtain a candidate's form from the Student Activities Office. To be eligible for an office, students must be carrying a 2.0 GPA or better and maintain this average while they are in office. A minimum of three units is required to run for senator, while a minimum of six units is required to run for president, vice president, secretary or treasurer.

All students are eligible and encouraged to vote in 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 Center is designed to assist students in developing leadership skills and in the enrichment of their educational experience.

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

Engl 30EV ABC—1-1-1 unidades **Vocabulario EPIGA**

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, quebrados comunes, decimales y el porcentaje; énfasis en el entendimiento de la aritmética y los procesos matemáticos.

Mus 189AB—3 units **Guitarra Folklórica**

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

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

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

PE 124—1½ units **Baile Folklórico Mexicano**

Conocimiento y habilidad básica de bailes folklóricos Mexicanos.

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

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

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

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

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

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

Spn 117—3 unidades **Literatura Hispanoamericana**

Requisito: Conocimiento avanzado del español en lectura y escritura.

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

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

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

Spch 104—3 unidades **Voz y Dicción**

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

Servicio de Finanzas

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

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

Pensiones del Gobierno Federal

PELL Grant, Oportunidad Educacional Suplemental (SEOG); Servicio y Programas de Oportunidad Extensa (EOPS); cada

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.

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.

Transfer Center

The Transfer Center is designed to provide assistance to students planning to transfer to a four-year college or university. The Center provides current information, reference materials, college catalogs, applications, and support services necessary for planning and achieving a smooth transition between institutions. Students may meet with visiting four-year representatives on an appointment or drop-by basis. Transfer Center activities are scheduled and distributed monthly through the "Transfer Center Calendar." The Transfer Center is located in the LRC Building.

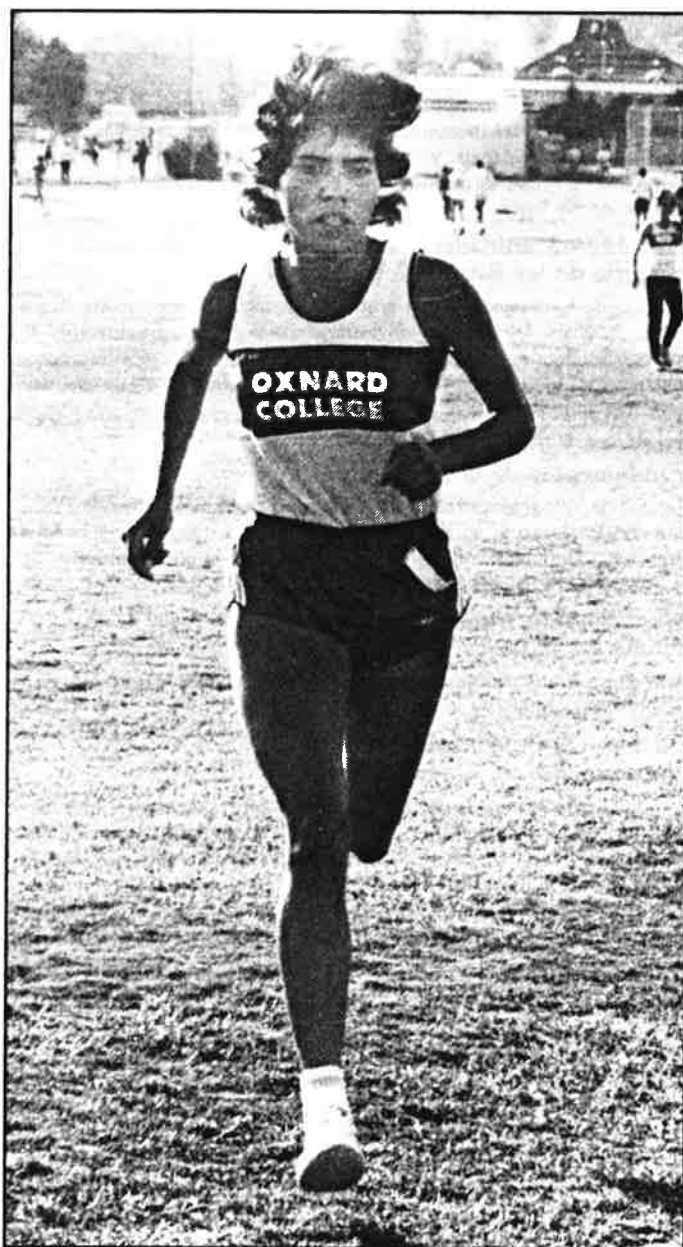
Veterans' Services

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.



una de estas becas requiere que el estudiante se inscriba con un mínimo de unidades. PELL requiere seis unidades.

Préstamos

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.

Becas

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

Cada aplicación deberá ir acompañada de lo siguiente:

1. Copia de certificados de cursos (clases) terminados
2. Carta personal en forma de aplicación
3. Dos cartas de recomendación.

A menos que se indique de otra manera, la aplicación o aplicaciones deberán ser presentadas antes del primero de mayo. Las aplicaciones que se presenten antes de la fecha indicada serán entregadas a la Comisión de Investigación Escolástica, la cual examinará cada aplicación antes de llegar a una decisión. En algunos casos el candidato será 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, presión arterial, enfermedades venéreas, cáncer, tuberculosis e inmunizaciones contra el tétano. Otros servicios son: información sobre el abuso de drogas y alcohol, consejeros y conferencias. Los servicios de doctor, especialista de salud para mujeres, dermatólogo, psicóloga y enfermeras se obtienen con o sin cita. Seminarios mensuales sobre la salud serán presentados.

Todo estudiante matriculado tiene derecho a estos servicios. En caso de un accidente, es muy importante que el accidente sea reportado inmediatamente por un 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.

Empleos Para Estudiantes

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

Centro de Re-Ingreso

El enfoque principal de Centro de Re-Ingreso es dar apoyo a individuos quienes han regresado a la escuela después de una interrupción en sus estudios. El Centro provee consejeros para ayudarlo con sus planes académicos, de carrera, y desarrollo personal.

Veteranos

El Decreto de la Acta de Ajustamiento para veteranos de 1966 (PL 89-358) estipula que los veteranos que estuvieron en servicio militar por un periodo de más de 180 días, tendrán derecho a una pensión educativa mensual. La pensión se paga a base de 12 unidades, 9 unidades, o 6 unidades.

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

Según el reglamento de la Administración de Veteranos, un estudiante que repite un curso no puede obtener los beneficios de VA en la mayoría de los casos. Los veteranos deben consultar con un consejero o con la Oficina de Administración antes de repetir un curso.

Actividades Estudiantiles

La Asociación de Estudiantes

La asociación de estudiantes del Colegio de Oxnard SOC 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 el otoño y en la 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 Centro Estudiantil. Este programa es designado para asistir a estudiantes en el desarrollo de sus habilidades como líderes y para el enriquecimiento de su experiencia educacional. Las actividades incluyen: gobierno estudiantil, clubs y organizaciones, ferias, pláticas, y entretenimientos. A los estudiantes actuales y de nuevo ingreso se les anima a participar en cualquiera de nuestras muchas actividades. Además, los clubs existentes están siempre buscando nuevas ideas para aumentar sus miembros.

El personal de la oficina de 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 fútbol, carreras de larga distancia, basquetbó, carreras de corta distancia y béisbol. Las mujeres compiten en basquetbó, carreras de larga y corta distancia y fútbol.

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

Música

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

Drama

El personal del departamento de Artes Teatrales planea y 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

Camarillo Center

The Oxnard College Camarillo Center serves as an off-campus instructional site as well as a student services center. On designated dates, students may register for classes, purchase textbooks, see a counselor and take assessment tests.

In addition, Oxnard College offers classroom instruction in a variety of other satellite locations in the Camarillo area. These locations include Adolfo Camarillo High School, Pleasant Valley Pool, Camarillo Springs Golf Course and Leisure Village. Courses offered are designed to meet degree as well as certificate program requirements.

The Oxnard College Camarillo Center is located at 333 North Lantana Street, Suite 257, Camarillo, CA 93010. The phone number is (805) 986-5861.

Children's Center

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

The children's 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 of the academic year in question.

The children's program covers critical thinking, creative experiences, science, music, social adjustment, school readiness, evaluation, and testing.

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 Center office is closed in August. Call 986-5801 for information.

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

Programas Especiales

Centro de Aprendizaje

El Centro de Aprendizaje del Colegio de Oxnard, localizado en el segundo piso de la biblioteca de colegio está abierto de las 8:00 a.m. a las 10:00 p.m., de lunes a jueves, y de las 8:00 a.m. a las 5:00 p.m. los viernes. Todos los estudiantes son bienvenidos. Pueden usar el Centro cuando tengan tiempo disponible.

El "Learning Center" ofrece una variedad de servicios incluyendo los siguientes:

Tutores en varias materias. Vea la información del Centro de Tutores para información en cómo conseguir un tutor o como trabajar como tutor.

Maestros de lectura, escritura y matemáticas tienen horas disponibles en el "Learning Center" durante el día y la noche.

Una variedad de máquinas y programas de materiales de aprendizaje ofrecen instrucción adicional en una gran variedad de materias, de arte a zoología. Videocasetes, programas de filminas e instrucción vía computadoras son algunas de las oportunidades disponibles en el Centro.

Servicios de Tutores

Los Servicios de Tutores proveen tutores gratis a estudiantes del Colegio de Oxnard. Hay tutores disponibles para la mayoría de clases que se ofrecen en el colegio, para ayuda de corto o largo plazo. También hay tutores disponibles sin necesidad de hacer cita para algunas materias. El Centro de Tutores se encuentra en el segundo piso de la biblioteca, al fondo del "Learning Center," Centro de Aprendizaje.

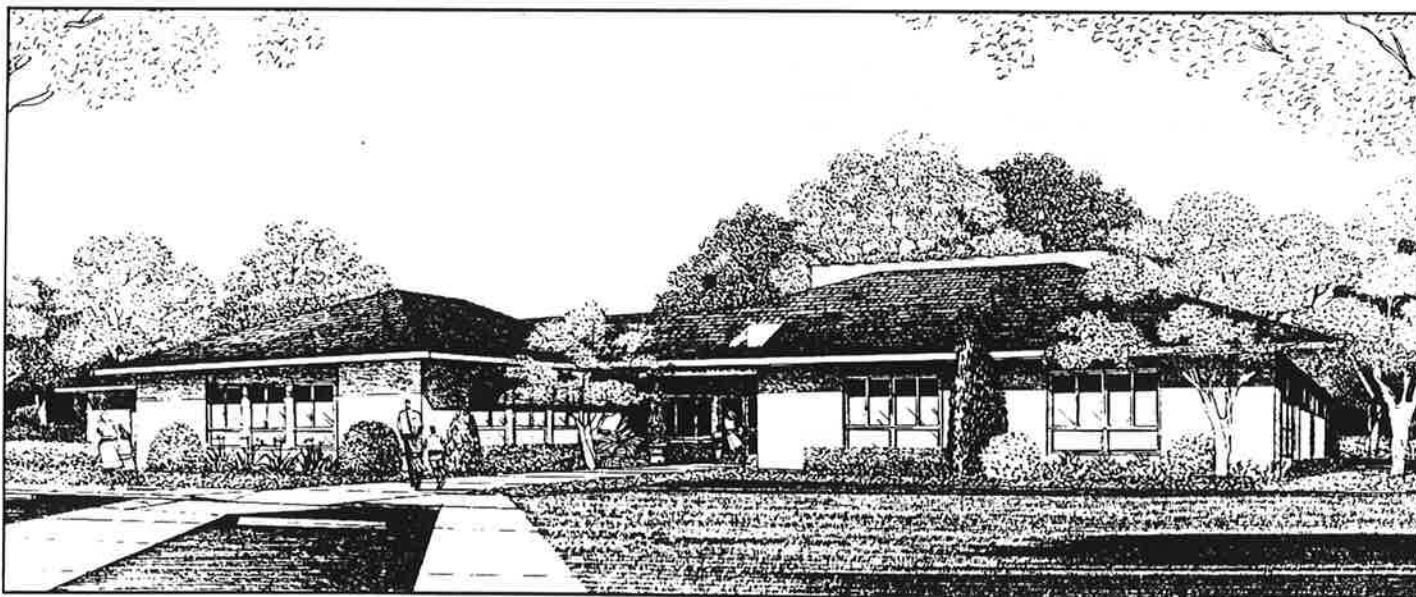
Centro Infantil

El Centro Infantil del Colegio de Oxnard está ubicado en el colegio y ofrece instrucción pre-escolar para niños menores de seis años de lunes a viernes, y además dos clases diarias de preparación para el kinder, o los lunes, miércoles, y viernes.

El programa de niños está abierto para niños de uno a cinco años de edad entre las 7:30 a.m. y las 5:00 p.m. Las clases de pre-kinder son de las 9:00 a.m. a las 12:00 p.m. o de las 12:30 a las 3:30 p.m., y son exclusivas para niños que tienen cuatro años cumplidos el primero de diciembre.

El programa infantil incluye desarrollo de razonamiento analítico, experiencias creativas, ciencia, música, comportamiento social, preparación para entrar a la escuela, evaluación y exámenes.

Las cuotas se pagan mensualmente al empezar el servicio. Formularios para inscripciones están disponibles en el Centro. Se requiere verificación de inmunización para admisión. Pre-inscripciones para el semestre de otoño se llevan a cabo durante el mes de mayo. El Centro está cerrado el mes de agosto. Para informes llame al teléfono 986-5801.



Oxnard College's new Children's Center (to be completed in Fall 1991)

thought to be helpful in participating in an honors community, a short essay on an assigned topic, two letters of recommendation from persons who can attest to the student's abilities, potential and dedication, and transcripts demonstrating a grade-point average of either 3.5 in high school or 3.0 in college transfer classes (exceptions can be made regarding grades). An oral interview may be requested either by the faculty or student.

Learning Center

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

The Learning Center offers many services, including the following:

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

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

A variety of machines and programmed learning materials offering supplemental instruction in a wide variety of disciplines, ranging from art to zoology. Videotapes, slide-tape programs, and computerized instruction are among the range of learning opportunities available in the center.

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

Mini-Corps

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

Students are required to work 12 hours per week. Nine of the hours are spent in a classroom working with migrant children under the direct supervision of a certified teacher and program coordinator. The remaining three hours are devoted to in-service training by registering in Interdisciplinary Studies 189DE, 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.

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.

Television Station

Oxnard College provides both its students and the community with educational and entertainment programming on Oxnard College Television. OCTV programming reaches Oxnard and Port Hueneme through Jones Intercable Channel 52, and Camarillo on Ventura Cablevision Channel 30A.

Programming on the channel is a combination of student originated programs, telecourses offered for credit available in a wide range of fields, and syndicated entertainment programming from National College Television.

Oxnard College has a fully equipped television production studio and does in-studio and field taping of college and community events. Students in the television instruction program produce local programming as part of their lab work in television courses.

Telecourses are offered as part of a semester course of instruction. In addition, other courses are offered through Mind Extension University as part of a contract with Oxnard College.



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—The reading competency requirement can be satisfied by one of the following:

1. A grade of "C" or better in Engl 17 or Engl 102;
2. A score of 22 or higher on the reading section of the Educational Testing Service's Assessment and Placement test;
3. A score of 63 or higher on the reading section of the TASK II test (see a counselor for exit-testing option on the TASK II).

Written Expression—To satisfy the competency requirement for written expression, you must receive a grade of "C" or better in one of the following courses:

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

Mathematics—The math competency requirement can be satisfied by one of the following:

1. A grade of "C" or better in Math 11 or higher level course;
2. A score of 15 or higher on the Mathematics Competency Exam (see a counselor for exit-testing option on the Mathematics Competency Exam).
3. A satisfactory score on one of the following tests from the Mathematics Diagnostic Test Project:

Score of 30 or higher on the Elementary Algebra test;

Score of 17 or higher on the Intermediate Algebra test;

Score of 13 or higher on the Pre-Calculus 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
 Air Conditioning/Refrigeration
 Alcohol/Drug Studies
 Anthropology
 Applied Electronics
 Art
 Automotive Body and Fender Repair
 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
3. Biol 101, 103, 104, 105, 106, 107, 108, 109, 110, 111

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
5. Hist 104, 110, 111, 112, 113, 114, 115, 116
6. Econ 100, 101, 102
7. IS 102
8. PSc 104, 105, 106, 107, 108
9. Psych 101, 102A, 102B, 106, 107, 108, 109, 110
10. Soc 101, 102, 103, 104, 105, 106, 107, 108, 109, 112, 114, 116
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
3. Mus 101, 103A, 103B, 106, 114, 115, 116, 119
4. ThA 101, 102A, 102B, 103A, 103B, 104, 109, 112
5. TV 102, 103, 104

2. Other Humanities

(1 course, 2 or more units, required)

1. Spn 1, 2, 3, 4, 101A, 101B, 102A, 102B, 103, 104, 105, 107, 108, 117
2. Engl 50, 104, 105, 106, 107, 108, 109, 110, 111, 113, 114, 115, 116, 117, 118, 120, 150, 151, 152, 153, 154, 155, 156
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, 108
7. Hist 105, 106, 109, 111
8. Jpn 1, 2, 101, 102
9. Journ 100
10. French 1, 2, 101, 102

D. Language and Rationality (6 units)

1. English Composition

(1 course required)

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

2. Communication/Analytical Thinking

(1 course required)

1. Bus 62
2. Engl 101, 102
3. BIS 151A, 154A
4. IS 110
5. Math 14, 23, 101, 102, 103, 105, 106, 112, 115, 116, 118, 120, 121, 122
6. Phil 107, 111, 112, 121
7. Psych 103, 104
8. Spch 101, 103, 104, 108

E. Physical Education and Health

(2 courses required, one from each area)

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

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, 121, 122
4. Hist 107, 108, 109, 112, 117
5. HE 101
6. IS 189A
7. Psych 107, 189B
8. Soc 103, 104, 107, 108, 112
9. Mus 115
10. Spn 117
11. ThA 112, 117
12. TV 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

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
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, 121
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, 106L, 107, 108L, 109, 110, 111, 113
Chem 20, 101
Geog 101L
Geol 101L
Ph 101, 102, 111
4. **Mathematical Concepts**
Math 103, 105, 106, 115, 116, 118, 120, 121, 122, 136, 137, 138

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

1. **Arts**
Art 101, 102, 103, 189A
Engl 119
Mus 101, 103A, 104, 105, 124
ThA 101, 103A
2. **Literature**
Engl 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 131, 150, 151, 152, 153, 154, 155, 156
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
Japn 101, 102
Spn 101A, 101B, 102A, 102B, 103, 104
5. **Active Participation**
Art 104A, 104B, 106A, 106B, 108A, 150A
Journ 101, 103, 105
Mus 106, 107A, 108A, 110A, 112A, 114, 117, 118A, 120, 121, 122, 123, 125A
TV 101, 102, 103, 104, 117
ThA 102A, 110A, 112, 113, 114, 117, 120A, 121A
6. **Western Culture**
Anth 102, 103, 112
Hist 105, 106, 109, 111
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

Soc 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 115, 116

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

Soc 101, 102, 103, 104, 105, 106, 107, 108, 109, 112, 114, 115, 116

TV 117

5. Historical Setting

Hist 102*, 103*, 104, 105, 106, 107*, 108*, 109, 110, 111, 112, 113, 114, 115, 116, 117*

IS 101A

Soc 112

*These courses may meet the American History and Institutions requirement also.

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

TV 117

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, 110, 112, 113, 130

Soc 104, 105, 106

2. Activity

PE—any activity class

General Transfer Information

Complete Certification

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

Partial Certification

It is possible to complete separately any of the first four areas or sections at Oxnard College and receive partial certification in each of those areas; it will be necessary to complete the remaining areas after transferring, as defined by the catalog of the transfer school.

Certified Courses

Courses completed at other colleges may be applicable toward meeting these Oxnard College requirements; appropriate courses completed at Ventura College and Moorpark College are applicable. If you have completed college courses outside this district, consult your counselor and the catalog of the four-year school you plan to attend since the GE requirements listed here may not be applicable.

Course Restrictions

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

Use of Major Courses

Courses taken in preparation for a student's major generally may not be used to fulfill GE requirements. In conjunction with general education requirements, students will complete preparation courses for their transfer major. Counselors are available to provide accurate information regarding pre-major courses and certification procedures. The combination of general education units plus the units for pre-major preparation usually amounts to 56-70 units; the completion of 60 transferable units qualifies students for "junior"–level standing upon transferring.

Additional Requirements

You are advised to consult your counselor and the catalog of the state college or university which you plan to attend for requirements unique to that school. (Example: Completion of Social Sciences section may not satisfy History and Institutions requirements.) Additional courses are required for preparation for a major and/or as electives.

Transfer Courses

The approved listing designates those courses which may be used to meet GE requirements; it is not a complete listing of all courses which transfer to CSU. Transferability of courses may be checked in the Counseling Office.

Other Colleges

Students who plan to attend one of the campuses of the University of California (UC) or a private or out-of-state school should consult a counselor and the catalog of the particular school to determine the course work needed to meet GE requirements of that institution. While many of the courses listed transfer to UC and other institutions, they do not necessarily satisfy the GE requirements.

Transcripts

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

Associate Degree

Although it is not necessary for you to complete an Associate degree in order to transfer to a four-year school, many of the courses taken to satisfy Associate degree requirements are transferable and, in many cases, may be used to meet transfer GE requirements.

More Information

If you have any questions, check with a counselor.

Transfer Requirements for University of California System

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

Admission as a Transfer Student

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

1. The student must have completed all the courses listed below in categories "a"–"f" in high school. Applicants who have completed less than 12 quarter or semester units of transferable college credit since high school graduation must also satisfy the examination requirement for freshman applicants.
 - a. **History—1 year**
One year of United States History or one-half year of United States History and one year of Civics or American Government, taken in the ninth grade or later.

- b. **English—4 years**

Four years of College Preparatory English—Composition and Literature (All English courses must require substantial, recurrent practice in writing of extensive and structured papers, and must also require extensive reading of significant literature, to include classical or contemporary works in a variety of forms. It is expected that courses appropriate for the final years of high school students **will demand a substantially higher level**

of the requirements and skills outlined above. Also, not more than two semesters of ninth grade English will be accepted for this requirement.)

- c. **Mathematics—2 years**

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

- d. **Laboratory Science—1 year**

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

- e. **Foreign Language—2 years**

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

- f. **Advanced Course—1 or 2 years**

This requirement must be satisfied by one of the following:

- (1) One year of Advanced Mathematics, such as Intermediate Algebra, Trigonometry, or another comparable Mathematics course; or
 - (2) A one-year course in any Laboratory Science besides the course used for the "d" requirement above; or
 - (3) A third year in the Foreign Language used for the "e" requirement above, or two years of another Foreign Language.
2. An applicant who achieved the required score on the Eligibility Index (a table which considers grade point average, ACT score, and SAT scores—see a counselor for details) but did not complete all the "a"–"f" subjects in high school may be admitted to the university after he/she has:
 - a. Established a college grade point average of 2.0 or better; and
 - b. Completed, with a grade of C or better, appropriate college courses in the "a"–"f" subjects he or she lacked; and
 - c. Completed 12 or more quarter or semester units of transferable college credit; or have met the examination requirement for freshman applicants.
 3. Community College options: An applicant who did not achieve the required score on the Eligibility Index, or did not achieve the required score and lacked the required "a"–"f" subjects, may be admitted to the university after he/she has:
 - a. Established a college grade point average of 2.4 or better; and
 - b. Completed 84 quarter or 56 semester units of transferable college credit; and

c. Completed one of the following options:

Option 1: Appropriate college courses, with grades of C or better in the "a"–"f" subjects lacking up to two units of high school work in "a"–"f" subjects will be waived, but transfer applicant must have satisfied the freshman admission requirements in English and Mathematics. (A unit is equivalent to a one-year course.)

Option 2: Completed the following college course requirements:

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

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

Oxnard College/University of California Core Transfer Curriculum

The courses on the following list have been designated by the Oxnard College Curriculum Committee as appropriate for satisfaction of the requirements specified by the University of California's Academic Senate's University-wide Assembly. Students planning to transfer to the University of California may complete this general education curriculum, appropriate for any campus, or complete the specific general education requirements for an individual campus.

Foreign Language. Proficiency.

Spn 102
Fr 102

English Composition. Two semesters or three quarters (6 semester units).

Engl 101, 102

Mathematics/Quantitative Reasoning. One semester or two quarters (3 semester units).

Math 103, 105, 106, 115, 120, 121, 122, 125, 134, 136, 137, 138, 143

Arts and Humanities. Three semesters or four quarters (9 semester units)—One course each required in both Arts and Humanities; Third course may come from either area.

ARTS

Art 101, 102, 103, 189A
Mus 101, 102ABCD, 103A, 103B, 104, 105, 116, 119, 124, 189A
ThA 101, 103AB, 104, 109, 127

HUMANITIES

Anth 113
Engl 103, 104, 105, 106, 107, 108, 109, 110, 111, 113, 117, 118, 119, 189A, 189B, 189D, 189H
Hist 105, 106, 109
IS 101AB, 102, 110, 189BC, 189DE
Journ 100

Phil 101, 102, 103, 104, 105, 106, 108, 109, 110, 114
Soc 104
Spn 107, 117
Spch 101, 102, 104, 105, 106, 107, 109, 111

Social and Behavioral Sciences. Three semesters or four quarters (9 semester units).

Anth 102, 103, 105, 106, 110, 113, 189A, 189B, 189C
Econ 100, 101, 102
Geog 102, 104
Hist 102, 103, 104, 105, 106, 107, 108, 109, 110, 112, 113, 114, 115, 116, 117, 118
IS 101AB, 102, 110, 189BC, 189DE
Phil 114
Journ 100
PSc 100, 101, 102, 104, 106, 108
Psych 101, 104, 105, 106, 107, 108, 110, 130, 189B
Soc 101, 102, 103, 104, 107, 108, 112, 114, 115
Spn 107

Physical and/or Biological Sciences. Two semesters or three quarters (7 semester units).

Anth 101
Ast 101
Biol 101, 102, 103, 106, 108, 108L, 109, 110, 111, 112
Chem 20, 101, 102, 106, 107, 108, 108L
Geog 101, 101L, 103
Geol 101, 101L, 103, 105, 107, 110
Psych 105
Physics 101, 102, 111, 112, 113

Intersegmental General Education Transfer Curriculum

The Intersegmental Committee of the Academic Senates approved the Intersegmental General Education Transfer Curriculum (IGETC) which will be implemented in Fall 1991. The IGETC is a series of courses that community college students can use to satisfy lower division general education requirements at any CSU or UC campus. The IGETC will provide an option to the California State University General Education Requirements and will replace the University of California Transfer Core Curriculum.

It is important to note that, since the IGETC supersedes the UC Transfer Core Curriculum (TCC) option, **new** students (those entering Fall 1991 and after) need to complete the IGETC. However, for continuing students who have been following the Transfer Core Curriculum requirements, the University of California will honor the TCC policy through Spring, 1993.

The Intersegmental General Education Transfer Curriculum will permit a student to transfer from a community college to a campus in either the California State University or the University of California system without the need, after transfer, to take additional lower-division general education course to satisfy campus G.E. requirements.

Completion of the IGETC is not a requirement for transfer to CSU or UC, nor is it the only way to fulfill the lower-division general education requirements of CSU or UC prior to transfer.

to transfer. Students may find it advantageous to take courses fulfilling CSU's general education requirements or those of a particular UC campus.

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, 108, 111, 112

C2—Astronomy 101; Chemistry 20, 101; Geography 101; Geology 101, 103; Physics 101, 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;

English 119

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; 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 College also apply to these general education requirements. Consult the UC course articulation list and your counselor concerning these limitations.

Deferred Completion

These general education requirements may be completed at UCSB.

General Transfer Information

Admission

An Oxnard College student who is planning to transfer to UCSB and who was not eligible upon graduation from high school must complete a minimum of 56 transferable units (maximum of 70) with a cumulative 2.4 grade point average.

Transfer Courses

The approved listing above designates those courses which may be used to meet GE requirements; it is not a complete listing of all courses which transfer to UC. Transferability of courses may be checked in the Counseling Office.

More Information

If you have any questions, check with a counselor.

Private Colleges and Universities

The application and admission process to private colleges and universities varies with each transfer school. Students should consult their counselor and the college catalog for specific requirements. Because of their proximity, general education requirements for California Lutheran University and the University of LaVerne Residence Center at Point Mugu are included here.

General Education Requirements California Lutheran University

All credits listed are *semester credits*.

General Education Requirements

Creative Arts (6 credits)

1. Art, Drama, or Music
2. Speech

English (6 credits)

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

Social Sciences (12 credits)

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

Foreign Language/Bachelor of Science Option (8 credits)

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

Philosophy and Religion (9 credits)

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

Science and Mathematics (7 credits)

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

Physical Education (3 credits)

1. Physical Education 100 (Lifetime Physical Fitness)
2. Two different activity courses.
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 8 credits in Math, Logic, Statistics, and Computer Science for language study).
3. Most majors require at least 32 credits with 20-24 credits at the upper division (junior/senior) level. Consult the CLU catalog for specific departmental requirements.
4. A personal preliminary transfer evaluation may be provided by contacting the Director of Transfer Programs at (805) 492-2411, ext. 481.
5. Courses which are technical, vocational, or "personal enrichment" in nature are not transferable.

General Education Requirements University of LaVerne Residence Center Point Mugu

General Education Requirements

English Composition (6 units)

Humanities (6 units)

One course from each of two areas:

1. Philosophy, Religion
2. Literature, second-year foreign language
3. Music, Art Appreciation, Theatre

Social Science (2-4 units)

One course from each area:

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

Natural Science

One course from each of two areas:

1. Biology, Botany, Zoology, Anatomy
2. Chemistry, Physics, Astronomy, Geology (one course must be a lab course)

Fine Arts (2-4 units)

Art or Music Appreciation/History; an experiential course in Art, Music, Theater, Painting, Ceramics; Introduction to Photography; Creative Writing; OR two semesters 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:

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

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*†

Required Courses:	Units
Natural Sciences	6
Biological Sciences, one course	
Physical Sciences, one course	
Social and Behavioral Sciences	6
American History and Institutions, one course	
Social and Behavioral Sciences, one other course	
Humanities	6
Fine or Performing Arts, one course	
Humanities, one other course	
Language and Rationality	6
English Composition, one course	
Communication and Analytical Thinking, one course	
Ethnic/Women's Studies	3
General Liberal Arts and Sciences	9
Physical Education, one course	1.5-2
Health Science, one course	2-3
	<hr/> 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:		Units
Anth 101	Physical Anthropology	3
Anth 102	Cultural Anthropology	3
Anth 103	Introduction to Archaeology	3
		<hr/> 9

Required Additional Courses:

Complete a minimum of 9 units from the following:		Units
Anth 104	Archaeological Field Methods	3
Anth 105	Sex Roles in the World Culture	3
Anth 106	Culture and Personality	3
Anth 110	People and Cultures of the World	3
Anth 113	Ancient Civilizations of the Americas	3
Anth 189A	North American Indians	3
Anth 189B	Egyptology	3
Anth 189C	Magic, Religion, and Witchcraft	3
Art 102	History of Art I	3
Hist 105	Western Civilization I	3
IS 101A	History of Ideas and Evolution of Culture	3
IS 102	Science, Technology, and Human Values	3
Math 105	Introductory Statistics	4
Phil 108	Mythology	3
Psych 103	Statistics for Behavioral Science	3
		<hr/> 9

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 studiomajor, or as an art three-dimensional studio major.

Required Courses for ALL Art Majors:		Units
Art 102	Art History	3
Art 103	Art History	3

Required Courses for general majors:

Art 104AB	Color and Design (2+2)	4
Art 106AB	Beginning/Intermediate Drawing (3+3)	6
Art 108AB	Beginning/Intermediate Oil Painting (3+3)	6
Art 126AB	Beginning/Intermediate Figure Drawing (3+3)	6
		<hr/> 28

Required Courses for Two-Dimensional Studio Majors

Art 104AB	Color and Design (2+2)	4
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106AB(C†)	Beginning/Intermediate Drawing (3+3)	6
†Advanced Drawing recommended for Drawing Majors (3)		
Art 108AB(C‡)	Beginning/Intermediate Oil Painting (3+3)	6
‡Advanced Painting recommended for Painting Majors (3)		
Art 112AB	Beginning/Intermediate Watercolor (3+3)	6
Art 115AB	Abstract Concepts (3+3)	6
Art 126AB(C§)	Figure Drawing (3+3)	6
§Advanced Figure Drawing recommended for Drawing Majors (3)		
Art 128AB	Figure Painting (3+3)	6
		<hr/> Total units = 46

Required Courses for Three-Dimensional Studio:

Art 150AB	Beginning Ceramics (3+3)	6
Art 151AB	Intermediate Ceramics (3+3)	6
Art 152AB	Ceramic Design (3+3)	6
Art 155AB	Sculpture (3+3)	6
		<hr/> 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:		Units
Engl 102	College Composition and Literature	3
Engl 117	Mexican Literature in Translation	3
Hist 107	History of Mexican People in the US	3
Hist 109	History of Mexico	3
Spn 103	Intermediate Spanish	5
Spn 104	Intermediate Spanish	5
Spn 107	Hispanic Culture and Civilization	3
Spn 108	Spanish Grammar and Composition	3
		<hr/> 26

Required Additional Courses:

Select one from each of the following sequences:		Units
Psych 189B	Psychological Issues of the Mexican People	3
or		
IS 189CD	Cross-Cultural Experiences with Migrant Children	3
Art 189A	The Art of Mexico	3
or		
PE 124	Mexican Dance	1.5
or		
ThA 112	Chicano Teatro	3

Soc 108	Sociology of the Chicano Community	3
or		
CD 107	Cross-Cultural Experiences with Children and Families	3
		<u>7.5-9</u>

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:	Units
Biol 101-102 Principles of Biology	8
Chem 101-102 General Chemistry	10
Math 120-121 Calculus with Analytic Geometry	10
Ph 101-102 College Physics	8
	<u>36</u>

Recommended Elective Courses:	Units
Chem 108 Elementary Organic Chemistry	3
Chem 108L Elementary Organic Chemistry Lab	1
Math 105 Introductory Statistics	4

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

Required Courses:	Units
Bus 101A Accounting Principles I	3
Bus 101B Accounting Principles II	3
Bus 111A Business Law	3
Econ 101 Principles of Macroeconomics	3
Econ 102 Principles of Microeconomics	3
Math 106 Mathematics for Business Applications	5
or	
Math 120 Calculus with Analytic Geometry I	5

Total Required Units = 20

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

Communications

Required Core Courses:	Units
Journ 100 Introduction to Mass Communication	3
Journ 101 News Writing and Reporting	3
	<u>6</u>

Journalism—Print Media Option

Required Courses	Units
Journ 102 Intermediate News Writing and Reporting	3
Journ 103 Beginning News Editing	3
Journ 104 Journalistic Layout and Design	3
	<u>9</u>

Required Additional Courses

Complete six units from the following:	Units
Journ 108 Introduction to Feature Writing	3
Journ 110 Observer Staff Lab (may be repeated once)	2-2
Journ 111 Broadcast Journalism	3
Journ 133 Advertising	3
Journ 141 Introduction to Public Relations	3
	<u>6</u>

Journalism—Public Relations Option

Required Courses	Units
Journ 141 Introduction to Public Relations	3
Journ 142 Public Relations Strategies	3
Journ 190 Public Relations Internship	3
	<u>9</u>

Required Additional Courses

Choose one from the following:	Units
Journ 102 Intermediate News Writing	3
Journ 103 Beginning News Editing	3
Journ 108 Introduction to Feature Writing	3
Journ 111 Broadcast Journalism	3
Choose two from the following:	
Bus 132 Marketing	3
Bus 140 Business Communications	3
Journ 133 Advertising	3
Spch 101 Introduction to Oral Communication	3
	<u>9</u>

Total Required Units = 24

Television Production Option

Required Courses	Units
TV 101 Broadcast Studio Operation	3
TV 102 Television Production Workshop	3
TV 103 Television Directing and Editing	3
TV 104 Advanced Television Production	3
	<u>12</u>

Required Additional Courses		Units
Complete six units from the following:		
Engl 130	Television Writing	3
Journ 111	Broadcast Journalism	3
Spch 101	Introduction to Oral Communication	3
or		
Spch 104	Voice and Diction	3
ThA 108	Acting for Film and Television	3
		6

Total Required Units = 24

Economics*

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

Elective Courses:

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

Anth 102	Cultural Anthropology	3
Biol 106	The Human Environment	3
Bus 101A	Accounting Principles I	3
Bus 101B	Accounting Principles II	3
Hist 104	History of California	3
Hist 105	Introduction to Western Civilization I	3
Hist 106	Introduction to Western Civilization II	3
Math 105	Introductory Statistics	4
Math 106	Mathematics for Business Applications	5
Math 136	Computer Programming, BASIC	3
BIS 153A	BASIC Programming	4
Phil 111	Critical Thinking	3
PSc 100	Introduction to Politics	3
PSc 101	Government of the United States: Institutions and Politics	3
PSc 102	Government of the United States: Institutions and Laws	3
PSc 104	International Relations	3
PSc 105	Current Issues in Domestic and Foreign Politics	3
PSc 106	Political Aspects of Economic Problems	3
		<hr/>
		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.

English*

Required Courses:		Units
Engl 101	College Composition	3
Engl 102	College Composition and Literature	3
Engl 104	Survey of English Literature I	3
Engl 105	Survey of English Literature II	3
Engl 107	Survey of American Literature I	3
or		
Engl 108	Survey of American Literature II	3
		15

Additional Required Courses:

Complete six units from the following:		Units
Spch 101	Introduction to Oral Communication	3
Journ 101†	News Writing and Reporting	3
or		
Journ 102†	Intermediate News Writing and Reporting	3
Any other English course numbered 100 or above		3
		6

Total Required Units = 21

*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:		Units	
Complete a total of 12 units, one from each of the following groups:			
A.	Hist 102	History of the United States I	3
	Hist 103	History of the United States II	3
B.	Hist 105	Introduction to Western Civilization I	3
	Hist 106	Introduction to Western Civilization II	3
C.	Hist 107	History of the Mexican People in the US	3
	Hist 108	Afro-American History	3
	Hist 109	The Heritage of Mexico	3
	Hist 112	Great American Women	3
	Hist 117	History of American Women	3
D.	Hist 114	Modern Asia: China, India, and Japan	3
	Hist 115	History of the Americas I	3
	Hist 116	History of the Americas II	3
			<hr/>
			12

Required Additional Courses:

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

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.

International Business***Required Courses:**

	Units
Bus 180 Introduction to International Business	3
Bus 181A International Marketing	1
Bus 181B International Finance	1
Bus 181C Basics of Importing	1
Bus 181D Basics of Exporting	1
Bus 181E International Purchasing	1
Bus 181F Computerized Decision Support	1
Econ 101 Principles of Economics (Macro)	3
Geog 102 World Cultural Geography	3
	<hr/> 15

Required Elective Courses:

Complete a minimum of three units from the following:

	Units
BIS 151 Introduction to Business Information Systems	3.5
BIS 31A, E, G or I Word Processing Equipment Operation	1
BIS 40A Microcomputers: Introduction	.5
BIS 40B Microcomputers: Beginning Word Processing	.5
BIS 40C Microcomputers: Spreadsheets	.5
BIS 40D Microcomputers: Data Bases	.5
Bus 170 Introduction to Logistics	3
Bus 123 Small Business Management	3
Bus 101A Principles of Accounting	3
	<hr/> 3

Complete a minimum of two units from the following:

	Units
Bus 182 International Law	2
Bus 183A Export Licensing and Regulations	.5
Bus 183B U.S. Customs, Duties and Harmonized Systems	.5
Bus 183C Export Management and Trading Companies	.5
Bus 183D Export Financing/Methods of Payment	.5
Bus 183E Export Marketing Case Studies	1
Bus 183F Letters of Credit	.5
Bus 183G World Transportation	1
Bus 183H International Distribution	1
Bus 190 International Business Internship	1.4
Econ 104 International Economic Institutions	3
	<hr/> 2

Complete a minimum of four units from the following:

Area Studies (two units minimum):	
AS 102A-Z Introduction to Culture, Fine Arts and Literature	.5.4
Engl 113 Near and Far: The Literature of the East	3
Engl 114 Hispanic American Literature in Translation	3
Engl 115 Survey of World Literature I	3

Engl 117 Mexican Literature in Translation	3
Hist 109 History of Mexico	3
Hist 110 History of the Middle East	3
Hist 113 Classical Asia	3
Hist 114 Modern Asia: China, India and Japan	3
Hist 115 History of the Americas I	3
Hist 116 History of the Americas II	3
Phil 103 Survey of World Religions: East	3
PSc 108 Comparative Government: Varieties of Political Experience	3
Spn 107 Hispanic Culture and Civilization	3
ThA 103AB History of the Theatre	3-3
Social Science and Humanities Courses:	
Anth 110 People and Cultures of the World	3
IS 102 Science, Technology and Human Values	3
PSc 104 International Relations	3
PSc 105 Current Issues in Domestic and Foreign Politics	3
	<hr/> 4

Complete a minimum of six units from the following:

	Units
Foreign Language: Chinese (Mandarin); French; German; Japanese; Russian; Spanish; Arabic. Conversational or Language Topics may also be selected by advanced language students.	3-6
AS 103 Foreign Language for Business and Finance	3
	<hr/> 6

Total Required Units = 30

*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:	Units
Math 105 Introductory Statistics	4
Math 120 Calculus with Analytic Geometry	5
Math 121 Calculus with Analytic Geometry	5
Math 122 Calculus with Analytic Geometry	5

Math 136	Computer Programming (BASIC)	3
or		
Math 137	Computer Programming (FORTRAN)	3
or		
Math 138	Computer Programming (PASCAL)	3
Ph 111	Mechanics of Solids and Fluids	5
Ph 112	Electricity and Magnetism	5
		<hr/>
		32

Recommended Elective Courses:		Units
Chem 101	General Chemistry	5
Ph 113	Heat, Sound, Optics, and Modern Physics	5
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:		Units
Phil 101	Introduction to Philosophy	3
Phil 107	Logic	3
		<hr/>
		6

Required Additional Courses:		Units
Complete a minimum of 12 units from the following:		
Anth 189C	Magic, Religion, and Witchcraft	3
Econ 101	Principles of Macroeconomics	3
Phil 102	Introduction to Ethics	3
Phil 103	World Religions: East	3
Phil 104	World Religions: West	3
Phil 105	Great Philosophers I	3
Phil 106	Great Philosophers II	3
Phil 110	Philosophy of Religion	3
Phil 111	Critical Thinking	3
Phil 114	Social Philosophy	3
PSc 100	Introduction to Politics	3
Soc 114	Social Philosophy	3
		<hr/>
		12

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*

Required Courses:		Units
Econ 101	Principles of Macroeconomics	3
PSc 100	Introduction to Politics	3
PSc 101	Government of the United States: Institutions and Politics	3
PSc 102	Government of the United States: Institutions and Laws	3

PSc 104	International Relations	3
or		
PSc 108	Comparative Government: Varieties of Political Experience	3
		<hr/>
		15

Required Additional Courses: Units

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

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*

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

12-13

Required Additional Courses:

Complete one of the following courses:

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

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:		Units
Soc 101	Introduction to Sociology	3
Soc 102	Social Problems	3
Soc 106	Marriage and Family	3
Plus one of the following:		
Soc 103	Racial and Ethnic Group Relations	3
Soc 107	Sociology of the Black Community	3
Soc 108	Sociology of the Chicano Community	3
		<u>3</u>
		12

Required Additional Courses:

Complete one of the following courses:

Soc 104	Sex Roles	3
Soc 105	Aging in the United States	3
Soc 109	Futurology	3
Soc 112	Great American Women	3
Soc 114	Social Philosophy	3
Soc 115	Sociology of Religion	3
Plus one of the following:		
Anth 102	Cultural Anthropology	3
Anth 105	Sex Roles in World Culture	3
Anth 106	Culture and Personality	3

Anth 110	People and Cultures of the World	3
Hist 107	History of the Mexican People in the US	3
Hist 108	Afro-American History	3
Hist 114	Modern Asia: China, India, and Japan	3
		<u>6</u>

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

Required Additional Courses: Units

Complete a minimum of four units from the following:

Spn 107	Hispanic Culture and Civilization	3
Spn 108	Spanish Grammar and Composition	5
Spn 117	Hispanic American Literature	3
		<u>4</u>

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:		Units
Bus 6	Income Tax Accounting	3
Bus 30	Business Mathematics	3
Bus 101A	Accounting Principles I	3
Bus 101B	Accounting Principles II	3
Bus 102	Managerial Accounting	3
Bus 111A	Business Law I	3
Bus 120	Introduction to Business	3
Bus 140	Business Communications	3
BIS 12B	10-Key Electronic Calculating Machines	1
BIS 40A	Microcomputers: Introduction	.5
BIS 40C	Microcomputers: Spreadsheets	.5

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:		Units
Meet a competency requirement of 50 net words per minute (gross speed less errors) on a five-minute timing AND complete a minimum of 3 units from the following:		
BIS 3ABC	Intermediate Typewriting	1-1-1 (3)
BIS 4ABC	Advanced Typewriting	1-1-1 (3)
BIS 31A-J	Word Processing Training Series (all 1-unit classes)	(1-3)
		3
Meet a competency requirement of transcribing dictation taken for three minutes at 80 words per minute with 95 percent accuracy AND a minimum of one class from the following:		
BIS 14	Beginning Shorthand	4
BIS 15	Intermediate Shorthand	4
BIS 16	Shorthand Review	2
BIS 17A	Superwrite Alphabetic Writing System	1.5
BIS 17B	Notetaking: Superwrite Alphabetic Writing System	1.5
		24

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
		20

Complete one of the following:

BIS 30	Introduction to Word Processing	3
or		
BIS 151	Introduction to Information Processing Systems	4
		3-4

Total Required Units = 28-31

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

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:		Units
AC 1	Air Conditioning and Refrigeration	24
or all of the following:		
AC 10	Air Conditioning/Refrigeration Fundamentals	3
AC 10L	Air Conditioning/Refrigeration Fundamentals Lab	2
AC 11L	Intermediate Refrigeration Lab	2
AC 20	Electrical Systems in Air Conditioning	3
AC 20L	Electrical Systems in Air Con- ditioning Lab	2
AC 21L	Intermediate Air Conditioning Lab	2
AC 30	Airside Systems	3
AC 30L	Airside Systems Lab	2
AC 40	Heating, Hydronics, and Con- trol Systems	3
AC 40L	Heating, Hydronics, and Con- trol Systems Lab	2
		24-28

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 CAADAC (California Association for Alcohol/Drug Addiction Counselors)

Required Courses:		Units
ADS 108	Alcohol and Human Development	3
ADS 101	Overview of Alcoholism: Alienation and Addiction	3
ADS 102	Alcoholism: Intervention, Treatment, and Recovery	3
ADS 103	Physiology and Pharmacology: Alcohol and Other Drugs	3
ADS 104	Case Management: Counseling Techniques	3
ADS 105	Group Leadership and Group Process	3
ADS 110AB	Alcohol Studies Field Experiences	3-3
Psych 102A	Interpersonal Relations	3
		27
Required Additional Courses:		Units
Complete any one from the following:		
ADS 106	Counseling in Alcoholic Families	3
ADS 107	Alcoholism: Study of Special Population Groups	3
ADS	Marriage and Cultural Influences	3
ADS 111	Managing Alcohol Programs	3
ADS 112	Prevention	3
ADS 113	Alcohol, Addiction, and Dual Disorders	3
ADS 115	Alcohol, Other Drugs, Nutrition and Eating Disorders	3
ADS 116	Alcohol, Drugs, and the Drivings Laws	3
		3
Total Required Units =		30

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

Applied Electronics

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

Required Courses		Units
EI 10	Electronic Assembly	4
EI 11	Micro-Electronic Assembly	4
EI 50	Introduction to Applied Electronics	3
EI 51	Electrical/Mechanical Drawing	4
EI 52	Industrial Electronics/AC	4
Core Requirements =		23
Required Additional Courses:		Units
Complete at least two of the following:		
EI 1	Math for Electronics	5
EI 12A	Small Electronic Equipment Repair I—Radio	4
EI 12B	Small Electronic Equipment Repair II—TV	4
EI 12C	Small Electronic Equipment Repair III—VCR	4
EI 54	Electronics and Programming for Process Control Computers	3
EI 99	Directed Studies in Electronics	1-3
		4-9
Total Required Units =		27-32

Automotive Body and Fender Repair

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:		Units
AB 1	Introduction to Auto Body and Fender Repair	4
AB 2	Intermediate Auto Body and Fender Repair	4
AB 3	Estimating Auto Body Damage and Repair	4
AB 4	Advanced Auto Body Collision and Damage Repair	4
AB 5A	Auto Body Painting and Refinishing I	2
AB 5B	Auto Body Painting and Refinishing II	2
		20
Required Additional Courses:		Units
Complete a minimum of three units from the following:		
AT 10	Fundamentals of Auto Mechanics	3
AT 14	Brake and Front End Repair	4
AT 15	Automotive Electrical Systems	3
AT 20	ASE Mechanics Certification	3
Bus 30	Business Mathematics	3
Bus 111A	Business Law I	3
		3-4
Total Required Units =		23-24

Automotive Technology

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

Required Courses:		Units
AT 4	Automotive Emission Control	3
AT 10	Fundamentals of Auto Mechanics	3
AT 13	Tune-up Clinic	3
AT 14	Brake and Front End Repair	4
AT 15	Auto Electrical Systems	3
AT 16	Auto Electronics	3
AT 22	Engine Overhaul and Repair	4
(or 24 units from the following: AT 30, 31, 40, 41)		23-24

Recommended Electives:		Units
Select from the following to complete required units:		
Ag 24	Small Engines	2
AC 10	Air Conditioning/Refrigeration Fundamentals	3
DM 5	Engine Tuneup & Trouble Shooting	3
DM 19	Intro to Diesel Engines	3
DM 20	Diesel Engines	3

Total Required Units = 24-26

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.

Required Courses		Units
Bus 121	Introduction to Management	3
Bus 140	Business Communications	3
Bus 170	Introduction to Logistics	3
Bus 171	Logistics Design	3
Bus 172†	Spares Management	3
Bus 173†	Repair Management	3
Bus 174	Technical Product Support Services & Training	3
Bus 175	Configuration Management	3
Bus 176	Logistics Management	3
BIS 151	Introduction to Information Processing Systems	3.5

Total Required Units = 30.5

*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.

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

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

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:		Units
CD 102	Human Development	3
CD 103	Programs for Young Children	3
CD 106	Child, Family, and Community	3
CD 111	Child Development Principles and Practicum	3
CD 112	Child Development Principles and Practicum II	3
CD 129	Child Nutrition, Health, and Safety	3
		18

Required Additional Courses:		Units
Select a minimum of six units from the following:		
CD 131	Art in Early Childhood	3
CD 132	Science in Early Childhood	3

CD 133	Language Arts in Early Childhood	3
CD 134	Movement and Music in Early Childhood	3
		<hr/> 6

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:		Units
AT 10	Fundamentals of Auto Mechanics	3
DM 4	Engine Overhaul and Repair	3
DM 5	Engine Tune-up and Troubleshooting	3
DM 8	Power Trains	2
DM 12	Introduction to Hydraulics	3
DM 19	Introduction to Diesel Engines	3
or		
DM 20	Diesel Engines	3
		<hr/> 18

Required Additional Courses: Units

Complete a minimum of six units from the following:

Ag 24	Small Engines	2
AT 14	Brake and Front End Repair	4
AT 15	Auto Electrical Systems	3
AT 20	ASE Mechanics Certification	3
Bus 122	Personnel Management	3
DM 6	Electrical System Theory	3

(or DM 30 and 31 for 12 units each)

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:		Units
El 1	Mathematics for Electronics I	5
El 2	DC Fundamentals and Solid State Devices	4
El 3	Introduction to Digital Concepts	4
El 4	AC Fundamentals and Solid State Circuits	4
El 5	Digital Fundamentals	4
El 6	Electromechanical Systems	4

El 7	Electronic Circuits	4
El 8	Industrial Control Systems	4
		<hr/> 33

Recommended Elective Courses:

AC 20	Electrical Systems in Air Conditioning	3
AC 20L	Electrical Systems in Air Conditioning Lab	2
El 26	National Electrical Code	3

Total Required Units = 33

Environmental Hazardous Materials Technology

This program will prepare students to enter the rapidly growing field of hazardous materials handling.

Required Courses:		Units
Biol 103	General Biology	4
Biol 106/106L	The Human Environment	4
Chem 20	Elementary Chemistry	5
EHMT 10	Introduction to Environmental Hazardous Materials	3
EHMT 11	Hazardous Waste Generation/Reduction/Treatment	3
EHMT 12	Health Effects of Environmental Hazardous Materials	3
EHMT 13	Hazardous Waste Management Applications	4
EHMT 14	Safety and Emergency Response	4
EHMT 15	Hazardous Materials Management Application	4

Total Required Units = 34

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:		Units
FT 51	Introduction to Fire Technology	3
FT 52	Fundamentals of Fire Prevention	3
FT 53	Fundamentals of Personal Fire Safety and Emergency Actions	3
FT 54	Fundamentals of Fire Behavior and Control	3
FT 55	Fire Protection Equipment and Systems	3
FT 56	Fundamentals of Fire Protection	3
FT 69	Emergency Medical Technician/Fire Service	4
		<hr/> 22

Required Additional Courses:

Complete a minimum of six units from the following:

	Units
FT 60	Fire Tactics and Strategy
FT 62	Related Codes and Ordinances
FT 63	Fire Hydraulics
FT 64	Fire Company Organization and Management
FT 65	Hazardous Materials
FT 67	Fire Apparatus and Equipment
FT 68	Fire Investigation
EHMT 10	Introduction to Environmental Hazardous Materials
EHMT 11	Hazardous Waste Generation/Reduction/Treatment
EHMT 12	Health Effects of Environmental Hazardous Materials
EHMT 13	Hazardous Waste Management Applications
EHMT 14	Safety and Emergency Response
EHMT 15	Hazardous Materials Management Application
	4
	6

Total Required Units = 28**Fire Technology (In-Service)**

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

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

Total Required Units = 19**Fitness Management Specialist**

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

Required Courses:	Units
Biol 104	Human Systems and Exercise
BIS 90	Preparation for Accounting
HS 10	Cardiopulmonary Resuscitation
HS 11	Fitness Assessment
	4
	3
	.5
	.5

HS 101	Health and Society	2
or		
HS 104	Family Health	3
HS 105	First Aid and Personal Safety	2
BIS 40ABCD	Microcomputer Modules	2
PE 150	Weight Training and Body conditioning	1.5
PE 188A	Techniques of Fitness Assessment	2
PE 189A	Mechanics of Isotonic Exercise	1.5
PE 199A	Fieldwork (Directed Studies)	1.5
Select one of the following:		
PE 116A	Modern Dance	1.5
PE 119A	Modern Jazz	1.5
Select one of the following:		
Bus 52	Human Relations	3
Bus 123	Small Business Management	3
Bus 141	Public Relations	3

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
	4.4
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
Plus two of the following:		
HRM 2A	Food Preparation I	4
HRM 13	Bar Management	3
HRM 18	Supervision of Administrative Housekeeping	3
HRM 19	Hospitality Law	3
HRM 20B	Hotel Management Internship I	3

Total Required Units = 26-27

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

Industrial 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:		Units
Bus 50	Basic Psychology for Supervisors	3
Bus 62	Oral Communications	3
Bus 64	Fundamentals of Safety Administration and Management	3

Bus 65	Fundamentals of Disaster Planning	3
Bus 67	Fundamentals of Industrial Hygiene	3
FT 52	Fundamentals of Fire Protection	3
FT 55	Fire Protection Equipment and Systems	3
FT 65	Hazardous Materials	3
		24

Take one of the following:

Bus 66	Fundamentals of Hazardous Materials Reporting Regulations	3
Chem 20	Elementary Chemistry	5
FT 68	Fire Investigation	3
Math 105	Introductory Statistics	4
Ph 101	College Physics	4
		3-5

Total Required Units = 27-29

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, mathematic, 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:		Units
BIS 151	Introduction to Information Processing Systems	4
BIS 152	Problem Solving and Programming Principles	3
BIS 153A	BASIC I Programming and Laboratory	4
BIS 154A	COBOL I Programming and Laboratory	4
BIS 160	Computer Operations	3
BIS 161A	Systems Analysis and Design I	3
BIS 161B	Systems Analysis and Design II	3
		<hr/> 24

Required Additional Courses		Units
Complete one of the following:		
BIS 153B	BASIC II Programming and Laboratory	4
BIS 154B	COBOL II Programming and Laboratory	4
		<hr/> 4

Complete a minimum of three units from the following:		
Bus 101A	Accounting Principles I	3
BIS 40A	Microcomputers: Introduction	.5
BIS 40B	Microcomputers: Beginning Word Processing	.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
BIS 155	PASCAL Programming for Business Applications and Laboratory	4
BIS 162	Management Information Systems	3
BIS 163	Data Base Management	3
BIS 164	Computer Modeling	3
		<hr/>
		3

Total Required Units = 31

*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:		Units
LA 1	Legal Assisting Fundamentals	3
LA 2A	Torts	3
LA 2B	Contracts	3
LA 3	Legal Research and Drafting I	3
LA 5	Legal Research and Drafting II	3
LA 7	Civil Litigation	3
LA 9	Evidence	3
Plus any two of the following:		
Bus 111A	Business Law I	3
LA 10	Crimes and Criminal Procedures	3
LA 11	Real Property Transactions	
LA 15	Family Law	3
LA 17	Probate	3
LA 18	Personal Injury for Legal Assistants	3
LA 19	Workers' Compensation Law	3
LA 20	Bankruptcy and Debtor-Creditor Relations	3
		<hr/>

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 trainees, buyers, store merchandising managers, finance operations trainees, manufacturing representatives, and fashion directors.

Required Courses:		Units
Bus 101A	Accounting Principles I	3
Bus 111A	Business Law I	3
Bus 120	Introduction to Business	3
Bus 121	Introduction to Management	3
Bus 132	Marketing	3
Bus 133	Advertising	3
BIS 151	Introduction to Information Processing Systems	4
		<hr/>
		22

Required Additional Courses		Units
Complete at least two of the following:		
Bus 130	Sales Techniques	3
Bus 131	Retail Merchandising	3
Bus 140	Business Communications	3
Bus 101B	Accounting Principles II	3
Econ 101	Principles of Macroeconomics	3
Econ 102	Principles of Microeconomics	3
		<hr/>
		6

Total Required Units = 28

*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.

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

Required Courses:		Units
Complete one of the following:		
Bus 1	Preparation for Accounting	3
Bus 2	Applied Accounting	3
Bus 101A	Accounting Principles I	3
		3

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

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)
		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
		18.5-19

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 = 25.5-26

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

Real Estate

Required Courses:		Units
RE 1	Real Estate Principles	3
RE 2	Legal Aspects of Real Estate	3
RE 3	Real Estate Practices	3
RE 4	Real Estate Appraisal I	3
RE 6	Real Estate Finance	3
		15

Required Additional Courses:

Complete a minimum of nine units from the following:

Bus 30	Business Mathematics	3
Bus 101A	Accounting Principles I	3
Bus 101B	Accounting Principles II	3
Bus 111A	Business Law I	3
Bus 120	Introduction to Business	3
Bus 130	Sales Techniques	3
Bus 140	Business Communications	3
Econ 101	Principles of Macroeconomics	3
Econ 102	Principles of Microeconomics	3
Psych 101	General Psychology	3
or		
Psych 102AB	Interpersonal Relations	3
RE 5	Real Estate Appraisal II	3
RE 7	Real Estate Economics	3
RE 8	Escrow I: Fundamentals	3
RE 9	Escrow II: Procedures	3
Spch 1	Basic Speech	2
Spch 101	Introduction to Oral Communication	3
		9

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:		Units
Bus 50	Basic Psychology for Supervisors	3
or		
Bus 52	Human Relations	3
Bus 62	Oral Communications	3
or		
Spch 101	Introduction to Oral Communication	3
Bus 120	Introduction to Business	3
Bus 121	Introduction to Management	3
Bus 122	Personnel Management	3
Bus 140	Business Communications	3

18

Complete a minimum of 9 units from the following:

Bus 30	Business Mathematics	3
Bus 54	Labor Management Relations	3
Bus 55	Work Simplification	3
Bus 56	Cost Control for Supervisors	3
Bus 57	Job Analysis for Wage Administration	3
Bus 59	Human Resources Development	3
Bus 60	Management Controls and the Supervisor	3
Bus 64	Fundamentals of Safety Administration and Management	3
Bus 65	Fundamentals of Disaster Planning	3
Bus 170	Introduction to Logistics	3
Bus 171	Logistics Design	3
		<hr/> 9

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:		Units
Complete all of the following:		
Bus 40	Business English	3
BIS 12K	Proofreading Skills	2
BIS 31	Word Processing Equipment Operation	4
(minimum of 2 advanced units)		
BIS 32	Word Processing Equipment Projects	2
BIS 33	Word Processing Machine Transcription	3
BIS 34	Word Processing Administrative Support Procedures	3
		<hr/> 17
Complete one of the following:		
BIS 30	Introduction to Word Processing	3
BIS 151	Introduction to Information Processing Systems	4
		<hr/> 3-4
Complete one of the following:		
BIS 3ABC	Intermediate Typewriting	1-1-1 (3)
BIS 4ABC	Advanced Typewriting	1-1-1 (3)
		<hr/> 3

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.

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

Complete one of the following:

BIS 30	Introduction to Word Processing	3
BIS 151	Introduction to Information Processing Systems	4
		<hr/> 3-4

Complete one of the following:

BIS 3ABC	Intermediate Typewriting	1-1-1 (3)
BIS 32	Word Processing Projects	2
		<hr/> 2-3

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.

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		Units
Complete all of the following:		
Bus 30	Business Mathematics	3
Bus 40	Business English	3
Bus 52	Human Relations	3
Bus 62	Oral Communications	3
BIS 31	Word Processing Equipment Operation	2
(minimum of 1 advanced unit)		
BIS 33	Word Processing Machine Transcription	3
BIS 34	Word Processing Administrative Support Procedures	3
BIS 40A	Microcomputers: Introduction	.5
BIS 40C	Microcomputers: Spreadsheets	.5
BIS 40D	Microcomputers: Data Bases	.5
		<hr/> 21.5

Complete one of the following:

BIS 30	Introduction to Word Processing	3
BIS 151	Introduction to Information Processing Systems	4
		<hr/> 3-4

Complete one of the following:

Bus 50	Psychology for Supervisors	3
Bus 121	Introduction to Management	3
Bus 122	Personnel Management	3
		<hr/> 3

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.

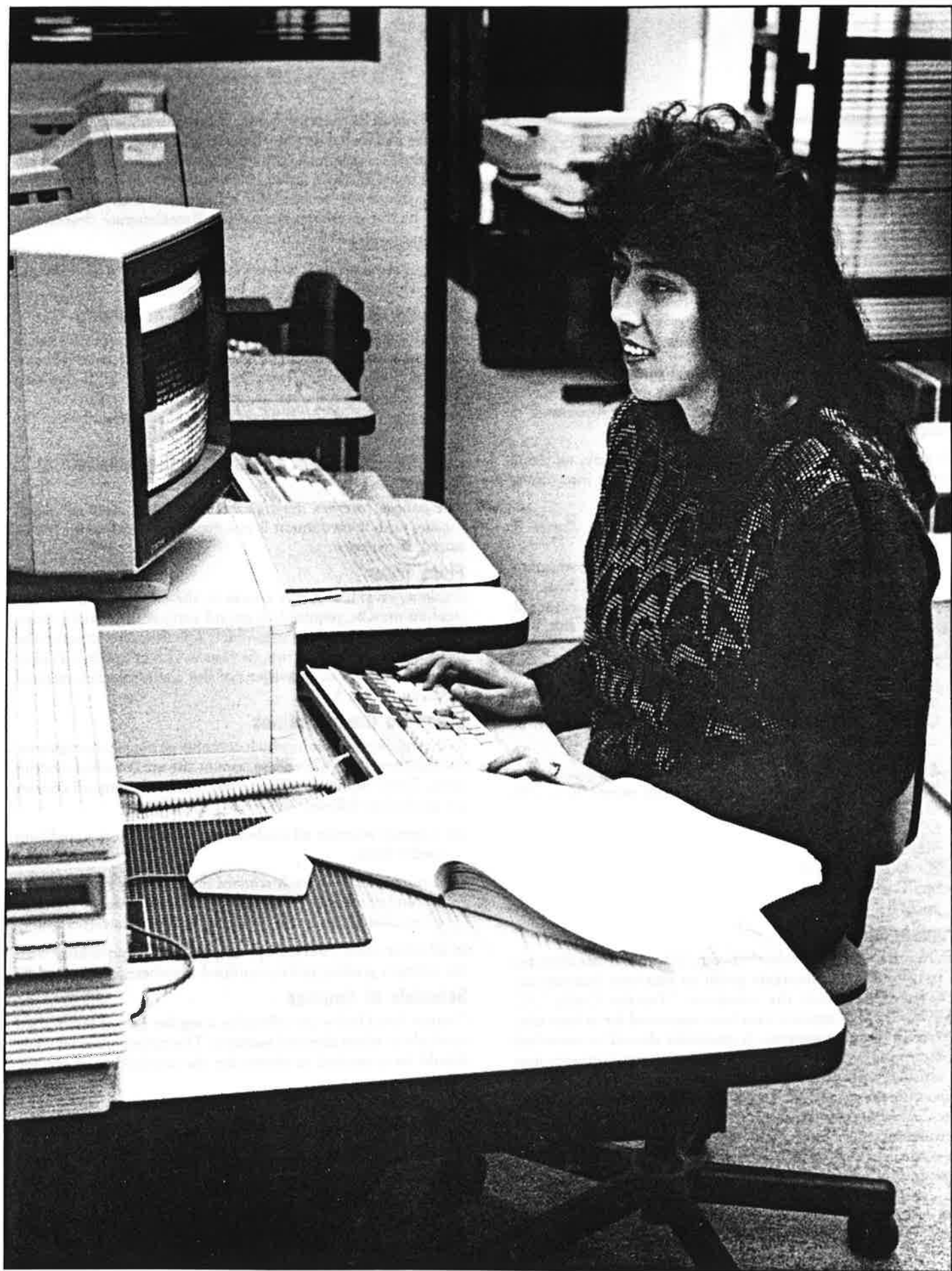
Double Counting

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 either the Baccalaureate or Associate degrees. After a review of all courses in the college curriculum, the faculty of Oxnard College has certified the following courses to be college credit only:

ACT—all courses

Engl 1, 5, 9, 10, 11, 12, 15, 20, 30-series except 30T, 45, 47, 76, 80

LS—all courses

Math 9, 93

PG 1, 2, 3, 4, 5, 6

SpEd—all courses

Spch 1

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.

Prerequisites

Prerequisite statements, other than specific courses, are intended to be suggestive rather than mandatory.

Offering of Courses 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 Courses 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

AS	Area Studies	Ldr	Leadership
Art	Art	LS	Learning Skills
Ast	Astronomy	LA	Legal Assisting
AB	Automotive Body Repair	Math	Mathematics
AT	Automotive Technology	MT	Motorcycle Technology
Biol	Biology	Mus	Music
Bus	Business	OMM	Outboard Motorboat Mechanics
BIS	Business Information Systems	PG	Personal Growth
Chem	Chemistry	PT	Petroleum Technology
CD	Child Development	Phil	Philosophy
DM	Diesel Mechanics	PE	Physical Education
Econ	Economics	PhySci	Physical Science
EET	Environmental Engineering Technology	Ph	Physics
EHMT	Environmental Hazardous Materials Technology	PSc	Political Science
El	Electronics	Psych	Psychology
Engr	Engineering	RE	Real Estate
Engl	English	SL	Sign Language
FT	Fire Technology	Soc	Sociology
Fr	French	Spn	Spanish
Geog	Geography	SpEd	Special Education
Geol	Geology	Spch	Speech
HS	Health Science	ThA	Theatre Arts
Hist	History	TV	Television
HRM	Hotel & Restaurant Management		
IS	Interdisciplinary Studies		
Journ	Journalism		



Adaptive Computer Technology

ACT 1—2 units Computer Access Evaluation

Prerequisites: Verification of disability
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)

ACT 11—1 unit Workshop in Basic Skills/Computer-Assisted Instruction

Prerequisites: Verification of disability
½ hours lecture, 1½ hours lab weekly

Computer-assisted instruction in basic academic skills. Course may include fundamental word processing to assist students in completing classroom assignments, such as daily homework and term papers.

Agriculture

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 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 three times. (2)

Transfer credit: UC, 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 91—3 units Pest Management

Prerequisites: None
3 hours lecture weekly

Overview of insect identification and plant physiology, and management of insects and diseases of plants, soils, and weeds. Course

covers chemical procedures, biological control, cultural control. (2)

Ag 92—3 units Insects and Diseases of Plants

Prerequisites: None
2 hours lecture, 3 hours lab weekly

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

Transfer credit: CSU

Ag 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 micro-organisms; 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

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: AC 10 or concurrent enrollment

suggested

3 hours lecture weekly

Basic study of vapor compression refrigeration cycle and systems components.

AC 10L—2 units

Air Conditioning and Refrigeration Fundamentals Lab

Prerequisites: AC 10 or concurrent enrollment

1 hour lecture, 3 hours lab weekly

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

AC 11—3 units

Intermediate Refrigeration

Prerequisites: AC 10

3 hours lecture weekly

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

AC 11L—2 units

Intermediate Refrigeration Lab

Prerequisites: AC 10L

1 hour lecture, 3 hours lab weekly

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

AC 20—3 units

Electrical Systems in Air Conditioning

Prerequisites: Completion of or concurrent enrollment in AC 10

3 hours lecture weekly

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

AC 20L—2 units

Electrical Systems Lab

Prerequisites: Completion of or concurrent enrollment in AC 20

1 hour lecture, 3 hours lab weekly

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

AC 21—3 units

Intermediate Air Conditioning Electricity

Prerequisites: AC 20

3 hours lecture weekly

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

AC 21L—2 units

Intermediate Air Conditioning Electrical Lab

Prerequisites: AC 20L

1 hour lecture, 3 hours lab weekly

Second level of instruction in electrical systems lab. Includes wiring and controls of commercial-type systems.

AC 30—3 units

Airside Systems

Prerequisites: Completion of or concurrent enrollment in AC 10

3 hours lecture weekly

Study of the behavior of air with emphasis on the psychrometric chart and airside equipment. Calculations for the conditioned air supply for processes such as heating, cooling, dehumidifying, and evaporative cooling are studied.

AC 30L—2 units

Airside Systems Lab

Prerequisites: Completion of or concurrent enrollment in AC 30

1 hour lecture, 3 hours lab weekly

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

AC 40—3 units

Heating, Hydronics, and Control Systems

Prerequisites: Completion of or concurrent enrollment in AC 10

3 hours lecture weekly

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

AC 40L—2 units

Heating, Hydronics, and Control Systems Lab

Prerequisites: Completion of or concurrent enrollment in AC 40

1 hour lecture, 3 hours lab weekly

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

AC 80AB—1.1 unit

Industry Survey and Repair

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

3 hours lab weekly

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

AC 98—1/2-10 units

Short Courses in Air Conditioning and Refrigeration

Prerequisites: None

Lecture and/or lab as required by unit formula

Specialized workshops designed to update air conditioning and refrigeration personnel as required for in-service training requirements in specific subject matter areas. Unit credit determined by length of instruction of the workshop as defined by current credit standards; total workshop credit limited to 10 units. (2)

NOTE: The courses listed below have 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

Alcohol/Drug Studies

CAADE: California Association of Alcohol/Drug Educators

ADS 98—1/2-10 units Short Courses in Alcohol Studies

Prerequisites: None

Lecture and/or lab as required by unit formula

Specialized workshops designed to update alcohol program personnel and others as required for in-service training in specific subject matter areas. Unit credit determined by length of instruction of the workshop as defined by current credit standards. (2)

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

Prerequisites: None

3 hours lecture weekly

Study of alcohol-related problems, including relationship to alienation and change in lifestyle, cultural and family attitudes, causes and addiction, sub-cultures, ethical implications, and solutions. Fulfills one 3-unit chemical core requirement for California Association of Alcoholism/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 psychosexual 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 CAADE.

Transfer credit: CSU

ADS 105—3 units Group Leadership and Group Process

Prerequisites: ADS 101

3 hours lecture weekly

Course designed to familiarize students with group dynamics, 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

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.

Transfer credit: CSU

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 intra-organizational relationships, communication, employee assistance programs, and management styles and their influence on services. Current and anticipated impact of alcohol and drug abuse on individual and community health problems and societal institutions and resources integrated into analysis of program management. Fulfills one 3-unit skills requirement for CAADE.

Transfer credit: CSU

ADS 112—3 units Prevention

Prerequisites: None
3 hours lecture weekly

Study of prevention strategies in the field of alcohol and drug addictions stressing a positive and practical approach to the diminution and eradication of addictive diseases in our society. Fulfills 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 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.

Transfer credit: CSU

ADS 114—1 unit Employee Assistance Program Practice and Administration: An Overview

Prerequisites: None
4 hours lecture weekly for four weeks

This course is intended to offer the student a basic definition and overview of the inner workings of a comprehensive Employee Assistance Program (EAP). The basic EAP program components (assessment/referral, brief counseling, supervisory training, insurance management/managed care, and employee education) will be covered in modules. Issues related to the program components are

design/policy development, program evaluation, and resource development.

Transfer credit: CSU

ADS 115—3 units Alcohol, Other Drugs, Nutrition, and Eating Disorders

Prerequisites: ADS 101
3 hours lecture weekly

The principles of sound nutrition will be taught to provide basic information so that an understanding of the nutritional needs of the recovering alcoholic/drug addict can be thoroughly discussed. The prevalence of eating disorders such as bulimia, anorexia, and compulsive overeating in recovering individuals will be emphasized. The similarities between drug addiction and eating disorders will also be discussed. Finally, the physical implications of substance abuse and the affect on nutritional status, particularly in pregnancy, will be addressed.

Transfer credit: CSU

ADS 116—3 units Alcohol, Drugs, and the Driving Laws

Prerequisites: ADS 101 or equivalent
3 hours lecture weekly

A course designed for students interested in working with a DUI program, people working in probation or police work, and for people who supervise others, some of whom have DUI problems. The student will be introduced to the effects of alcohol and other drugs on the driver, as well as the laws and penalties regarding driving under the influence. The course is designed to demonstrate the need for DUI programs as intervention strategies.

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. (2)

Transfer credit: UC, CSU (CAN: Anth 2)

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. (2)

Transfer credit: UC, CSU (CAN: Anth 4)

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 (CAN: Anth 3)

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 Women, Culture and Society

Prerequisites: None
3 hours lecture weekly

This course leads to understanding of women in a global, cross-cultural context. Women are examined alongside men, but with a focus on the feminine half of life. Biology, economics, psychology, spirituality and world views are the principle ethnographic topics. (2)

Transfer credit: UC, CSU

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

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

Comparative study of the relationship between culture and individual psychological processes. Child training and psycho-dynamics in non-Western cultures. Psychology of culture change. Personality disorders and psychotherapy studied cross-culturally. (2)

Transfer credit: UC, CSU

Anth 107—3 units **Introduction to Native America**

Prerequisites: None
3 hours lecture weekly

Survey of Native American cultures, including prehistory, adaptations, and social, political and religious beliefs. The effects of European contact and the situations of contemporary Native Americans considered. Field trips may be required. (2)

Transfer credit: UC, CSU

Anth 108—3 units **Cultures of the Pacific**

Prerequisites: None
3 hours lecture weekly

The four major areas of Australia, Melanesia, Polynesia and Micronesia will be explored. Cultural geography, prehistory, physical anthropology, navigational techniques, languages, and contemporary ethnography will be core topics. Adaptive significance of native cultures of each region will be presented. (2)

Transfer credit: UC, CSU

Anth 109—3 units **Culture and History of the Philippines**

Prerequisites: None
3 hours lecture weekly

Introduction to understanding and appreciation of the peoples of the Philippines, set against their historical, ecological, linguistic and cultural backgrounds. Field work in the local community will be part of the course. (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 proto-civilizations in Mesoamerica, South America, and North America. (2)

Transfer credit: UC, CSU

Anth 115—3 units **Introduction to Linguistics**

Prerequisites: None
3 hours lecture weekly

Current thinking on language and linguistics from a variety of perspectives. Course provides an introduction to historical linguistics, language change, language learning, bilingualism, pidgins and creoles, sociolinguistics, gender and language, and brain and language. (2).

Transfer credit: UC, CSU

Anth 189A-Z—1/2-3 units **Topics in Anthropology**

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

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

Anth 189B—3 units **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—3 units **Magic, Religion, and Witchcraft**

Introduction to magic, witchcraft, and sorcery as practiced by primitive, archaic, and classical cultures, comparisons with practices around the world today and a study of the intimate connection with ancient and modern religion. (2)

Transfer credit: CSU

Anth 189D—3 units **Experiences in Native American Culture**

Prerequisites: None
3 hours lecture weekly

This course teaches Native American culture using Native teaching methods. The integration of traditional verbal styles with non-verbal styles of learning (which could include dance, walks, contemplation, craft, art) is at the heart of the course. Students will accomplish some kind of specific craft or art project. (2)

Transfer credit: UC, CSU

Anth 198—1/2-10 units **Short Courses in Anthropology**

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

Courses and/or workshops in selected areas of Anthropology to meet specific needs of college or community as requested and required. Field trips may be required. May be repeated for a maximum of 6 units. (2)

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

Prerequisites: A course in the specific field
Lecture and/or lab as required by unit formula

Designed for students interested in furthering their knowledge of Anthropology on an independent basis. Assigned problems will involve library, lab, and field work. Maximum of 6 units.

Transfer credit: UC, CSU

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

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

Area Studies

AS 102A-Z—1/2-4 units **Introduction to Culture, Fine Arts, and Literature**

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

A set of courses designed to introduce the student to the culture of foreign countries through a study of Fine Arts and Literature, with attention to the needs of students. (2)

AS 103—3 units **Foreign Language for Business and Finance**

Prerequisites: None

3 hours lecture weekly

Instruction in selected language with special attention to the needs of students seeking to use the language for international business and finance. (2)

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. (2)

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. (2)

Transfer credit: UC, CSU (CAN: Art 2, 4)

Art 104AB—2-2 units Color and Design

Prerequisites: None

1 hour lecture, 3 hours lab weekly

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

Transfer credit: UC, CSU

Art 105AB—3-3 units Beginning Design Rendering

Prerequisites: Art 104AB, Art 106AB; Art 105A for Art 105B

1½ hours lecture, 4½ hours lab weekly

Rendering for accurate, detailed and dramatic abstract presentations for illustration. For beginning design students interested in design illustrations. (2)

Transfer credit: UC, CSU

Art 106A—3 units Beginning Drawing

Prerequisites: None

1½ hours lecture, 4½ hours lab weekly

Basic drawing experience stresses graphic representation of objects through a variety of media and techniques; particular emphasis upon the fundamental means of pictorial composition. Field trips may be required. Course may be taken a maximum of two times. (2)

Transfer credit: UC, CSU (CAN: Art 8)

Art 106B—3 units Intermediate Drawing

Prerequisites: Art 106A

1½ hours lecture, 4½ 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

1½ hours lecture, 4½ 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 (2)

Transfer credit: CSU

Art 107AB—3-3 units Drawing Concepts

Prerequisites: Art 104AB, Art 106AB or equivalent; Art 107A for 107B

1½ hours lecture, 4½ hours lab weekly

Exploring a range of drawing procedures of related and unrelated form and intensity; examining a method of stylization in real, abstract, and non-objective identity in mixed media. (2)

Transfer credit: UC, CSU

Art 108A—3 units Beginning Oil Painting

Prerequisites: Art 104AB, Art 106AB

1½ hours lecture, 4½ 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 (CAN: Art 10)

Art 108B—3 units Intermediate Oil Painting

Prerequisites: Art 108A

1½ hours lecture, 4½ 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

Art 108C—3 units Advanced Oil Painting

Prerequisites: Art 108B

1½ hours lecture, 4½ 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. (2)

Transfer credit: UC, CSU

Art 110A—3 units Beginning Acrylic Painting

Prerequisites: Art 104B, Art 106B

1½ hours lecture, 4½ 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. (2)

Art 110B—3 units Intermediate Acrylic Painting

Prerequisites: Art 110A

1½ hours lecture, 4½ hours lab weekly

Continued mastering of beginning concepts and involvement in more complex possibilities. Fragmentation, over-enlargement, manipulation. (2)

Transfer credit: UC, CSU

Art 110C—3 units Advanced Acrylic Painting

Prerequisites: Art 110B

1½ hours lecture, 4½ 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. (2)

Transfer credit: UC, CSU

Art 112A—3 units Beginning Watercolor

Prerequisites: Art 104AB, Art 106AB

1½ hours lecture, 4½ 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. (2)

Transfer credit: UC, CSU

Art 112B—3 units Intermediate Watercolor

Prerequisites: Art 112A

1½ hours lecture, 4½ 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

1½ hours lecture, 4½ 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. (2)

Transfer credit: UC, CSU

Art 113AB—2-2 units Color and Form

Prerequisites: Art 110AB, Art 112AB, Art 126AB
1 hour lecture, 3 hours lab weekly

Intellectual and intuitive concepts in studio art, primarily painting but relevant to all areas. Exploration through problems and lecture of philosophical and psychological solutions in contemporary art movements. (2)

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. (2)

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 portioning, manipulation and/or repositioning of landscape shapes and forms. (2)

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. (2)

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. (2)

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. (2)

Transfer credit: UC, CSU

Art 124A—3 units Beginning Gouache Painting

Prerequisites: None
1½ hours lecture, 4½ hours lab weekly

Painting in a watercolor medium which utilizes translucencies and opacities. An area of watercolor that changes the technical approach and procedures in watercolor painting. Exploration of medium use of watercolor paints and gouache color paints. Basic painting procedures working from still-life set-up, landscape figure in composition, academic to abstract. (2)

Transfer credit: UC, CSU

Art 124B—3 units Intermediate Gouache Painting

Prerequisites: Art 124A or equivalent
1½ hours lecture, 4½ hours lab weekly

Continuation of work in a watercolor medium which utilizes translucencies and opacities. An area of watercolor that changes the technical approach and procedures in watercolor painting. Further exploration of medium use of watercolor paints and gouache color paints. More complex painting procedure working from still-life set-up, landscape figure in composition, academic to abstract. (2)

Transfer credit: UC, CSU

Art 124C—3 units Advanced Gouache Painting

Prerequisites: Art 124B or equivalent
1½ hours lecture, 4½ hours lab weekly

Further work in a watercolor medium which utilizes translucencies and opacities. An area of watercolor that changes the technical approach and procedures in watercolor painting. Continued exploration of medium use of watercolor paints and gouache color paints. Advanced painting procedures working from still-life set-up, landscape figure in composition, academic to abstract. (2)

Transfer credit: UC, CSU

Art 125A—3 units Beginning Figure Painting in Watercolor

Prerequisites: Art 126ABC, Art 112ABC or equivalent
1½ hours lecture, 4½ hours lab weekly

Basic use of color in structuring the human form, nude or clothed, in both singular and compositional set-ups. Technical methods of transparent color usage in saturation, overlay, wet on wet, wet on dry procedures all done on watercolor paper. (2)

Transfer credit: UC, CSU

Art 125B—3 units Intermediate Figure Painting in Watercolor

Prerequisites: Art 125A or equivalent
1½ hours lecture, 4½ hours lab weekly

Continuation from beginning section with further refinement and technical improvement. Some additional colors added to basic watercolor palette. Volume painting in color—space

omissions for isolating various segments, intuitively or by design. Freer painting procedures. (2)

Transfer credit: UC, CSU

Art 125C—3 units Advanced Figure Painting in Watercolor

Prerequisites: Art 125B or equivalent
1½ hours lecture, 4½ hours lab weekly

Continued refinement and technical improvement. Full palette in watercolor with selected designer gouache colors allowing for a gouache technique or opacity in an otherwise transparent medium. (2)

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 multi-media. 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 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. (2)

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. (2)

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. (2)

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. (2)

Transfer credit: UC, CSU

Art 128A—3 units **Beginning Figure Painting in Oil**

Prerequisites: Art 126ABC, 108C or equivalent
1½ hours lecture, 4½ hours lab weekly

Technically allocated to the oil media in basic practices and procedures in painting. The ability to emphasize and emulate graphically and in color structures either academically or abstractly, the human or figurative form singularly or compositionally. (2)

Transfer credit: UC, CSU

Art 128B—3 units **Intermediate Figure Painting in Oil**

Prerequisites: Art 128A or equivalent
1½ hours lecture, 4½ hours lab weekly

Continuation of beginning, but examining new practices and procedures in painting. Further examination and emphasis in color structures either academically or abstractly. (2)

Transfer credit: UC, CSU

Art 128C—3 units **Advanced Figure Painting in Oil**

Prerequisites: Art 128AB or equivalent
1½ hours lecture, 4½ hours lab weekly
Further examination and adjustments in the oil media in basic practices and procedures in painting. The ability to emphasize and emulate graphically and in color structure either academically or abstractly, the human or figurative form singularly or compositionally. Considerations of figure distortion, abstraction and or fragmentation to the point of non-objectivity. (2)

Transfer credit: UC, CSU

Art 129A—3 units **Beginning Figure in Composition** **Drawing, Pastels, and Others**

Prerequisites: Art 126C, Art 127C or equivalent
1½ hours lecture, 4½ hours lab weekly

The study of figure placement in a variety of compositional set-ups, still life, interior, landscape, etc., its affect on all compositional arrangements. The single figure in composition. (2)

Transfer credit: UC, CSU

Art 129B—3 units **Intermediate Figure in Composition** **Drawing**

Prerequisites: Art 129A or equivalent
1½ hours lecture, 4½ hours lab weekly

Further study of figure placement. The single figure as a part of multi-figure composition, as well as multi-figures in composition. The figure in diminishing size, as well as the oversized figure. (2)

Transfer credit: UC, CSU

Art 129C—3 units **Advanced Figure in Composition** **Drawing**

Prerequisites: Art 129B or equivalent
1½ hours lecture, 4½ hours lab weekly

Advanced study for figure placement. The figure in a diminishing size, as well as the oversized figure. An examination of the figure academically and abstractly. (2)

Transfer credit: UC, CSU

Art 130—2 units **Introduction to Commercial Art**

Prerequisites: Art 104A and Art 106A or equivalent
1 hours lecture, 3 hours lab weekly

This is the ideal class for those who want to learn about the technical aspect of commercial art, or for those already with some experience in production art and paste-up techniques, but wish to improve their skills in this field. This is the practical on-hands accelerated class that you have been looking for. This class covers production art, paste-up techniques, technical art, comping techniques, color separation, key-lining, type specing, cost estimation, etc. May be repeated a maximum of two times. (2)

Transfer credit: UC, CSU

Art 131A—3 units **Commercial Illustration**

Prerequisites: Art 105AB or Art 126C or equivalent
1½ hours lecture, 4½ hours lab weekly

Commercial illustration projects will be assignments patterned after real world assignments. Emphasizes pre-sketching, research and a variety of printed applications with the practicality and the printability of the illustrations always a consideration. The importance of concept is always stressed. Assignments will vary each semester, but the main objective will remain the same.

Art 131B—3 units **Commercial Illustration**

Prerequisites: Art 131A
1½ hours lecture, 4½ hours lab weekly

Continuing 131A. Pre-sketching, research and a variety of printed applications with the practicality and the printability of the illustrations always a consideration. The importance of concept and camera-ready art is emphasized. Assignments will vary each semester, but the main objective will remain the same.

Art 150AB—3.3 units **Beginning Ceramics**

Prerequisites: Art 150A for 150B
1½ hours lecture, 4½ hours lab weekly

Fundamental course in pottery making; slab and coil techniques and wheel throwing with emphasis on ceramic form and design, glazing, and craftsmanship. (2)

Transfer credit: UC, CSU

Art 151AB—3.3 units **Intermediate Ceramics**

Prerequisites: Art 150AB; Art 151A for 151B
1½ hours lecture, 4½ hours lab weekly

Emphasis on handbuilt and wheel-thrown forms; study of glazes and decoration techniques. Development of good crafts techniques

and study of the history of ceramics past and present. (2)

Transfer credit: UC, CSU

Art 152AB—3.3 units **Ceramic Design**

Prerequisites: Art 150 or 151 or equivalent
1½ hours lecture, 4½ hours lab weekly

Further study in applied design, use of glaze materials, kiln firing, wheel work, and independent projects. (2)

Transfer credit: UC, CSU

Art 153AB—3.3 units **Glaze Formulation**

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

1½ hours lecture, 4½ hours lab weekly

A study of ceramic glazes through practical laboratory experiments. Gram scale will be used to keep accurate record of ingredients used to formulate base glazes and oxides used as colorants. (2)

Transfer credit: CSU

Art 155AB—3.3 units **Beginning Sculpture**

Prerequisites: Art 155A for 155B
1½ hours lecture, 4½ hours lab weekly

Studio course in fundamentals of sculpture exploring historical and philosophical aspects of sculpture in conjunction with practical projects and experience. Emphasis on developing understanding of sculptural problems with the human figure and abstract form. Field trips may be required. (2)

Transfer credit: UC, CSU (CAN: Art 12)

Art 156AB—3.3 units **Intermediate Sculpture**

Prerequisites: Art 155AB; Art 156A for 156B
1½ hours lecture, 4½ hours lab weekly

Intermediate studio course in fundamentals of sculpture and exploring historical and philosophical aspects of sculpture in conjunction with practical projects and experience. Emphasis on developing understanding of sculptural problems. (2)

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—1/2-10 units Short Courses in Art

Prerequisites: None

Lecture and/or lab as required by unit formula

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

Transfer credit: UC, CSU

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

Prerequisites: A course in the specific field

Lecture and/or lab as required by unit formula

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

Transfer credit: UC, CSU

Astronomy

Ast 101—3 units Elementary Astronomy

Prerequisites: None

3 hours lecture weekly

Introductory course designed to familiarize students with various aspects of the subject; course covers history, tools, solar system, stars, galaxies, and black holes. (2)

Transfer credit: UC, CSU

Ast 198—1/2-10 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 5A—2 units Auto Body Painting and Refinishing I

Prerequisites: AB 1 or concurrent enrollment

1 hours lecture, 3 hours lab weekly

This course is designed to prepare students for entry-level positions in the automotive refinishing industry by providing training in painting and refinishing fundamentals. Topics to be covered include a history of the industry, shop safety, shop equipment and layout, required tools and materials, and surface preparation techniques.

AB 5B—2 units Auto Body Painting and Refinishing II

Prerequisites: AB 1 or concurrent enrollment

1 hours lecture, 3 hours lab weekly

This course continues training in automotive painting and refinishing. Topics to be covered include application of undercoats and top coats, spot repair procedures, paint job procedures, paint problems, and procedures for securing employment in the field.

AB 98—1/2-10 units Short Courses in Auto Body

Prerequisites: None

Lecture and/or lab as required by unit formula

Specialized topics designed to inform or update interested persons in the various disciplines within the auto body repair industry. (2)

Automotive Technology

AT 1—1-12 units Automotive Technology

Prerequisites: Students will be tested for English placement; concurrent enrollment in 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

2 1/2 hours lecture, 1 1/2 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 4—3 units Automotive Emission Control

Prerequisites: None

3 hours lecture weekly

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

AT 10—3 units Fundamentals of Auto Technology

Prerequisites: None

3 hours lecture weekly

Comprehensive overview of the automobile, including the systems, basic operating principles, and repair procedures. Systems 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
2½ hours lecture, 1½ hours lab weekly

Detailed coverage of automotive tune-up including use of sophisticated, specialized test equipment.

AT 14—4 units Brake and Front End Repair

Prerequisites: None
2 hours lecture, 6 hours lab weekly

Teaches the techniques of servicing conventional and disc brake systems, and necessary theory and practical experience to accomplish front end suspension repair, wheel alignment, and wheel balancing. Course may be taken a maximum of two times.

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 22A—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 22B—4 units Advanced Engine Overhaul and Repair

Prerequisites: AT 22A
3 hours lecture, 3 hours lab weekly

Advanced engine overhaul techniques designed for in-depth study of the technical and manipulative skills of engine rebuilding, valve repair, and assembly techniques.

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.

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.

Aviation

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

Biology

Biol 98—½-10 units Short Courses in Biology

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

Specialized topics designed to inform or update interested persons in the various disciplines within the Biological Sciences.

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 or students who have completed or are enrolled in a botany or zoology course; not open to students 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. (2)

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 106L—1 unit Human Environment Laboratory

Prerequisites: Biol 106 or concurrent enrollment
3 hours lab weekly

Laboratory studies of basic ecological principles and environmental problems. Topics include soil, water, and air analysis, population dynamics, health effects of pollution and conservation of resources.

Biol 107—5 units Anatomy and Physiology

Prerequisites: None; however, high school Biology and Chemistry are strongly recommended.
3 hours lecture, 6 hours lab weekly

Course consists of a systematic approach to structure and function of mammals, with special attention given to humans; stresses the highly-integrated nature of structure and function with special attention to pathological as well as normal states. Laboratory is equally divided between general mammalian anatomy and selected physiological exercises with special attention to human structure and function. Designed primarily for allied health majors (registered nursing, X-ray technology, licensed vocational nursing, medical technology, etc.), and some transfer majors. (2)

Transfer credit: UC

Biol 108—3 units Marine Biology

Prerequisites: None
3 hours lecture weekly

Survey of biological activities of marine organisms; includes an introduction to physical oceanography, ecology, and energy flow within the marine environment, and some basic biological concepts using marine eco-systems as examples. Pollution and conservation of marine environment will also be considered. Optional weekend field trips may be scheduled. (2)

Transfer credit: UC, CSU

Biol 108L—1 unit Marine Biology Laboratory

Prerequisites: Biol 108; may be taken concurrently
3 hours lab weekly

Laboratory and field studies of marine organisms and their environment. Field trips and boat fees may be required. (2)

Transfer credit: UC, CSU

Biol 109—3 units Plant and Animal Communities of California

Prerequisites: None
2 hours lecture, 3 hours lab weekly

Study of soil, climatic and biological factors responsible for formation of plant and animal communities throughout California with special emphasis on Santa Barbara and Ventura Counties; plant and animal identification and influence of human activity on the local environment are included. Field trips will be to natural areas where plant and animal interactions can be observed. (2)

Transfer credit: UC, CSU

Biol 110—5 units Principles of Microbiology

Prerequisites: Chem 20; Biol 103 or equivalent
3 hours lecture, 6 hours lab weekly

Study of the distribution, structure, and metabolic activities of bacteria, fungi, algae, protozoa and viruses and physical/chemical methods in their control; lab methods in isolation, cultivation and 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
2 hours lecture, 6 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 (CAN: Biol 10)

Biol 112—4 units Human Physiology

Prerequisites: Chem 20 or equivalent and Biol 111
3 hours lecture, 3 hours lab weekly

Study of the underlying physiological processes involved in the functioning of the organs and systems of the human body. Lab experiments and demonstrations to illustrate basic physiological principles and techniques. (2)

Transfer credit: UC, CSU

Biol 198—½-10 units Topics in Biology

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

Designed to meet specific needs of college and community, as required and requested by persons whose needs in this area are not met by present course 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 interested in furthering their knowledge of Biology on an independent study basis. All studies will require laboratory and library research as well as written report. May be repeated for a total of 6 units.

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

Biol 105 General Botany

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. (2)

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 4—3 units **Computerized Accounting**

Prerequisites: Bus 1 or equivalent; BIS 40A, Bus 101A recommended
2 hours lecture, 3 hours lab weekly

An indepth study of financial accounting using microcomputer software systems. Students learn to become occupationally competent in the use of at least one of several general ledger or write-up software systems available. (2)

Bus 5—1½ units **Individual Income Tax Workshop**

Prerequisites: None
1 hour lecture, 1½ 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. (2)

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

Prerequisites: None
3 hours lecture weekly

Federal and California income tax theory for individual taxpayers. (2)

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)

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 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. (2)

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. (2)

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.

Bus 101A—3 units
Accounting Principles I

Prerequisites: Bus 1 or equivalent recommended
 3 hours lecture weekly

Basic principles of accounting as a foundation for advanced study, and as a vocational skill; accounting cycle, vouchers system; problems involved in accounting for notes, expenses, assets, payroll, and for sole proprietorship, partnership, corporation, or manufacturing enterprises.

Transfer credit: UC, CSU (CAN: Bus 2)

Bus 101B—3 units
Accounting Principles II

Prerequisites: Grade of C or better in Bus 101A
 3 hours lecture weekly

Continues and concludes introductory phase of accounting; surveys accounting problems and procedures unique to partnerships and corporations; includes sections on managerial financial analysis for decision-making in business and the Federal Income Tax.

Transfer credit: UC, CSU (CAN: Bus 4)

Bus 102—3 units
Managerial Accounting

Prerequisites: Bus 101A
 3 hours lecture weekly

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

Transfer credit: CSU

Bus 111A—3 units
Business Law I

Prerequisites: None. Sophomore standing recommended
 3 hours lecture weekly

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

Transfer credit: UC, CSU (CAN: Bus 8)

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 techniques of selling; areas emphasized are sales personality, sales planning, securing prospects, counseling buyers, handling objections, and learning public relations. Speakers and films where appropriate.

Transfer credit: CSU

Bus 131—3 units **Retail Merchandising**

Prerequisites: None
3 hours lecture weekly

Merchandising activities in small and large businesses are considered from the standpoint of management operations, buying and selling, leasing, distributing, and advertising. Speakers, field trips, and films where appropriate.

Transfer credit: CSU

Bus 132—3 units **Marketing**

Prerequisites: None
3 hours lecture weekly

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

Transfer credit: CSU

Bus 133—3 units **Advertising**

Prerequisites: None
3 hours lecture weekly

Practical application of principles of advertising for large and small businesses; includes advertising theory, layout production, printing, and production processes. (Co-listed with Journ 133.)

Transfer credit: CSU

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

Prerequisites: Bus 131 recommended
3 hours lecture weekly

Principles and practices used in management of retail stores; comparative analysis of retail institutions on basis of initial requirements, facilities organization, staffing, sales promotion, and customer services.

Transfer credit: CSU

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

Prerequisites: None
3 hours lecture weekly

Principles and techniques of buying for retail organization, including merchandise selection, planning, contracting, and the use of management reports. Emphasis placed on subjects closely integrated with retail buying functions,

store operation procedures, sales promotion, and personnel management.

Transfer credit: CSU

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

Prerequisites: None; Bus 120 recommended
3 hours lecture weekly

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

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

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

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

Bus 140—3 units **Business Communications**

Prerequisites: Bus 40 or 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 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 **Configuration Management**

Prerequisites: Bus 170
3 hours lecture weekly

This course presents an introduction to the principles of configuration management as applied to the DOD acquisition and development cycle. Using a systems approach, this course provides an overview of the configuration management field, including such topics as: the origin and evolution of the field; essential elements of configuration identification, control, status accounting, and required reviews and audits; preparation of configuration management plans; and compliance with DOD requirements in configuration.

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 180—3 units **Introduction to International Business**

Prerequisites: Bus 120 or business experience suggested
3 hours lecture weekly

An introductory course designed to examine international business in the international environment. The course will emphasize the cultural and political dynamics and their effects on the business environment. (2)

Bus 181A—1 unit **International Marketing**

Prerequisites: None
3 hours lecture weekly for 6 weeks

This course presents the problems of marketing in the international marketplace and how marketers approach and solve them. Studies include: international marketing position of the U.S., analysis of foreign markets, culture and marketing, product design, pricing distribution, promotion and sales.

Bus 181B—1 unit **International Finance**

Prerequisites: None
3 hours lecture weekly for 6 weeks

Case studies will be presented describing examples of successful and unsuccessful international financial transactions. Emphasis will be on following appropriate procedures exactly and on early detection of potential problems which often arise.

Bus 181C—1 unit **Basics of Importing**

Prerequisites: None
3 hours lecture weekly for 6 weeks

An overview of the steps involved in importing a product or service from beginning to end. Course includes an introduction to the United States Customs Service, what custom brokers do, duty rate structure determination, basic laws affecting imports, currency exchange, and letters of credit. Practical advice about storage and transportation of shipments after they have cleared customs will also be shared.

Bus 181D—1 unit **Basics of Exporting**

Prerequisites: None
3 hours lecture weekly for 6 weeks

Marketing, organization, regulation, terms of access, documentation, shipment and financing involved with international movement of merchandise; trade patterns by countries and commodities. This course covers the different aspects of exporting and affords the student a working knowledge of the various terms and techniques essential to exporting. (1)

Bus 181E—1 unit **International Purchasing**

Prerequisites: None
3 hours lecture weekly for 6 weeks

An introduction to the rules and regulations involved and difficulties encountered when purchasing from foreign sources. Involves study of cultural, legal, and economic factors.

Bus 182—2 units **International Law**

Prerequisites: None
3 hours lecture weekly for 12 weeks

Introduction to the legal aspects and ramifications of international trade topics including multinational enterprises, sovereignty, technology, transfer, arbitration, negotiation, and diplomacy.

Bus 183E—1 unit **Export Marketing Case Studies**

Prerequisites: None
3 hours lecture weekly for 6 weeks

Individual case studies of actual companies performing export business. These case studies will contain a detailed analysis of Ventura County, United States, foreign and transnational companies. Students will learn through the analysis

of companies' problem areas and solutions based upon actual business conducted.

Bus 183G—1 unit **World Transportation**

Prerequisites: None
3 hours lecture weekly for 6 weeks

An introduction to international transportation options in export and import operations, including transportation terminology, air and surface shipping modes, and laws and regulations governing international shipment of goods.

Bus 183H—1 unit **International Distribution**

Prerequisites: None
3 hours lecture weekly for 6 weeks

An introduction to international distribution options in export and import operations, including freight forwarders and distributors in competitive markets. Specialized services in various world markets will be explored.

Bus 189—1/2-3 units **Topics in Business**

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

Specialized topics designed to inform or update interested persons in various disciplines within the field of business. Unit credit determined by length of course.

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

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

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

Transfer credit: CSU

Bus 190B—1-3 units **Business Internship**

Prerequisites: Bus 120
3 to 9 hours lab weekly

Students will receive hands-on experience in business to enhance their opportunity for success by bridging the gap between educational theory and on-the-job practice. May be repeated for a maximum of 6 units.

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

Prerequisites: None
Lecture and/or lab hours 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.

Bus 199AB—1-3 units Directed Studies in Business

Prerequisites: Completion of 12 units in Business
Lecture and/or lab hours as required by unit formula

Designed for students interested in furthering their knowledge of business on an independent study basis.

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

Bus 4	Analysis of Financial Statements
Bus 12	Consumer Law
Bus 14	Family Risk Management
Bus 15	Small Claims & Civil Procedures
Bus 21	Installment Credits
Bus 22	Principles of Bank Operations
Bus 23	Commercial Bank Teller Training

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 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, oral communications, business letter writing, 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. 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—½-5 units Specialized Office Skills

Prerequisites: As required by individual course
Lecture and/or Lab hours as required by unit formula

Specialized topics designed to inform or update interested persons in various disciplines within the field of Office Skills. Unit credit determined by length of course. (2)

BIS 12A—1 unit Alphabetical Filing

Prerequisites: None
3 hours laboratory weekly

Quick but thorough review of filing procedures and principles. Students will learn alphabetic and government filing procedures. (2)

BIS 12B—1 unit Ten-Key Calculators

Prerequisites: None
3 hours laboratory weekly

Course includes practical business problems that can be solved on most office machines. Students will learn to operate the machine by individualized instruction. Drill and review will round out the office machine operator's training. (2)

BIS 12C—1 unit Vocational Spelling

Prerequisites: None
3 hours laboratory weekly

Program designed to help students become more proficient spellers. Taught on an individualized approach. Instruction in the class is given on cassette tapes. (2)

BIS 12D—1 unit **Typewriting Review**

Prerequisites: Ability to type
3 hours laboratory weekly

Course will give students a review of basic typewriting skills. Students will work with basic operations of the typewriter using simple-to-complex approach to learning. Time will also be spent in developing speed and accuracy. (2)

BIS 12E—1 unit **Duplicating Machines**

Prerequisites: Ability to type. Speed of 45-50 recommended. Knowledge of business forms.
3 hours laboratory weekly

Quick yet thorough review of office machines that currently are used in the modern office. An overview of total scope of modern duplicating techniques. (2)

BIS 12H—1 unit **Composing at the Typewriter**

Prerequisites: Ability to type a minimum of 40 wpm. Knowledge of business forms.
3 hours laboratory weekly

Course designed to train students to compose materials at the typewriter. (2)

BIS 12I—1 unit **Punctuation Review**

Prerequisites: None
3 hours laboratory weekly

Designed to give students a comprehensive review of basic English grammar and usage skills. Students will improve punctuation skills as well as sentence structure and correct English usage. (2)

BIS 12J—1 unit **Business Arithmetic Review**

Prerequisites: None
3 hours laboratory weekly

Review of basic arithmetic skills and fundamental operations including addition, subtraction, multiplication and division of whole numbers, fractions, decimal numbers, and percentages. Individualized and self-paced. (2)

BIS 12K—2 units **Proofreading Skills**

Prerequisites: 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)

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 17A—1½ units **Superwrite Alphabetic Writing System**

Prerequisites: None. Typing ability recommended
1 hours lecture, 1½ hours lab weekly

Superwrite is a writing system based primarily on longhand and secondarily on phonetics. It is designed to provide students with a quick, easy-to-learn method of writing that is extremely easy to read, even if notes are not later typed. Superwrite is not designed for extremely high writing speeds. However, students should be able to increase their writing speed significantly. Speeds of up to 60 wpm on 1 minute writings can be expected upon completion of the course. (2)

BIS 17B—1½ units **Notetaking: Superwrite Alphabetic Writing System**

Prerequisites: BIS 17A; BIS 1ABC or equivalent
½ hours lecture, 3 hours lab weekly

Course is designed for the student who has learned Superwrite. Extensive dictation and transcription practice. Students will obtain a minimum dictation speed of 80 wpm. (2)

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. (2)

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
(8 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
(8 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
(8 weeks)

Instruction and practical experience using basic MultiMate functions and learning job-related usable skills. (2)

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
(8 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
(8 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
(8 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
(8 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
(8 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 (8 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 (8 weeks)

Advanced instruction and practical experience using basic Microsoft Word functions and learning job-related usable skills. (2)

BIS 31K—1 unit

Desktop Publishing: Beginning Course

Prerequisites: Either BIS 31B, BIS 31D, BIS 31F, BIS 31J or equivalent
1 hour lecture, 3 hours lab weekly (8 weeks)

Instruction and practical experience in using basic Desktop Publishing functions and learning job-related skills through the page composition step of a publishing system. (2)

BIS 31L—1 unit

Desktop Publishing: Advanced Course

Prerequisites: BIS 31K
1 hour lecture, 3 hours lab weekly (8 weeks)

Instruction and practical experience in using advanced Desktop Publishing functions. Learning job-related skills through modification of style sheets and page layouts. Creation of a

publication using scanning techniques. The generation of indexes and tables of contents. (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)

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 flat 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. (2)

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. (2)

INFORMATION PROCESSING**BIS 151—3½ units****Introduction to Information Processing Systems**

Prerequisites: None

3 hours lecture, 1½ hours lab weekly

Comprehensive introduction to principles of computers and electronic data processing (special emphasis on 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 and 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 11 or equivalent;

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 and Math 11 or equivalent;

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 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 11 or equivalent; BIS 152 or concurrent enrollment 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—3½ units**Computer Operations**

Prerequisites: BIS 151 or equivalent and one semester of computer programming

3 hours lecture, 1½ hours lab weekly

Designed to acquaint students with the role and functions of a modern computer center. Assesses the skills and activities of the various job functions in the computer center. Familiarizes students with the basic concepts, techniques and use of operating systems on single user systems as well as computers with multi-processing capabilities. (2)

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: BIS 151

3 hours lecture weekly

Analysis and design of an information retrieval system for management decision-making based upon computer techniques; file organization, electronic data processing and integrated data processing are included.

Transfer credit: CSU

BIS 163—4 units Data Base Management

Prerequisites: BIS 154A, and BIS 161A
3 hours lecture, 3 hours lab weekly

Study of principles of design, implementation and maintenance of a data base management system. DBase and 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 190—1-3 units Internship in Information Processing

Prerequisites: BIS 153A or 154A with a grade of B or better
3-9 hours lab weekly

Students will receive hands-on experience in computer operation and programming in the information processing system installation of a local business. May be taken for a maximum of 6 units. (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.

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.

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

Transfer credit: UC, CSU (CAN: Chem 6)

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)

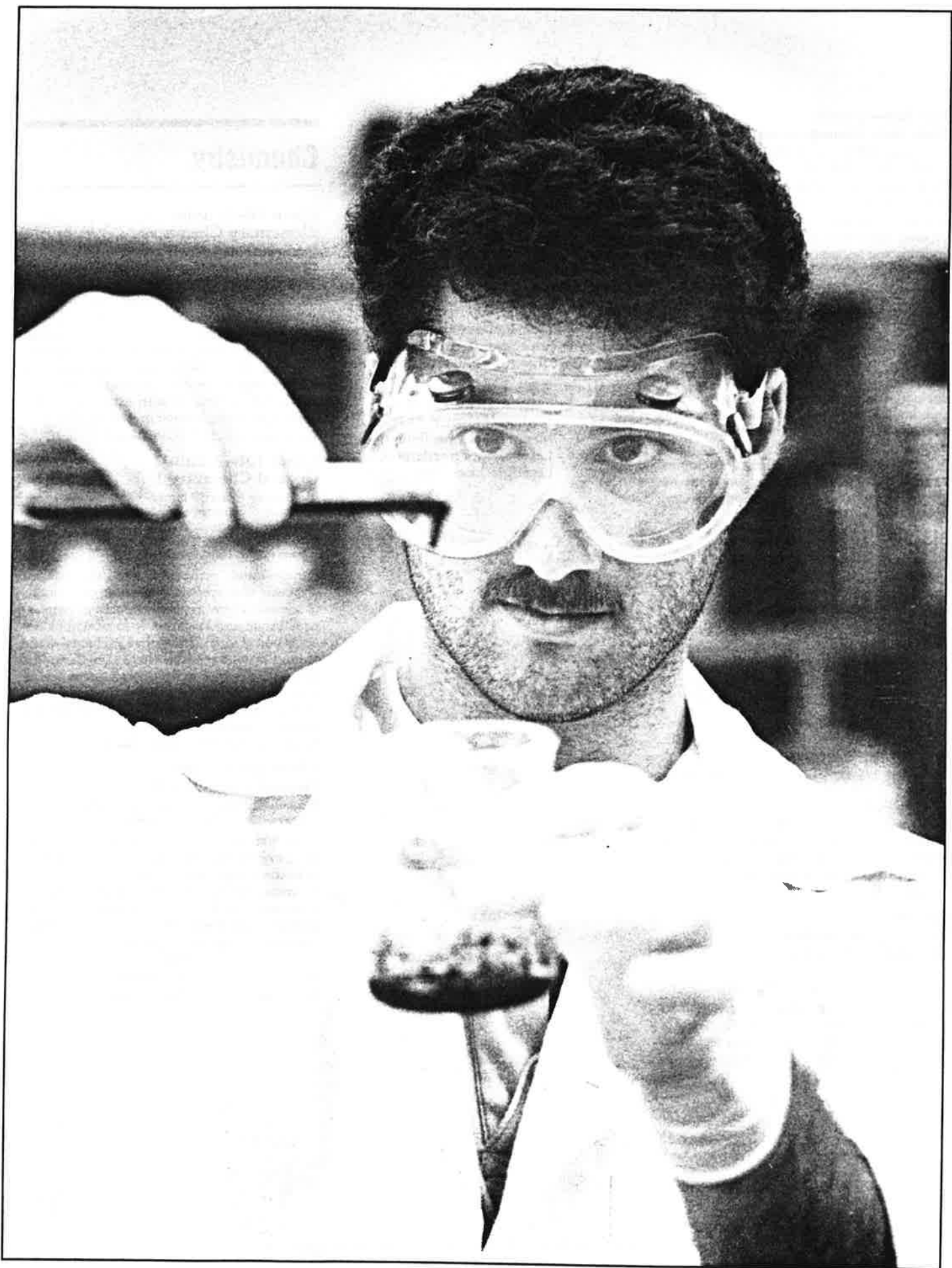
Transfer credit: UC, CSU (CAN: Chem 2)

Chem 102—5 units General Chemistry II

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

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

Transfer credit: UC, CSU (CAN: Chem 4)



Chem 106—5 units Organic Chemistry I

Prerequisites: Chem 101 and 102
3 hours lecture, 6 hours lab weekly

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

Transfer credit: UC, CSU

Chem 107—5 units Organic Chemistry II

Prerequisites: Chem 106
3 hours lecture, 6 hours lab weekly

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

Transfer credit: UC, CSU

Chem 108—3 units Elementary Organic Chemistry

Prerequisites: 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. (2)

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. (2)

Transfer credit: UC, CSU

Child Development

CD 10ABCD—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 40—½ unit Lesson Planning with a Theme

Prerequisites: None
1 hour lecture weekly (9 weeks)

Curriculum planning for young children using various themes and topics. Students will learn how to plan art, science, language, motor and other areas using a theme that will facilitate more effective learning with young children. Using a different theme approach each time the course is offered, students will develop skills of organization and lesson planning. (2)

CD 41—½ unit Programs for School-Age Children

Prerequisites: None
1 hour lecture weekly (9 weeks)

This course covers programs for the out-of-school care of school-age children with a focus on the characteristics of quality care. Methods of fostering emotional, intellectual, physical and social development will be explored. Program planning skills and program ideas will be covered with different topics each time the course is offered. (2)

CD 42—½ unit Identifying and Working with the Abused

Prerequisites: None
1 hour lecture weekly (9 weeks)

This course discusses the evidence and identification, as well as the cause of abuse. Students will learn to identify physical, emotional, and sexual abuse signs and methods and laws relating to reporting. Methods of working with families will also be explored. In addition, materials will include how professionals can protect themselves from being accused. (2)

CD 43—½ unit Young Children with Handicapping Conditions

Prerequisites: None
1 hour lecture weekly (9 weeks)

This class will include information on identifying possible problems, places for referral, and community resources related to children with handicapping conditions. The students will explore curriculum designs for children with handicapping conditions, parent-provider coordination, and legal rights. Different types of disabilities will be covered in different courses. (2)

CD 44—½ unit Nutrition for Young Children

Prerequisites: None
1 hour lecture weekly (9 weeks)

This course is designed to present current nutritional information as it relates to children, as well as ideas and methods to bring children and food together in a positive manner. Different topics and activities are presented each time the course is presented. (2)

CD 45—½ unit Creative Activities for Children

Prerequisites: None
1 hour lecture weekly (9 weeks)

Creative activities (art, music, dramatic play, etc.) are important for the growth of children mentally, socially and emotionally. This course will focus on various ways to provide a variety of developmentally appropriate activities to enrich children's growth and development. (2)

CD 46—½ unit Teacher/Parent Communication

Prerequisites: None
1 hour lecture weekly (9 weeks)

Developing skills of working with parents for information and helping with the growth and development of children. This course will cover the value of effective communication, the places and ways it is most effective, and methods of developing communication skills. (2)

CD 47—½ unit Children and Discipline

Prerequisites: None
1 hour lecture weekly (9 weeks)

This course covers various discipline methods and techniques for adults to use with children. Basic methods covered will vary in classes but will include ones such as behavior modification, logical and natural consequences, communication skills, etc. Information on uses, as well as practice, will be included in classes. Topics will also include adaptation to different age children and use with special needs children. (2)

CD 48—½ unit Science and Math for Children

Prerequisites: None
1 hour lecture weekly (9 weeks)

Curriculum planning for the early childhood classroom related to science and math concepts. Students will learn how to plan art, science, language, and motor activities, as well as room environments that will facilitate more effective learning with young children. Information will be given to develop skills of organization and lesson planning. (2)

CD 49—½ unit Programs for Infants and Toddlers

Prerequisites: None
1 hour lecture weekly (9 weeks)

This course will cover the development and implementation of environments and activities for children birth to age two and a half. The emphasis will be on the importance of play as a medium for learning and the selection of appropriate materials and resources. (2)

CD 50—1 unit Day Care Today

Prerequisites: None
1 hour lecture weekly

Specialized course designed to inform or update interested persons in the area of day care. Course covers areas of home day care and needs as well as day care done in larger group settings. Topics include planning programs, skills in working with children and parents, and record keeping and evaluation. (2)

CD 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.

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. Individual and social resources for family health and welfare and improving child development techniques explored. Field trips and negative TB tests required.

Transfer credit: UC, CSU

CD 107—3 units Cross-Cultural Experiences with Children and Families

Prerequisites: None
3 hours lecture weekly

Course offers general introduction to life styles, values, and socioeconomic conditions of children from bilingual and bicultural families, with special emphasis on ways in which these factors affect teaching and learning processes. Students introduced to strategies, materials, and resources designed to enhance their skills in working with bilingual, bicultural children. Prejudices, ethnicity, and values related to cultural identity explored. Field trips and negative TB test required.

CD 111—3 units Child Development Principles and Practicum I

Prerequisites: Completion or concurrent enrollment in CD 103, 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 113—3 units Programs for Infants and Toddlers

Prerequisite: CD 102 or equivalent
3 hours lecture weekly

Course will cover the normal development of children from birth to age 3 and the environments and activities which meet their developmental needs. The emphasis will be on the importance of play as a medium for development and the selection of appropriate play materials. Parent education, community resources and cultural and ethnic differences will be covered. A negative TB test and field trips are required. (2)

CD 114—3 units Programs for School-Age Children

Prerequisites: None
3 hours lecture weekly

This course covers programs for the out-of-school care of school-age children with a focus on the characteristics of quality care. Methods of fostering emotional, intellectual, physical and social development will be explored. Program planning skills and program ideas will be covered. This course meets state licensing regulations for working with school-age children. (2)

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

Prerequisites: CD 115, experience as a supervisor or equivalent
3 hours lecture weekly

This course covers the principles and practices of administration of early 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.

Transfer credit: CSU

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 Red Cross multi-media first aid Red Cross card.

Transfer credit: CSU

CD 130—3 units Parent/Child Interaction

Prerequisites: None
3 hours lecture weekly

Course explores the challenging role of a parent. Focus on studying a variety of approaches to effective parenting, identifying typical problem areas and dealing with them by prevention or coping strategies, and promoting positive interactions between parent and child. Field trips may be required. (Co-numbered with Psych 112.)

Transfer credit: CSU

CD 131—3 units Art in Early Childhood

Prerequisites: None
3 hours lecture weekly

Course aimed at developing awareness and sensitivity of the nursery school teacher and understanding of stage-by-stage development of the preschool child. Use of teacher and student demonstrations, visual aids including films, and field trips.

Transfer credit: CSU

CD 132—3 units Science in Early Childhood

Prerequisites: None
3 hours lecture weekly

Methods of enriching the child's exposure to the natural and physical world. Using basic science equipment and developing practical materials as well as reference materials for school and teacher included. Focus on problem-solving and inquiry approaches to the involvement of young children in first-hand exploration of their environment.

Transfer credit: CSU

CD 133—3 units Language Arts in Early Childhood

Prerequisites: None
3 hours lecture weekly

Developing language arts and literature experiences for young children. Explores experiences which support and extend children's ability to use language as a means of communication,

medium of creative expression, and tool in development of logical thought. Includes games, puppetry, flannel board material, storytelling, and children's literature.

Transfer credit: CSU

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—1/2-3 units Topics in Child Development

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

Courses considering specialized, specific topics in child development which are not covered in the general Child Development offerings.

Transfer credit: CSU

CD 198—1/2-10 units Short Courses in Child Development

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

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

CD 199AB—1/2-3/1/2-3 units Directed Studies in Child Development

Prerequisites: A course in the specific field
Lecture and/or lab as required by unit formula

Designed for selected students interested in furthering their knowledge of child development on an independent basis. Assigned problems will involve library, lab, and field work. Maximum of 6 units.

Transfer credit: CSU

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

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

Diesel Mechanics

DM 4—4 units Engine Overhaul and Repair

Prerequisites: None
2 hours lecture, 6 hours lab weekly

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

DM 5—3 units Engine Tune-Up and Troubleshooting

Prerequisites: None
2½ hours lecture, 1½ hours lab weekly

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

DM 6—3 units Electrical System Theory

Prerequisites: None
3 hours lecture weekly

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

DM 8—2 units Power Trains

Prerequisites: None
1 hour lecture, 3 hours lab weekly

Course provides training in fundamentals and principles of power trains and components as applied to heavy vehicle repair; lab work offered in this course provides training on clutches, transmissions, driveshafts, final drives, and axle assemblies.

DM 12—3 units Introduction to Hydraulics

Prerequisites: None
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. (2)

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—½-10 units Short Courses in Diesel Mechanics

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

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

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. (2)

Transfer credit: UC, CSU (CAN: Econ 2)

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 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. (2)

Transfer credit: UC, CSU (CAN: Econ 4)

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

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.

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

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

El 5—4 units

Digital 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 mil specs. Course may be taken a maximum of two times.

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 micro-electronics. Other topics include die attachment, wire bonding, and military standards. Course may be taken a maximum of two times.

El 12A—4 units

Small Electronic Equipment Repair I (Radios)

Prerequisites: El 10 or El 50 or equivalent
2 hours lecture, 6 hours lab weekly

This course offers theory and testing of high fidelity stereos, AM/FM radios, cassette players, and CD players. Special emphasis is given to safety procedures and the use of equipment and tools. Students will study common circuit configurations, adjustments, signal tracing, trouble shooting, and repair production.

El 12B—4 units

Small Electronic Equipment Repair II (Televisions)

Prerequisites: El 12A or El 10 or El 50 or equivalent
2 hours lecture, 6 hours lab weekly

This course familiarizes students with an understanding of the television receiver and black and white, color and video monitors, as well as recognize symptoms, schematic circuits, block diagrams, use of the test equipment, troubleshooting and location of defective components. All the theory will be discussed in a very practical manner for easy understanding.

El 12C—4 units

Small Electronic Equipment Repair III (VCRs)

Prerequisites: El 10, El 50 or equivalent
2 hours lecture, 6 hours lab weekly

This course offers theory and practice of repair, preventative maintenance and calibration of video cassette recorders (VCRs). Special emphasis is given to safety procedures and the use of test equipment and tools. Students will study common circuit configurations, adjustments, signal tracing, troubleshooting and repair.

El 20—4 units

Cable Television Installation

Prerequisites: Appropriate score on math placement test
3 hours lecture, 3 hours lab weekly

Prepares students for employment as entry level Cable Installers/Technicians, able to prepare customer's homes for and install cable reception. Includes connection of terminal devices and explanation of system operation, channels, and programming to subscribers. Students will also learn to upgrade or downgrade service. Includes service feeder and drop lines as well as disconnection of service. Emphasis is placed on consumer relations.

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 30—4 units**Aircraft Communications I**

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

Instruction is offered in the theory of operation of aircraft AM, FM, and SSB, communication and navigation equipment. Labs provide experience in the testing alignment and troubleshooting of aircraft communication and navigation equipment.

El 31—4 units**Aircraft Communications II**

Prerequisites: El 30
3 hours lecture, 3 hours lab weekly

Instruction is offered in FCC regulations leading to the FCC General Radio Operator's license. Labs provide experience in the alignment and troubleshooting of aircraft communication equipment.

El 50—4 units**Introduction to Applied Electronics**

Prerequisites: El 10 or equivalent
3 hours lecture, 3 hours lab weekly

Classroom study of DC theory, Ohm's law, series and parallel circuits, voltage dividers, basic math and algebra required for Kirchoff's law, superposition and Thevenin's theorems, calculator use and practice problems, capacitors, inductors, and RC/RL Time Constant. Students will be given a comprehensive presentation of the physical and mathematical laws for DC electronics circuits. Principles will be applied in the lab setting.

El 51—4 units**Electrical/Mechanical Drawing**

Prerequisites: None
3 hours lecture, 3 hours lab weekly

Study of electrical and mechanical schematics, drawings, and blueprints. Includes both reading and drawing of commonly used symbols for electronic and mechanical equipment.

El 52—4 units**Industrial Electronics /AC**

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, Ohm's law, and use of measuring devices. Field trips may be required.

El 54—3 units**Electronics and Programming for Process Control Computers**

Prerequisites: El 3, El 4 or equivalent
2½ hours lecture, 1½ hours lab weekly

Overview and applications of computers in design (CAD and CIM) and for process control, including computer numerical control (CNC), and industrial robotics used in production, inspection and testing of electronic and other products. Standard programming methods using industry standard code, descriptive geometry programming languages and use of computer supported programming techniques (CAM). Hands-on experience in programming, equipment set-up and operation.

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.

El 99—1-3 units**Directed Studies in Electronics**

Prerequisites: El 3, El 4
Lecture and/or lab hours as required by unit formula

Designed for students interested in furthering their knowledge of electronics on an independent study basis.

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.

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

Engr 110—3 units**Engineering Materials**

Prerequisites: Chem 101
3 hours lecture weekly

This introductory course on engineering properties of materials applies basic principles of atomic and crystal structure of solids to the study of properties, and to selection and use of engineering materials.

Transfer credit: CSU

Engr 115—4 units**Engineering Statics and Strength of Materials**

Prerequisites: Math 121, Engl 110
4 hours lecture weekly

Course covers vector algebra, equivalent force systems, free body diagrams and equilibrium, structural mechanics, behavior of deformable solids, stress and strain tension, compression, flexure, torsion, beams, columns, statically indeterminate problems, multiaxial stresses, theories of strength.

Transfer credit: CSU

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 4—3 units Phonics and Approaches to Reading

Prerequisites: None
3 hours lecture weekly

A course designed for students who need to learn the meanings of new words and how to correctly pronounce them through the use of phonetics. Areas of emphasis will include vowel sounds, blends, digraphs, diphthongs, inflectional endings, word families, sight words and oral languages.

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 suggested
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 11—5 units Basic Composition

Prerequisites: Appropriate score on writing assessment suggested
5 hours lecture weekly

In this course students develop sentence skills by writing, analyzing, and rewriting sentence exercises and paragraphs. The course includes study of paragraph structure and various patterns of development. At the end of the semester, students will be prepared to begin writing short essays. May be repeated for credit to a maximum of 10 units.

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—5 units Intermediate Composition

Prerequisites: Satisfactory grade in Engl 11 or appropriate assessment score suggested
5 hours lecture weekly

In this Associate Degree-level composition course, students review the principles of effective paragraphs and learn to plan, write, and revise short expository themes. The course includes essay-exam taking skills and an introduction to library resources. Upon completion, students will be able to write effective short essays. Students will also be prepared for a successful transition to Engl 101. Course may be repeated for credit to a maximum of 10 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 filmstrips; principles of word formation explained.

Engl 17—3 units College Reading Skills

Prerequisites: Reading ability commensurate with high school level suggested
3 hours lecture weekly

Emphasis on college-level reading materials with training in reading for major details, main ideas, drawing inferences and conclusions; considering the nature of evidence and knowledge; interpreting author's tone and purpose. Advanced vocabulary training, rapid reading techniques with adequate comprehension; formal evaluation used to individualize instruction. Reading equipment will be used.

Engl 20ABCD—1/2-1-1/2-2 units Individualized Reading

Prerequisites: None
Lab hours as required by unit formula

Open to all students with low to high reading ability. Diagnostic testing will determine weaknesses and strengths in study skills, vocabulary comprehension, and speed. Assignments using various laboratory materials and equipment will be arranged on an individual contract basis, determined by test results. Students may enroll at any time; units will be awarded on the basis of time devoted, work completed, and progress made. Course may be repeated for credit to a maximum of 4 units. (1)

Engl 23—3 units Writing for Pleasure: Beginning Creative Writing

Prerequisites: None
3 hours lecture weekly

Creative writing at the beginning level. An exploration of the writing process, practice of writing and analysis of factors contributing to effective writing. Designed to enhance confidence in and enjoyment of writing.

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.

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*—½-1½ units Grammar and Punctuation Brush-Up

Engl 30LR—1 unit Using Library Resources

Engl 30N—½ unit Notetaking

Engl 30OTT—1 unit Objective Test Taking

Engl 30P—1 unit Phonics

Engl 30RP—1 unit Writing a Research Paper

Engl 30SP*—1-2 units Spelling

Engl 30SR—1 unit Speed Reading

Engl 30SS—1 unit Study Skills

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)

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. Course 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 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)

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 a grade of B or better suggested
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 (CAN: Engl 2)

Engl 102—3 units Critical Thinking Through Composition and Literature

Prerequisites: Engl 101 with a grade of C or better
3 hours lecture weekly

This second-semester course continues instruction in composition and in critical thinking through analysis of literary texts. Students will be introduced to the short story, novel, poetry and drama. Through critical reading of literary works students will develop skills in reasoning and will logically support their analyses both in discussion and in a sequence of essays.

Transfer credit: UC, CSU (CAN: Engl 4)

Engl 103—3 units Creative Writing

Prerequisite: 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 (CAN: Engl 6)

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. Not available for credit for students with credit in Engl 151. (2)

Transfer credit: UC, CSU (CAN: Engl 8)

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. Not available for credit for students with credit in Engl 152. (2)

Transfer credit: UC, CSU (CAN: Engl 10)

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. Not available for credit for students with credit in Engl 156. (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. Not available for credit for students with credit in Engl 153. (2)

Transfer credit: UC, CSU (CAN: Engl 14)

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. Not available for credit for students with credit in Engl 154. (2)

Transfer credit: UC, CSU (CAN: Engl 16)

Engl 109—3 units Black Literature

Prerequisites: Engl 14 or eligibility for Engl 101 suggested
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 suggested
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 114—3 units Hispanic American Literature in Translation

Prerequisites: None; Engl 101 or Engl 102 recommended
3 hours lecture weekly

One semester study of Hispanic American literature in translation: novel, short story, essay, poem, and song covered from pre-Colombian times to present as it pertains to the different Spanish-speaking countries. Readings include representative writers from these nations. Special emphasis will be given to contemporary writers. (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 1910 to present. (2)

Transfer credit: UC, CSU

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. Not available for credit for students with credit in Engl 155. (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 121—3 units Introduction to the Literature of Ethnic Communities

Prerequisites: Engl 101
3 hours lecture weekly

A chronological and thematic survey of the literature of ethnic groups in the United States. Representative works by members of some of the following groups: African-Americans, Asian-Americans, Chicanos, Jewish-Americans, Native Americans, and U.S. citizens and residents from various ethnic groups. Emphasis will be on contemporary literature. (2)

Transfer credit: UC, CSU

Engl 122—3 units Chicano Literature

Prerequisites: Engl 101
3 hours lecture weekly

A critical survey of the literature of Chicanos. (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.

Transfer credit: UC, CSU

Engl 131—3 units Cinema and Culture: A Literary View

Prerequisites: Eligibility for Engl 14
3 hours lecture weekly

A study of film as an art form. Evaluation of techniques and literary interpretation. Representative of world cultures, as well as a variety of U.S. movies. (2)

Transfer credit: UC, CSU

Engl 140—3 units Composition for ESL Students

Prerequisites: Native language other than English, TOEFL score of 475 or score of 23 or above on college writing assessment, and 11 or above on reading assessment test, or equivalent
3 hours lecture weekly

A course in reading and composition for students whose native language is other than English. The course is intended for students familiar with the structure and vocabulary of English and with paragraph development. The course will develop the student's ability to think critically about and organize information from reading and to write and revise expository essays. The course emphasizes basic writing processes, as well as focusing on grammar and syntax. (2)

Transfer credit: UC, CSU

Engl 150—3 units Introduction to Literature

Prerequisites: Eligibility for Engl 101 suggested
3 hours lecture weekly

Introduction to various types of literature—fiction, poetry, drama—for the student who is interested in developing appreciation of literature but who may not be taking more advanced courses. The course focuses on reading, discussion, and interpretation of literature. The course is designed to meet students' interest in literature and associate degree general education requirements; transfer limitation may apply. (Not appropriate for English majors.) (2)

Transfer credit: UC, CSU

Engl 151—3 units Major British Authors I

Prerequisites: Eligibility for Engl 101 or concurrent enrollment in Engl 14 suggested
3 hours lecture weekly

Intended for non-English majors, this course offers a survey of works by major British authors up to the nineteenth century. The course will include works by such authors as Chaucer, Shakespeare, Donne, Milton, Swift, Pope, and Johnson. Not available for credit for students with credit in Engl 104. (2)

Transfer credit: UC, CSU

Engl 152—3 units Major British Authors II

Prerequisites: Eligibility for Engl 101 or concurrent enrollment in Engl 14 suggested
3 hours lecture weekly

Intended for non-English majors, this course offers a survey of works by major British authors from 1800 to the present. The course will include works by authors such as Wordsworth, Coleridge, Keats, Tennyson, Dickens, Browning, Yeats, and Eliot. Not available for credit for students with credit in Engl 105. (2)

Transfer credit: UC, CSU

Engl 153—3 units Major American Authors I

Prerequisites: Eligibility for Engl 101 or concurrent enrollment in Engl 14 suggested
3 hours lecture weekly

Intended for non-English majors, this course offers a survey of works by American authors up to 1865. The course examines literary works and their relation to historical, social, or cultural trends. Not available for credit for students with credit in Engl 107. (2)

Transfer credit: UC, CSU

Engl 154—3 units Major American Authors II

Prerequisites: Eligibility for Engl 101 or concurrent enrollment in Engl 14 suggested
3 hours lecture weekly

Intended for non-English majors, this course surveys the works of significant American authors since the Civil War. The course examines literary works and their relation to historical, social, or cultural trends. Not available for credit for students with credit in Engl 108. (2)

Transfer credit: UC, CSU

Engl 155—3 units Survey of Poetry

Prerequisites: Eligibility for Engl 101 or concurrent enrollment in Engl 14 suggested
3 hours lecture weekly

Intended for non-English majors, this course introduces the student to methods of analyzing and responding to poetry. The elements of poetry are introduced, followed by reading of selected poetry of various periods and forms. Not available for credit for students with credit in Engl 118. (2)

Transfer credit: UC, CSU

Engl 156—3 units Survey of Fiction

Prerequisites: Eligibility for Engl 101 or concurrent enrollment in Engl 14 suggested
3 hours lecture weekly

Intended for non-English majors, this course introduces the students to methods of analyzing and responding to fiction. Elements of the short story and novel are introduced, followed by reading of selected fiction of a variety of periods and types. Not available for credit for students with credit in Engl 106. (2)

Transfer credit: UC, CSU

Engl 189—3 units Topics in Literature

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

In-depth study of a literary period, of a major author, or of a theme in literature. Reading, discussion, lecture focusing on forces contributing to creation, appreciation, and analysis of the material. May be repeated for credit. Courses developed to date include the following:

Engl 189A—3 units 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—3 units 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

Engl 189D—3 units Contemporary Pop Literature

Course emphasizes reading, enjoying, discussing, and analyzing current best sellers in such areas as science fiction, historical fiction, mystery fiction, biography, general nonfiction, drama, and poetry. (2)
Transfer credit: UC, CSU

Engl 189H—3 units Art of Writing Short Stories

Extensive study of types of short stories—action, episodic, plotless, character, and thematic—focusing on integral elements of fiction; practice in writing and revising original works; discussion and analysis of student work. (2)

Transfer credit: UC, CSU

Engl 199AB—1-3/1-3 units Directed Studies in English

Prerequisites: A course in the specific field
Lecture and/or lab as required by unit formula

Designed for selected students interested in furthering their knowledge of English on an independent basis. Assigned problems will involve library, lab, and field work. Maximum of 6 units.

Transfer credit: UC, CSU

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

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

Environmental Engineering Technology

EET 120—3 units Regulatory Institutions

Prerequisites: None
3 hours lecture weekly

An overview of federal, state, and local laws, regulations and statutes. This course discusses the scope, detail, interrelationships of various institutions, and processes of creating laws and ordinances. (2)

Transfer credit: CSU

EET 140—3 units Pollution Sources and Control

Prerequisites: EET 120
3 hours lecture weekly

This course explores present and potential pollution problems and their control. It explores the topics of pollution sources, processes, and control with respect to air, water, hazardous material, and hazardous waste. (2)

Transfer credit: CSU

EET 160—2 units Environmental Instrumentation

Prerequisites: Chem 20, EET 140, Math 105, Physics 101
1 hours lecture, 3 hours lab weekly

This course introduces the necessary instrumentation and its operation commonly used by APCD technicians/inspectors. Techniques of monitoring and evaluation of pollution in the areas of air, water, hazardous material, and hazardous waste. (2)

Transfer credit: CSU

EET 180—3 units Applied Environmental Practicum

Prerequisites: EET 160
9 hours laboratory weekly

This course provides the student with valuable real world experience. The student's learning will be of, exhibited in, or obtained through active use of the methods, instruments, and processes of the professional environmental technician/inspector. (2)

Transfer credit: CSU

Environmental Hazardous Materials Technology

EHMT 10—3 units Introduction to Environmental Hazardous Materials

Prerequisites: None
3 hours lecture weekly

This course is designed to give the student a general overview of the hazardous materials technology area. A discussion of past and current sources of pollution and an introduction to the technologies that could be used to alleviate environmental problems. A presentation of the management systems, source controls, attenuating methodologies, etc., which are designed to protect the human community from potentially harmful substances. A historical perspective of the legislative process that has led to current regulations, where to find, and how to read these regulations will be presented. Discussion of career opportunities will also be included.

EHMT 11—3 units Hazardous Waste Generation/Reduction/ Treatment

Prerequisites: None
3 hours lecture weekly

The study of industrial processes and their generation of waste streams in seven selected industries: electroplating, metal finishing and printed circuitboard production, oil refining and chemical production, steel production, general manufacturing, printing and graphic reproduction, agriculture and consumer services. The course will center on various raw materials and chemicals used in industry, examining the changes that occur as they move through the industrial process, and understanding the material balance concept of inventory. Throughout the course, discussion of applicable regulations will be included, and the importance of waste minimization concepts will be stressed.

EHMT 12—3 units **Health Effects of Environmental Hazardous Materials**

Prerequisites: Biol 103 or equivalent
3 hours lecture weekly

This course covers the acute and chronic health effects produced by exposure to chemical, physical, and biological agents. Emphasis will be on those hazardous materials commonly associated with industrial operations, waste disposal and remediation sites. Topics will include routes of entry, toxic effects, risk assessment, permissible exposure limits, medical surveillance, control methods for reducing exposure, and understanding an MSDS.

EHMT 13—4 units **Hazardous Waste Management Applications**

Prerequisites: None
3 hours lecture, 3 hours lab weekly

This course provides an overview of hazardous waste regulations with emphasis in generator compliance, site investigation and remediation, permitting, enforcement and liability. The lecture portion of the course explains the hazardous waste regulatory framework and develops research skills in the hazardous waste area. The laboratory portion of the course complements the lectures by providing "hands-on" application of the regulations, including proper methods of preparing a hazardous waste manifest, labeling of storage containers, sampling and analysis, and preparing a Phase I Environmental Audit.

EHMT 14—4 units **Safety and Emergency Response**

Prerequisites: EHMT 12 or or equivalent
3 hours lecture, 3 hours lab weekly

Hands-on instruction in safety and emergency response to chemical and physical exposures in industrial and field settings. Topics include: hazard analysis, contingency planning, housekeeping and safety practices, including proper use and selection of PPE, site control and evaluation, handling drums and containers, field sampling and monitoring, proper use of instruments, incident response planning, emergency response including field exercises in the use of APR and SCBA, and an understanding of ICS system. This course satisfies the requirements for generalized employee training under OSHA (1910.120).

EHMT 15—4 units **Hazardous Materials Management Applications**

Prerequisites: EHMT 12 or equivalent
3 hours lecture, 3 hours lab weekly

A study of the requirements and applications of federal, state, and local laws and regulations relating to hazardous materials. The course will emphasize compliance the Department of Transportation, OSHA Hazard Communication, SARA Title III Community Right-to-Know,

Underground Tank, Asbestos, Proposition 65, and Air Toxics Regulations. The lecture portion of the course will provide the student with an understanding of the legal framework of hazardous materials laws; the laboratory portion will focus on applications of these laws, such as proper labeling, shipping, and handling of hazardous materials, using MSDSs, permitting and monitoring functions, as well as planning and reporting functions.

Fire Technology

FT 51—3 units **Introduction to Fire Technology***

Prerequisites: None
3 hours lecture weekly

Provides introduction to fire protection; career opportunities in fire protection and related fields; history of fire protection; fire loss analysis; public, quasi-public, and private fire protection services; specific fire protection functions; basic fire chemistry and physics. Designed to give an overview of fire technology, the fire service and fire protection field as career potentials.

FT 52—3 units **Fundamentals of Fire Prevention***

Prerequisites: None
3 hours lecture weekly

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

Transfer credit: CSU

FT 53—3 units **Fundamentals of Personal Fire Safety and Emergency Action***

Prerequisites: None
3 hours lecture weekly

Designed to provide basic skills in assessing fire dangers, handling common fire situations in the home and/or industry, basic CPR, and standard first aid.

Transfer credit: CSU

FT 54—3 units **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

***Required courses for Associate of Science Degree or Fire Technology Certificate. FT 51 not required for those employed in the Fire Service, although they must meet 24-unit requirement.**

FT 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

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 incendiary; 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 cardiopulmonary resuscitation under field emergency conditions, and to prepare victims for transport to an acute care hospital. This course may be taken twice for credit.

Transfer credit: CSU

FT 70—12 units **Basic Fire Technology for Recruits**

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

Introduction to basic fire protection, suppression, prevention, tactics, strategy, hazardous materials, equipment, and rescue. (1)

Transfer credit: CSU

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

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

48 hours lecture and practical application

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

NOTE: The following courses are State Regional Fire Academy Courses that can lead to Fire Officer Certificate:

FT 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 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)

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)

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)

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. (2)

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 (CAN: Geog 2)

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, CSU

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 of human society in relation to the earth environment with emphasis on cultural elements; geographic analysis of major world regions. Field trips as required (may be scheduled on Saturday). (2)

Transfer credit: UC, CSU (CAN: Geog 4)

Geog 103—3 units Introduction to Weather and Climate

Prerequisites: None
3 hours lecture weekly

Introductory study of the earth's atmospheric phenomena; basic weather elements—temperature, pressure, and moisture of atmosphere; practice in observation of weather conditions and recording of data; investigation into causes of weather and the world climate pattern. (2)

Transfer credit: UC, CSU

Geog 104—3 units **Geography of California**

Prerequisites: None
3 hours lecture weekly

Examines physical and cultural environment of California's diverse landscapes, including climate, vegetation, natural resources, economic activities, and settlement in the Golden State. Special emphasis given to the Oxnard Plain. (2)
Transfer credit: UC, CSU

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

Geog 106 Geography of the Soviet Union

Geology

Geol 101—3 units **Physical Geology**

Prerequisites: None
3 hours lecture weekly

Introductory study of structure of the earth, crustal composition, and dynamic forces that shape the earth's surface. Landscape evolution and rock identification are stressed in a framework of geologic time. Course is designed to give students a better appreciation and understanding of their physical surroundings and environment. (2)

Transfer credit: UC, CSU (CAN: Geol 2)

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 (CAN: Geol 2)

Geol 102—3 units **Earth's History**

Prerequisites: Geol 101 or 104
3 hours lecture weekly

Geologic history of the earth; evolution of continents, ocean basins, and major landforms; development of plant and animal life as revealed in the fossil record; emphasis on geology of Ventura basin. (2)

Transfer credit: UC, CSU

Geol 103—3 units **Introduction to Oceanography**

Prerequisites: None
3 hours lecture weekly

Broad survey of the field of oceanography, Science of the Seas, with emphasis on processes of marine geology. Discusses major fields that comprise oceanography, which include geography and geology of ocean basins and coastlines, dynamic forces of plate tectonics, characteristics and work of waves, currents, tides, properties of sea water, and methods of oceanographic exploration. Provides introduction to Marine Biology, emphasizing relationship of biotic assemblages to conditions imposed by depth, salinity, temperature, and other physical parameters. (2)

Transfer credit: UC, CSU

Geol 104—3 units **Geology of the National Parks and Monuments**

Prerequisites: None
3 hours lecture weekly

Survey of various national parks and monuments and divergent theories of their origins. Numerous park and monument features and their geologic causes, including climatic and biotic factors, are emphasized through lectures, rock specimens, and visuals. (2)

Transfer credit: UC, CSU

Geol 105—3 units **Geology of California**

Prerequisites: Geology 101 or 104
3 hours lecture weekly

Physical and historical geology of California. Consideration given to the twelve geomorphic provinces within California, their rocks and minerals, and processes which produced their varied landscapes. Stratigraphic record discussed with particular reference to important geological formations found within the state. (2)

Transfer credit: UC, CSU

Geol 106AB—2-2 units **Field Geology of the Southwest**

Prerequisites: Geol 101, 104, or 105
27 hours lecture, 27 hours lab

Field investigations of geologic phenomena with emphasis on the origin and development of the geology of selected areas of the Southwest. Principal component of this course is a multi-day field trip scheduled during vacation period. Students are responsible for providing camping equipment and food. Lab fee required. (2)

Transfer credit: UC, CSU

Geol 107—3 units **Geologic Hazards**

Prerequisites: None
3 hours lecture weekly

Application of geology to naturally-occurring problems such as earthquakes, volcanoes, landslides, ground water pollution. Local conditions emphasized. Field trips may be required. (2)

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. (2)

Transfer credit: UC, CSU

Geol 199AB—1-3/1-3 units **Directed Studies in Geology/Oceanography**

Prerequisites: A course in the specific field
Lecture and/or lab as required by unit formula

Designed for students interested in furthering their educational knowledge of geology on an independent study basis. Maximum of 6 units. (2)

Transfer credit: UC, CSU

Government Management

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

Government Services

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

Health Science

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

Health Science 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 Health Science 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). (R-3) indicates that classes can be repeated three times, for a total of four times taken.

HS 10—½ unit Cardiopulmonary Resuscitation (R-3)

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 (R-3)

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

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

HS 101—2 units Health and Society

Prerequisites: None
2 hours lecture weekly

Consideration of the nature and function of health in our social pattern; an analysis of major health problems designed to contribute to students' understanding of their roles as individuals and as contributing members of the community's efforts to implement advances of medicine and health sciences. (2)

Transfer credit: UC, CSU

HS 103—2 units Women's Health

Prerequisites: None
2 hours lecture weekly

Consideration of nature and function of women's health in our society; an analysis of major female health problems designed to contribute to students' understanding of the woman's role as an individual and contributing member of the community's efforts to implement advances of medicine and health sciences. (2)

Transfer credit: UC, CSU

HS 104—3 units Family Health

Prerequisites: None
3 hours lecture weekly

Course consists of studying recent national trends in family health, identification and treatment of common diseases in the home; equipment, foods, and first aid methods for treating diseases, drug use, accidents and conditions involving handicapped individuals and pregnancy; health care industry; and methods of preventive care against diseases in families. (2)

Transfer credit: UC, CSU

HS 105—3 units First Aid and Personal Safety

Prerequisites: None
3 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. Students successfully completing course receive American Red Cross Standard First Aid Card and Adult CPR Card. Fee may be required. (2)

Transfer credit: UC, CSU

HS 106—2 units The Trainer and Athletic Injuries (R)

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.

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|--------|--|
| HS 102 | Health Concern in Adult Relationships |
| HS 107 | Perspectives on Aging |
| HS 110 | A Systems Approach to Health Care Delivery |

History

Hist 102—3 units History of the United States I

Prerequisites: None
3 hours lecture weekly

Survey of creation and development of American Society to 1865. Analysis of impact of both individuals and groups, evaluation of issues of religion, race, reform, revolution, responsive government, sectionalism, and expansion. Course satisfies degree requirements in American Institutions.

Transfer credit: UC, CSU (CAN: Hist 8)

Hist 103—3 units History of the United States II

Prerequisites: None
3 hours lecture weekly

Evaluation of social and political adjustment from 1865 to present. Significant historical events and issues that affect contemporary Americans surveyed and analyzed by examining significant individuals and groups. Such issues and events as westward expansion, industrial development, ethnic confrontations and contributions, religious toleration, social and political reform movements, and international involvements explored. Course satisfies degree requirements in American Institutions.

Transfer credit: UC, CSU (CAN: Hist 10)

NOTE: The year sequence of History 102-103 is required for history majors and recommended for other students who want a thorough survey of the political and social development of the United States; either semester may be taken independently.

Hist 104—3 units History of California

Prerequisites: None
3 hours lecture weekly

Survey of Native American, Spanish, Mexican, and American periods of California with consideration of political, social, and cultural developments. (2)

Transfer credit: UC, CSU

Hist 105—3 units Introduction to Western Civilization I

Prerequisites: None
3 hours lecture weekly

Study of Western Civilization from its beginnings through the 17th century, interrelating political and social events with art, literature, and philosophy, covering Greece, Rome, Medieval and Early Modern Europe.

Transfer credit: UC, CSU (CAN: Hist 2)

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 (CAN: Hist 4)

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

Prerequisites: None
3 hours lecture weekly

Historical survey of the Mexican/Chicano from pre-Columbian period to present. Course provides background for contemporary achievements, problems, possibilities, and prospects. Emphasis on Mexican settlement of the region and contributions of the Mexican/Chicano to development of the United States. Course satisfies degree requirements in American Institutions.

Transfer credit: UC, CSU

Hist 108—3 units Afro-American History

Prerequisites: None
3 hours lecture weekly

Analysis of history of Afro-Americans in the United States from African background to present with special emphasis on contemporary implications of historical events. Considers major roles played and contributions made both collectively as a people and by specific individuals in development of United States of America as well as institutions, trends, movements, and problems affecting Black America. Course satisfies degree requirements in American Institutions.

Transfer credit: UC, CSU

Hist 109—3 units The History of Mexico

Prerequisites: None
3 hours lecture weekly

Course presents major historical developments and personalities which have shaped the Mexican nation. Emphasis on Mesoamerica, colonial and national periods, relationship between Mexico and the United States, and role in the world community. (2)

Transfer credit: UC, CSU

Hist 110—3 units History of the Middle East

Prerequisites: None
3 hours lecture weekly

Survey of historical developments in this strategic crossroad of the world's cultures. Religious, political, economic, and cultural patterns established in the name of Islam and the

impact of Western European policies studied. Analysis of contemporary issues such as Arab-Israeli relations, petro-politics, and socialist revolutions offered. (2)

Transfer credit: UC, CSU

Hist 111—3 units Science and Culture in the Western Tradition

Prerequisites: None
3 hours lecture weekly

A philosophical and cultural survey of the history of science and technology from classical Greece to 20th century physics. Examines the historical dynamics of scientific discovery and the social impact of technological innovation. Surveys all major periods of Western Civilization. (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 the classical, social, cultural and political foundations of India, China, Japan and Korea from their beginnings as civilizations to the modern period. Complements Hist 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. (2)

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. (2)

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. (2)

Transfer credit: UC, CSU

Hist 118—3 units **Modern Russia An Introduction**

Prerequisites: None
3 hours lecture weekly

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

Transfer credit: UC, CSU

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

Prerequisites: A course in the specific field
Lecture and/or lab as required by unit formula

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

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 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. 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. 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. (1)

HRM 2G—4 units **Catering**

Prerequisites: HRM 1 and HRM 2A
2 hours lecture, 6 hours lab weekly

Advanced learning and laboratory experience of performing the activities of supplying food, beverage, and organized food-related services for social or special functions. Course includes on-premises and off-premises catering. (2)

HRM 2H—1 unit **The Enjoyment of Food**

Prerequisites: None
½ hours lecture, 1½ hours lab weekly

This food preparation and consumption course gives the student the opportunity to learn the theory behind the effects of cooking on food quality along with techniques and skills required for different foreign food styles. Students will experience the taste of exotic flavors of international cuisine in a variety of dishes, e.g. hors d'oeuvres, soups, salads, entrees and accompaniments, and desserts. (2)

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 contamination; proper dishwashing procedures; sanitation of kitchen and related equipment. Emphasis on personal hygiene of food service workers and work environment.

HRM 5—3 units Gourmet Cooking

Prerequisites: HRM 2A/2B and negative TB test
1 hour lecture, 6 hours lab weekly

Develops special techniques and skills in quality saute and flambé cooking. Covers entree cooking and specialty food items, cooking with wine and herbs, exotic salads and garnishes from international recipes. Student lab hours will be assigned at a two-hour orientation meeting before the beginning of the semester.

HRM 6—2 units Meat Analysis

Prerequisites: HRM 2A/2B
2 hours lecture weekly

Course studies usage of beef, lamb, veal, pork and poultry for hotels and restaurants. Meat evaluation and cutting will be demonstrated. Students will receive practical experience in identifying cuts of meat and how they are used in the hospitality industry.

HRM 7—2 units Art of Garde Manger

Prerequisites: HRM 2A/2B and negative TB test
1 hour lecture, 3 hours lab weekly

Modern trends of garde manger (the art of decorating food for eye appeal) presentations showing the changing environment, updated concepts, and new ideas. Garde manger is based on the fundamentals often linked to classical cuisine. Student lab hours will be assigned at a two-hour orientation meeting before the beginning of the semester. Materials charge will be assessed.

HRM 8—2 units Storage, Safety, and Equipment

Prerequisites: HRM 1 and HRM 2A
2 hours lecture weekly

Course acquaints students with proper methods for receiving, storing and issuing food in the hospitality industry; proper safety precautions; elementary first-aid; use and care of both small and large equipment; and elements of kitchen planning.

HRM 9—2 units Menu Planning

Prerequisites: HRM 1 recommended
2 hours lecture weekly

Examines basic principles of menu making, including all phases of menu planning, for today's trends. Ways to control costs and create interesting menus for different types of establishments in the hospitality industry.

HRM 10—2 units Food and Beverage Cost Control

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

Analyzing and controlling costs in food service and beverage operations to create a food and beverage cost control system for any size food and beverage operation. Presented from a management point of view.

HRM 11—2 units Food Purchasing

Prerequisites: HRM 10
2 hours lecture weekly

Course provides training in duties and functions of the professional food buyer; basic information on sources, grades, and standards for selecting food items stressing points on specifications; receiving, storing and issuing procedures.

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—3 units Personnel Management for the Hospitality Industry

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

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

HRM 15—3 units Hospitality Marketing

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

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

HRM 16—3 units Hospitality Accounting

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

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

HRM 17—3 units Hotel Administration

Prerequisites: HRM 1
3 hours lecture weekly

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

HRM 18—2 units Supervision of Administrative Housekeeping

Prerequisites: HRM 1; HRM 14 recommended
2 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—1/2-10 units Short Courses in Hotel & Restaurant Management

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

Specialized workshops designed to train or update workers in hotel and restaurant field. Content of courses designed specifically for participants. Total workshop credit limited to 10 units. (2)

Industrial Mechanics

Courses within this program are no longer offered at Oxnard College. Students interested in this program should contact the counseling department at Ventura College.

Information Processing Systems

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

Instructional Associate

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

Interdisciplinary Studies

IS 101AB—3-3 units History of Ideas and Evolution of Culture

Prerequisites: None. Engl 101 or equivalent skills recommended.
3 hours lecture weekly

Course sequence provides opportunity of studying history and development of human thought and culture; interdisciplinary and cross-cultural in nature, looks at development of human thought from perspectives of art, music, philosophy, literature, science, language, religion, politics, mythology, technology, and social science in several cultures. Stages of civilization's development and possible parallels and causes examined and discussed. Although the two portions of course may be taken separately, it is recommended that they be taken in sequence to provide a more valuable learning experience.

Transfer credit: UC, CSU

IS 102—3 units Science, Technology, and Human Values

Prerequisites: None
3 hours lecture weekly

Critical study of the historical and socio/cultural relationships between science, technology, and human values. Development of these relationships is traced from the advent of science and technology to the complexities of contemporary American society.

Transfer credit: UC, CSU

IS 110—3 units Frontiers of Thought

Prerequisites: None
3 hours lecture weekly

In-depth critical examination and evaluation of ideas found in selected writings concerned with current theories and trends in the natural and social sciences and humanities. Temper and direction of contemporary thought critically explored. Different perspectives as found in readings evaluated each semester; class may be

repeated for credit to a maximum of 12 units. Field trips may be required. (2)

Transfer credit: UC, CSU

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

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

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

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—1/2-10 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—1/2-3/1/2-3 units Directed Studies in Interdisciplinary Studies

Prerequisites: A course in the specific field
Lecture and/or lab as required by unit formula

Designed for students interested in furthering their knowledge of Interdisciplinary Studies on an independent basis. Assigned problems will involve library, lab, and field work. Maximum of 6 units.

Transfer credit: UC, CSU

Japanese

Japn 1—3 units Basic Japanese Conversation I

Prerequisites: None
3 hours lecture weekly

This introductory basic conversational course emphasizes the acquisition of basic skills in pronunciation, listening, speaking, reading, and writing. Students will be introduced to the culture, history, and geography of Japan. (2)

Japn 2—3 units Basic Japanese Conversation II

Prerequisites: Japn 1
3 hours lecture weekly

The second semester course in basic conversational Japanese offers further development of pronunciation, listening, speaking, reading, and writing skills. Exploration of culture, customs, and history in addition to an as related to language. (2)

Japn 101—5 units Elementary Japanese I

Prerequisites: None
5 hours lecture weekly

This course stresses the fundamentals of pronunciation, grammar, practical vocabulary, useful phrases and the ability to understand, speak, read and write basic colloquial Japanese, including basic Hiragana, Katakana and Kanji. Fundamental language acquisition develops through continual practice and is supplemented by study of culture and customs that influence language and behavior. (2)

Transfer credit: UC, CSU

Japn 102—5 units Elementary Japanese II

Prerequisites: Japn 101 with grade of C or better
5 hours lecture weekly

This course offers further emphasis on the fundamentals of pronunciation, grammar, practical vocabulary, useful phrases and the ability to understand, speak, read and write basic colloquial Japanese, including basic Hiragana, Katakana and Kanji. Fundamental language acquisition develops through continual practice and is supplemented by study of culture and customs that influence language and behavior. (2)

Transfer credit: UC, CSU

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)

Transfer credit: UC, CSU (CAN: Jout 4)

Journ 101—3 units News Writing and Reporting

Prerequisites: Eligibility for Engl 101 suggested
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.

Transfer credit: UC, CSU (CAN: Jout 2)

Journ 102—3 units Intermediate News Writing and Reporting

Prerequisites: Journ 101
2 hours lecture, 3 hours lab weekly

News gathering and writing techniques in more specialized areas: the longer news story, the series, investigative reporting, editorial writing, column and review writing, and human interest writing. Students will be members of the *Campus Observer* newspaper reporting staff.

Transfer credit: UC, CSU

Journ 103—Beginning News Editing

Prerequisites: Journ 101 (may be taken concurrently); Engl 101
2 hours lecture, 3 hours lab weekly

Introduction to techniques of news editing in its various aspects: copyreading and editing, headline writing, photo editing and scaling, caption writing and preparation, type specification, basic page design. Heavy concentration on developing practical skills. Students gain practical experience by working in conjunction with publication of weekly campus newspaper.

Individual instruction supplements staff work.
Transfer credit: UC, CSU

Journ 104—3 units Journalistic Layout and Design

Prerequisites: Journ 103
2 hours lecture, 3 hours lab weekly

Introduction to fundamentals of layout and design for graphic production, including principles of design, techniques of layout and paste-up, and use of offset reproduction equipment; lab work provided on college publications.

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 freelance 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 Journ 101, 102, 103 or 104
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

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

Learning Skills

LS 1—3 units **Assessment of Learning Skills**

Prerequisites: Verification of disability
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: None
4½ hours laboratory weekly for 6 weeks

Open lab for assessment and tutoring of learning disabled students by specially trained staff. Utilization of specialized techniques, materials, texts, and audio-visual equipment to teach or assess fundamental skills and to support academic instruction for students with special learning styles. May be taken a maximum of four times. (1)

LS 2—3 units **Improving Learning Potential**

Prerequisites: Verification of disability
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: Verification of disability
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: Verification of disability
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: Verification of disability
1 hour lecture, 3 hours lab weekly

Teaches reading and language skills through sequential steps. Introduces complex analogies through reading material. Evaluates students' ability to think and contrast ideas. Provides useful information to improve critical thinking. Course may be taken a maximum of four times.

LS 7—3 units **Techniques of Problem Solving/Math**

Prerequisites: Verification of disability
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: Verification of disability
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: Verification of disability
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: Verification of disability
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: Verification of disability
3 hours lecture weekly

Introduction to basic skills of mathematics including addition, subtraction, multiplication, and division. Also includes money handling, time (clock and calendar). Course may be taken a maximum of four times.

LS 98AA-ZZ—½-10 units**Short Courses in Learning Skills**

Prerequisites: Verification of disability
Lecture and/or lab as required by unit formula

Selected topics in learning skills area designed to meet the needs of learning disabled students. Field trips may be required.

Legal Assisting

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

LA 1—3 units**Legal Assisting Fundamentals**

Prerequisites: None
3 hours lecture weekly

Course covers paralegalism as a career and includes relationship of attorney and paralegal in decision-making and systems procedures, introduction to law, legal terminology, bibliography, and brief history of law. (2)

LA 2A—3 units**Torts**

Prerequisites: LA 1
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)

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 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, co-habitation, 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)

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 debtor rights and remedies including bankruptcy and creditor rights and remedies in debtor/creditor litigation. Subjects covered include judgments, liens, wage garnishment, collection of judgments, executions, and bankruptcy. (2)

LA 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 suggested
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 suggested
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 equations of higher degree; exponential and 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 suggested
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.

Math 101—3 units**Mathematics for the Liberal Arts Major**

Prerequisites: Math 14 with grade of C or better or satisfactory score on the Math Placement Test suggested
3 hours lecture weekly

Course gives the Liberal Arts major a better understanding of the deductive process and the nature of mathematics. Course will explore character and origin of various mathematics subject fields. (2) (CAN Math 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 suggested
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 suggested. 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 suggested
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 (CAN: Stat 2)

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 suggested
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 mathematics and physical science majors. (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 suggested. Not open to students who have received credit for Math 118
3 hours lecture weekly

Topics include mathematical induction, functions and their graphs, transformations of functions, the exponential and logarithm functions, and elementary matrix operations. (2)

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 suggested
3 hours lecture weekly

Topics include the trigonometric functions and their graphs, radian measure, trigonometry identities and equations, complex numbers, DeMoivre's Theorem. (2)

Transfer credit: UC, CSU

Math 118—5 units Pre-Calculus Mathematics

Prerequisites: Math 116 or concurrent enrollment
5 hours lecture weekly

This course is designed to give the calculus-bound student a solid foundation in college algebra, analytic geometry, and analytic trigonometry. (2)

Transfer credit: UC, CSU

Math 120—5 units Calculus with Analytic Geometry I

Prerequisites: Math 118, or Math 115 and Math 116 with a grade of C or better or satisfactory score on the Math Placement Test suggested
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)

Transfer credit: UC, CSU (CAN: Math 18)

Math 121—5 units Calculus with Analytic Geometry II

Prerequisites: Math 120 with a grade of C or better
5 hours lecture weekly

Integral calculus; definite and indefinite integrals, techniques of integration, conic sections, parametric equations, and an introduction to differential equations. (2)

Transfer credit: UC, CSU (CAN: Math 20)

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 (CAN: Math 22)

Math 125—5 units Differential Equations with Linear Algebra

Prerequisites: Math 121 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, and La Place transformations.

Transfer credit: UC, CSU

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)

Transfer credit: UC, CSU (CAN: Math 26)

Math 136—3 units Computer Programming, BASIC

Prerequisites: Math 14 with grade of C or better or satisfactory score on the Math Placement Test suggested; 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 suggested; 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

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 suggested; 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

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. Mus 102ABCD must be taken in sequence.
3 hours lecture, 3 hours lab weekly

Continuation of Mus 102A. Study of three-voice counterpoint, chord structure, homophonic and contrapuntal textures, harmonic progression, secondary dominants, and tonality changes; analysis of binary, ternary, and through-composed forms; continued development of ear-training and keyboard skills.

Transfer credit: UC, CSU

Mus 102C—4 units Music Theory III

Prerequisites: Mus 102B. For music majors and others of adequate musical background. Mus 102ABCD must be taken in sequence.
3 hours lecture, 3 hours lab weekly

Continuation of Mus 102B. Study of tonal structure and form, rondo form, variation forms, the fugue, the chorale prelude, and sonata-form; seventh, ninth, diminished, Neapolitan and augmented sixth chords; continued development of ear-training and keyboard skills, formal analysis.

Transfer credit: UC, CSU

Mus 102D—4 units Music Theory IV

Prerequisites: Mus 102C. For music majors and others of adequate musical background. Mus 102ABCD must be taken in sequence.
3 hours lecture, 3 hours lab weekly

Continuation of Mus 102C. Study of melodic, harmonic, rhythmic, and formal style characteristics in late 19th and 20th century music; analysis of works from Romantic, impressionism, expressionism, Neo-Classical, and "modern" schools of composition. Continued development of ear-training and keyboard skills.

Transfer credit: UC, CSU

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

Prerequisites: None
3 hours lecture weekly

Survey of Western musical history from medieval to present; special emphasis on understanding and enjoyment in listening with an introduction to principles employed in music.

Transfer credit: UC, CSU

Mus 103B—3 units Music Appreciation II: Masterpieces of Music Literature

Prerequisites: None. Mus 101 and/or Mus 103A recommended
3 hours lecture weekly

Survey of important composers, genres, and works from various style periods; emphasis on late Baroque, Classical, Romantic, and 20th century periods.

Transfer credit: UC, CSU

Mus 104—3 units Music History and Literature I

Prerequisites: Mus 101 and Mus 103 or equivalent
3 hours lecture weekly

Traces style and technique of music composition from Gregorian Chant through such developments as medieval organum, secular song, and dance music of Middle Ages and Renaissance; polyphony and madrigals of the Renaissance; Baroque opera and instrumental music through 18th century contributions of Vivaldi, Handel, and Bach. Emphasis is on listening and analyzing for style characteristics and on correlation of musical developments with those in other arts of the time. Recommended for music majors and others with adequate musical background.

Transfer credit: UC, CSU

Mus 105—3 units Music History and Literature II

Prerequisites: Mus 101 and 103 or equivalent, 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.
1½ hours lecture, 1½ hours lab weekly; daily practice required.

Designed to begin development of vocal potential, to lay a foundation for proper vocal production, and to correct faulty singing. Material consists of song literature sung in English and vocal exercises. Basically for non-music majors or persons with little singing experience. (2)

Transfer credit: UC, CSU

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

Prerequisites: Mus 110A or equivalent; concurrent enrollment in Mus 106 recommended.
1½ hours lecture, 1½ hours lab weekly; daily practice required.

Continuation in development of proper vocal production; English, Italian, French, and German art songs studied. Recommended that singers with adequate vocal technique begin with 110B. (2)

Transfer credit: UC, CSU

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

Prerequisites: Mus 110B or equivalent; concurrent enrollment in Mus 106 recommended.
1½ hours lecture, 1½ hours lab weekly; daily practice required.

Continuation of vocal development through study of more challenging literature such as arias of Bach, Handel, Mendelssohn, Mozart, and Rossini; songs by contemporary American composers may also be studied. (2)

Transfer credit: UC, CSU

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

Prerequisites: Mus 110C or equivalent; concurrent enrollment in Mus 106 recommended.
1½ hours lecture, 1½ hours lab weekly; daily practice required.

Study of song literature from opera and musical theatre; studying and performing operas and musical plays in excerpt or as complete productions. Designed for singers with proven ability and interest in drama. (2)

Transfer credit: UC, CSU

Mus 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. (2)

Transfer credit: UC, CSU

Mus 117—1 unit Stage Band

Prerequisites: Competency with a musical instrument appropriate to a stage band
3 hours lab weekly

Practical experience in performing music in popular and jazz styles arranged for stage band. Public performances on campus and in community. Course may be repeated for credit up to four semesters. (2)

Transfer credit: UC, CSU

Mus 118ABCD—1-1-1-1 units Introduction to Guitar

Prerequisites: None
3 hours lab weekly

Fundamentals of guitar and related musicianship; basic techniques and repertoire unique to the folk guitar; chordal accompaniment to folk singing will be emphasized. Students furnish own instrument. (2)

Transfer credit: UC, CSU

Mus 119—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. (2)

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. (2)

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 they relate to contemporary Black society. (2)

Transfer credit: UC, CSU

Mus 198—½-10 units Short Courses in Music

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

Short courses in selected areas of music to meet specific needs of college or community as required or requested by persons whose needs are not met by regular course offerings. Topics might include but are not limited to musical theatre, opera workshop, accompanying, piano teaching, conducting, church music, instrumental or choral techniques, master classes, diction, music education. (2)

Transfer credit: UC, CSU

Mus 199AB—1-3/1-3 units Directed Studies in Music

Prerequisites: A course in the specific field
Lecture and/or lab as required by unit formula

Designed for students interested in furthering their knowledge of music on an independent study basis; assigned problems will involve

library, lab, and field work. Maximum of 6 units.

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

Office Automation

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

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, clubs, financial aid, library skills, tutoring, vocational programs, transfer programs, and basic college survival hints. (1)

PG 2—3 units Job Development

Prerequisites: None
3 hours lecture weekly

Specialized workshops designed to upgrade student abilities in the area of job-seeking techniques, resume preparation, and interviewing methods; practical experiences in resume writing as well as personal interviewing practice. (1)

PG 3—1½ units Academic Assessment

Prerequisites: None
1½ hours lecture weekly

To assist students in assessing their past, present, and future academic objectives; by reviewing their past academic performance, students will be able to determine whether their present academic objectives are realistic. (2)

PG 4—3 units Peer Advisor Training

Prerequisites: None
3 hours lecture weekly

Familiarizes students with philosophy, goals, program, course offerings and services of community colleges, and techniques and skills designed to develop and improve students' ability to relate to and help fellow students. Successful participation in this course is recommended for campus peer advisor positions. (1)

PG 5—1½ units Career Search

Prerequisites: None
3 hours lecture weekly for 9 weeks

Students will explore values, aptitudes, interests, and temperaments. Information available on various occupations. Procedures for decision-making examined and practiced. Test interpretation and personal counseling used to assist students in examining vocational options. (1)

PG 6ABC— $\frac{1}{2}$ - $\frac{1}{2}$ - $\frac{1}{2}$ unit **Vocational Assessment**

Prerequisites: None
8 hours by arrangement

Assists students in career preparation, selection, and attainment. Individualized vocational testing/counseling structured to provide maximum input on vocational selection. (1)

PG 98A-Z— $\frac{1}{2}$ -10 units **Short Courses in Personal Growth**

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

Specialized topics designed to inform or update interested persons in the various areas within Personal Growth. (1)

PG 101A—3 units **Career Development and Life Planning I**

Prerequisites: None
3 hours lecture weekly

Assists students systematically to examine components of career choice; focuses on career awareness, personal awareness, and educational awareness as they relate to the process of career choice. Planning skills and self-assessment instruments will help identify tentative career possibilities. (2)

Transfer credit: CSU

PG 101B—3 units **Career Development and Life Planning II**

Prerequisites: PG 101A
3 hours lecture weekly

Provides in-depth methods of self-assessment, and increases personal knowledge and awareness for developing effective career decision-making strategies. (2)

Transfer credit: CSU

PG 102—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.

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.

PetTech 98—1-10 units **Short Courses in Petroleum Technology**

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

Specialized workshops designed to update Petroleum Technology personnel as required for inservice training requirements in specific subject matter areas. Unit credit determined by length of instruction as defined by current credit standards; total workshop credit limited to 10 units.

Philosophy

Phil 101—3 units **Introduction to Philosophy**

Prerequisites: None
3 hours lecture weekly

Course attempts to clarify nature of the philosophic enterprise and place of philosophy in intelligent living. At least two of the following areas are surveyed: metaphysics (study of reality), epistemology (nature of knowledge), political philosophy, aesthetics, philosophy of science, and philosophy of religion. An effort is made to relate the thoughts of the philosopher directly to experiences and vital concerns of beginning students.

Transfer credit: UC, CSU (CAN: Phil 2)

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 (CAN: Phil 4)

Phil 103—3 units **Survey of World Religions: East**

Prerequisites: None
3 hours lecture weekly

Origin and historical development of major ideas of the world's Eastern religious traditions, including Hinduism, Buddhism, Taoism, Confucianism, and Zen.

Transfer credit: UC, CSU

Phil 104—3 units **Survey of World Religions: West**

Prerequisites: None
3 hours lecture weekly

Origin and historical development of major ideas of the world's Western religious traditions including Judaism, Christianity, and Islam.

Transfer credit: UC, CSU

Phil 105—3 units **The Great Philosophers I**

Prerequisites: None
3 hours lecture weekly

Introduction to philosophy from an historical perspective; considers ideas which have had a dominant impact on Western Civilization, their logical development, and their influence on contemporary society. Begins with the birth of science and philosophy in ancient Greece and continues to the development of Christian philosophy through the Middle Ages. Special emphasis given to Socrates, Plato, and Aristotle.

Transfer credit: UC, CSU

Phil 106—3 units The Great Philosophers II

Prerequisites: None
3 hours lecture weekly

Introduction to philosophy from an historical perspective; considers the ideas which have had a dominant impact on Western civilization, their logical development, and their influence on contemporary society. Begins with the birth of the modern mind and rise of science in the Renaissance and continues to present day. Special emphasis given to the schools of rationalism, empiricism, critical philosophy, and existentialism.

Transfer credit: UC, CSU

Phil 107—3 units Logic

Prerequisites: None
3 hours lecture weekly

Logic is the science and the art of correct thinking. Logic answers the question: "What causes correct thinking?" Course considers ideas, definitions, propositions, forms of reasoning, and fallacies.

Transfer credit: UC, CSU (CAN: Phil 6)

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 and Analytic Writing

Prerequisites: Engl 101
3 hours lecture weekly

Survey of and practice in reasoning, including analysis, critical reasoning and synthesis, induction and deduction, and identification of assumptions and perspectives. Emphasis on both oral and written analysis and argumentation of issues involving fact, belief and value, and on common fallacies of thought, logic and language. Students will learn the basics of analytic writing and the relation of writing to critical thinking. Not available for credit for students with credit in Phil 121. (2)

Transfer credit: UC, CSU

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 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 121—3 units Thinking Critically

Prerequisites: None
3 hours lecture weekly

Survey for non-majors of and practice in reasoning, analysis and synthesis, induction and deduction, recognizing assumptions and perspectives. Emphasis on oral and written argumentation, involving fact, belief and value, and discussion of common fallacies of thought, reason and language. Students will learn the basics of analytic writing and the relation of writing to critical thinking. Not available for credit for students with credit in Phil 111. (2)

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.

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. (R-3) indicates classes that can be repeated three times for a total of four times taken.

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

PE 98A-Z—1/2-10 units Short Courses in Physical Education

Prerequisites: None

Lecture and/or lab as required by unit formula

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

Transfer credit: UC, CSU

AQUATICS ACTIVITIES

PE 100—1½ units (R-3) Swimming for the Non-Swimmer

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 101—1½ units (R-3) 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

PE 105—1½ units (R-3) Rehabilitative Aquatic Exercise

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 114—3 units Creative Movement Activities for Children

Prerequisites: None

2 hours lecture, 3 hours activity weekly

Presentation of methods and materials which parents and teachers of pre-school and early elementary-aged children can utilize in encouraging and directing creative movement experiences in the school, home, or various organizations. (2)

Transfer credit: CSU

PE 115—1½ units (R) Rhythmic Dance for Athletes

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 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. (2)

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 119B—2 units (R) 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 (R) Mexican Dance

Prerequisites: None
1 hour lecture, 2 hours activity weekly

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

Transfer credit: UC, CSU

INDIVIDUAL AND DUAL ACTIVITIES

PE 136—1½ units (R-3) Golf Green Approach and Putting

Prerequisites: None
1 hour lecture, 2 hours activity weekly

Course designed to teach beginners mechanics of the short drive, chip shot, and putt. Also for persons already golfing to improve green approaches and trap techniques and putting. (2)

Transfer credit: UC, CSU

PE 139—1½ units (R-3) 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 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 140B—2 units (R) 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 (R) Intermediate Tennis

Prerequisites: PE 141A or equivalent
1 hour lecture, 3 hours activity weekly

Development of higher proficiency and performance of tennis skills with special emphasis on game strategy and techniques. (2)

Transfer credit: UC, CSU

PE 143—1½ units (R-3) 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. (2)

Transfer credit: UC, CSU

PE 143B—1½ units (R) Intermediate Running for Fitness and Conditioning

Prerequisites: PE 143A or equivalent
1 hour lecture, 2 hours activity weekly

Exercise and running program to improve fitness level of nearly everyone at any age level. (2)

Transfer credit: UC, CSU

PE 146A—2 units (R) Walking to Restore Fitness

Prerequisites: None
1½ hours lecture, 2 hours lab weekly

A course designed to provide exercise and fitness training for the sedentary student population. Emphasis on cardiovascular conditioning and muscle tone. Individualized: meets most rehabilitation needs. Designed to prepare students for more strenuous physical activities. This course also includes three

physical fitness evaluations in the college's Human Performance Lab to insure a more knowledgeable starting point and continuing evaluation. (2)

Transfer credit: UC, CSU

PE 146B—2 units (R) Intermediate Walking to Restore Fitness

Prerequisites: PE 146A
1½ hours lecture, 2 hours lab weekly

A course designed to provide exercise and fitness training for the sedentary student population. Emphasis will be to further improve cardiovascular conditioning and muscle tone. Individualized: meets most rehabilitation needs. Designed to prepare and start students in more strenuous physical activities such as power walking and beginnings of jogging. This course also includes three physical fitness evaluations in the college's Human Performance Lab to ensure a more knowledgeable starting point and continuing evaluation. (2)

PE 147—1½ units (R-3) 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 148—1½ units (R-3) Conditioning for Women

Prerequisites: None
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 150—1½ units (R-3) 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

ADAPTIVES

PE 153—1½ units (R-unlimited) Wheelchair Sports

Prerequisites: Physical disability requiring the use of a wheelchair

1 hour lecture, 2 hours activity weekly

Involves physically disabled in a variety of wheelchair sports and individualized conditioning programs. (2)

Transfer credit: UC, CSU

PE 154—1½ units (R-unlimited) Adaptive Physical Education

Prerequisites: None

1 hour lecture, 2 hours activity weekly

Special course designed to meet needs of students unable to participate in regular physical activity classes. Students will be classified by the college physician as to the type of physical activity in which they may participate. Each student is given individual attention in terms of adapted and recreational activities suited to needs. May be repeated for credit. (2)

Transfer credit: UC, CSU

TEAM ACTIVITIES

PE 155A—1½ units (R) Beginning Basketball

Prerequisites: None

1 hour lecture, 2 hours activity weekly

Development of basic skills in playing basketball, including rules and techniques. (2)

Transfer credit: UC, CSU

PE 155B—1½ units (R) Intermediate Basketball

Prerequisites: PE 155A or equivalent

1 hour lecture, 2 hours activity weekly

For those students who want to become proficient in basketball. Previous experience in basketball is not necessary. A continuing development of a high degree of skill is emphasized. (2)

Transfer credit: UC, CSU

PE 156A—1½ units (R) Beginning Baseball

Prerequisites: None

1 hour lecture, 2 hours activity weekly

Development of basic skills for playing baseball, including rules and techniques. (2)

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 160—1½ units (R-3) 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. (2)

Transfer credit: UC, CSU

PE 161B—1½ units (R) Intermediate Volleyball

Prerequisites: Playing ability in volleyball

1 hour lecture, 2 hours activity weekly

Advanced techniques and strategies in playing power volleyball at the six, four, and two person levels; continuing development of high skills emphasized. (2)

Transfer credit: UC, CSU

PE 163—1½ units (R-3) Track and Field

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

VARSITY ACTIVITIES

PE 166—3 units (R-3)

Varsity Cross-Country (Men)

PE 167—3 units (R-3)

Varsity Cross-Country (Women)

PE 168—3 units (R-3)

Varsity Volleyball

PE 169—3 units (R-3)

Varsity Soccer

PE 170—3 units (R-3)

Varsity Basketball (Men)

PE 171—3 units (R-3)

Varsity Basketball (Women)

PE 172—3 units (R-3)

Varsity Baseball

PE 173—3 units (R-3)

Varsity Tennis

PE 174—3 units (R-3)

Varsity Track (Men)

PE 175—3 units (R-3)

Varsity Track (Women)

PE 176—3 units (R-3)

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, CS

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 183A during the fall semester—football, basketball, soccer, wrestling, PE 183B 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 (R)**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 (R)**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 (R)**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: 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 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 110	Sailing
PE 117	Folk and Square Dancing—Ethnic Dance
PE 120	Dance Production
PE 121	Disco Dancing
PE 122	Aerobics/Dance
PE 123	Social Dance
PE 131AB	Self-Defense and Body Mechanics
PE 132A	Tai Chi Chuan
PE 133A	Beginning Wrestling
PE 134AB	Akido
PE 135	Archery
PE 137	Racquetball
PE 138	Badminton
PE 142	Backpacking and Outdoor Survival
PE 145	Tumbling—Floor Exercise
PE 149	Aerobics in Physical Education
PE 157	Beginning Team Sports
PE 158	Beginning Team Sports for Women
PE 162	Rugby
PE 179	Pep Squad
PE 180A	Introduction to Physical Education
PE 181ABC	Men's Professional Activities
PE 182ABCD	Women's Professional Activities
PE 185B	Football Theory

Physical Science

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, optometry, and liberal arts students. Role of the lab is to reinforce content of the lecture. Computer analysis of data collected in lab is introduced. (2)

Transfer credit: UC, CSU (CAN: Phys 2)

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 (CAN: Phys 4)

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 (CAN: Phys 8)

Ph 112—5 units Electricity and Magnetism

Prerequisites: Ph 111, Math 121; concurrent enrollment in Math 122
4 hours lecture, 3 hours lab weekly

Introduction to electricity and magnetism; emphasis on understanding of field theory and applications of calculus. Topics include gravitational, electric, and magnetic field; Coulomb's Law; Gauss' Law; Faraday's Law; Amperes Law; Biot-Savart Law; Ohm's Law; AC and DC circuits; and introductory electronics. Lab is designed to reinforce lecture. (2)

Transfer credit: UC, CSU (CAN: Phys 12)

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 (CAN: Phys 10)

Ph 199AB—1-3/1-3 units Directed Studies in Physics

Prerequisites: A course in the specific field
Lecture and/or lab as required by unit formula

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

Transfer credit: UC, CSU

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

Physics 1AB Technical Physics
Physics 110 Descriptive Physics

Political Science

PSc 100—3 units Introduction to Politics

Prerequisites: None
3 hours lecture weekly

Course introduces students to the ideas and institutions of politics at the local, state and Federal levels. Concepts of law, justice, democracy, social welfare and liberty will be discussed in relation to contemporary institutions of government. Includes study of California Government. Fulfills state requirements in American Institutions. Field trips may be required. (2) (CAN Govt 2)

Transfer credit: UC, CSU

PSc 101—3 units Government of the United States I—Institutions and Politics

Prerequisites: None
3 hours lecture weekly

Study of principles, institutions and politics of American Government with special attention to the dynamics of voting, campaigns, representative government, presidential leadership and the economic functions of government. Includes study of California government. Fulfills state requirement in American Institutions. Field Trips may be required. (2)

Transfer credit: UC, CSU

PSc 102—3 units Government of the United States II—Institutions and Laws

Prerequisites: None
3 hours lecture weekly

Study of principles, institutions, and politics of American Government with special attention to judicial interpretation of constitutional principles such as separation of power, federalism and citizenship. Includes study of California Government. Fulfills state requirements in American Institutions. Field trips may be required. (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

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—1/2-3 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 interaction. Students will learn to apply psychological principles of human behavior, and explore ways of knowing themselves and others. A combination of experiential and theoretical approaches is used to increase awareness, clarify values, and aid in decision-making.

Transfer credit: UC, CSU

Psych 103—3 units Beginning Statistics for Behavioral Science

Prerequisites: Basic math and algebra background
3 hours lecture weekly

Designed for students majoring in psychology, sociology, and anthropology; emphasis on use of statistics in behavioral science research. Topics covered are procedures in hypothesis testing, descriptive, inferential, and correlational statistics.

Transfer credit: UC, CSU

Psych 104—3 units Introduction to Experimental Psychology

Prerequisites: Psych 101 and 103 or concurrent enrollment in Psych 103
3 hours lecture weekly

Designed for prospective psychology majors or minors; emphasis on designing, conducting, and writing experimental research in human and animal behavior. Recommended as a third course for Psychology majors.

Transfer credit: UC, CSU

Psych 105—3 units Introduction to Physiological Psychology

Prerequisites: Psych 101; Psych 103 recommended
3 hours lecture weekly

Course provides exploration of physiological basis of behavior. Some topics are neural impulses and sensory processes, neural basis of reinforcement, electrical stimulation of the brain, memory, learning, emotion, biofeedback, split brain studies, and research on right and left hemispheres; emphasis is on current research findings and philosophical-moral implications.

Transfer credit: UC, CSU

Psych 106—3 units Social Psychology

Prerequisites: Psych 101 recommended
3 hours lecture weekly

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

Transfer credit: UC, CSU

Psych 107—3 units Sex Roles

Prerequisites: Psych 101 recommended
3 hours lecture weekly

Class explores sex role development and how roles can be changed, role conflicts, common stereotypes of males and females, women as a minority group, aspects of sexuality, and psycho-social implications of the liberation movement; psycho-social aspects of both sex roles are emphasized. (Co-listed with Soc 104.)

Transfer credit: UC, CSU

Psych 108—3 units Developmental Psychology

Prerequisites: Psych 101
3 hours lecture weekly

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

Transfer credit: UC, CSU

Psych 109—3 units Loss, Grief, and Death

Prerequisites: None
3 hours lecture weekly

Examination of personal feelings and behaviors associated with loss, grief, and death. Combination of psychological theory, current trends and research findings, and personal explorations used; emphasis on dealing with this very personal area in a realistic and positive manner.

Transfer credit: UC, CSU

Psych 110—3 units Human Sexuality

Prerequisites: None
3 hours lecture weekly

Biological, psychological, and sociological aspects of sexuality. Emphasis is placed on the individual's personal sexuality in the present time; past and future trends are also considered.

Transfer credit: UC, CSU

Psych 111—3 units The Exceptional Child

Prerequisites: None
3 hours lecture weekly

Characteristics and problems of the mentally retarded, socially handicapped, and/or emotional child will include discussion and study of issues and research problems encountered in these specific areas as well as the intellectually gifted child.

Transfer credit: CSU

Psych 112—3 units Parent/Child Interaction

Prerequisites: None
3 hours lecture weekly

Explores the challenging role of being a parent. Focuses on a variety of approaches to effective parenting, identifying typical problem areas and dealing with them by prevention or coping strategies, and promoting positive interactions between parent and child. Field trips may be required. (Co-listed with CD 130.)

Transfer credit: CSU

Psych 113—3 units Psychology of Maturity and Aging

Prerequisites: None
3 hours lecture weekly

Psychological factors of human development from middle life through older years. Emphasis placed on aging as a normal process. Topics include older individual and his/her adjustment to life changes; study of current issues in aging.

Transfer credit: CSU

Psych 120—3 units Animal Behavior

Prerequisites: None
3 hours lecture weekly

Introduction to comparative psychology and ethology. Emphasis on behavior of familiar mammals, reptiles, and birds. Topics include learning, social behavior, communication, aggression, behavior of pets, and abnormal animal behavior.

Transfer credit: CSU

Psych 130—3 units
Introduction to Humanistic Psychology

Prerequisites: Psych 101 suggested
 3 hours lecture weekly

Course explores humanistic movement in psychology. Theories of both Eastern and Western thought as applicable to the concepts of such prominent humanistic psychologists as Maslow, May, Rogers, and others studied from both a theoretical and practical "everyday life" point of view. Historical perspective of humanistic movement against background of psychoanalytic behavioral schools emphasized.

Transfer credit: UC, CSU

Psych 189A-Z—1/2-3 units
Current Topics in Psychology

Prerequisites: A previous course in Psychology
 Lecture and/or lab as required by unit formula

Courses considering specialized, specific topics in psychology which are not covered in great detail in the general psychology course offerings. Topics to be offered include adolescence, abnormal psychology, aging, parapsychology, mental retardation, modern therapies, human sexuality, behavior modification, hypnosis, humanistic psychology, sex roles and socialization, death and dying, biological feedback, aggression and violence, childhood disorders.

Transfer credit: UC, CSU

Psych 189B—3 units
Psychological Issues of the Mexican People in the Southwest

Prerequisites: None
 3 hours lecture weekly

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

Transfer credit: CSU

Psych 198A-Z—1/2-10 units
Short Courses in Psychology

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

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

Psych 199AB—1-3/1-3 units
Directed Studies in Psychology

Prerequisites: A course in the specific field
 Lecture and/or lab as required by unit formula

Designed for students interested in furthering their knowledge of Psychology on an independent study basis; assigned problems will involve library, lab, and field work. Maximum 6 units.

Transfer credit: UC, CSU

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

Psych 10 Creative Listening
 Psych 11 Job Stress

Public Services

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

Reading

Reading courses are listed under English.

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 purpose properties. Required for Real Estate Broker's License. (2)

Transfer credit: CSU

RE 7—3 units
Real Estate Economics

Prerequisites: RE 1 or equivalent*
 3 hours lecture weekly

Economic trends in real estate and land use; dynamic factors which create values in real estate; background for more specialized courses in real estate operation and techniques. Meets one of the requirements for the Real Estate Broker's License. (2)

Transfer credit: CSU

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

RE 8—3 units 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.

*Equivalence 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.

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 I

Prerequisites: None
3 hours lecture weekly

Course presents American Sign Language, native language of the deaf, to beginning students. Course includes basic vocabulary, idioms, fingerspelling, facial expressions, combined in a course which covers the deaf culture and the fundamentals of syntax and grammar required for simple communication with the deaf. (2)

Transfer credit: CSU

SL 102—3 units Beginning American Sign Language II

Prerequisites: SL 101 or equivalent
3 hours lecture weekly

Course presents continued instruction in basic American Sign Language vocabulary, idioms, fingerspelling, and body talk combined with fundamentals of grammar and structure and information on the deaf culture. (2)

Transfer credit: CSU

SL 103—3 units Intermediate American Sign Language I

Prerequisites: SL 102 or equivalent
3 hours lecture weekly

This course offers practice in conversational American Sign Language with an emphasis on increasing fluency and expressing concepts with appropriate signs. The course also includes vocabulary building, fingerspelling drills, grammar instruction, and information regarding the deaf culture. (2)

Transfer credit: CSU

SL 104—3 units Intermediate American Sign Language II

Prerequisites: SL 103 or equivalent
3 hours lecture weekly

This course prepares students for entry level into interpreting classes and may be repeated one time for this purpose. Speed and fluency is emphasized, as well as expressing difficult concepts with appropriate signs and fingerspelling. This course also includes vocabulary, conversational practice, grammar, and information on the deaf culture. (2)

Transfer credit: CSU

SL 105—3 units Advanced American Sign Language

Prerequisites: SL 104 or equivalent
3 hours lecture weekly

Course presents advanced instruction in American Sign Language 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. (2)

Transfer credit: CSU

SL 189—½-10 units Topics in Sign Language

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

Designed to meet specific needs of college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Transfer credit: CSU

SL 199AB—1-3/1-3 units Directed Studies in Sign Language

Prerequisites: A course in the specific field
Lecture and/or lab as required by unit formula

Designed for selected students interested in furthering their knowledge of Sign Language on an independent basis. Assigned problems will involve library, lab, and field work. Maximum of 6 units.

Transfer credit: CSU

Sociology

Soc 101—3 units Introduction to Sociology

Prerequisites: None
3 hours lecture weekly

Analysis of historical development of sociology and recent trends in the field; studying the relationship between social systems and human behavior; emphasis on such basic factors as socialization, culture, class, race, and social change. (2)

Transfer credit: UC, CSU (CAN: Soc 2)

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 (CAN: Soc 4)

Soc 103—3 units Racial and Ethnic Group Relations

Prerequisites: None
3 hours lecture weekly

Analysis of racism and prejudice in the US, discussing similarities and differences in racial and ethnic group experiences; emphasis on majority-minority group relations among major racial and cultural groups. (2)

Transfer credit: UC, CSU

Soc 104—3 units Sex Roles

Prerequisites: None
3 hours lecture weekly

Class explores sex role development and how roles can be changed, role conflicts, common stereotypes of males and females, women as a minority group, aspects of sexuality, and psycho-social implications of the liberation movement; psycho-social aspects of both sex roles are emphasized. (Co-listed with Psych 107.) (2)

Transfer credit: UC, CSU

Soc 105—3 units Aging in the United States

Prerequisites: None
3 hours lecture weekly

An introduction to gerontology; a survey of cultural values and social organization that affect the status and treatment of aging people in the US. Emphasis upon interrelationships between social attitudes, economic system, and political system on lifestyle of the aged. (2)

Transfer credit: UC, CSU

Soc 106—3 units Marriage and the Family

Prerequisites: None
3 hours lecture weekly

Study of the institution of marriage as a significant social unit throughout the world, considering the patterns and problems of adjustment. Topics to be discussed are sexuality and sex roles, dating, mate selection, and patterns of pre- and post-marital adjustments. (2)

Transfer credit: UC, CSU

Soc 107—3 units Sociology of the Black Community

Prerequisites: None
3 hours lecture weekly

Analysis of values, mores, norms, and interaction patterns within the Black community; emphasis on socialization process of community members and effects of racism within the community. Role of family, political, economic, religious, and educational institutions will be analyzed. (2)

Transfer credit: UC, CSU

Soc 108—3 units Sociology of the Chicano Community

Prerequisites: None
3 hours lecture weekly

Socio-cultural analysis of familial, political, economic, religious, and educational institutions within Chicano community; emphasis on social stratification and socialization process of community members. Specific consideration given to the concept of colonialism and its effects on the Chicano community. (2)

Transfer credit: UC, CSU

Soc 109—3 units Futurology

Prerequisites: None
3 hours lecture weekly

Analysis of problems, possibilities, and prospects for societies of the future in terms 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 110—3 units Sociological Analysis: Internships in Organizations and Social Services

Prerequisites: Soc 101 or Soc 102 or concurrent enrollment in either course
2 hours lecture, 3 hours lab weekly

This course is for students who seek the knowledge and experience gained through both classroom and applied on-site involvement with government and/or social agencies in the community. (2)

Transfer credit: UC, CSU

Soc 112—3 units Great American Women

Prerequisites: None
3 hours lecture weekly

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

Transfer credit: UC, CSU

Soc 114—3 units Social Philosophy

Prerequisites: None
3 hours lecture weekly

Social philosophy studies man in society from the standpoint of metaphysical and ethical principles and presuppositions of human nature. Course highlights major historical and contemporary perspectives in the history of philosophy and focuses on a prominent social philosopher for detailed study. Questions concerning legal and social relationships, purpose in social order, and ethical values in human institutions explored. (Co-numbered with Phil 114.) (2)

Transfer credit: UC, CSUC

Soc 115—3 units Sociology of Religion

Prerequisites: Any course in Sociology or Philosophy
3 hours lecture weekly

Objective sociological analysis of the relationship between religion and society. Focuses particularly on the US, stressing the distinctiveness of American religion and its intimate connection with what is most central to American society.

Transfer credit: UC, CSU

Soc 116—3 units Crime and Society

Prerequisites: None
3 hours lecture weekly

This course examines crime and deviance within a socio-legal context. This course provides a background for students evaluating theories and treatment of both adult and juvenile offenders with areas covered including corporate deviance, conventional and violent crime, social institutions and criminal control systems. (2)

Transfer credit: UC, CSU

Soc 199AB—1.3/1.3 units Directed Studies in Sociology

Prerequisites: A course in the specific field
Lecture and/or lab as required by unit formula

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

Transfer credit: UC, CSU

Spanish

Spn 1—3 units Conversational Spanish

Prerequisites: None
3 hours lecture weekly

Introductory course for non-native speakers of Spanish. Emphasis on basic vocabulary and structures necessary for daily conversation. Elementary principles of grammar and usage presented as needed. Designed for students who wish to use Spanish in practical situations; preliminary course for 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; 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 101A—2½ units Elementary Spanish 1, 1st Course

Prerequisites: None
3 hours lecture weekly

This course is equal to the first half of Spn 101. The sequel to this course is Spn 101B, and when both Spn 101A and Spn 101B are taken, it is the equivalent Spn 101 (5 semester units). (2)

Transfer credit: UC, CSU

Spn 101B—2½ units Elementary Spanish 1, 2nd Course

Prerequisites: Spn 101A or equivalent
3 hours lecture weekly

This course is equal to the second half of Spn 101. When taken with Spn 101A, it is the equivalent of Spn 101 (5 semester units). (2)

Transfer credit: UC, CSU

Spn 102A—2½ units Elementary Spanish 2, 1st Course

Prerequisites: Spn 101 or equivalent
3 hours lecture weekly

This course is equal to the first half of Spn 102. The sequel to this course is Spn 102B, and when both Spn 102A and Spn 102B are taken, it is the equivalent of Spn 102 (5 semester units). (2)

Transfer credit: UC, CSU

Spn 102B—2½ units Elementary Spanish 2, 2nd Course

Prerequisites: Spn 102A or equivalent
3 hours lecture weekly

This course is equal to the second half of Spn 102. When taken with Spn 102A, it is the equivalent of Spn 102 (5 semester units). (2)

Transfer credit: UC, CSU

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.

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: Verification of disability
3 hours lecture weekly

Teaches learning-handicapped students practical life skills to be used at home and in the community. Includes budgeting, grooming, and other essential information necessary to independent living. Course may be repeated up to three times.

SpEd 4—1 unit Speech Therapy

Prerequisites: None
1 hour lecture weekly

Course designed for students experiencing difficulty with their speech including lisping, stuttering, and other related speech problems.

SpEd 6—½ unit Analyzing Language Ability

Prerequisites: None
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: Verification of disability
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: Verification of disability
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: Verification of disability
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
½ hour lecture, 1½ hours lab weekly

Course designed to assist students in exploring present vocational interests and abilities. Each student will have an individual evaluation of his/her aptitude for occupations based upon exploration of various job-related tasks regardless of work history or past work skills.

Transfer credit: CSU

SpEd 31—2 units Pre-Vocational Skills

Prerequisites: None
2 hours lecture weekly

For functionally-limited students who have no or very limited work experience. An introduction to the world of work, basics of job seeking, employment and vocabulary, employer/employee rights and attitudes, etc.

Transfer credit: CSU

SpEd 32—2 units Job Seeking Skills

Prerequisites: None
2 hours lecture weekly

Course for disabled students who wish to improve their job-seeking skills and become better acquainted with their rights and obligations as employees. Topics will include decision-making, interview techniques, strategies for filling out an application, and employer-employee responsibilities.

Transfer credit: CSU

SpEd 33—1½ units 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: Verification of disability
Lecture and/or lab as required by unit formula

Assists potentially handicapped students in career preparation, selection, and attainment. Individualized vocational testing/counseling structured to provide maximum input with respect to a vocational selection.

SpEd 35—3 units Vocational Adjustment

Prerequisites: Verification of disability
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: Verification of disability
Lecture and/or lab as required by unit formula

Selected topics in Special Education designed to meet the needs of handicapped students. Field trips may be required.

Speech

Spch 1—3 units

Introductory Speech—Bilingual Mode

Prerequisites: Native language other than English
3 hours lecture weekly

For students with foreign language background—stressing speaking of English, pronunciation, idiomatic expression, intonation, phraseology, inflection, grammar, vocabulary building, oral composition, and some emphasis on US customs. Tape recordings may be made as an aid to correction of foreign dialects. Course may be taken a maximum of three 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 (CAN: Spch 4)

Spch 102—3 units

Advanced Oral Communication

Prerequisites: Spch 101
3 hours lecture weekly

Experience in various types of persuasive rhetoric; reporting of stylistic devices, emphasis on audience analysis, utilization of motives, and speech purposes. Emphasis on completeness and validity of support through planned research of speech topics.

Transfer credit: UC, CSU

Spch 104—3 units

Voice and Diction

Prerequisites: None
3 hours lecture weekly

Designed to give students a basic introduction to nature and principles of voice production and speech sounds; individual speech improvement; instruction and practice in correct breathing, voice control, and diction; study of correct pronunciation and enunciation, including study of dialects, foreign and regional. Designed for students in drama, forensics, broadcasting, and self-improvement. (Co-numbered with ThA 104.)

Transfer credit: UC, CSU

Spch 105—3 units

Oral Interpretation of Literature

Prerequisites: Spch 101
3 hours lecture weekly

Principles and techniques of oral reading of prose and 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 108—3 units

ESL Oral Communication Skills

Prerequisites: A TOEFL score of 450 or a score in the 50th percentile or higher on Nelson Reading Test, or equivalent
3 hours lecture, 1 hours lab weekly

A course designed to help advanced non-native speakers of English communicate effectively in academic, professional, and social settings.

Transfer credit: UC, CSU

Spch 109—3 units

Readers' Theatre

Prerequisites: None
3 hours lecture weekly

Concepts and techniques of cooperative group work in oral interpretation of literature, including children's stories, poetry, prose, and dramatic literature; supervised activities in performing Readers' Theatre before community and college audiences. (Co-numbered with ThA 109.)

Transfer credit: UC, CSU

Spch 112—1 unit

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. Field trips may be taken. May be repeated for credit for a total of four units.

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
Spch 198	Short Courses: Special Projects in Community Communication

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

TV 117—3 units The Use of the Ethnic Minority in Film and Television

Prerequisites: None
3 hours lecture weekly

The study of motion pictures and television series depicting ethnic minority culture and life, and their implications socially, politically and stereotypically. Also, there will be the study of themes, structure, style, and critical reception of said films and television programming.

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

To introduce drama or theatre as a literary art form, the history of dramatic development and types of drama are studied. 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 form the basis of the course. Emphasis is based on appreciation of the theatre, past and present. Field trips may be required. (Co-listed with Engl 119.)

Transfer credit: UC, CSU

ThA 102AB—3-3 units Fundamentals of Acting

Prerequisites: None
2 hours lecture, 3 hours lab weekly

Introduction to techniques of acting and development of characterization; exercises in pantomime, improvisation, body movement, voice usage, and rhythm. Practical exercises in acting in scenes or one-act plays. (2)

Transfer credit: UC, CSU (102A-CAN: Dram 8)

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 Elements of Communication Voice and Diction

Prerequisites: None
3 hours lecture weekly

This course is designed as an elementary voice class introducing the student to the mechanics of voice production and the various elements of speech: relaxation, quality, rate, and pitch. The communicative process involving

reasoning, discovery, critical evaluation, reading, and listening will be demonstrated in speaking and writing assignments. (Co-listed with Speech 104.)

Transfer credit: UC, CSU

ThA 108—3 units Acting for TV and Film

Prerequisites: None
3 hours lecture, 2 hours lab weekly

Acting requires student to learn basic techniques of concentration and listening in scene work. The student will also learn how to audition and get an agent. A final video-taped project will be used to evaluate individual progress.

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-listed with Spch 109.)

Transfer credit: UC, CSU

ThA 110ABCD—1-4 units Rehearsal and Performance

Prerequisites: Cast or staff assignment in current theatre arts production
3 to 12 hours lab weekly

Supervised acting in performance of college-sponsored drama productions; experience in all activities related to theatre productions. (2)

Transfer credit: UC, CSU

ThA 112—3 units Chicano Teatro

Prerequisites: Reasonable fluency in Spanish language
2 hours lecture, 3 hours lab weekly

Course treats technical and organizational practices of theatrical productions, writing for the Chicano Teatro and presenting productions in barrios and at the college. (2)

Transfer credit: UC, CSU

ThA 115—3 units Directing for the Stage

Prerequisites: None
2 hours lecture, 3 hours lab weekly

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

Transfer credit: UC, CSU

ThA 117—3 units **Children's Theatre and Creative Dramatics**

Prerequisites: None
2 hours lecture, 3 hours lab weekly

Practical course in techniques of producing Children's Theatre, plus utilizing techniques of conducting classes in creative dramatics for children. Class may produce and present its own program illustrating its class work to elementary and/or junior high audiences in the college area. (2)

Transfer credit: UC, CSU

ThA 120AB—3-3 units **Stage Production**

Prerequisites: None
2 hours lecture, 3 hours lab weekly

120A—Lectures and demonstrations in stage lighting, sound, and stage costuming, including practical lab experience as members of crews for department productions.

120B—Lectures and demonstrations in scene design, stagecraft, make-up, and theatre management, including practical lab experience as members of crews for department productions. (2)

Transfer credit: UC, CSU

ThA 121AB—3-3 units **Stagecraft—Stage Design**

Prerequisites: ThA 120 recommended; ThA 121A for 121B
2 hours lecture, 3 hours lab weekly

Concepts and production elements needed for theatrical staging; utilizes lighting and scene design preparation and execution. Course specializes in renderings, scale models, and detailed drawings of sets of plays to be done at the college.

Transfer credit: UC, CSU

ThA 127—3 units **Black Experience in the Theatre Arts**

Prerequisites: None
3 hours lecture weekly

One semester survey of Blacks' involvement in the history of Theatre Arts, utilizing dramatic literature and biographies of Black playwrights and performers.

Transfer credit: UC, CSU

ThA 198—½-10 units **Short Courses in Theatre Arts**

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

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

ThA 199AB—½-3/½-3 units **Directed Studies in Theatre Arts**

Prerequisites: A course in the specific field
Lecture and/or lab as required by unit formula

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

Transfer credit: UC, CSU

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

ThA 113 Summer Theatre—Technical Work

ThA 114 Summer Theatre—Acting

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.

Urban Studies

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

Word Processing

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

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, or offensive conduct.
9. Obscene, libelous or slanderous expression, or expression which so incites students as to create a clear and present danger of the commission of unlawful acts on the college's campus, the violation of lawful college regulations or the substantial disruption of the college's orderly operation.
10. 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.
11. 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.
12. Possession, while on the college campus or at an on- or off-campus college-sponsored function, of any of the following weapons (except persons given permission by the college President or his designated representatives or member of the law enforcement agencies, as police officers); any instrument or weapon of the kind commonly known as blackjack, sling shot, fire bomb, billy club, sandclub,

sandbag, metal knuckles; any dirk, dagger, firearm (loaded or unloaded) as pistol, revolver, rifle, etc.; any knife having a blade longer than five inches, any switchblade longer than two inches; any razor with an unguarded blade; any metal pipe or bar used or intended to be used as a club; or any item to threaten bodily harm.

Appendix II

Student Conduct—Disciplinary Action

Student conduct must conform to the Student Rules of Conduct established by the Governing Board of Trustees of the Ventura County Community College District in collaboration with college administrators and students. Violations of such rules are subject to the following types of disciplinary actions, which are to be administered by appropriate college authorities against students who stand in violation. The Ventura County Community College District has established due process for the administration of the penalties enumerated here. Penalties are listed in degrees of severity. College authorities will determine the appropriate penalty(ies):

Warning*—Notice to the student that continuation or repetition of specified conduct may be cause for other disciplinary action.

Reprimand*—Written reprimand for violation of specified rules. A reprimand serves to place on record that a student's conduct in a specific instance does not meet the standards expected at the college. A person receiving a reprimand is notified that this is a warning that continued conduct of the type described in the reprimand may result in a formal action against the student.

*Warnings and reprimands may be appealed directly to the President. They are not subject to a student conduct hearing.

Disciplinary Probation—Exclusion from participation in privileges or extracurricular college activities set forth in the notice of disciplinary probation involves notification in writing of the reason for disciplinary probation to the student(s) or the president of the student organization involved.

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

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

Disciplinary Suspension—Disciplinary suspension follows a hearing based on due process. It shall be invoked by the college President, appropriate administrator, or other staff member designated by the President, upon the student for misconduct when other corrective measures have failed or when the seriousness of the situation warrants such action.

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

Appendix III

Student Conduct—Due Process

A. Preliminary Action

1. The Vice-President of Student Services shall receive and may issue any charge of alleged misconduct made against a student by another student, faculty member, administrator, or classified personnel. Such person shall sign and submit a written statement specifying the time(s), place(s), and nature of the alleged misconduct.
2. The Vice-President shall confer with the student to advise of the charge, possible sanctions upon him/her, and his/her rights under college regulations and state and federal laws.
3. The Vice-President of Student Services may also procure information relating to the charge from the student and other persons or sources. Whenever appropriate, the Vice-President of Student Services shall assess, or cause to have assessed, damage to property and injury to persons or other forms of misconduct.
4. At this point, the Vice-President of Student Services may take any of the following actions:
 - a. Dismiss the charge for lack of merit.
 - b. Issue a warning or a letter of reprimand.
 - c. Place the student on disciplinary probation, require restitution, place on summary or disciplinary suspension.
 - d. Recommend expulsion.
 - e. Remand the case to a Student Conduct Hearing.
5. At this point, if the student does not accept the decision of the Vice-President of Student Services, the Vice-President of Student Services shall arrange for a meeting of the Student Conduct Hearing Committee, following the procedures outlined in Sections B and C of this document.

B. Composition of Student Conduct Hearing Committee

1. The Student Conduct Hearing Committee, hereafter referred to as the Hearing Committee, shall be set up as follows:
 - a. One student, one faculty member, and one administrator (other than the Vice-President of Student Services and his/her immediate staff). These persons are appointed by the college President.
 - b. The President shall designate the chairperson of the Hearing Committee.
 - c. A minimum of one Hearing Committee shall be selected annually.
 - d. Upon notification of the Hearing Committee composition, each party is allowed one preemptory challenge, excluding the chairperson.
 - e. A quorum shall consist of all three members of the Hearing Committee.
 - f. The chairperson will allow any proposed member of the Hearing Committee to decline participation in the hearing.

C. Formal Hearing Procedures

1. A hearing will be called by the chairperson within 15 working days of receipt of the Vice-President of Student Services' request.
2. Both parties will be asked to attend the hearing and will be given sufficient notice in writing as to the time and place. Notice

shall be given by certified mail at least five working days prior to the hearing date.

3. At the time of the hearing, the chairperson shall state the charge. The committee shall hear testimony, examine witnesses, and receive all evidence pertaining to the charge.
4. Both parties shall have the right to present statements, testimony, evidence, and witnesses. Each party shall have the right to be represented by a single advisor but not a licensed attorney.
5. The accused person and/or representative may be present as well as the aggrieved person and/or his/her representative. No other persons except scheduled witnesses and the Hearing Committee members shall be present.
6. The person making the charge shall assume the burden of proof. The rule of confidentiality shall prevail at all stages of the hearing.
7. The Hearing Committee shall judge the relevancy and weight of testimony and evidence. It shall also make a recommendation for disposition of the charge to the college President. Actions in this procedure shall be completed within five working days.
8. The Hearing Committee shall submit its findings of fact and recommend action to both parties and to the President of the college. Upon receipt of the findings and recommendations, the President of the college shall:
 - a. Concur with the Hearing Committee's recommendation.
 - b. Not concur with the Hearing Committee's recommendation.
 - c. Take alternative action.
 - d. The college President shall state in writing the reasons for the action taken on the Hearing Committee's recommendations. The President shall act within 10 working days.
9. If either party does not agree with the decision of the college President at this time, an appeal may be made to the Chancellor of the Ventura County Community College District; if he/she is still dissatisfied with the decision, an appeal may be made to the Governing Board, who shall render the final decision.

Appendix IV

Student Conduct—Student Grievance

Purpose

Students are encouraged to pursue academic studies and other college-sponsored activities in order to promote intellectual growth and personal development. In seeking these ends, students should be free from improper interference by other members of the college community.

A grievance may be initiated by a student whenever the student believes that he/she has been subject to unjust actions or denied normal student rights as stipulated in college regulations and in the State Education and Administrative Codes. A grievance may be initiated by a student against any other student or any employee of the college.

Definition

A grievance is an allegation of unjust action or denial of student rights. A grievance exists only when a specific educational wrong has occurred to a single student. This wrong must involve an unjust action or denial of student rights as defined in a specified college, college district, or superior legal covenant or judgment. A grievance exists only when such an error or offense has some demonstrably correctable result. The outcome of a grievance must produce a tangible benefit to the student complaining or an actual redress of the wrong rather than a punishment for the person or persons found in error.

Procedures

- A. Informal Processes: When a student believes that a personal injustice has been sustained, an attempt should first be made to resolve the concern by informal means. Consultation should be made with the student, faculty member, administrator, or classified person involved in order to seek direct resolution. If this process fails or, for some reason, cannot be accomplished, the aggrieved student should confer with the direct supervisor of the person allegedly causing the problem. If both of these steps are unsuccessful, the aggrieved student should discuss the problem with the Vice-President of Instruction (for all programs and services controlled by this person) or the Vice-President of Student Services (for all other college programs and services).
- B. Formal Processes: If the aggrieved student believes that the informal consultation processes mentioned in Section A have failed, the procedures and rules described below must be followed by both the student and the college. This process represents the formal grievance procedure of the college. However, the entire formal grievance process shall be discontinued at any time the parties can informally agree on a mutually satisfactory result. All formal records will be destroyed in this instance.

Resolution of grievances may not abrogate state or federal laws and applicable Board of Trustee rules and policies.

1. A college Grievance Committee shall be established by the college President at the opening of each academic year. This committee will be composed of one faculty member, one enrolled student, and one administrator. The chairperson will be designated by the President. Committee members are appointed by and serve at the pleasure of the President. If, in the judgment of either participant in a formal grievance or the President, a conflict of interest or bias exists with any committee member, that member will be excused and a substitute appointed for the case in question only.
- A formal grievance must be filed with the Vice-President of Student Services within 90 calendar days of the final event in a sequence of events, if any. The 90-day period shall commence on the day of the event or on the day of first knowledge of the event by the complaining party. Proof of the latter delayed date is the responsibility of the complaining party.
2. A formal grievance exists when the Vice-President of Student Services receives a signed written charge specifying the time, place, and nature of the injury from the aggrieved student. This written charge should be dated and must be on behalf of an individual student only. Group or class action grievances are not permitted. This charge must also clearly specify the informal consultation attempts made and described in Section A.
 3. The Vice-President of Student Services will verify the completeness of the written charge and present the charge to the Grievance Committee within 10 working days of receipt.
 4. The Grievance Committee will review the charges made in Section B2 within five working days and request a response in writing from the person accused. This person must reply within 10 working days. Upon receipt of this response, the committee shall meet and recommend to the President that (a) the case be dismissed, or (b) that reasonable cause for a hearing exists. This action must take place within five working days.
 5. The President will then either dismiss the case with the reasons set out in writing to both parties or request that the Grievance Committee hold a formal hearing. The President must take this action within five working days of receipt from the committee (Section B4).
 6. Formal hearing procedures:
 - a. A hearing will be called by the chairperson within 15 working days of receipt of the President's request (Section B5).
 - b. Both parties will be asked to attend the hearing and will be given sufficient notice in writing as to the time and place. Notice shall be given by certified mail at least five working days prior to the hearing date.
 - c. At the time of the hearing, the chairperson shall state the charge. The committee shall hear testimony, examine witnesses, and receive all evidence pertaining to the charge.
 - d. Both parties shall have the right to present statements, testimony, evidence, and witnesses. Each party shall have the right to be represented by a single advisor but not a licensed attorney.
 - e. The accused person and/or representative may be present as well as the aggrieved person and/or his/her representative. No other persons except scheduled single witnesses and the Grievance Committee members shall be present.
 - f. The person making the charge shall assume the burden of proof. The rule of confidentiality shall prevail at all stages of the hearing.
 - g. The committee shall judge the relevancy and weight of testimony and evidence. It shall make its findings on fact and limit its investigation to the formal charge. It shall also make a recommendation for disposition of the charge to the college President. Actions in this procedure shall be completed within five working days.
 - h. The committee shall submit its findings of fact and recommend action to both parties and to the President of the college. Upon receipt of the findings and recommendations, the President of the college shall:
 - (1) Concur with the committee's recommendation.
 - (2) Not concur with the committee's recommendation.
 - (3) Take alternative action.
 - (4) The college President shall state in writing the reasons for the action taken on the committee's recommendation. The President shall act within 10 working days.
 - i. If either party does not agree with the decision of the college President at this time, an appeal may be made to the Chancellor of the Ventura County Community College District; if he/she is still dissatisfied with the decision, an appeal may be made to the Board of Trustees which shall render the final decision. Appeals of the decision of the Chancellor must be made within 15 days of receipt of the result. 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.
 - 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 Tuition Fees and Refund Schedule 1991-92

For the 1991-92 school year, tuition has been established at \$110 per unit. This fee is subject to revision annually. Tuition fees are payable prior to enrollment. A refund schedule appears below:

Units Enrolled	Tuition Charge	1st Week Refund Regular & Summer	2nd Week Refund Regular Summer	3rd Week Refund Regular Summer	4th Week Refund Regular Only*
0.5†	55.00	5.00	5.00 5.00	5.00 5.00	5.00
1.0†	110.00	60.00	60.00 55.00	55.00 27.50	27.50
1.5†	165.00	115.00	115.00 82.50	82.50 341.25	41.25
2.0†	220.00	170.00	165.00 110.00	110.00 5.00	55.00
2.5	275.00	225.00	206.25 137.50	137.50 68.75	68.75
3.0	330.00	280.00	247.50 165.00	165.00 82.50	82.50
3.5	385.00	335.00	288.75 192.50	192.50 96.25	96.25
4.0	440.00	390.00	330.00 220.00	220.00 110.00	110.00
4.5	495.00	445.00	371.25 247.50	247.50 123.75	123.75
5.0	550.00	500.00	412.50 275.00	275.00 137.50	137.50
5.5	605.00	555.00	453.75 302.50	302.50 151.25	151.25
6.0	660.00	610.00	495.00 330.00	330.00 165.00	165.00
6.5	715.00	665.00	536.25 357.50	357.50 178.75	178.75
7.0	770.00	720.00	577.50 385.00	385.00 192.50	192.50
7.5	825.00	775.00	618.75 412.50	412.50 206.25	206.25
8.0	880.00	830.00	660.00 440.00	440.00 220.00	220.00
8.5	935.00	885.00	701.25 467.50	467.50 233.75	233.75
9.0	990.00	940.00	742.50 495.00	495.00 247.50	247.50
9.5	1,045.00	995.00	783.75 522.50	522.50 261.25	261.25
10.0	1,100.00	1,050.00	825.00 550.00	550.00 275.00	275.00
10.5	1,155.00	1,105.00	866.25 577.50	577.50 288.75	288.75
11.0	1,210.00	1,160.00	907.50 605.00	605.00 302.50	302.50
11.5	1,265.00	1,215.00	948.75 632.50	632.50 316.25	316.25
12.0	1,320.00	1,270.00	990.00 660.00	660.00 330.00	330.00
12.5	1,375.00	1,325.00	1,031.25 687.50	687.50 343.75	343.75
13.0	1,430.00	1,380.00	1,072.50 715.00	715.00 357.50	357.50
13.5	1,485.00	1,435.00	1,113.75 742.50	742.50 371.25	371.25
14.0	1,540.00	1,490.00	1,155.00 770.00	770.00 385.00	385.00
14.5	1,595.00	1,545.00	1,196.25 797.50	797.50 398.75	398.75
15.0	1,650.00	1,600.00	1,237.50 825.00	825.00 412.50	412.50
15.5	1,705.00	1,655.00	1,278.75 852.50	852.50 426.25	426.25
16.0	1,760.00	1,710.00	1,320.00 880.00	880.00 440.00	440.00
16.5	1,815.00	1,765.00	1,361.25 907.50	907.50 453.75	453.75
17.0	1,870.00	1,820.00	1,402.50 935.00	935.00 467.50	467.50
17.5	1,925.00	1,875.00	1,443.75 962.50	962.50 481.25	481.25
18.0	1,980.00	1,930.00	1,485.00 990.00	990.00 495.00	495.00
18.5	2,035.00	1,985.00	1,526.25 1,017.50	1,017.50 508.75	508.75
19.0	2,090.00	2,040.00	1,567.50 1,045.00	1,045.00 522.50	522.50
19.5	2,145.00	2,095.00	1,608.75 1,072.50	1,072.50 536.25	536.25
20.0	2,200.00	2,150.00	1,650.00 1,100.00	1,100.00 550.00	550.00
20.5	2,255.00	2,205.00	1,691.25 1,127.50	1,127.50 563.75	563.75
21.0	2,310.00	2,260.00	1,732.50 1,155.00	1,155.00 577.50	577.50
21.5	2,365.00	2,315.00	1,773.75 1,182.50	1,182.50 591.25	591.25
22.0	2,420.00	2,370.00	1,815.00 1,210.00	1,210.00 605.00	605.00
		\$50 Admin. Fee Charge	\$50 Admin. Fee 75% 50% Refund Refund	\$50 Admin. Fee 50% 25% Refund Refund	\$50 Admin. Fee 25% Refund

*No refunds permissible after the third week of summer semester.

†Indicates that a minimum administrative fee of \$50 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 in all the units which were graded on the basis of the grading scale established by this district.

A student who has enrolled in a total of at least 12 semester units as shown by the official academic record shall be placed on **progress probation** when the percentage of all units in which the student has enrolled and for which entries of "W," "I," "NC" are recorded reaches or exceeds 50 percent.

A student transferring to a college of the Ventura County Community College District from another college is subject to the same probation and dismissal policies as students of this college district.

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

Removal from Probation: A student on **academic probation** for a grade point deficiency shall be removed from probation when the student's accumulated grade point average is 2.0 or higher.

A student on **progress probation** because of an excess of units for which entries of "W," "I," and "NC" are recorded shall be removed from probation when the percentage of units in this category drops below 50 percent.

Standards for Dismissal: A student who is on **academic probation** shall be subject to dismissal if the student earned a cumulative grade point average of less than 1.75 in all units attempted in each of three consecutive semesters which were graded on the basis of the grading scale established by this District.

A student who has been placed on **progress probation** shall be subject to dismissal if the percentage of units in which the student has been enrolled for which entries of "W," "I," and "NC" are recorded in at least three consecutive semesters reaches or exceeds 50 percent.

Notification of Dismissal: Each college in the Ventura County Community College District shall make a reasonable effort to notify a student of dismissal at or near the beginning of the semester in which it will take effect but, in any case, no later than the start of the fall semester. A student subject to dismissal has the right of appeal. An exception to dismissal may be made in the event of extreme and unusual circumstances that can be supported by evidence provided by the student. Requests for appeal shall be submitted to the Dean of Admissions and Records.

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

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

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

Upon completion of the repeated course, the lowest grade earned shall be omitted from the computation of the cumulative grade point average and lined through on the permanent record. The permanent record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.

Students should understand that other colleges or universities may not accept credit for work which represents a repetition of high school work. In addition, there is no assurance that repeated courses resulting in an improvement in grade will be accepted by other colleges or universities.

Academic Renewal without Course Repetition: Students may petition to have a portion of previous college work disregarded in meeting academic requirements in the colleges of the Ventura County Community College District. Academic Renewal is intended to facilitate the completion of requirements necessary for an academic degree or certificate.

A student may petition, once only, to eliminate grade point calculations and credits from selected portions of previous college work which is not reflective of the student's present demonstrated ability and level of performance. The student may petition for Academic Renewal to disregard previous substandard college work by selecting one of the following options: (1) Disregard a maximum of 15 semester units of any courses with less than a C or equivalent grade taken during any two terms, not necessarily consecutively; or (2) Disregard all courses from two consecutive semesters (one summer or inter-session may be regarded as equivalent to one semester at the student's discretion). Courses and units taken at any institution may be disregarded.

Academic renewal may be granted only to a student who: is currently enrolled in at least one credit course in the college; has completed at least 12 units in the colleges of the Ventura County Community College District; has submitted transcripts of all college work; has

waited two years since course work to be disregarded was completed; and, has subsequently completed at least 30 semester units with a minimum 2.40 grade point average.

The colleges of the Ventura County Community College District will honor similar actions by other accredited colleges and universities in determining grade point averages and credits. The petition for this purpose, "Petition for Academic Renewal," is available in the Counseling Office. Upon granting the petition for Academic Renewal, the student's permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.

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

Appendix VII

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.

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 data, 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. Fiance(e) 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 899
Princeton, New Jersey 08540

- C. Submit a confidential statement of finance that verifies financial capability for the costs of attending one of the colleges of the district, or affidavits guaranteeing financial support from responsible resident citizens of the United States.
- D. Before registration is validated, foreign students must pay the entire nonresident tuition fee and the state enrollment fees for the semester.
- E. Provide certified translated transcripts from secondary schools and colleges previously attended. In general, it is expected that applicants will have completed secondary school with a satisfactory academic record.
- F. Submit a health statement signed by a licensed American physician that verifies general good health and freedom from communicable disease.
- G. Foreign students are required to provide proof of major medical insurance coverage. If needed, the college can provide information on policies available to them.

IV. Permission to Work

According to Immigration policy, foreign students may not work during their first year of study, other than 20 hours a week on campus. During the second year of study, foreign students may request permission to work more than the allowable 20 hours per week, on campus, if they submit an I-538 to Immigrations, and it is approved.

Appendix 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 Tine) are administered. Outreach clinics are conducted to detect dangerous health conditions among students such as hypertension, heart disease, diabetes, cervical cancer, venereal disease, anemia, Tay-Sachs, etc. Coordination with County Public Health Department is on a regular basis.

Appraisal and Limited Treatment

The Student Health Center provides quality on-campus outpatient services to all registered students and other persons expressly authorized by the Governing Board. Health education and health counseling is a constant theme which extends throughout the system. A college physician may be employed for a limited number of weekly hours. Certain non-prescription medicines are available upon request. X-ray services and laboratory work are handled via referrals.

Referrals

The Health Coordinator provides liaison between students, college, and community health resources and continually seeks to improve channels of communication.

Health and Accident Insurance Plans

The Student Health Fee provides for low-cost, yet significant, student accident insurance for all students at no cost to the district. The Health Center maintains insurance records and claims to verify costs incurred and claims paid. The Health Center reports and maintains accident records of all student injuries and attempts to advise and eliminate causal conditions, whenever possible.

Crisis Intervention

The Student Health Center in cooperation with the Counseling Office and external agencies provides a mental health program to facilitate normal psychological growth, to maximize academic functioning and consistent school attendance.

Dissemination of Information

The presence of the Student Health Center and its functions is published through booklets, bookmarks, campus newspaper, student calendar, and marquee.

Emergency Disaster Plan

The Student Health Center is designated to act as first aid station. The disaster plan is actually the responsibility of the college administration since it involves total college staff, management, faculty, and facilities in the event of fire, earthquake, nuclear fallout, mudslides, or other natural disasters.

The Student Health Centers are maintained through the assessment of a student health fee.

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.

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 process by an advisor of his/her choice. If the problem involves sexual harassment by another student, the Counseling Office shall refer the complainant to the Vice-President of Student Services who will take action as prescribed in the Student Conduct Code.

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

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

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

1. The President will ask the campus certificated management representative to the District Advisory Committee on Affirmative Action to consult with the person mentioned in the complaint and such other persons as may be necessary to resolve the complaint. The supervising manager of the person accused must be consulted

in this process, and the accused will be given a copy of the written accusation.

2. If the problem cannot be resolved to the satisfaction of all parties at Step 1 within five working days, the campus management Affirmative Action representative will transmit the written and signed complaint to the President. At this point, the President may either dismiss the matter for cause stated in writing to all parties or remand the case to a formal hearing. The President must act within five working days.

Step 4. If a formal hearing is held, the following procedures will be employed by the college Grievance Committee:¹

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.

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

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.

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