

# OXNARD COLLEGE

CATALOG 1994-1995







## **Oxnard College Catalog 1994 - 1995**

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.

# Contents

<b>Ventura County Community College District</b> .....	<b>3</b>
<b>President's Welcome</b> .....	<b>5</b>
<b>Academic Calendar</b> .....	<b>6</b>
<b>Oxnard College Maps</b> .....	<b>7</b>
<b>General Information</b> .....	<b>9</b>
Nature of the College .....	9
Philosophy of the College .....	9
Mission of the College .....	9
History of the College .....	10
Accreditation .....	10
Memberships .....	10
Community Services .....	10
Affirmative Action .....	10
Critical Thinking Goal .....	11
<b>Admissions Information</b> .....	<b>12</b>
Eligibility .....	12
Admission Procedure .....	12
High School Admissions Program .....	13
Residency Requirements .....	13
Foreign Students .....	14
Tuition or Nonresident Fee .....	14
Tuition Refunds .....	14
Transfer Credit .....	14
Full-Time Student .....	15
Unit Requirements for Benefits and Activities .....	15
Student Fees .....	15
Mandatory Fees .....	15
Non-Mandatory Fees .....	15
<b>Academic Policies</b> .....	<b>16</b>
Grading Practices .....	16
Grading System .....	16
Attendance .....	17
Withdrawal from Class .....	17
Withdrawal from College .....	17
Grade Changes .....	17
Course Repetition .....	18
Academic Renewal .....	18
Credit by Examination .....	18
Final Examinations .....	19
Probation, Dismissal, and Readmission of Students .....	19
Cheating or Plagiarism .....	19
Auditing Classes .....	19
Dean's List .....	19
Use of Listening or Recording Devices .....	20
<b>Student Services</b> .....	<b>21</b>
Counseling Services .....	21
Disabled Students Programs and Services (DSPS) .....	21
Extended Opportunity Programs and Services (EOPS) .....	21
ESPIGA (Bilingual Program) .....	21
Financial Services .....	22
Health Services/Accident Insurance .....	22
International Student Program .....	22
Job Placement .....	23
Puente Program .....	23
Re-Entry Center .....	23
Veterans' Services .....	23
Student Organizations and Activities .....	23
Transfer Center .....	24
Library/Learning Resources Complex .....	24
<b>Special Programs</b> .....	<b>25</b>
Child Development Center .....	25
Learning Center .....	26
Tutorial Services .....	26
Television Station .....	26
<b>Información General</b> .....	<b>27</b>
<b>Información para Admisión</b> .....	<b>30</b>
<b>Reglamentos Académicos</b> .....	<b>34</b>
<b>Servicios al Estudiante</b> .....	<b>40</b>
<b>Programas Especiales</b> .....	<b>47</b>
<b>Programs, Degrees, and Transfer Information</b> .....	<b>48</b>
Programs .....	48
Graduation Requirements .....	48
Graduation Application Procedures .....	48

Basic Requirements for Associate in Arts/Associate in Science Degree .....	48
Approved General Education Course List for A.A. and A.S. Designated Degrees .....	49
Guidelines for Additional Degrees .....	50
Continuous Enrollment .....	50
Remedial Limitations .....	51
Double Counting .....	51
Transfer Preparation .....	51
Transferability of Courses .....	51
Articulation Agreements .....	51
Transfer Center .....	51
Transfer Curricula .....	52
California State University and Colleges .....	52
University of California System .....	53
General Education Breadth Requirements for Four-Year Colleges .....	54
Intersegmental General Education Transfer Curriculum (IGETC) .....	54
California State University General Education Transfer Certification .....	54
Transfer General Education Requirements .....	54
Admissions Information .....	54
California State University System .....	54
General Education Requirements for the Bachelor's Degree at the California State Universities and Colleges .....	55
General Education Certification Pattern for Transfer to the California State University System .....	55
General Transfer Information .....	56
Intersegmental General Education Transfer Curriculum .....	56
Transfer Requirements for University of California System .....	57
UC Santa Barbara General Education Articulation Agreement with Oxnard College .....	58
General Transfer Information for UCSB .....	59
Private Colleges and Universities .....	59
General Education Requirements California Lutheran University .....	59
General Education Requirements University of LaVerne Residence Center, Point Mugu .....	60
Out-of-State Schools .....	61
Certificate Programs .....	61
Certificates of Achievement .....	61
Curriculum Patterns .....	61
Degrees and Certificates Offered .....	62
A.S. Degrees and Certificates .....	62
A.A. Degrees .....	62
Major Requirements for Associate in Arts Degrees .....	64
Associate in Science Degrees and Certificates of Achievement Major Requirements .....	71
<b>Announcement of Courses</b> .....	<b>83</b>
<b>Appendices</b> .....	<b>152</b>
Appendix I: Student Conduct Code—Standards of Student Conduct .....	152
Appendix II: Student Conduct—Disciplinary Action .....	152
Appendix III: Student Conduct—Due Process .....	153
Appendix IV: Student Conduct—Student Grievance .....	154
Appendix V: Nonresident Tuition Fees and Refund Schedule 1994-95 .....	156
Appendix VI: Probation, Dismissal, and Readmission of Students .....	157
Appendix VII: Auditing Policy .....	158
Appendix VIII: Course Repetition Policy .....	158
Appendix IX: Foreign Students .....	158
Appendix X: Student Health Services .....	159
Appendix XI: Privacy Rights Governing Student Records .....	160
Appendix XII: Policy on Sexual Harassment .....	161
<b>Administration</b> .....	<b>164</b>
Full-Time Faculty .....	164
Part-Time Faculty .....	165
Retired Faculty .....	166
<b>Index</b> .....	<b>167</b>



## VENTURA COUNTY COMMUNITY COLLEGE DISTRICT



### CHANCELLOR

Dr. Thomas G. Lakin

### BOARD OF TRUSTEES

Dr. Allan W. Jacobs, President  
Fillmore/Simi/Moorpark Area

Karen M. Boone  
Ventura/North Oxnard Area

Timothy D. Hirschberg  
Ojai/Santa Paula/Camarillo Area

Dr. Gregory P. Cole  
Conejo/Thousand Oaks Area

Pete E. Tafoya  
Oxnard/Port Hueneme Area

Chi Young Choe  
Student Trustee

### DISTRICT ADMINISTRATORS

Dr. Jeff Marsee, Vice Chancellor  
Administrative Services/Instruction

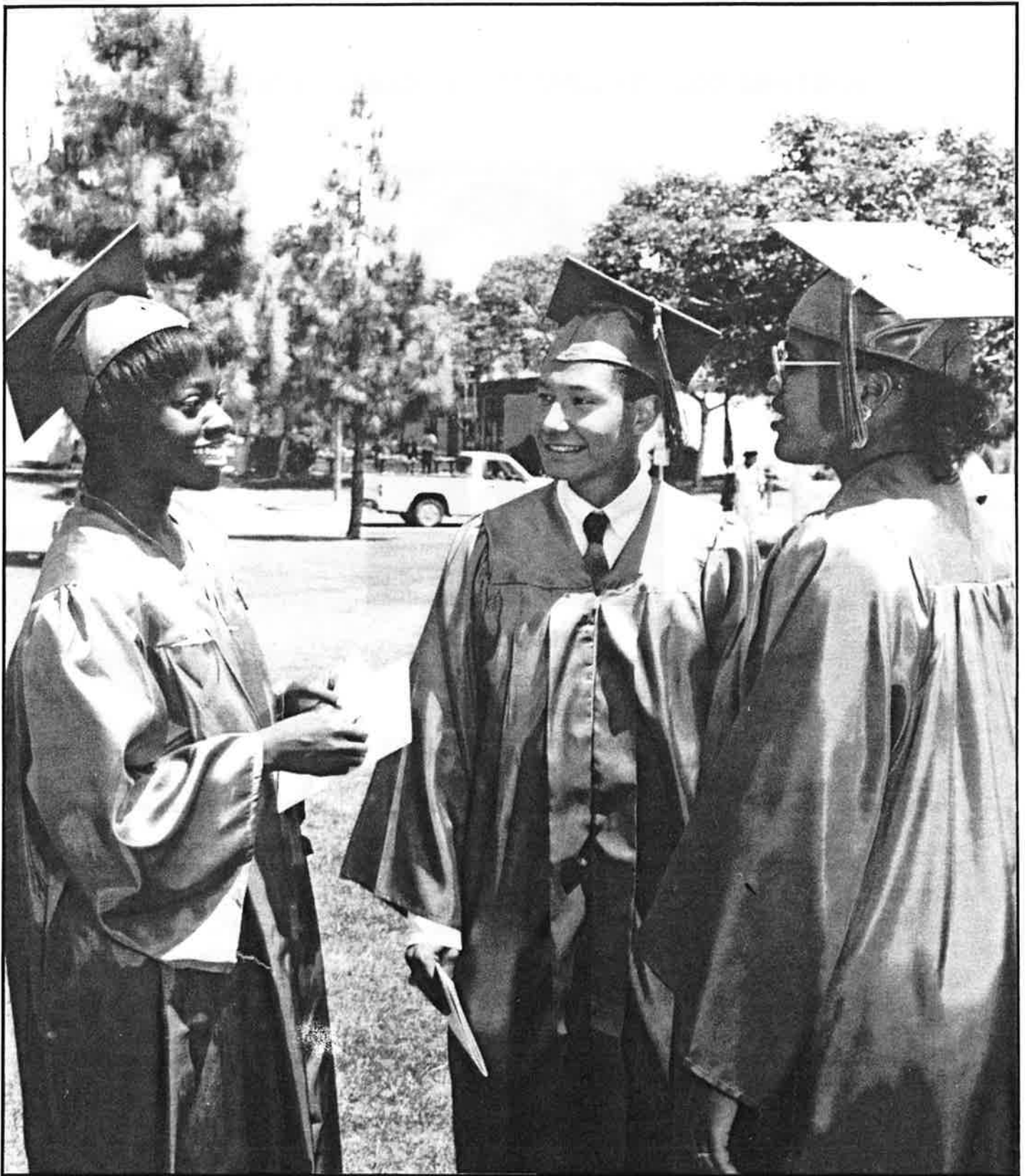
Jerry D. Pauley, Associate Vice Chancellor  
Human Resources/Staff Diversity/Student Services

### COLLEGE ADMINISTRATORS

Dr. Elise D. Schneider, President  
Oxnard College

Dr. James Walker, President  
Moorpark College

Dr. Jesús Carreon, President  
Ventura College



*photo by Jim Englund*

**Left:** OC graduate Monica Nickelberry transferred to CSUN where she majored in Accounting. **Center:** José Luis Cornelio also transferred to CSUN where he is majoring in Mathematics. José was OC's ASOC President. **Right:** Sherine M. George transferred in the Spring of 1994 to Florida A.M.U. She is majoring in Liberal Arts.

## President's Welcome

As the president of Oxnard College, it gives me great pleasure to welcome you to the 1994-95 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 1994-95.

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



President Schneider visits with students on campus.

## Academic Calendar

### Fall Semester 1994

August 22 - December 21, 1994

July 5 - August 5 .....	Mail Registration
August 15 .....	Add/Drop for Pre-Registered Students Only— 11 AM - 6:30 PM, Monday
August 16 - 18 .....	Fall Semester Registration—First-come, First-served basis, 1 - 6:30 PM, Monday - Thursday
August 20 .....	Saturday Registration—9 AM - 1 PM
August 22 .....	First Day of Instruction
August 22 - 26 .....	Late Registration/Program Adjustment
Aug. 29 - Sept. 2 .....	Program Adjustment
September 2 .....	Last Day to Add Full-Semester Classes, 9 AM - 1 PM
	Last Day to Apply for Enrollment Fee and/or Parking Fee Refunds (a \$10 administrative filing fee will be charged)
September 5 .....	Legal Holiday—Labor Day
September 16 .....	Last Day to Drop Full-Semester Classes Without a "W"
September 26 .....	Last Day to Apply for Credit/No Credit Grading Option
November 4 .....	Last Day to Apply for Fall 1994 Graduation
November 11 .....	Legal Holiday—Veterans Day
November 23 .....	Last Day to Drop Full Semester Classes with a "W" (student will receive a letter grade after this date)
November 24 - 25 .....	Legal Holiday—Thanksgiving
December 15 - 21 .....	Final Examinations
December 21 .....	End of Fall Semester

### Spring Semester 1995

January 17 - May 19, 1995

.....	Early Registration—See Spring Schedule of Classes
January 9 .....	Program Adjustment for all Pre-Registered Students Only— 11 AM - 6:30 PM, Monday
January 10 - 12 .....	Spring Semester Walk-In Registration, 1 - 6:30 PM
January 16 .....	Martin Luther King, Jr. Day—Legal Holiday
January 17 .....	First Day of Instruction
January 17 - 23 .....	Late Registration/Program Adjustment, 1 - 6:30 PM, Monday - Thursday, and 9 AM - 1 PM, Friday
January 24 - 30 .....	Program Adjustment Period, 1 - 6:30 PM, Monday - Thursday, and 9 AM - 1 PM, Friday
January 30 .....	Last Day to Add Full-Semester Classes
	Last Day to Apply for Enrollment Fee and/or Parking Fee Refunds (a \$10 administrative filing fee will be charged)
February 10 .....	Last Day to Drop Full-Semester Classes Without a "W"
February 17 & 20 .....	Presidents' Birthdays Observed—Legal Holidays
February 23 .....	Last Day to Apply for Credit/No Credit Grading Option
March 23 .....	Last Day to Apply for Spring 1995 or Summer 1995 Graduation
April 10 - 14 .....	Spring Break
April 28 .....	Last Day to Drop Full Semester Classes with a "W" (student will receive a letter grade after this date)
May 15 - 19 .....	Final Examinations
May 19 .....	Graduation
	End of Spring Semester

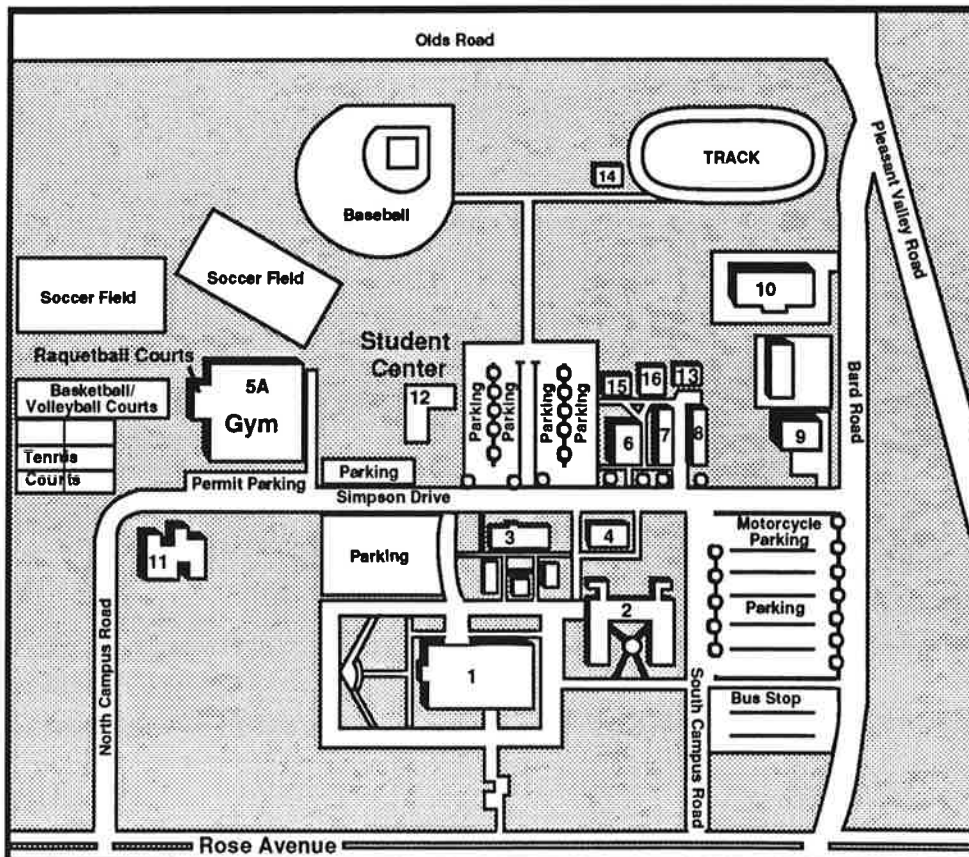
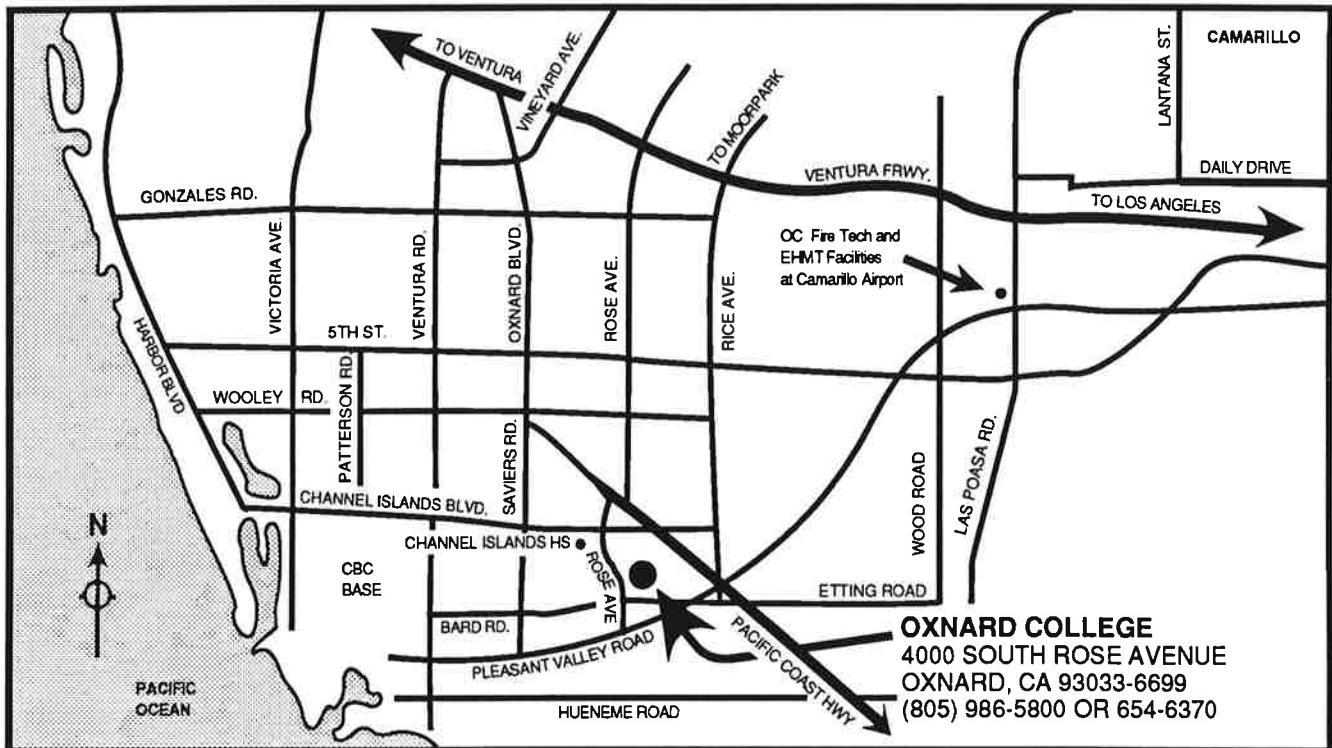
### Summer Session 1995

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

**These dates and times are subject to change. Please check the appropriate schedule of classes for any changes.**

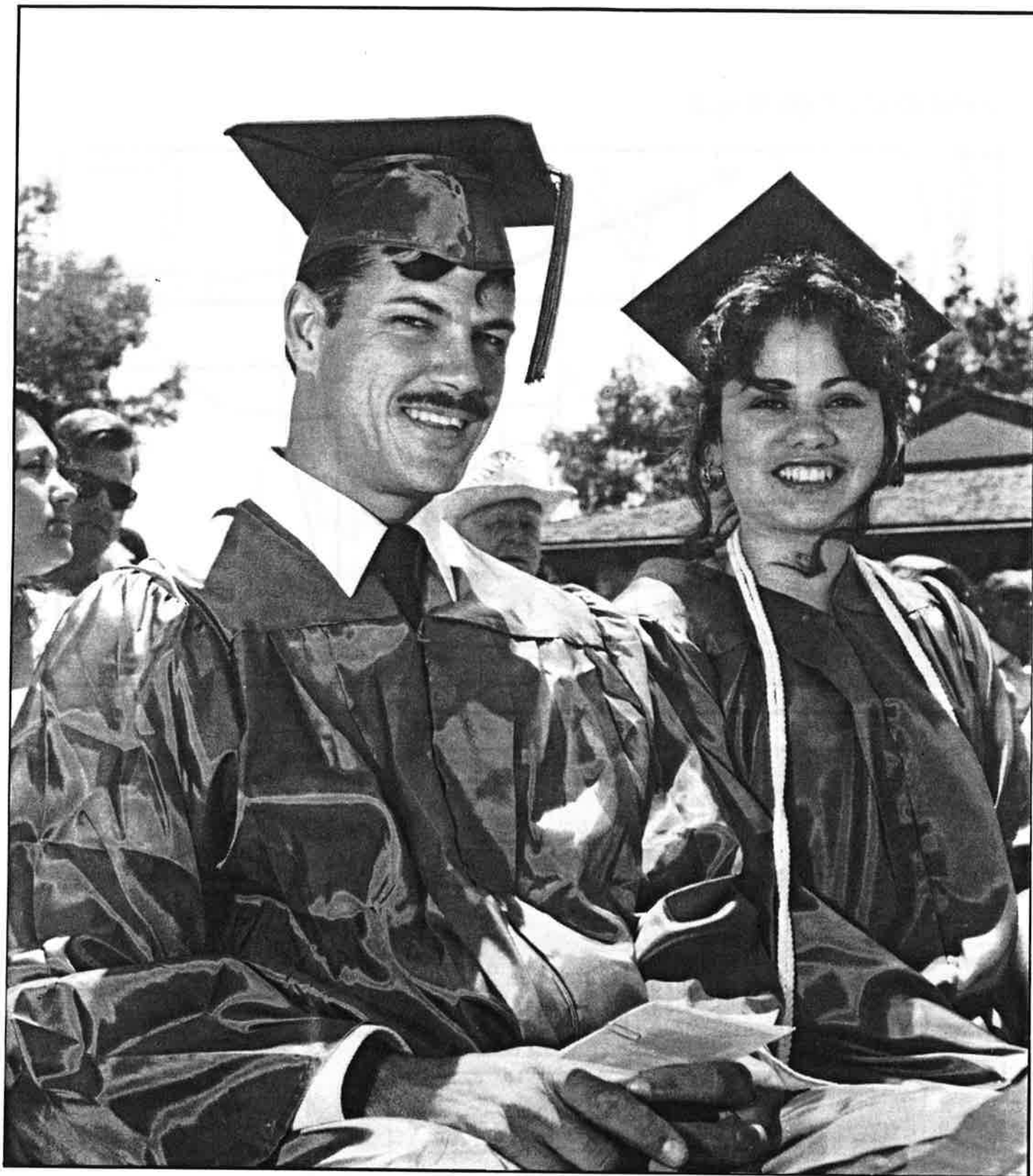


## Oxnard College Maps



### LEGEND

1. Learning Resources Center
2. Liberal Arts Building
3. Occupational Education
4. Food Services
5. Physical Education
6. Student Services Building
7. North Hall
8. South Hall
9. Maintenance & Operation
10. Technology Shops
11. Child Development Center
12. Student Center
13. McNish Building
14. Observatory
15. Special Projects Trailer
16. JTPC Trailer



*photo by Jim Englund*

Denis Smith and Irma "Leticia" Estrada both transferred to CSUN. While at OC, Leticia was a Child Development major and Denis' major was Liberal Arts.

## 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 educational programs that develop individual abilities, strengthen human relationships, enhance community life, and heighten global consciousness. We recognize that the process of education is a process of exploration that depends on mutual responsibility.

The College schedules programs that reflect changing local, national, and international needs. Dedicated professionals create an environment that stimulates intellectual curiosity, nurtures learning, and develops an understanding of society and how individuals can influence its workings. The students develop self-understanding, pursue educational objectives, and ultimately stand accountable for their own progress.

Oxnard College celebrates diversity and cultural understanding at all levels throughout the campus. 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, disability, or ethnic, socioeconomic, cultural or educational background shall have the opportunity for appropriate education to fulfill his or her potential.

Oxnard College looks 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 in an atmosphere of shared governance, mutual respect, and trust. Oxnard College is responsive not only to community needs but also to the needs of our larger society.

### Mission of the College

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 written and spoken English;
- develop an understanding of 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 based.

#### 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 English 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 for life-long learning and services designed to meet specific needs of business and industry in developing a trained work force that can enhance the economic vitality of the community and make facilities available for use by responsible organizations in the community.

## Student Life

Effective student services that support the student physically, socially, and spiritually inside and outside of the classroom are vital. This includes exposure to student activities, student government, and clubs, as well as financial aid, DSP&S, EOP&S, child care and other services.

## 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 complex with basketball and racquetball courts, showers and lockers, dance room and weight training facilities; two relocatable classroom buildings, a vocational shop building, a student services center, student activities center,

and a food services facility. A new Child Development Center opened in early 1992, and the physical education complex officially opens this fall, 1994.

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 a self-supporting outreach function of Oxnard College pledged to provide the community with a variety of unique educational, recreational and personal development classes, seminars and workshops. This department also sponsors a Swap Meet on the first and third Saturday of every month.

In addition, as authorized by the Civic Center Act, the Community Services office schedules and coordinates the use of college facilities by off-campus organizations and individuals.

For information regarding any Community Services program or function call (805) 986-5822 or visit our office in the Occupational Education Building.

## 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.

## Gender Equity

To provide a workplace free of gender discrimination, Margarita Corral, Counselor (986-5800, ext. 1959), has been appointed to coordinate Title IX and Gender Equity efforts and to process complaints. (*Title IX, Educational Amendments of 1972, Section 106.B*)



### Unlawful Discrimination

Unlawful discrimination complaints shall be forwarded to Jerry Pauley, District Office of Human Resources/Staff Diversity (654-6413), for review and disposition according to appropriate State and District discrimination procedures. (*Title V, Section 59324*)

### AIDS in the Workplace

Following the Governing Board's adopted policy on AIDS in the Workplace, the District is committed to a course of action which will prevent the spread of the AIDS virus, reduce fears and dispel myths about the disease AIDS; to protect the rights of persons with AIDS virus infections; and to create an informed and supportive campus community.

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 Human Resources/Staff Diversity  
71 Day Road  
Ventura, California 93003  
Telephone: (805) 654-6413

### 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."



*photo by Jim Englund*

Come meet your friends at "The Book/Pub" located in OE-6. Your ASB card entitles you to a 10% discount on used books and school supplies. Other items and services include: Balloons, Computer Software, Emblematic Sportswear, Faxing, Greeting Cards, Laminating, Magazines, Mailing Supplies, UPS Shipping, Notary Public, Phone Discount Cards, Photocopying, Snack & Sundries, Special Orders. Come in and see us!

## 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  
Admissions and Records Office  
4000 South Rose Avenue  
Oxnard, California 93033-6699  
(805) 986-5810

The application should be completed promptly and returned.

#### Social Security

Social Security numbers are used for student identification, so all students should be prepared to present their Social Security cards at the time of enrollment. If a student does not possess a Social Security number, a student number will be assigned.

#### Transcript Requirements

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

1. All new students are required to have their past transcripts sent if they have attended high school in the past three years.
2. All veterans and financial aid students are required to send official 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 all 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.

## 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, will *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 who provide scores from recently taken VCCCD-approved assessment tests are exempt from the testing portion of the assessment.

### 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 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.

Students who do not meet approved matriculation exemption criteria, but choose to be exempt from all or part of the matriculation components may do so by completing a waiver form available at the Admissions and Records Office.

## Educational Work Load

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

Students desiring to take an overload—more than eighteen (18) units but less than twenty-two (22)—must

have a counselor's approval. Students desiring to take twenty-two (22) units or more must have the approval of the Dean of Counseling in addition to the counselor's approval.

## Registration

Class schedules will be published prior to the summer intersessions and fall and spring semesters. Please follow the instructions outlined in these schedules.

## Late Registration

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

## Courses Open to Enrollment

Each course offered by the Ventura County Community College District and its colleges is fully open to enrollment and participation by any person who has been admitted to the college and who meets the prerequisites to the class or 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 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. Advanced Placement credit is applied as follows:

AP Exam Score of 3, 4, 5	College Credit	OC Course Equivalency
American Government	3	PSc 101
American History	6	Hist 102 & 103
Art History	6	Art 102 & 3 units Humanities
Art Studio Drawing	6	3 units Fine Arts & 3 units Humanities
Art Studio General	6	3 units Fine Arts & 3 units Humanities
Math Calculus AB	5	Math 120
Math Calculus BC	5	Math 121
Biology	6	Biol 101 (sans lab)
Chemistry	5	Chem 101
English Language and Composition	4	Engl 101
English Language and Literature	3	Engl 102
European History	3	Hist 106
French Language	10	Fr 101 & 102
German Language	10	Ger 101 & 102
Physics B or C	6	Physics 101
Spanish Language	10	Spn 101 & 102
Spanish Literature	10	Spn 103 & 104

### ...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 Non-traditional 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 Post-secondary Education of the American Council of Education. Such credit will be treated in the same manner and under the same policies as allowing credit from regionally accredited colleges and universities.

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

## Full-Time Student

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

## Unit Requirements for Benefits and Activities

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

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

**Social Security benefits:** 24 units per academic year (no benefits payable if course load 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

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

## Mandatory Fees

### Enrollment Fee

The Ventura County Community College District Governing Board has adopted the state-mandated enrollment fee. The basic fee is \$13 per unit. A differential fee of \$50 per unit will be charged for students with a baccalaureate degree, with exemption for dislocated workers, displaced homemakers, and recipients of public assistance programs (questions regarding fee status should be directed to the Office of Administrative Services). 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—\$21
- b. Short-term Fees (less than 12 weeks):
  - (1) Six to eleven weeks: Auto—\$21; Motorcycle—\$12
  - (2) One to five weeks: Auto—\$9; Motorcycle—\$6
- c. Summer Intersession: Auto—\$14; Motorcycle—\$9
- d. Second Vehicle Permit: \$6 for regular semester; \$5 for summer
- e. Replacement Permit: \$5 for regular semester; \$4 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.

## 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 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 1/9 of the total class contact hours for the session (e.g., absence from a semester-long class equal to twice the number of hours the class meets in one week), the instructor may, after due warning, request that the Office of Admissions and Records drop such student from the class and that a grade be recorded in accordance with the policy for dropping a course.

## 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 or as noted under the special circumstances below. 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 title or units.

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. The petition for this purpose, "Petition for Course Repetition," is available in the Counseling Office.

Under special circumstances, any course completed more than three years ago which is required as a part of a student's designated educational goal and which is in a sequence of course based on prerequisites may be repeated regardless of grade. Upon completion of the repeated course under these special circumstances, the grade earned in the repeated course shall *not* be counted in calculating a student's grade point average (this means that the first grade will stand and will remain calculated in the student's GPA).

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. 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 Instruction Office. Petitions for late examinations will not be considered if the student leaves prior to the last three weeks of the semester.

## Probation, Dismissal, and Readmission of Students

Probation, dismissal, and readmission policies and procedures are designed to assist students in making progress toward realistic academic, career, 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 Probation, Dismissal, and Readmission of Students 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 and is available in the Admissions and Records Office. 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

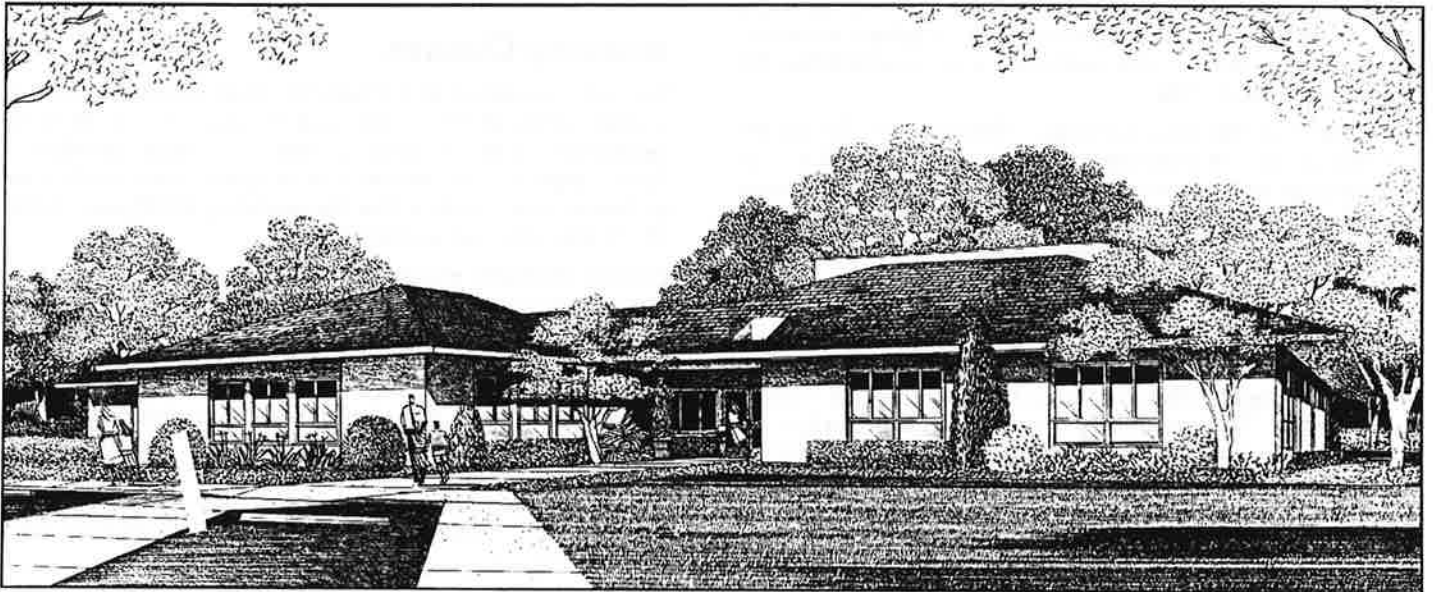
Special recognition is accorded students who achieve academic distinction. Full-time students who complete a program of 12 or more units with a 3.5 grade point

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 in all semesters being utilized for eligibility, 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

Student with verified disabilities may require the use of electronic devices in the classroom to give them equal access to the academic program of the college. All other students must secure the consent of the instructor who will file notice of consent in the Office of Instruction.



Oxnard College's Child Development Center

## 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 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 an examination of life-styles and how individual life-style 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 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 approach, counselors will help students explore alternatives for crisis situations or assist in the decision making to provide for 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.

### Disabled Students Programs and Services (DSPS)

The Oxnard College Disabled Students Programs and Services (DSPS) Office offers supportive services for learning-, physically-, developmentally- and communicatively-disabled students, to enable them to participate successfully in the educational process. A full range of services is provided to accommodate Disabled Students, including special materials, audiovisual equip-

ment, 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 persons with physical limitations, the college offers transportation, mobility assistance, tutoring, and loaner electric wheelchairs for on-campus transportation. Personal attendant care is not provided. Vocational assessment for students with disabilities is now available in addition to diagnostic and academic testing.

### Extended Opportunity Programs and Services (EOPS)

EOPS is designed to provide services to educationally and economically disadvantaged students. The objective of EOPS is to give these students the opportunity and assistance necessary to successfully complete their academic and/or vocational program at Oxnard College. 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 orientation, counseling, field trips, tutorial assistance, grants, emergency loans, book grants, and related services.

For more information contact the EOPS staff in the Student Services building, (805) 986-5827.

### 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 issues in addition to academic and personal counseling services.

CARE applicants must first qualify for the EOPS Program and be single heads-of-household, AFDC recipient 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.

### 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, work study, job placement, and scholarships.

Grants 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.

### 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

4. Essay on goals and objectives

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 March 4.

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

## Health Services/Accident Insurance

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

Services that are available include first aid, examination and treatment of minor illness, family planning, pregnancy testing and counseling, vision, hearing, blood pressure and venereal disease screening, cancer detection, skin testing for tuberculosis and tetanus immunizations. In addition, substance abuse information, counseling, referral, and workshops are available. Physician, women's health care specialist, dermatologist, psychologist, and nurse practitioner services are available by walk-in clinic or appointment. Health and 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 to achieve their educational and personal goals while helping them 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 Admissions and Records area of the LRC Building. This office is responsible for preparing the Immigration form I-20AB needed by all international students, as well as providing assistance in preparing certain other forms. All students studying with a 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 helps Mexican-American students succeed at Oxnard College and transfer to four-year universities through a writing/counseling/mentoring program. Puente, which means "bridge" in Spanish, provides intensive instruction in writing, personal advisement from a Puente counselor and individual relationships with successful mentors in the Mexican-American community. The Puente 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.

## 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.

## 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 fairs, noon lectures, and entertainment.

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

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

### Athletics

Oxnard College's Condors compete in the 11-member Western State Conference. OC fields men's teams in soccer, basketball and baseball; women's teams compete in basketball 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. Nine of the 12 and 18 of the 24 course units required to be eligible for participation in athletic activities "shall be attempted in courses counting toward graduation, remediation, transfer, and/or certification as defined by the college catalog and is consistent with the student athlete's educational plan." All student athletes are required to sign an academic contract stipulating classes to be taken while attending OC.



### **Dramatics**

The OC theatre arts staff plans and produces a variety of dramatic events each year, including children's theatre. Drama students have the opportunity to engage in all aspects of theatrical work.

### **Publications**

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

All registered students, faculty and staff may borrow materials from the Oxnard College Library. The loan period for circulating materials is three weeks. Reserve items are available at the circulation desk and may be requested by course number.

The library hours are Monday - Thursday, 8:00 a.m. to 9:00 p.m., and Friday, 8:00 a.m. to 5:00 p.m. Students are encouraged to make optimum use of the library and its resources.

## **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.

## **Library/Learning Resources Complex**

This complex houses the College Library, Learning Center, Listening Lab, Media Center and Tutorial Center. These services are located in the northern wing of the LRC on the first floor and mezzanine level except for the listening lab which is on the southern wing of the building on the classroom side.

### **Library**

The collection and facilities of the College Library are organized to meet the instructional needs of students. The library is a vital component of the instructional process of the college. The library's primary purpose is to provide print media—books, periodicals, pamphlets, newspapers and maps to support and supplement classroom instruction.

The library's collection consists of approximately 27,000 volumes. The services for circulation, cataloging and reference are automated. The Intelligent Catalog, a CD Rom based product, is available to students, faculty, staff and community users. Other electronic tools are the Magazine Index and The CD Newsbank-LA Times. The library also has 142 current periodical titles (magazines, newspapers and journals) and several periodical titles on microfilm.

The library's reference collection consists of standard research materials, as well as college catalogs, pamphlet files and reserve items. The library participates in the Total Interlibrary Exchange (TIE) and Black Gold Exchange System. This service permits students to request materials from the other two libraries in the district as well as from all members of the systems. This greatly increases the access students have to library resources. Please check with the reference librarian for further details. Reference librarians are on duty to assist students with research projects, provide library orientations and instruction in the use of the library resources.

Individual study carrels as well as group study areas are provided for student use. The library offers photocopying and microfilm reader printing services.

## Special Programs

### Child Development Center

Oxnard College's Child Development Center, located at the north end of the campus, offers a developmental toddler and preschool program open to children ages two through five. The Center is open 7:45 a.m. to 10 p.m. on Mondays and 7:45 a.m. to 4:30 p.m., Tuesday through Friday.

The children's program is well-rounded and covers critical thinking, creative experiences, science, music, language development, movement education, social development, school readiness and evaluation. It is a model program as the Center also serves as a lab school for Child Development students who are learning to observe and work with children and their programming. In addition, parent involvement in their children's learning experience is required.

Tuition fees are paid on a monthly basis in advance of services. Registration materials are available at the Center. Call 986-5801 for more information.



*photo by Jim Englund*

A rich and fun learning environment for children enrolled in Oxnard College's laboratory school.

## Learning Center

OC's Learning Center, located on the LRC Mezzanine provides a broad range of services for students. Credit individualized instructional modules are available in a range of skills encompassing reading, writing, spelling, vocabulary, notetaking, library resources, study skills and research paper writing. Students who are having difficulty may come in and receive informal assistance, or they may enroll in credit modules which improve their ability to perform in their classes.

A variety of multi-media and self-instructional materials are also available to supplement classroom instruction or for self-help. Visit the Learning Center and browse through the inventory of programs, books, and video and audio-cassettes available in a broad range of disciplines--geology, U.S. history, biology, oceanography, child development, sociology, psychology, business, astronomy, etc. You may well find some items of particular value to your students as supplemental study aids or suitable for use in your classroom on a circulation basis.

The Learning Center hours are: Monday - Thursday, 8:00 a.m. - 9:00 p.m.; and Friday, 8:00 a.m. - 5:00 p.m. The Learning Center is closed weekends and official holidays.

You're welcome to come in and look around any time, and inquire concerning suggestions and references to materials appropriate for your students and/or classroom use. Entire class visits can be accommodated on a by-appointment basis. Call 986-5839 or 986-5800, ext. 1974.

## Tutorial Services

The OC Tutorial Center provides tutoring to all enrolled students who wish to do better in their classes. We can assist you to improve study skills, help with test preparation, and aid in the successful completion of your classes. Tutors are available for short- or long-term assistance, on a drop-in basis, and for small group study session. We are here to ensure success in your college classes! Stop by the Tutorial Center located on the mezzanine of the OC Library and we will be glad to assist you. Tutoring is provided to all students FREE of charge.

## 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 Inter-cable Channel 24, and Camarillo on Ventura Cablevision Channel 19A.

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

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.

## Información General

### Naturaleza del Colegio

El Colegio de Oxnard es una institución pública localmente administrada, que ofrece dos años de cursos a nivel de colegio. Forma parte del sistema estatal de educación superior de California. Como tal, opera bajo los lineamientos de la Mesa Directiva de Consejales de la Comunidad de Colegios del Condado de Ventura y la legislatura estatal. El colegio funciona para servir a los miembros de la comunidad quienes han graduado estudios secundarios o son mayores de 18 años de edad y capaces de asimilar el conocimiento.

### Filosofía del Colegio

*Sabios no los puedo llamar; porque ese título solo le pertenece a Dios. Amantes de la sabiduría o filósofos sería un título más propio y modesto.*

—Sócrates.

El Colegio de Oxnard sigue la filosofía de proveer programas educacionales que desarrollen habilidades individuales, fortalezcan las relaciones humanas, realcen la vida de la comunidad y aumenten la conciencia global. Reconocemos que el proceso de educación es un proceso de exploración que depende de una responsabilidad mutua.

El colegio planea programas que reflejan el cambio en las necesidades locales, nacionales, e internacionales. Profesionistas dedicados crean un ambiente que estimula la curiosidad intelectual, fomenta el aprendizaje y desarrolla el conocimiento de la sociedad y como ésta puede influenciar al individuo como guía. Los estudiantes desarrollan auto-comprensión, persiguen objetivos educacionales y fundamentalmente permanecen responsables de su propio progreso, se empeñan en mantener un espíritu innovador y responsables de las necesidades y demandas de la sociedad en una atmósfera de gobierno compartido, confianza y respeto mutuo.

El Colegio de Oxnard está comprometido a celebrar la diversidad y el entendimiento cultural en todos los niveles del colegio. En una sociedad como la de hoy, las actividades culturales y estéticas son enormemente apreciadas y deben ser promovidas. El colegio se esfuerza en proveer oportunidades educativas para que todo adulto, sin importar su sexo, edad, raza, impedimento físico, etnicidad, estrato socio/económico, cultural, o educativo, tenga acceso a una educación que satisfaga sus aspiraciones.

El Colegio de Oxnard intenta mirar en el pasado para entender el presente y luego forjar un próspero futuro. Igualmente, se empeña en mantener un espíritu innovador y responder a las demandas de la comunidad; así como también, de las necesidades de la sociedad en general.

### Misión del Colegio

Conforme con la filosofía de proveer oportunidad educativa, acceso a la información, y capacitación, el Colegio de Oxnard ofrece los siguientes programas educativos diseñados con el propósito de satisfacer las necesidades de quienes deseen matricularse.

#### Educación General

Reconociendo que en todo individuo existe un valor intrínseco y trascendental que el puro valor económico y productivo, el estudiante debe aprender a vivir, tanto como a ganarse la vida. El Colegio de Oxnard destaca los valores de la educación general. Para alcanzar este objetivo, es imprescindible que el estudiante de colegio desarrolle un dominio sobre el lenguaje inglés hablado y escrito y desarrolle y entienda los principios matemáticos, tenga conocimiento de la estructura y el funcionamiento del cuerpo humano; desarrolle un entendimiento de la historia y de las instituciones políticas de los Estados Unidos; aprenda a apreciar la belleza, las formas y el color; perciba su papel social y entienda a la sociedad en que vive, llegando a familiarizarse con los elementos del método científico.

#### Programa de Transferencia

El Colegio de Oxnard provee programas y cursos que satisfacen los requisitos básicos de educación general de las universidades y colegios así como de una gran variedad de campos "pre/profesionales." Especial cuidado se observa para asegurar que estos cursos y programas sean paralelos con los ofrecidos en las universidades para que el crédito de estos cursos sea integralmente transferible.

#### Educación Ocupacional

La preparación para un empleo es una función importante y legítima de la educación superior. El Colegio de Oxnard reconoce la naturaleza evolucionaria de la sociedad industrial, y por ello se compromete a la preparación especializada, tanto como en la capacitación que prepare en la satisfacción de las demandas del presente como del mañana. Los programas ocupacionales están diseñados para proveer de las habilidades prácticas y técnicas para quienes empiezan en un nuevo empleo y capaciten a quienes buscan la oportunidad de mejorar. La educación general es la base sobre la cual se cimienta la preparación especializada.

#### Programas de Desarrollo

El Colegio de Oxnard se esfuerza por satisfacer las necesidades de quienes desean inscribirse, pero que no están completamente preparados para las demandas de los programas educativos del colegio. Puesto que el proceso del aprendizaje toma lugar mediante el uso de la palabra y los números, todos los estudiantes deberán aprender a dominar el lenguaje escrito y hablado, así como los principios sobre los procedimientos matemáticos. De no ser así el estudiante se encontrará en seria desventaja entre sus condísipulos. Por consiguiente, a ese estudiante se le ofrece la oportunidad de mejorar mediante los cursos propedeúticos de lectura, vocabulario, oratoria, aritmética, y lógica.

### Asesoría Educativa

Con la finalidad de que todos los estudiantes puedan identificar sus capacidades y limitaciones, el programa de guía educativa provee asesoría a quienes deseen fijarse metas educativas, seleccionar inteligentemente de entre los cursos que ofrece el colegio, y establecer así el interés por una preparación profesional.

### Desarrollo Físico

El desarrollo físico y la salud forman parte vital de la educación. La viveza mental y la vitalidad de el cuerpo son requisitos fundamentales de todo individuo. Programas como los de salud e higiene son ofrecidos, además de los de administración del hogar y de la familia, también una variedad de cursos en educación física. Los estudiantes tienen la oportunidad de participar en un número de actividades deportivas interescolares.

### Servicios a la Comunidad

Parte de estos servicios es el proveer programas de conocimiento de toda la vida y servicios diseñados para cubrir necesidades específicas de negocios e industria y desarrollar una fuerza de trabajo capacitada que pueda realzar la vitalidad económica de la comunidad.

### Vida Estudiantil

Servicios efectivos para estudiantes que apoyan física, social, y espiritualmente a los estudiantes dentro y fuera del salón de clases son vitales. Esto incluye exponerse a actividades estudiantiles, gobierno estudiantil, clubs, así como ayuda financiera, DSPS, EOPS, cuidado de niños y otros servicios.

## Historia del Colegio

Historicamente, en la planicie conocida como Oxnard, se había reconocido la necesidad de un colegio comunitario que atendiera las necesidades de los habitantes de las comunidades aquí establecidas, por lo que las administraciones municipales de Oxnard, Camarillo y el Puerto de Hueneme, conjuntamente con el cuerpo de gobierno de los Colegios Comunitarios del Condado de Ventura, colectivamente se han preocupado por servirles desde la fundación del distrito en 1962.

De acuerdo con el pensamiento establecido en los primeros años para 1968 fueron adquiridos 118 acres que se destinarían a la construcción del colegio. En 1969, las primeras clases, con la idea de establecer el Centro de Oxnard, fueron ofrecidas en la Escuela Ramona de Oxnard.

En el otoño de 1973, el programa del Centro de Oxnard se expandió con la apertura del Centro Educativo de Oxnard, ubicado entre la calle 9a. y "B" de la ciudad, bajo la dirección del Colegio de Ventura. En el mes de febrero de 1974, el centro de Camarillo fué abierto bajo los auspicios del Colegio de Moorpark.

Con el Plan Maestro de Educación Año 2000 d.c. y el fuerte apoyo del área de Oxnard/Port Hueneme, en la primavera de 1974 se fijó la atención en la necesidad de un tercer colegio. Oficialmente los directores votaron el 26 de marzo de 1974 en favor de la construcción del Colegio de Oxnard.

El Colegio oficialmente abrió las puertas en junio de 1975 para la primera sesión de verano. Utilizó los centros de Oxnard y Camarillo, los cuales fueron iniciados por los otros dos colegios del distrito. Otras clases fueron añadidas después en una variedad de sitios en la ciudad. Para el otoño de 1975, el Colegio de Oxnard tenía más de 4,400 estudiantes inscritos, y más tarde en el semestre de la primavera, el número era todavía mayor. Con toda seguridad esta fué la mayor inscripción de estudiantes para un primer año de clases que se tenga conocimiento en los colegios de la comunidad de California.

En el otoño de 1979, los primeros dos edificios permanentes fueron ocupados. El edificio de Artes Libres que contiene 20 salones, más laboratorios de ciencia, el programa de negocios, además de oficinas para el profesorado, y la biblioteca, Centro de Recursos del Aprendizaje, aulas, y oficinas administrativas y de servicios para los estudiantes, que se localizan en el edificio de la Biblioteca/Centro de Recursos.

En el edificio de Educación Ocupacional se alberga el centro de procesamiento de información, los programas de refrigeración y aire acondicionado, hotelería, electrónica, y el de procesamiento de palabras.

Entre otros edificios se encuentran los de educación física con canchas de baloncesto, racquetball, regaderas y lockers, salón de danza y pesas, dos salones móviles, un taller vocacional, un centro de servicios para estudiantes, un centro para actividades estudiantiles, y cafetería. Un nuevo centro y guardería infantil se abrió a principios de 1992 y el edificio de educación física se abre oficialmente este otoño de 1994.

El Colegio de Oxnard continúa con sus propósitos de desarrollar un programa educativo completo, al igual que un clima académico integrado que estimula a quienes sirve, dentro del colegio.

## 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 proviciones legales del estado de California. El Colegio de Oxnard está completamente acreditado por la Asociación Occidental de Escuelas y Colegios.

## Membrecía

El Colegio de Oxnard es miembro de la Asociación Americana de los Colegios de la Comunidad y Colegios de dos años, la Liga de Colegios de la Comunidad en California, y la Conferencia Occidental del Estado.

## Servicios Comunitarios

Los servicios para la comunidad son una función informativa del Colegio de Oxnard que se dedican a proveer una programación flexible y adecuada a las necesidades inmediatas de la comunidad, con variedad única educacional recreacional y clases de desarrollo



personal, seminarios y talleres. Este departamento también patrocina un mercado sobre ruedas cada primer y tercer sábado de cada mes. Los servicios comunitarios tienen la función de informar, ofrecer clases sin crédito a costo variable.

Por autorización del acta del Centro Cívico, la oficina de servicios comunitarios programa y coordina el uso del colegio para organizaciones e individuos fuera del colegio. Para información acerca de cualquier programa o función de servicios de la comunidad, llame al (805) 986-5822 o visite nuestras oficinas en el edificio de Educación Ocupacional.

## 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 Acta 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 Acta de Rehabilitación de 1973, así enmendado. Si usted siente que ha sido discriminado en cualquiera de estos programas o actividades, lo cual está prohibido por las disposiciones federales anteriormente mencionadas, haga el favor de comunicarse con el Vice Presidente de la Oficina de Servicios Estudiantiles del Colegio de Oxnard.

Para mayor información acerca de estas leyes y disposiciones, y las correspondientes políticas de la Mesa Directiva que preside el Distrito de Colegios de la Comunidad del Condado de Ventura, puede dirigirse a:

Oficina de Recursos Humanos/Personal Diverso  
71 Day Road  
Ventura, California 93003  
Teléfono: (805) 654-6413

## Igualdad de Género

Para proveer un lugar de trabajo libre de discriminación de género, Margarita Corral, consejera (986-5800 ext. 1959) ha sido asignada para coordinar el Título IX, los esfuerzos para igualdad de género y para procesar demandas. (Título IX, enmienda educacional de 1972, sección 106-B).

## Meta del Razonamiento Analítico

El Colegio de Oxnard ofrece en sus aulas un ambiente abierto a las ideas, en forma independiente y analítico. Las clases están estructuradas para enfatizar los fundamentos del aprendizaje de manera profunda. Se espera que los estudiantes tomen responsablemente su propio aprendizaje. Esto significa que los estudiantes aprenderán el arte de estudiar autodidacticamente y desarrollar un firme hábito intelectual como lo son: claridad, precisión y agudeza de pensamiento;

equanimidad y razonamiento conclusivo derivado de echos y principios en lugar de perjuicios, distorsión o falacia.

El estudiante está invitado a participar analítica e inferencialmente en las discusiones de clase, como decía Robert Ennis "razonable pensamiento reflexivo que está enfocado en decidir en que creer o hacer."

## Información para Admisión

### Elegibilidad

El Colegio de Oxnard admite a personas quienes se graduaron de estudios secundarios (high school), o mayores de 18 años y capaces de beneficiarse de la instrucción ofrecida en el colegio. Los estudiantes que asisten a uno de los Colegios de la Comunidad en el estado están sujetos a los requisitos de educación del Estado de California.

Un estudiante es elegible para asistir al Colegio de Oxnard, si ha sido residente legal por un año y 24 horas antes del primer día de clases del semestre en turno. Quienes no residan en el estado y/o sean extranjeros pueden ser admitidos bajo las condiciones estipuladas por la Mesa Gubernamental y con el pago extraordinario de cuotas de inscripción. La tarifa de cuotas para la inscripción aparecen en el apéndice.

El derecho del estudiante de asistir a cualquier colegio de la comunidad en este distrito está condicionado por ciertos requisitos de admisión y residencia estipulados 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 el permiso correspondiente. Más información puede ser obtenida en la sección de Requisitos de Residencia, o puede obtenerla en la Oficina de Admisiones y Registros.

### Procedimiento para la 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

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.

#### Transcripciones

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

1. Todos los estudiantes de nuevo ingreso deben de presentar transcripción de estudios de preparatoria atendidos en los últimos tres años.
2. Todos los estudiantes que sean veteranos de guerra y reciben ayuda financiera deben presentar transcripción de los cursos completados en otros colegios y universidades.
3. Todos los estudiantes que se inscriban en cualquier

curso de matemáticas, deben presentar transcripción de los cursos de matemáticas que hayan completado, ya sean de preparatoria y/o universidad, o bien de otros colegios que hayan atendido durante los últimos tres años.

4. Todos los candidatos a Diplomas (Associate Degrees) y/o Certificados en estudios vocacionales deben mandar transcripción de todos los cursos completados en otros colegios y universidades.
5. Los programas con requisitos especiales de admisión exigen que el estudiante proporcione todas las transcripciones de sus estudios de preparatoria y universidad para verificar su elegibilidad.
6. A los estudiantes en general se les requiere que presenten en el Colegio de Oxnard la transcripción de los estudios de preparatoria, así como las de otros colegios y universidades ha que hayan asistido.

### Matriculación

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

#### RESPONSABILIDADES DEL COLEGIO:

1. Proveer un proceso de registro y admisión por medio del cual el colegio reciba información requerida por el estado sobre los estudiantes. Esta información se usará como base para proveer servicios a los estudiantes.
2. Proveer un proceso de exámenes académicos usando múltiples medidas 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 por medio de los programas de destrezas de aprendizaje e intereses vocacionales.
3. Proveer orientación para familiarizar a los estudiantes con los programas, servicios, facilidades, edificios, metas académicas y reglamentos y procedimientos del colegio.
4. Proveer servicios de asesoría para ayudar a estudiantes a seleccionar cursos y desarrollar un plan educativo antes de completar 15 unidades. Asesoría adicional y citas de orientación con los consejeros está disponible para todos los estudiantes y en especial a quienes no han declarado sus metas educativas, y/o están registrados en cursos de habilidades básicas, y/o están retenidos a prueba académica, y/o en riesgo de reprobar.
5. Establecer un proceso para seguir el progreso del estudiante y proveer ayuda necesaria para completar las metas educativas.

#### RESPONSABILIDADES DEL ESTUDIANTE:

1. Presentar copias oficiales de estudio de la preparatoria y de estudios superiores a que asistió.
2. Conseguir y leer el catálogo del colegio con el programa de clases, y otros materiales que detallen las normas, reglamentos y procedimientos observados en el 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 los estudiantes completen su meta educativa.
6. Asistir a todas las clases y completar todos los trabajos del curso.
7. Completar los cursos y avanzar hacia la meta propuesta.

### **Casos de Exepción en la Matriculación dentro del Distrito de Colegios de la Comunidad del Condado de Ventura**

Se recomienda a los estudiantes de nuevo ingreso a un colegio del Distrito de Colegios de la Comunidad del Condado de Ventura(VCCCD) que participen en todos los aspectos del programa de matriculación del colegio. No todos los estudiantes están exentos de los aspectos de admisión o de las actividades que reportan su progreso en clase. Sin embargo, 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 universitarios de instituciones regionales acreditadas.
2. Estudiantes que han completado menos de 15 unidades y cuya meta académica es una de las siguientes:
  - a. Avanze en un empleo o carrera.
  - b. Mantener vigente certificados o licencias (por ejemplo, enfermería, bienes y raíces).
  - c. Desarrollo académico (intelectual, cultural).
3. Estudiantes que muestran resultados de exámenes recientemente tomados y aprobados por VCCCD, están exentos de la porción de evaluación.

#### **ORIENTACION:**

1. Estudiantes que tiene estudios universitarios de instituciones acreditadas.
2. Estudiantes que han completado menos de 15 unidades y cuya meta académica es una de las siguientes:
  - a. Avanze en su empleo actual.
  - b. Mantener vigente certificados o licencias (v.g. enfermería, bienes y raíces).
  - c. Desarrollo académico (intelectual, cultural).
3. Estudiantes que están recibiendo servicios de matriculación en algún otro colegio de VCCCD y asisten a otro colegio durante el mismo semestre.

#### **SERVICIOS DE CONSEJEROS:**

1. Estudiantes que tiene estudios universitarios de instituciones acreditadas.
2. Estudiantes que han completado menos de 15 unidades y cuya meta académica es una de las siguientes:
  - a. Avanze en su empleo actual.
  - b. Mantener vigente certificados o licencias (v.g. enfermería, bienes y raíces).
  - c. Desarrollo académico (intelectual, cultural).

3. Estudiantes que están recibiendo servicios de matriculación en algún otro colegio de VCCCD y asisten a otro colegio durante el mismo semestre.

Los estudiantes que no llenen los requisitos de matriculación anteriores pero elijan estar exentos de todo o parte de los componentes del proceso de matrícula pueden solicitarlo llenando la forma correspondiente disponible en la Oficina de Administración y Registro.

### **Total de Unidades**

Típicamente el número regular de materias que el estudiante de colegio atiende, es equivalente a quince (15) unidades por semestre académico para progresar y completar el certificado de AA/AS y/o certificado de transferencia.

Los estudiantes que deseen cursar más de 18 unidades, pero menos de 22 unidades, deberán tener el permiso del Decano de la oficina de consejeros además del consentimiento de un consejero.

### **Inscripciones**

El horario de clases será publicado con anterioridad al inicio de las clases de verano, otoño y primavera. Siga las instrucciones que aparecen en dicha publicación.

### **Inscripción Extemporánea**

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

### **Inscripción Libre**

Todos los cursos ofrecidos por el Distrito de Colegios de la Comunidad del Condado de Ventura y sus colegios están totalmente libres para inscripción y participación para cualquier persona que haya sido admitida al colegio(s) y que llene los requisitos necesarios para la clase o programa, a menos que esté específicamente exento por causa estatutaria.

## **Programa de Admisión para Estudiantes de Educacion 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 a nivel de colegio y no necesitan pagar inscripción; sin embargo, la cuota para servicios médicos es obligatoria y debe ser pagada por los estudiantes.

Antes de ser admitido en el colegio, se requiere que el estudiante complete una solicitud especial firmada por los padres o tutores y el director de la escuela secundaria. Esta solicitud se puede conseguir en la oficina de Admisión del Colegio de Oxnard y/o en la oficina de los consejeros de la secundaria donde acostumbra el estudiante.

Los estudiantes que no tienen 18 años y no asisten a la secundaria pueden solicitar mediante sus padres o guardianes el ser admitidos. Si la solicitud es aprobada se podrán inscribir en los programas vocacionales o académicos.

## Requisitos de Residencia

El derecho de todo estudiante en asistir a un colegio público de la comunidad está sujeto a ciertos requisitos de residencia. La ley del estado de California indica que para ser considerado residente legal con el propósito de admisión y pago de colegiatura, es necesario que el estudiante muestre documentación que pruebe su residencia en California.

Debido a la complejidad de estas leyes, los estudiantes que tengan dificultad en determinar su residencia deberán ponerse en contacto con el personal de la oficina de Admisión y Registro o la oficina del Programa ESPIGA.

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 son publicadas en el horario de clases cada semestre y deben ser pagadas antes de poder ser matriculado en el colegio.

## Estudiantes Extranjeros

Se reconoce que existe un valor social y educativo en los estudiantes extranjeros que se inscriben 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 estos, 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 en California y los estudiantes extranjeros paguen la colegiatura correspondiente a su categoría. Hay una excepción de un año para el personal militar y sus dependientes asignados en las bases de 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 paguen el costo de la colegiatura (Vea la sección de Requisitos de Residencias).

## 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 Estudiantiles. Los reembolsos se harán por medio de cheque y a través de la Oficina de Negocios

Estudiantiles dentro de un período 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 Acreditadas

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 certificados. 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 extranjera 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 apropiado del colegio.

### 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 Admisión a la Universidad 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 considerará 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 la Fuerzas Armadas de los Estados Unidos según aparece recomendado en la Guía de Evaluación de Experiencias Educativas en los Servicios Armados del Consejo Americano de Educación. El personal del servicio militar recibirá crédito avanzado por los cursos tomados en el (NCTC) Centro Naval de Construcción y Entrenamiento de Port Hueneme, basado en las recomendaciones de las Instituciones Acreditadas de la Educación Postsecundaria del 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 aquel que en un semestre regular lleva un mínimo de 12 unidades, o un mínimo de 4 unidades en una sesión de verano.

## Requisitos del Número de Unidades para Beneficios y Actividades

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

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

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

**Seguro 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

### Cuotas

Las cuotas de inscripción y de servicios médicos están sujetos a cambios sin aviso.

## CUOTAS OBLIGATORIAS

### Pago 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 equivalente a \$13 por unidad. Una tarifa diferente equivalente a \$50 por unidad será el costo unitario para estudiantes graduados, con excepción de quienes están certificados como trabajadores desempleados, artesanos sin empleo, o bien los beneficiarios de programas de asistencia pública (visite la oficina de servicios administrativos si tiene preguntas en relación al costo o calificación para los beneficios de la cuota regular. Todo 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 \$30
  - Motocicletas: Semestre regular \$21
- Cuotas por Término Corto (menos de 12 semanas):
  - 6 a 11 semanas: Automóvil \$21; Motocicleta \$12
  - 1 a 5 semanas: Auto \$9; Motocicleta \$6
- Sesión de Verano: Auto \$14; Motocicleta \$9
- Permiso para segundo vehículo: \$6; \$5 para el verano
- Permiso duplicado: \$5 regular; \$4 durante 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 compran permisos de estacionamiento para todo el período 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 les 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 semestre) 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. Transcripciones

Los estudiantes reciben sus primeras dos transcripciones son gratuitas. Se cobrará \$3 por cada transcripciones adicional y \$5 por transcripciones requeridas en un día. Múltiples transcripciones requieren el costo inicial más \$1 por cada transcripción adicional.

## 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 adaptadas por la Mesa Directiva del Distrito para las siguientes secciones que se relacionan a la escala de grados de letra, la opción de crédito o no 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 puede resultar en el símbolo "I" en el record del estudiante. Las condiciones para remover dicha "I" deben ser anotadas por el instructor por escrito. Esta anotación debe contener las condiciones para remover la "I" y también la calificación asignada en su lugar. Esta debe darse al estudiante conservando una copia en archivo hasta que se haga el cambio de la "I" o el límite de tiempo haya pasado. Una calificación final será asignada cuando el trabajo estipulado haya sido terminado y evaluado, o cuando el límite de tiempo para hacer dicho trabajo haya pasado. La "I" podrá ser cambiada, a más tardar, un año después de terminado el período de clases durante el cual fue asignada. El símbolo "I" no se usará en calcular unidades ni tampoco puntos para

calificación. En cualquiera de los Colegios del Distrito, en circunstancias especiales, el estudiante podrá formular una petición para que 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 período 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 este. 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 este 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: 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 por ciento del período de clases, si la evaluación ha de hacerse a base de Crédito/No Crédito o

calificación. Una vez que el primer 30 por ciento de la duración del curso haya pasado, la petición no se puede cambiar. Es la responsabilidad del estudiante notificar al instructor de su intento de ser calificado a base de Crédito/No Crédito y de llenar la forma apropiada; de otra manera se le asignará una letra de calificación.

Todas las unidades que se adquieran a base de Crédito/No Crédito en instituciones acreditadas de California o de estudios avanzados 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 letra de calificación. Crédito se asigna cuando el trabajo tiene la calidad suficiente como para obtener una calificación de "C" o mejor.

Unidades de "Crédito" no pueden usarse para requisitos de especialización; requisitos de curso generales. Así que unidades de "crédito" no deberían usarse para cumplir con los requisitos para los diplomas de AA, AS o 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 prueba condicional 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 18% del total de horas de contacto para cada sesión (ej., la ausencia en una clase semestral que iguale o doble el número de horas que 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 anule al estudiante de la lista oficial y que se 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" durante la cuarta semana de instrucción en el semestre, o antes de terminar el 30% de la clase cuando un curso es más corto que el del semestre regular. Esta acción resultará en que el archivo académico del estudiante, tarjeta de calificaciones, o archivo no muestren que dejó la clase. Un retiro también se puede iniciar después de la cuarta semana hasta el último día de la catorceava semana de un semestre, o durante el primer 75% de un curso menos largo que el regular. 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 calificaciones de un estudiante, pero si acumula suficientes "W"s, estas podrán usarse como factores en el procedimiento de expulsión.

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

## Separación del 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 de Separación del Colegio si deja sus clases después de la cuarta semana de un semestre, o después del 30% de un curso menor que el regular. Formas para este procedimiento pueden obtenerse en la Oficina de Registros.

## Cambio 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 fé, o incompetencia. Los procedimientos para la corrección de una calificación que tiene un error incluirá la

eliminación incorrecta en el archivo del estudiante. La forma para esta petición "Cambio de Calificación" está disponible en la Oficina de Instrucción.

Cuando se han hecho cambios de calificación, las anotaciones en el archivo académico permanente del estudiante se hacen de tal manera que todo el trabajo sea perfectamente legible, asegurando así un archivo académico efectivo y completo.

## Repetición de un Curso

Un curso en el que se ha obtenido una calificación de "C" o mejor grado no podrá repetirse excepto bajo circunstancias especiales como se describe en el catálogo.

Cursos en cualquier colegio en los que se ha obtenido una calificación de "D", "F", "NC", u otra baja notación pueden ser repetidas con el propósito de mejorarlas. Esta política puede aplicarse más de una vez a cualquier curso. 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 política. 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 unidad. Se requiere aprobación para repetición de cursos. La petición para este propósito "Petición para Repetición de Curso", está disponible en la Oficina de Consejeros.

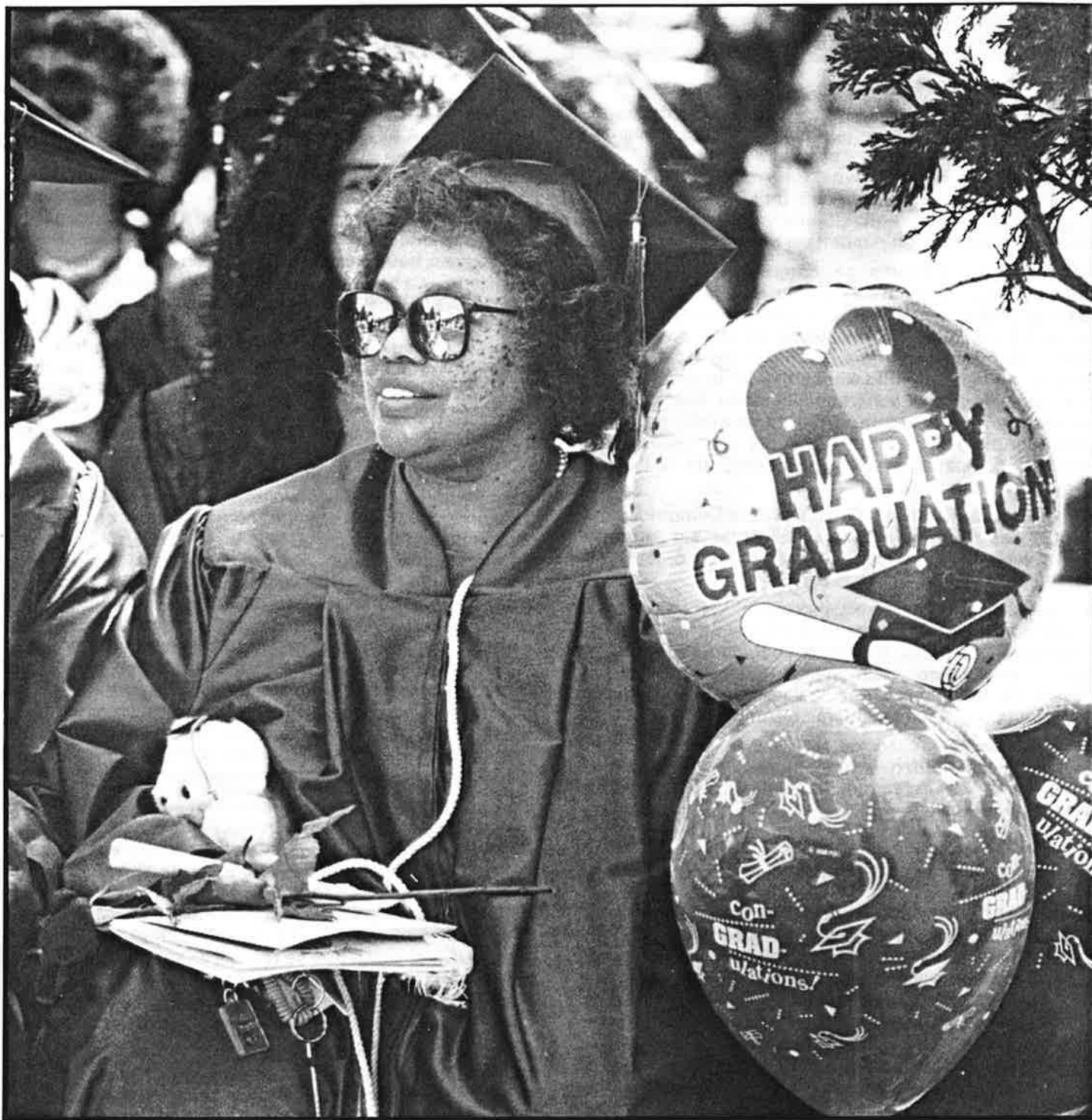
Al completar la repetición del curso, la calificación anterior será omitida para el cómputo del promedio acumulativo y se tachará en el archivo permanente, donde se apuntará la nueva calificación de manera que toda enmienda sea legible, asegurando una historia académica completa y efectiva.

Los estudiantes deben entender que otros colegios y 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



*photo by Juan Carlo/Star Free Press*

**Virginia Lois Armstrong graduated with honors-AA/General Liberal Arts and Sciences at Oxnard College.**

opciones: (1) descartar el máximo de 15 unidades de cualquier curso con grado inferior a "C" o equivalente, cursado durante uno o dos semestres, no necesariamente consecutivos (una sesión de verano puede contar como equivalente a un semestre regular a discreción del estudiante). Cursos y unidades tomadas en cualquier institución pueden ser descartadas.

Reanudación académica se considerará 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 transcripción 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 de promedio académico.

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

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

Los estudiantes deben estar consientes que otras universidades pueden tener diferentes reglamentos concernientes a la reanudación académica y no aceptar este reglamento.

## Crédito por Examinación

El conceder crédito para un curso por examinación está basado en el principio de que experiencia previa, entrenamiento o instrucción es el equivalente a un curso específico que sea impartido 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 examinación a menos que estén específicamente exentos. Cada división del colegio determinará los cursos por los cuales se puede otorgar crédito por examinación 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 en la determinación de elegibilidad atlética ni para determinar elegibilidad para beneficios de veteranos.

El estudiante debe saber que el uso de las unidades ganadas por crédito por examinación para establecer elegibilidad para deportes, ayuda financiera, y beneficios de veteranos están sujetos a reglas y regulaciones de agencias externas participantes.

Se hará una excepción a lo anterior cuando sea necesario par cumplir con estipulaciones de la Ley del Estado de

California. Crédito por examinación se podrá otorgar unicamente a un estudiante que esté registrado por lo menos en un curso de crédito en el colegio; haya completado por lo menos 12 unidades de residencia en los colegios del Distrito de la Comunidad de Colegios del Condado de Ventura; que no esté a prueba académica; haya sometido transcripción de todos los cursos previos; no haya obtenido crédito en una materia más avanzada y no haya recibido una calificación de ("A, B, C, D, F, CR, NC") o equivalente en el curso por el cual está tratando de conseguir crédito por examinación en ésta o cualquier otra institución educativa. El estudiante que solicita crédito por examinación recibirá un grado de "CR" (crédito) si él o ella pasa el examen satisfactoriamente; ningún otro grado se anotará en su archivo. Los estudiantes que no tienen éxito cuando hacen el examen par obtener crédito, no recibirán un grado de "NC" (no crédito) ni aparecerá en su archivo el examen que hicieron sin éxito. Sin embargo, el estudiante podrá hacer el intento de obtener crédito por examinación por un curso solo 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 la 12 unidades requeridas para la residencia en el colegio. El crédito por examinación puede darse solamente en un curso, de una secuencia de cursos, tal como está determinado por los prerrequisitos. No será concedido en un curso que es requisito para la clase en la que el estudiante está corrientemente inscrito.

Excepciones a esta regla se permiten en cada colegio en esos programas técnicos-vocacionales dónde el plan de estudios lo hace necesario. Las excepciones son las siguientes: El requisito de residencia de 12 unidades se suspende, permitiendo a los estudiantes hacer una petición para crédito por examinación antes de completar este requisito; al cumplir con el requisito de residencia, el curso que se retó se añadirá al archivo escolar del estudiante. Crédito por examinación se dará por más de un curso en una secuencia de cursos requeridos, cuando se aprueba por un oficial administrativo responsable de programas técnico-vocacionales.

La petición para este propósito "Petición para Crédito por Examinación" 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 período de exámenes finales.

El crédito ("CR") se asigna por un trabajo que tenga la calidad suficiente para obtener una calificación de "C" o mejor. Las anotaciones en las transcripciones especificarán si el crédito se obtuvo por examinación o como resultado de una inscripción en un curso regular. El archivo académico del estudiante 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 examinación 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 de Vice Presidente de Instrucción. Todas las peticiones para tomar un examen más tarde deben entregarse a la Oficina de Registro. 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 administrarán exámenes previos a la fecha 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 Registro.

## Admisión, Expulsión, Readmisión y A Prueba

Las normas y procedimientos de admisión, expulsión, readmisión y a prueba han sido designadas para ayudar a los estudiantes a progresar en su camino hacia metas vocacionales y educacionales. Los estudiantes que deciden matricularse deben ser alentados para que aprovechen la oportunidad de desarrollar todo su potencial. Limitaciones relacionadas con programas, cursos, y números 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, Expulsión, Readmisión y A Prueba, 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 ocurren en sus clases. En la política del Distrito de Colegios de la Comunidad del Condado de Ventura dice 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 oyentes a clases de tres unidades a menos por semestre sin pagar la cuota de inscripción obligatoria. Estudiantes inscritos en menos de diez unidades de crédito por semestre pueden atender en calidad de oyente en clases de tres o menos unidades, con el pago de la cuota de quince dólares (\$15.00) por unidad por semestre.

Prioridad para inscripción en clases se dará a estudiantes deseando tomar la clase por crédito hacia un certificado o diploma. Así que, estudiantes queriendo estar de oyentes en una clase pueden registrarse en tal clase por

petición especial en los últimos dos días del período de inscripciones. Esta petición requiere el consentimiento del instructor. 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 Examinación" después de estar en clases en calidad de oyente. Los instructores no están obligados a calificar los trabajos de estudiantes que atienden como oyentes. Requisitos de asistencia para estos estudiantes son los mismos que para los estudiantes como dictan las reglas en el colegio.

## Lista de Honor

Estudiantes quienes logran distinción académica, se les otorga un reconocimiento especial. Estudiantes de tiempo completo que tengan un programa de 12 o más unidades con un 3.5 promedio de calificación o más alto durante un semestre, y estudiantes de medio tiempo quienes completen 12 o más unidades en 2 a 4 semestres con un promedio de calificación de 3.5 o más alto en todos los semestres utilizados para elegibilidad, serán elegibles para la lista de honor proveyendo que por lo menos nueve de las 12 unidades sean de clases que se califiquen con grado de letra.

## Regulación de Grabadoras en Clase

Estudiantes con una deshabilidad verificada pueden solicitar el uso de grabadoras en clase con el objeto de tener equitativo acceso en los programas académicos del colegio. Cualquier otro estudiante debe obtener el consentimiento por escrito del instructor de la clase.

## Servicios al Estudiante

### Guía Académica

#### 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 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 Planificación 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 establecido 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 dónde puede obtener servicios adicionales.

## Programa de Servicios para Estudiantes Incapacitados (D.S.P.S.)

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 de los estudiantes incapacitados, incluyendo materiales especiales, equipo audio-visual, transportación, 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 limitaciones físicas, el colegio ofrece transportación, 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 (E.O.P.S.)

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 Programa EOPS es el de darle al estudiante la oportunidad y asistencia necesaria para poder completar su programa académico y/o vocacional en el Colegio de 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 (créditos 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 o llame al (805) 986-5827.

## Agencia Cooperativa de Recursos para la Educación

### C.A.R.E.

CARE es una rama de EOPS la cual provee servicios a estudiantes que son padres de familia solteros quienes desean una vida mejor para si 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.

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 o 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)

## Programa Inglés-Español de Garantía en el Acceso a la Instrucción (E.S.P.I.G.A.)

El programa bilingüe del Colegio de Oxnard ha sido diseñado para facilitar la entrada de los estudiantes hispanohablantes que hablan poco inglés, a las clases regulares en inglés. Los estudiantes aprenderán inglés mientras participan en este programa ganando créditos universitarios en programas vocacionales o académicos.

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

Todos los cursos del mismo nivel se complementan y se pueden tomar durante el mismo semestre. Un consejero puede asistirle en la selección de clase correspondientes a su conocimiento de inglés de acuerdo con los resultados del diagnóstico. La gráfica siguiente muestra los niveles de inglés y los correspondientes con el nivel recomendado para las clases técnicas/vocacionales.

Nivel	Communications Skills/ Comunicación Oral	Reading/ Lectura	Writing/ Escritura	Essential Skills/ Habilidades Básicas	Spanish/ Español
Step 1	Engl 45A	Engl 1(B)		Engl 30EVA Engl 30EVB	Spanish
Step 2	Engl 45B Engl 47	Engl 1	Engl 10(B)	Engl 30EVB Engl 30EVC	Spanish
Step 3	Spch 1	Engl 5(B) Engl 9	Engl 10	Engl 30 Any of series in English	Spanish
Step 4	Students scoring at level 4 should take the regular assignment test (The College Board) before registering in an English class.				Spanish

Personal bilingüe 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 (Nivel 2 + )

Los principios de reparación de carrocería de autos, incluye soldadura eléctrica y oxiacetilénica, preparación

y acabamiento de metal, uso de llenadores, lijado, encubierto, y técnicas de impresión y pintura. (2)

### AB 2-4 unidades

#### Clase Intermedia de Carrocería (Nivel 2 + )

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. (2)

### AT 10-3 unidades

#### Fundamentos de Mecánica Automotriz (Nivel 3 + )

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 (Nivel 1 + )

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.

### El 10-4 unidades

#### Ensamble Electrónico (Nivel 1 + )

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 (Nivel 1 + )

Teoría y prueba de estéreos 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 (Nivel 1 + )

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 (Nivel 1 + )

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 (Niveles 1-2)

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 (Nivel 3)****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 de 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 (Niveles 2-3)**

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 Básica (Nivel 4)**

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

**Engl 30EV ABC-1-1-1 unidades****Vocabulario ESPIGA (Niveles 1, 2, 3)**

Un curso de laboratorio 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 (Niveles 1-2)**

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 (Nivel 2)**

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 (Nivel 3-4)**

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 (Nivel 1)**

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.

**Math 11-5 unidades****Álgebra Elemental (Nivel 2)**

Primer curso de álgebra. Operaciones con cómputo de números, integrales, ratios de números reales, ecuaciones lineales: graficado de líneas, parámetros, proporciones y variaciones; operaciones con radicales y exponentes. Esta clase se puede tomar por Crédito/No Crédito.

**PG 101AB-3 unidades****Planificación de Vida y Carrera (Nivel 2)**

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

**PE 124-1 1/2 unidades****Baile Folklórico Mexicano**

Conocimiento histórico y habilidades básicas de baile y música folklórica Mexicana.

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

Primer año de español para hispanos. Énfasis en el desarrollo y uso correcto del vocabulario hablado y escrito; incluyendo el estudio de los principios básicos de la gramática. El perfeccionamiento de las habilidades de comprensión, lectura, escritura, y prosodia en el español se optimiza por medio de la secuencia continua de estas clases. Las lecturas de temas culturales de estas clases estimulan la escritura y lectura en español.

**Spn 107-3 unidades****Cultura y Civilización Hispánica**

Lecturas y discusiones en español sobre civilización y cultura de los países hispánicos; diseñados 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 Española y Composición**

Este curso presenta de manera lógica y sistemática el lenguaje español para darle al estudiante avanzado el conocimiento de la gramática y la terminología

contemporánea del español. Expone al estudiante a una variedad de estilos literarios y autores mediante la lectura y análisis de diversas obras y antologías literarias de la cultura hispano-americana, para el enriquecimiento cultural del estudiante.

### **Spn 117-3 unidades**

#### **Literatura Hispanoamericana**

Perspectiva de la literatura hispanoamericana en un semestre; entre otros generos: el cuento, la novela, ensayo y poesía. Estudio de las obras más representativas de los escritores hispanoamericanos en forma breve. Estimulantes discusiones, lecturas y taller de escritura creativa son parte de esta clase.

### **Spch 1-3 unidades**

#### **Introducción al Discurso/Bilingüe**

Para quienes el idioma inglés es una segunda lengua. Este curso enfatiza la práctica del discurso y la oratoria, la prosodia, el uso correcto de las expresiones idiomáticas, inflexión, gramática, desarrollo del vocabulario, composición oral, y postura. El uso de recursos audiovisuales es frecuentemente utilizado para corregir y mejorar el diálogo, la pronunciación, el dialecto de quienes toman este curso. Puede tomarse en base a Crédito/No Crédito.

## **Servicios Financieros**

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.

#### **Pensiones del Gobierno Federal**

PELL Grant, Oportunidad Educacional Suplemenal (SEOG); Servicio y Programas de Oportunidad Extensa (EOPS); cada una de estas becas requiere que el estudiante se inscriba con un mínimo de unidades. Las becas y oportunidades de trabajar siendo estudiante, están a la desposición de cualquier estudiantes 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.

#### **Programa Federal Trabajo/Estudio**

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

#### **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 de solicitud.
3. Dos cartas de recomendación.
4. Un breve ensayo describiendo objetivos y metas académicas.

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.

## **Programa para Estudiantes Internacionales**

El objetivo de este programa es el de ayudar a los estudiantes con visas internacionales, a realizar sus aspiraciones personales y metas educativas mientras se familiarizan con las costumbres norteamericanas mientras atienden el Colegio de Oxnard. Una sesión es-



pecial es provista al principio de cada semestre para familiarizar a los estudiantes internacionales con los servicios del colegio y así como también con los reglamentos locales y leyes del estado y los requisitos federales de las leyes del departamento de servicios de inmigración (INS).

La oficina de este programa está localizada en el edificio LRC, contiguo a la oficina de Admisión y Registro escolar. El programa es responsable de preparar las formas de inmigración I - 20AB, necesarias para quienes son estudiantes extranjeros. Quienes poseen una visa deben verificar su permiso en esta oficina antes de proceder a su inscripción.

El programa le puede asistir con información para obtener hospedaje; así como también, le ofrece ayuda en la preparación de otras formas necesarias.

## 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 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 graduados.

## Programa Puente

Este programa tiene el propósito de ayudar a los estudiantes México-Americanos a transferirse con éxito a una universidad mediante un programa de asistencia académica y tutela. El programa Puente provee instrucción intensiva en la escritura con asesoría personalizada por el propio consejero del programa, al mismo tiempo de una relación individual con un mentor México-Americano de éxito en la comunidad. El consejero observa el progreso académico y la asesoría del estudiante, facilita las clases de desarrollo de la personalidad y trabaja con los estudiantes para establecer metas en la preparación de los cursos de transferencia a las carreras universitarias.

El programa puente es una oportunidad para que el México-Americano incremente su sentido de identidad cultural por medio de las experiencias en base a su herencia evolucionaria. Los estudiantes tienen la oportunidad de participar en eventos culturales y de visitar las universidades; así como, atender a museos y presentaciones culturales.

## Centro de Re-Ingreso

El enfoque principal del 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 ayudarle con sus planes académicos, de carrera, y desarrollo personal.

## Beneficios para Veteranos

El Acta de Re-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 del Colegio de Oxnard (ASOC) fue fundada en 1975. Esta asociación tiene una gran responsabilidad con los estudiantes en general, clubs, y otras organizaciones.

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

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

Se celebran elecciones dos veces por año, en 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 elijan ya sea 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 otros eventos. A los estudiantes regulares y de nuevo ingreso se les invita a participar en cualquiera de nuestras muy diversas actividades; Además de, recibir cualquier idea o proyecto de interés que incite a la participación de nuevos miembros.

El personal de la Oficina de Actividades Estudiantiles funciona 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. Existen equipos para varones de balompié, baloncesto, béisbol, atletismo y maratón. Las mujeres compiten en balompié, baloncesto, maratón y atletismo.

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 un promedio de 2.0. Deben completar un total de 24 unidades o más 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.

### Drama

El personal del departamento de Artes Teatrales planea y produce una variedad de obras dramáticas y musicales 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.

### Centro de Transferencia

Los consejeros del Centro de Transferencia proveen asistencia a todo estudiante que planea transferirse a la universidad. Este centro provee información actualizada, material de referencia, catálogos de los colegios, solicitudes, y los servicios auxiliares necesarios para planificar y lograr una transición sin contratiempos entre las instituciones. Los estudiantes pueden entrevistarse con representantes de universidades que visitan este colegio por cita o sin ella. Las actividades del centro de transferencia son calendarizadas y distribuidas mensualmente por medio del "Calendario del Centro de Transferencia". El Centro de Transferencia está localizado en el edificio LRC.

### Biblioteca

La colección y otras facilidades del colegio están organizadas para satisfacer las necesidades de instrucción de los estudiantes de nivel de colegio. La misma es un importante componente en el proceso educativo del colegio. El propósito primordial de la biblioteca es el de proveer material impreso, libros, panfletos, diarios, revistas y mapas que auxilien y suplementen la instrucción de las asignaturas.

La colección de la biblioteca consta de aproximadamente 27,000 volúmenes, los cuales están en proceso de ser automatizados. Disponible para estudiantes, facultad y la comunidad está el Catálogo Interlligent, un CD rom y otras herramientas electrónicas como el índice de revistas y el banco de noticias del LA Times. Además, la biblioteca cuenta también con: 142 títulos corrientes de periódicos

(revistas, diarios, etc.) y varios títulos de periódicos en microfilme.

La colección de referencia de la biblioteca consta de material de investigación regular, así como de catálogos de colegios y universidades, panfletos y ejemplares en reserva. La biblioteca participa en el Intercambio Total Interbibliotecario (TIE) y el sistema de intercambio Oro Negro. Este servicio permite a los estudiantes el acceso a material de las otras dos bibliotecas del distrito y con las otras que participan de este sistema. Para mayor información sobre cualquier tema de referencia, consulte con el bibliotecario en turno.

El personal de la biblioteca está presto para asistirle en cualquier proyecto donde se requiera de orientación e información bibliográfica coleccionada en la biblioteca. Módulos para el estudio en forma individual y colectiva se han provisto en la biblioteca. Además de otros servicios como fotocopadoras y lectura de microfilmes.

Todo estudiante registrado en el colegio, los maestros y el personal activo puede hacer uso del material de la biblioteca. Los préstamos de la biblioteca son de un plazo no mayor de 3 semanas. El material en reserva está disponible en el mostrador de circulación a la entrada del edificio y se pide por el número de identificación que se le haya asignado.

El horario actual de servicio de la biblioteca es de 8:00 a.m. a 9:00 p.m. de lunes a jueves, y de 8:00 a.m. a 5:00 p.m. los viernes. Sin embargo, este horario pudiera ser modificado próximamente. Se les invita cordialmente a utilizar optimamente los servicios y facilidades disponibles en la biblioteca del Colegio de Oxnard.



*photo by Jim Englund*

Seated from left to right are: Jesus Garcia, Rene Gonzalez, Leona Prebble, and Dadisii Daniel. Tutors and students gather in OC's Tutorial Center to study. Tutors are available to help students improve study skills, help with test preparation, and aid in the successful completion of classes.

## Programas Especiales

### Centro Infantil

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

El Centro Infantil atiende a niños de uno a cinco años de edad con horario de las 7:30 a.m. y las 5:00 p.m.. Para los niños en edad de pre-kinder de las 9:00 a.m. a las 12:00 p.m. o de las 12:30 a las 3:30 p.m. exclusivamente para niños que cumplieron cuatro años antes del primero de diciembre del año en turno.

El programa infantil incluye desarrollo de razonamiento analítico, experiencias creativas, ciencias, 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 Infantil. Este es un programa modelo que también sirve como laboratorio para estudiantes quienes están aprendiendo a observar y trabajar con niños. Es requerido que los padres se envuelvan en la experiencia de aprendizaje de sus niños. Para informes llame al teléfono 986-5801.

### Centro de Aprendizaje

El Centro de Aprendizaje esta localizado en el mesanino de la biblioteca del colegio y ofrece una gran variedad de servicios. Módulos de instrucción especializada están disponibles por crédito escolar en una gran variedad de temas de habilidades como: lectura, escritura, ortografía, vocabulario, tomando notas, investigación bibliográfica, habilidades para el estudio e investigación para ensayos escritos. Los estudiantes con dificultades en las aptitudes para el aprendizaje pueden visitar y recibir informalmente ayuda académica o bien inscribirse en el módulo y recibir el crédito en el cual trabajen formalmente.

Una variedad de medios audiovisuales y materiales autodidácticos, están disponibles como suplemento a la instrucción de las clases y están disponibles para investigación personal. Si visita el Centro de Aprendizaje encontrará un enorme inventario de programas, libros, videos y audio-cassettes disponibles en una gama de disciplinas: Geología, historia, biología, oceanografía, pedagogía, sociología, psicología, negocios, astronomía, etc.

Usted podría encontrar objetos de particular valor para suplementar sus estudios o alguna otra información valiosa para sus ensayos escritos.

El horario actual del Centro de Aprendizaje es de 8 a.m a 9 p.m. de lunes a jueves; 8 a.m. a 5 p.m. los viernes los fines de semana y los días festivos oficiales permanece cerrado. Visítenos y recuerde que con una cita previa podemos hacer los horarios necesarios para atenderles en grupo. Llame al 986-5800, ext. 1974 o 986-5839.

### Servicio de Tutores

Los servicios de tutoría son gratuitos para los estudiantes del Colegio de Oxnard. Hay tutores disponibles para la mayoría de clases que se ofrecen en el colegio, por periodos cortos o todo el semestre. También hay tutoría disponibles sin necesidad de cita previa en algunas asignaturas. El Centro de Tutores se encuentra en el segundo piso de la biblioteca, al fondo del "Centro de Aprendizaje".

Estaremos encantados en ayudarlo. Los servicios de tutoría son gratuitos para los estudiantes del Colegio de Oxnard. Visitando el Centro de Tutoría garantizará el éxito en sus cursos. Visítenos!

### Estacion Televisora

El Colegio de Oxnard brinda a los estudiantes y a la comunidad de Oxnard con programas de entrenamiento y cultura por el canal de televisión local OCTV. La programación de OCTV tiene una cobertura para el área de Oxnard y Port Hueneme por medio del canal 24, de Jones Intercable y por el canal 19A de Camarillo en Cable Vision de Ventura.

La programación del canal OCTV es una combinación realizada por los estudiantes, telecursos ofrecidos con crédito disponible en un variado tipo de especialidades, además de otros programas de entrenamiento.

Los estudios de televisión del Colegio de Oxnard están completamente equipados con moderno equipo de producción capaz de filmar dentro y fuera de cabina para los eventos del colegio y de la comunidad. Estudiantes en técnicas de televisión realizan la programación local como parte del laboratorio práctico de estos cursos trabajando en la estación televisora del Colegio de Oxnard.

Cursos por televisión son transmitidos como parte del currículum de instrucción cada semestre.

## Programs, Degrees, and Transfer Information

### 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  
 Music  
 Office Technology  
 Philosophy  
 Political Science  
 Print Media—see Communications  
 Psychology  
 Public Relations—see Communications  
 Real Estate  
 Sociology  
 Sociology—Human Services  
 Spanish  
 Supervision  
 Television—see Communications  
 Theatre Arts  
 Word Processing

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

### 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.

### 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.

It is the responsibility of the graduating student to process the application for graduation through a counseling appointment and then file it with the Admissions and Records Office. Applications can be made for graduation in the spring, summer or fall terms. Filing should be completed during the term the graduating student is completing the final classes required, no less than eight (8) weeks prior to the completion of that term.

### Basic Requirements for Associate in Arts/ Associate in Science Degree

#### A. 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 the Assessment Specialist for exit-testing option on the TASK II).



**Written Expression**—To satisfy the competency requirement for written expression, students 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 the Assessment Specialist 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.

**B. Units**—Completion of 60 Associate Degree applicable units. Non-Associate Degree courses include ACT—all classes; CD 11; Engl 1, 5, 9, 10, 11, 12, 20, 30 series except 30TT, 45, 47, 76, 80; LS—all classes; SpEd—all classes; Math 9, 93; PG 1, 2, 3, 4, 5, 6, 7; Spch 1.

**C. Scholarship**—A cumulative GPA of not less than 2.0 in all college and university level work attempted at OC and all other colleges attended.

**D. 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.

**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. General Education**—Completion of the general education requirements as specified below.

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

### A. Natural Sciences

#### 1. Biological Sciences

(1 course required, 2 or more units)

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

#### 2. Physical Science

(1 course required, 2 or more units)

1. Ag 104
2. Ast 101
3. Chem 100A, 100B, 101
4. Geol 101, 103, 104, 107
5. Geog 101, 103
6. Phys Sci 101
7. Physics 101, 111

### B. Social and Behavioral Sciences

#### 1. American History/Institutions

(1 course required, 2 or more units)

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

#### 2. Social/Behavioral Science

(1 course required, 2 or more units)

1. AfAm 101
2. Anth 102, 103, 105, 106, 110, 114
3. Bus 120
4. ChSt 101
5. CD 102, 106, 108
6. Econ 100, 101, 102, 103
7. Geog 102, 104
8. HE 101, 107
9. Hist 104, 110, 111, 112, 113, 114, 115, 116
10. IS 102
11. Phil 109, 110, 114
12. PSc 104, 105, 106, 107, 108, 189A
13. Psych 101, 102A, 102B, 106, 107, 108, 109, 110, 111, 189A
14. Soc 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 112, 113, 114, 116, 118

### C. Humanities

#### 1. Fine Arts

(1 course required, 2 or more units)

1. Art 101, 102, 103, 104A, 104B, 106A, 106B, 150
2. Engl 119
3. Mus 101, 103A, 103B, 106, 107A, 114, 116, 119, 189A
4. ThA 101, 102A, 102B, 103A, 103B, 104, 109, 112
5. TV 102, 103, 104

#### 2. Other Humanities

(1 course required, 2 or more units)

1. Spn 1, 2, 3, 4, 101, 102, 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, 131, 132, 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 2, 101, 103, 104, 108
7. Hist 105, 106, 109, 111
8. Japn 1, 2, 101, 102
9. Journ 100
10. Fr 1, 2, 101, 102
11. Ger 101, 102

#### D. Language and Rationality

##### 1. English Composition

(1 course required, 2 or more units)

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

##### 2. Communication/Analytical Thinking

(1 course required, 2 or more units)

1. Bus 62
2. BIS 153A, 154A
3. Engl 101, 102
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
9. TV 105

#### E. Physical Education and Health

(2 courses required, 1 from each area)

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

#### F. Ethnic/Women's Studies Courses

(1 course required, 2 or more units, required only for General Liberal Arts & Sciences and Transfer Major)

1. AfAm 101
2. Anth 105, 189A, 114
3. ChST 107, 108, 189B
4. CD 107
5. Engl 109, 110, 117, 121, 122
6. Hist 107, 108, 109, 112, 117
7. HE 101
8. IS 189A
9. Psych 107, 189B
10. Soc 103, 104, 107, 108, 112
11. Mus 189A
12. Spn 117
13. ThA 112, 117
14. TV 117

#### G. Other

(Any 9 units selected from A, B, C, and/or D areas, only for General Liberal Arts and Sciences AA Degree)

#### H. 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.

### Guidelines for Additional Degrees

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

- A. A student who has earned an Associate degree may earn an additional Associate degree.

- B. A student who holds a higher degree may earn an additional Associate degree in a specific major.
- C. General education requirements earned for one degree may be applied toward another degree; any deficiencies in the current general education must be completed.
- D. A candidate for an additional degree must complete 12 or more units of credit, in residence, concurrent with or after completion of requirements for the first Associate degree. In addition, a candidate must be in attendance in the semester during which graduation requirements for the additional degree are completed.
- E. A student must complete all the required courses listed in the catalog for the specific majors. In the event that unmet requirements for a specific major do not total 12 units, a student must complete the remaining units from electives listed under the major or courses as approved by the appropriate division. All general education courses required for the specific degree must be completed.
- F. In the case of degrees offering two or more options, a student may earn an additional degree within the same field by completing the requirements for that option (the additional degree) and all other requirements specified herein.

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

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

### Continuous Enrollment

A student remaining in continuous enrollment in regular sessions (fall and spring semesters; summer session not counted), at one or more of the colleges of the Ventura County Community college District (VCCCD) or at any other regionally 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 to the remedial coursework.

Continuous enrollment is defined as attendance in at least one semester each calendar year. Any academic record symbol entered on a transcript (A through F, CR, NC, I, IP, RD, W) Shall constitute enrollment or attendance.

A student who has not maintained continuous enrollment is considered to be under new requirements unless the student is granted a petition/waiver for extenuating circumstances. This petition must be initiated by the student through a college counselor and approved by the appropriate dean or designee.

Students must be aware that other governing agencies impose more restrictive limitations concerning the definitions of continuous enrollment or continuous attendance. Some agencies define continuous enrollment as remaining in attendance both fall and spring semesters. Some will not accept selected academic record symbols (such as Ws). Those affected by more restrictive guidelines include students receiving financial aid and alien students.

## Remedial Limitations

The colleges of the Ventura County Community College District (VCCCD) offer courses which are defined as remedial. "Remedial coursework" refers to pre-collegiate basic skills courses in reading, writing, computation, learning skills, study skills, and English as a second language which are designated by the college district as not applicable to the associate degree. Students enrolled in remedial courses will receive unit credit and will be awarded an academic record symbol on transcripts as defined under other academic policies. However, the units earned in these remedial courses do not apply toward certificates of achievement or associate degrees.

No student shall receive more than 30 semester units of credit for remedial coursework. This limitation of 30 units applies to all remedial coursework completed at any of the campuses of the college district (Moorpark, Oxnard and Ventura Colleges). It does not apply to remedial coursework completed at colleges outside the district. Students transferring from other educational institutions outside VCCCD shall be permitted to begin with a "clean slate" with regard to the remedial limitation. The 30-unit limit applies to all remedial coursework attempted; however, in the event that some of these 30 units are substandard and a student successfully repeats one or more courses in which substandard grades were earned, then the 30-unit limit would be modified by the application of the policy for course repetition.

Students who exhaust the unit limitation shall be referred to appropriate adult non-credit educational services provided by adult schools or other appropriate local providers with which the colleges have an established referral agreement. Such a student may, upon successful completion of appropriate "remedial coursework" or upon demonstration of skills levels which will reasonably assure success in college-level courses, request reinstatement to proceed with college-level coursework. Procedures relating to dismissal and reinstatement are specified in the college catalog under policies governing probation, dismissal and reinstatement. The petition for this purpose, petition for continued enrollment or readmission, is available in the counseling office.

The following students are exempted from the limitation on remedial coursework: students enrolled in one or more courses of English as a second language; and/or students identified by one of the colleges as having a learning disability.

## 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.

## Transfer Preparation

### Transferability of Courses

Community colleges, including Oxnard College, offer curriculums paralleling the first two years of four-year Bachelor's degree (BA, BS) programs as well as those preparing for student's employment at the completion of

the Associate degree. These categories are not mutually exclusive, however, as many courses included in occupational programs are also transferable to four-year colleges. For this and other reasons, the definition of a transfer course is somewhat complicated.

Each four-year institution decides for itself on the acceptance of courses from other colleges. In general, the policy, whether liberal or restrictive, will apply equally to entrants from community colleges and from other four-year colleges with two exceptions. All four-year colleges impose a ceiling (between 60 and 70 units) on the acceptance of community college credits, and all recognize that community colleges offer remedial and vocational courses usually not intended for transfer.

Oxnard College courses can be "transferable" in any one of the following ways:

1. The course meets lower division requirements in the four-year college major.
2. The course applies to one of four-year college general education requirements. Oxnard offers Intersegmental General Education Transfer Curriculum, the University of California Core Program, and the California State University General Education Certification Pattern. Students can also take classes that will fit into the general education patterns for individual four-year colleges, both public and private.
3. The course is acceptable as an elective at four-year colleges. Courses not accepted as major requirement or meeting general education requirements may be accepted as elective credit at four-year colleges. These units will be applied to the total unit requirement for the Bachelor's degree.
4. The course is acceptable for subject credit only. Courses accepted for subject credit only are not given unit credit.

## Summary

Generally speaking, the answer to the question "Is this course transferable?" depends on several reference points including when did you take it, where did you take it, where do you plan to transfer to and what purpose do you plan to use it for when you transfer? Reading the four-year catalogs, the transfer guides in counseling and the transfer center, and/or articulation agreements will be of assistance to the transferring student.

## Articulation Agreements

Oxnard College has negotiated articulation agreements with many of the four-year colleges, CSU, UC and private colleges within the state of California. An articulation guarantees the transfer of specific courses to special colleges. These agreements are available in Counseling and the Transfer Center.

## Transfer Center

The Oxnard College Transfer Center links Oxnard with campuses of the University of California, the California State University, and private colleges and universities.

The center provides current information on transfer programs and general education requirement information and advising. In addition, the Center has university and college representatives on campus to assist you in making successful transfer plans by offering to help with admissions procedures, program planning, financial aids, housing, transcript evaluations, and more.

The Transfer Center is located in the Learning Resources Center (LRC-24). Hours are 8 a.m. - 7 p.m., Monday through Thursday, and 8 a.m. - 5 p.m., on Friday. Phone 986-5837 for appointments.

### 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

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

The California State University and College system has agreed to accept those courses classified by each community college as transferable. This list, called the *Baccalaureate* level course list, is listed below.

These courses will be accepted for unit credit at the CSU colleges and universities. How they will be applied at the college or university depends on other agreements made between OC and that college. Students should consult a counselor and the specific agreements regarding the college of their choice.

#### African-American Studies

AfAm 101

#### Anthropology

Anth 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 113, 114, 115, 189A-Z, 189A, 189B, 189C, 189D, 198, 199AB

#### Area Studies

AS 102A-Z, 103

#### Art

Art 101, 102, 103, 104AB, 105AB, 106A, 106B, 106C, 107A, 107B, 107C, 108A, 108B, 108C, 109A, 109B, 109C, 110A, 110B, 110C, 112A, 112B, 112C, 113AB, 114A, 114B, 114C, 115AB, 122AB, 124A, 124B, 124C, 125A, 125B, 125C, 126A, 126B, 126C, 127A, 127B, 127C, 128A, 128B, 128C, 129A, 129B, 129C, 130, 131A, 131B, 150AB, 151AB, 152AB, 153AB, 154AB, 155AB, 156AB, 157A, 157B, 189A-Z, 189A, 198A-Z, 199AB

#### Astronomy

Ast 101, 198

#### Biology

Biol 101, 102, 103, 104, 106, 106L, 107, 108, 108L, 109, 110, 111, 112, 113, 117, 198, 199

#### Business

Bus 101A, 101B, 102, 111A, 111B, 120, 121, 122, 123, 125, 130, 131, 132, 133, 135, 136, 140, 141, 142, 151, 152, 153, 154, 170, 171, 172, 173, 174, 175, 176, 180, 181A, 181B, 181C, 181D, 181E, 182, 183E, 183G, 183H, 189A-Z, 190A, 190B, 198A-Z, 199AB

**Business Information Systems**

BIS 151, 152, 153A, 153B, 154A, 154B, 155, 156, 160, 161A, 161B, 162, 163, 164, 189A-Z, 190, 198, 199AB

**Chemistry**

Chem 100A, 100B, 101, 102, 106, 107, 108, 108L

**Chicano Studies**

ChSt 101, 107, 108, 189B

**Child Development**

CD 102, 103, 106, 107, 108, 111, 112, 113, 114, 115, 116, 120ABCD, 129, 130, 131, 132, 133, 134, 189A-Z, 198A-Z, 199AB

**Economics**

Econ 100, 101, 102, 103, 103L, 199AB

**Engineering**

Engr 100, 105, 110, 115

**English**

Engl 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 130, 131, 132, 140, 150, 151, 152, 153, 154, 155, 156, 189, 189A, 189B, 189D, 189H, 199AB

**Environmental Hazardous Materials Technology**

EHMT 100, 101, 102, 103, 104, 105, 106

**Fire Technology**

FT 51, 52, 54, 55, 60, 61, 63, 64, 65, 67, 68, 69A, 74

**French**

Fr 1, 2, 101, 102

**Geography**

Geog 101, 101L, 102, 103, 104

**Geology**

Geol 101, 101L, 102, 103, 104, 105, 106AB, 107, 110, 177, 199AB

**German**

Ger 101, 102, 199AB

**Health Science**

HS 101, 103, 104, 105, 106

**History**

Hist 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 199AB

**Hotel and Restaurant Management**

HRM 100, 102A, 102B, 102E, 102G, 102I, 103, 104, 105, 106, 108, 109, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 130, 190

**Interdisciplinary Studies**

IS 101AB, 102, 110, 189A-Z, 189AB, 198, 199AB

**Japanese**

Japn 101, 102, 199AB

**Journalism**

Journ 100, 101, 102, 103, 104, 105, 106, 108, 110ABCD, 111, 120, 121, 122, 123, 133, 141, 142, 190, 199AB

**Leadership**

Ldr 100

**Mathematics**

Math 101, 102, 103, 105, 106, 115, 115PS, 116, 116PS, 118, 120, 120PS, 121, 121PS, 122, 125, 134, 136, 136L, 137, 137L, 138, 138L, 143, 198A-Z, 199AB

**Music**

Mus 101, 102A, 102B, 102C, 102D, 103A, 103B, 104, 105, 106, 107ABCD, 108, 110A, 110B, 110C, 110D, 111, 112, 114, 116, 117, 118ABCD, 119, 120, 121, 124, 125, 189A, 198, 199AB

**Personal Growth**

PG 101A, 101B, 102

**Philosophy**

Phil 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 114, 121, 189A-Z, 199AB

**Physical Education**

PE 100 through 199AB

**Physical Science**

PhySci 112

**Physics**

Ph 101, 102, 111, 112, 113, 199AB

**Political Science**

PSc 100, 101, 102, 104, 105, 106, 107, 108, 189A-Z, 199AB

**Psychology**

Psych 101, 102AB, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 120, 130, 189A-Z, 189B, 198A-Z, 199AB

**Sign Language**

SL 101, 102, 103, 104, 105, 189, 199AB

**Sociology**

Soc 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 118, 199AB

**Spanish**

Spn 101A, 101B, 102A, 102B, 101, 102, 103, 104, 105, 106, 107, 108, 117, 199AB

**Speech**

Spch 101, 102, 104, 105, 106, 107, 108, 109, 112, 199AB

**Television**

TV 101, 102, 103, 104, 105, 117

**Theatre Arts**

ThA 101, 102AB, 103A, 103B, 104, 108, 109, 110ABCD, 112, 115, 117, 120AB, 121AB, 127, 198A-Z, 199AB

**University of California System**

The system of the University of California campuses have reviewed Oxnard College courses and determined which courses will transfer to any one of the campuses in the system. Students should consult a counselor for determination of how a course will be applied at a specific campus. The UC system-wide Transferable Course List is listed below.

**African-American Studies**

AfAm 101

**Anthropology**

Anth 101, 102, 103, 105, 106, 107, 108, 109, 110, 113, 114, 115, \*189A-Z, 189A, 189B, 189C, \*198, \*199AB

**Area Studies**

AS \*102A-Z

**Art**

Art 101, 102, 103, \*104AB, \*106A, \*106B, \*106C, \*107A, \*107B, \*107C, \*108A, \*108B, \*108C, \*109ABC, \*110A, \*110B, \*110C, \*112A, \*112B, \*112C, \*113AB, \*114A, \*114B, \*114C, \*115AB, \*122AB, \*124A, \*124B, \*124C, \*125A, \*125B, \*125C, \*126A, \*126B, \*126C, \*127A, \*127B, \*127C, \*128A, \*128B, \*128C, \*129A, \*129B, \*129C, \*150AB, \*151AB, \*152AB, \*153AB, \*155AB, \*156AB, \*157AB, \*189A-Z, 189A, \*198, \*199AB

**Astronomy**

Ast 101, \*198

**Biology**

Biol 101, 102, \*103, 106, 106L, 108, 108L, 109, 110, 111, 112, 113, \*198, \*199

**Business**

Bus 101A, 101B, \*111A, \*111B

**Business Information Systems**

BIS 151, 152, \*153A, 153B, 154A, 154B, \*155, \*156, \*189A-Z, \*198, \*199AB



**Chemistry**

Chem \*100A, \*100B, 101, 102, \*106, 107, \*108, \*108L

**Chicano Studies**

ChSt 101, 107, 108, \*189B

**Child Development**

CD 102, 106

**Economics**

Econ \*100, 101, 102, 103, 199AB

**Engineering**

Engr 100, 105, 110, 115

**English**

Engl 101, 102, 103, \*104, \*105, \*106, \*107, \*108, 109, 110, 111, 113, 114, 115, 116, 117, \*118, 119, 121, 122, 131, 132, 140, \*150, \*151, \*152, \*153, \*154, \*155, \*156, \*189, 189B, \*199AB

**French**

Fr 101-102

**Geography**

Geog 101, 101L, 102, 103, 104

**Geology**

Geol 101, 101L, 102, 103, 105, 107, 110, \*199AB

**German**

Ger 101, 102, \*199A, \*199B

**Health Science**

HS \*101, \*103, \*104, 105, 106

**History**

Hist 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, \*199AB

**Interdisciplinary Studies**

IS 101AB, 102, 110, \*189A-Z, 189AB, \*198, \*199AB

**Japanese**

Japn 101, 102, \*199A, \*199B

**Journalism**

Journ 100

**Mathematics**

Math 103, \*105, \*106, \*115, \*118, \*120, 121, 122, \*125, \*134, \*136, 137, \*138, \*143, \*198A-Z, \*199AB

**Music**

Mus 101, 102A, 102B, 102C, 102D, 103A, 103B, 104, 105, \*106, \*107ABCD, \*108, \*110A, \*110B, \*110C, \*110D, \*111, \*112, \*114, 116, \*117, \*118ABCD, 119, \*120, \*121, \*124, \*125, 189A, \*198, \*199AB

**Philosophy**

Phil 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, \*111, 112, 114, \*121, \*189A-Z, \*199AB

**Physical Education**

PE \*100 through 102B, 103, 104, \*105, \*115, \*116A through 124, \*136 through 146B, \*148 through 176, \*183A through 185D, \*189A-Z, \*199AB

**Physics**

Ph \*101, \*102, \*111, \*112, \*113, \*199AB

**Political Science**

PSc 100, 101, 102, 104, \*105, 106, 108, 189A, \*189B-Z, \*199AB

**Psychology**

Psych 101, 104, 105, 106, 107, 108, 110, 130, \*189A-Z, 189B, \*198A-Z, \*199AB

**Sign Language**

SL 101, 102, 103, 104, 105

**Sociology**

Soc 101, 102, 103, 104, 106, 107, 108, 111, 112, 113, 114, 115, 116, \*199AB

**Spanish**

Spn \*101, \*101A, \*101B, \*102, \*102A, \*102B, 103, 104, \*105, \*106, 107, 108, 117, 199AB

**Speech**

Spch \*101, \*102, \*104, 105, 106, 107, \*109, \*199AB

**Theatre Arts**

ThA 101, \*102AB, 103A, 103B, \*104, \*108, \*109, \*110ABCD, \*112, \*115, \*120AB, \*121AB, 127, \*198, \*199AB

\*Some restrictions on units may apply. See counselor.

## General Education Breadth Requirements for Four-Year Colleges

This section contains specific requirements of lower-division General Education courses that can be completed at Oxnard College prior to transfer to the four-year colleges where the majority of Oxnard College students transfer. If an institution is not mentioned here, students should contact a counselor for information about the G.E. requirements.

## Intersegmental General Education Transfer Curriculum (IGETC)

Students also have the option of taking courses that will satisfy the GE requirements of the transfer college to which the student plans to transfer. In some major fields students will find that fulfilling the IGETC, or CSU Certification will place them at a disadvantage.

## California State University General Education Transfer Certification

Students who are specifically planning to transfer to one of the 19 CSU campuses may choose to complete the CSU G.E. Transfer Certification Pattern either on a partial or full basis. The CSU G.E. Certification is an official agreement between Oxnard College and all California State Universities which permits a student to complete his/her Lower Division General Education Requirements prior to transferring. Students will be subject to the same upper-division general requirements as students who started at CSU as freshmen. This is another option, not a requirement.

## Transfer General Education Requirements

## Admissions Information

## 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.

### **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**  
Spch 101, 103
2. **Written Communication**  
Engl 101
3. **Critical Thinking**  
Engl 102  
Phil 107, 111, 112, 121  
IS 110  
Spch 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 100A, 100B, 101  
Geog 101, 103  
Geol 101, 103, 104, 107  
Phys Sci 101  
Ph 101, 102, 111
2. **Life Science**  
Ag 103  
Anth 101  
Biol 101, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113

3. **Lab Experience**  
Ag 103  
Biol 101, 103, 104, 105, 106L, 107, 108L, 109, 110, 111, 112, 113  
Chem 100A, 100B, 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 Languages.** One class required from area 1 and one class from two different areas in 2.

1. **Arts (Art, Dance, Music, Theatre)**  
Art 101, 102, 103, 189A  
Engl 130  
Mus 101, 102A, 103A, 103B, 104, 105, 106, 110A, 116, 119, 124, 189A  
ThA 101, 103A, 103B, 127
2. **Humanities (Literature, Philosophy, Foreign Languages)**  
**Literature:**  
Engl 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 130, 131, 132, 150, 151, 152, 153, 154, 155, 156, 189A, 189B, 189D  
Spn 117  
Spch 105  
**Philosophy:**  
Phil 101, 102, 103, 104, 105, 106, 108, 109, 110, 114  
Soc 114  
**Foreign Language:**  
Fr 101-102  
Ger 101, 102  
Japn 101, 102  
Spn 101, 102, 101A, 101B, 102A, 102B, 103, 104

**Area D—Social, Political, and Economic Institutions and Behavior; Historical Background.** One class required from three different groups.

1. **Anthropology and Archeology**  
AfAm 101  
Anth 102, 103, 106, 107, 110, 112, 113, 114, 189A, 189B, 189C  
Journ 100
2. **Economics**  
Econ 101, 102
3. **Ethnic Studies**  
AfAm 101  
Anth 107, 109, 114, 189A, 189D  
ChSt 101, 107, 108, 189B  
CD 107  
Engl 109, 114, 117, 121, 122  
Hist 107\*, 108\*, 109  
Psych 189B  
Mus 189A  
Soc 103, 107, 108  
Spn 107, 117  
ThA 127  
TV 117
4. **Gender Studies**  
Anth 105  
Engl 110  
HS 103  
Hist 112, 117  
Psych 107, 110  
Soc 104, 112

5. **Geography**  
Geog 102, 104
6. **History**  
Hist 102\*, 103\*, 104, 105, 106, 107\*, 108\*, 109, 110, 111, 112, 113, 114, 115, 116, 117\*, 118
7. **Interdisciplinary Social or Behavioral Science**  
IS 101AB, 102, 110  
Journ 100
8. **Political Science, Government, and Legal Institutions**  
PSc 100\*, 101\*, 102\*, 104, 105, 106, 107\*, 108, 189A
9. **Psychology**  
Psych 101, 103, 106, 107, 108, 109, 110
10. **Sociology and Criminology**  
Soc 101, 102, 103, 104, 105, 106, 107, 108, 109, 112, 113, 115, 116, 118

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

**Area E—Lifelong Understanding and Self-Development.**  
Three units required.

Art 104A, 106A, 150A  
ChSt 189B  
HS 101, 103, 104, 105, 107  
Mus 107A, 108A, 110A, 112A, 114, 117, 118A  
PG 101A, 102  
PE—Any Activity Class  
Psych 101, 102A, 106, 107, 108, 110, 112, 113, 130  
Soc 104, 105, 106

## **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.

## **Intersegmental General Education Transfer Curriculum**

The Intersegmental Committee of the Academic Senates approved the Intersegmental General Education Transfer Curriculum (IGETC) which was 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 replaces 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 courses 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.

### Intersegmental General Education Transfer Curriculum (IGETC)

#### Area 1—English Communication

(One class each group)

Group A: Engl 101

Group B: Engl 102 or Phil 111

Group C: Spch 101, 103, 107 (CSU Req. only)

#### Area 2—Mathematical Concepts and Quantitative Reasoning

(One course)

Math 103, 105, 106, 115, 118, 120, 121, 122, 125, 134, 143

#### Area 3—Arts and Humanities

(Three courses—At least one course from Arts and one course from Humanities)

##### ARTS AREA

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

##### HUMANITIES AREA

Hist 105, 106, 109, 110, 111, 112, 113, 114, 115, 116, 118; Engl 104, 105, 106, 107, 108, 109, 110, 111, 113, 114, 115, 116, 117, 118, 119, 121, 122, 131, 132, 150, 151, 152, 153, 154, 155, 156; Anth 105, 107, 108, 109, 110, 113, 189A; Phil 101, 102, 103, 104, 105, 106, 108, 109, 110, 114; Psych 107; IS 101AB, 102; Journ 100; Soc 104, 112, 114; Spn 107, 117; Spch 105

#### Area 4—Social and Behavioral Sciences

(3 courses from 2 disciplines)

AfAm 101, Geog 102, 104; IS 101A, 101B, 102, 110; Econ 100, 101, 102; Anth 102, 103, 105, 106, 107, 108, 109, 110, 113, 114, 115, 189A, 189C; Hist 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118; Journ 100; PSc 100, 101, 102, 104, 106, 108; Psych 101, 104, 106, 107, 108, 110, 130, 189B; Soc 101, 102, 103, 104, 107, 108, 112, 114, 115, 116; Phil 114

#### Area 5—Physical and Biological Sciences

(2 courses—one from each area including one lab course)

##### PHYSICAL SCIENCES

Ast 101; Chem 100A\*, 100B\*, 101\*, 102\*, 106\*, 107\*, 108, 108L\*; Geog 101, 101L\*, 103; Geol 101, 101L\*, 102, 103, 105, 107, 110\*; Phys 101\*, 102\*, 111\*, 112\*, 113\*

##### BIOLOGICAL SCIENCES

Psych 105; Anth 101; Biol 101\*, 102\*, 103\*, 106, 106L\*, 108, 108L\*, 110\*, 111\*, 112\*

\*Indicates lab course

Other requirements as part of transfer to UC or CSU are outlined below.

#### Languages Other Than English (UC requirement only)

(one class)

Fr 102; Japn 102; Spn 102, 102B, 103, 104

#### American History and Institutions

(CSU grad. requirement not part of IGETC and cannot be double counted)

Group 1: PSc 100, 101, 102, 107

Group 2: ChSt 107; Hist 102, 103, 107, 108, 117

## 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.

## UC Santa Barbara General Education

### Articulation Agreement with Oxnard College

The following is a list of Oxnard College courses which can be used to satisfy the UCSB general education requirements for the College of Letters and Science, BA. This is only a partial list of those courses which will transfer to the University of California. This list does not give details of transfer credit limitations. Please see your counselor regarding any credit limitations. It is *not* necessary to complete all GE requirements prior to transfer.

This is *not* an admissions requirement. Please read the following information:

1. Courses used to satisfy GE requirements may also be used to satisfy applicable major requirements. Likewise, courses used to satisfy Ethnicity and/or American History and Institutions requirements may also be used to satisfy applicable GE requirements. However, no more than three courses in a single department can be used to fulfill GE requirements in areas C, D, E, and F.
2. Please see reverse side for information on BS, BM, and BFA degrees.
3. See reverse side for information regarding the writing, non-western culture and quantitative relationships requirements.

**Area A: English Reading and Composition—2 courses required**  
Engl 101, 102

**Area B: Foreign Language—1 course required.** Please see reverse side for other option.  
French 102; German 102B; Japanese 102; Spanish 102, 102B, 106

**Area C: Science, Mathematics and Technology—2 courses**

**Area D: Social Sciences—2 courses**

**Area E: Civilization and Thought—2 courses in History of Western Civilization or 2 courses in History of Western Philosophy**  
History 105, 106 or Philosophy 105, 106

**Area F: The Arts—2 courses**

Art: Art 101, 102, 103

Drama: English 119; Theatre Arts 101, 103A, 103B, 127

Music: Music 103A, 103B, 104, 105, 116, 119

**Area F: Literature—2 courses**

**Ethnicity Requirement—1 course required**

English 109, 121, 122; History 107, 108; Sociology 103, 107, 108; Theatre Arts 127 (ok to double count)

**American History and Institutions Requirement—1 course.** Also, see other side.

English 107, 108; History 102, 103, 104, 107, 108, 112, 115, 116, 117; Philosophy 109; Political Science 100, 101, 102; Sociology 107, 108, 112 (ok to double count)

### Subject "A" Requirement

The University of California has a Subject "A" requirement which may be satisfied prior to transfer by 1) earning a score of 600 or higher on the College Board Achievement Test in English Composition; 2) earning a score of 3 or higher on the College board Advanced Placement Exam in English Composition and Literature or English Language and Composition; or 3) completion of an appropriate college course in English Composition with a "C" grade or better.

### Writing Requirement

The writing requirement will be waived if Areas D, E, and F are completely satisfied upon transfer to UCSB. Otherwise, the Office of Admissions will determine the number of courses needed according to the number of omissions in these areas. Transfer courses do *not* satisfy the writing requirement.



### Quantitative Relationships Requirement

This requirement may be satisfied by completing one course in calculus, physical geology with lab, or statistics from a department of mathematics (not from a social science department). If transfer students complete Area C entirely prior to transfer, the Quantitative Relationships requirement is waived.

### Non-Western Culture Requirement

Transfer students pursuing a BA degree will be held to this one course requirement if they transfer to UCSB with 4 or more omissions in Areas D, E and F. Courses which satisfy this requirement are those which focus on the art, music, dance, culture, society, politics, economics, history, religion, or literature of non-western geographic regions. Typical courses that are acceptable include Cultural Anthropology, World Cultures, Eastern Philosophy, and Eastern Religions.

### Foreign Language

May be satisfied in one of the following ways:

1. The completion in high school of the third year of a foreign language with at least a C- average in the third year.
2. A foreign language College Board Achievement Test score of 500.
3. A College Board Advanced Placement exam score of 3, 4, or 5 in a foreign language.
4. The completion in college of foreign language quarter course 3 or semester course 2. NOTE: Students who satisfy the foreign language requirement in this manner will be required to complete 4 additional overall and L&S units. See the General Catalog for details.
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 BS 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, C-1, C-2, Area D or E, and Areas F-2A and F-2B.

### American History and Institutions Requirement

This requirement may also be satisfied in one of the following ways:

1. Pass a non-credit exam in this subject offered by the UCSB Department of History the first week of each quarter.
2. Achieve a score of 3 or higher on the College Board Advanced Placement Exam in American History or American Government.

### General Transfer Information for UCSB

#### 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.

### 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

#### Area I. Proficiencies

##### A. Written Communication

1. Freshman English. One course with a grade of C or higher.  
Engl 101
2. Writing-intensive courses. Two courses; one must be upper division (Fall '93 and after)  
No Oxnard College equivalent available. Those who transfer at the Junior or Senior level have only to complete the upper-division course.

##### B. Oral Communication

1. One course or passing score on the Oral Communication Proficiency Test to be taken at CLU (no credit given)  
Speech 101, 102, 105, 107

##### C. Foreign Language

1. Two sequential courses in one foreign language or successful completion of a foreign language course at the third semester level. (Example: Spanish 3)  
French 101-102; Japanese 101, 102; Spanish 101-117

OR Score on the CLU Foreign Language Placement Test indicating proficiency at the third semester level.  
B.S. degree options. Until fall of 1994, entering students seeking the B.S. degree may meet this requirement by substituting two courses in computer science, logic, math or statistics.

##### D. Computer Competency

###### Level 1:

In the course of taking CLU's English 111, students will be required to use word processing and submit at least one finished paper produced by using a word processor.

Waived for those students who have completed English 101 at Oxnard College.

###### Level 2:

Demonstration of proficiency as required in the major. (Applies *only* to students entering in Fall, 1994 and after.)

No Oxnard College equivalent available.

##### E. Mathematical Reasoning

1. College level math course or qualifying score on the CLU Math Placement Test.  
Mathematics 101-134

#### Area II. Perspectives

##### A. Humanities

1. History—one course  
Hist 102-118
2. Literature—one course  
English 102, 104-118
3. Philosophy—one course  
Philosophy 101, 102, 105, 106, 108, 109, 110, 114

4. Religion—two courses
  1. Religion 100  
No Oxnard College equivalent available
5. One upper-division course  
Phil 103, 104—Waived for Junior-level transfers.

#### B. Natural Sciences

1. Two courses from different disciplines, each with lab components  
Astronomy 101; Biology 101-103 (106, L), 107, (108, L), 110-112; Chemistry 100A-(108, L); Geography (101, L); Geology (101, L)-105; Physics 101-113

#### C. Social Sciences

1. Two courses from different disciplines  
Anthropology 102, 103, 105, 106, 113; Economics 100, 102; Geography 102; Political Science 100-108, (Not Calif. req.); Psychology 101-189; Sociology 101-116

#### D. Visual and Performing Arts

1. Two courses, one of which must include participation in one of the visual or performing arts, and only one of which may be a one-credit course.  
Art 101-103, *104-156AB*, 189; Dance 114-124; Music 101-105, *106-114*, *117*, *118*, 119, *120*, *121*, *124*, *125*, 189; Theatre Arts 101-103, *108*, *109*, *110-121*, *127*

NOTE: Courses which are italicized meet the performance requirement.

#### E. Health and Well-Being

1. PE 100  
Health Science 11
2. One PE activity course  
Any activity course
3. A second PE activity course or a course in health and well-being  
A second PE activity course or Health Science 100-104

NOTE: Any student over the age of 25 at entrance will have the Health and Well-Being requirement waived.

#### Area III. Cultures and Civilization

##### A. Global Studies: "The World and the West"

1. One year-long course (Applies only to student entering in fall 1993 and after). This course sequence may also be used to meet a Perspectives requirement.

No Oxnard College equivalent available. However, this requirement is waived for those students entering with 45 or more units.

##### B. American Studies: American History and Politics (Calif. Requirement)

1. One course (Applies to students entering in fall 1993 and after). You may not use this course to meet an additional requirement.  
History 101, 103, 107, 108, 117; Political Science 100, 101, 102

##### C. Gender and Ethnic Studies\*

1. One course. This course may also be used to meet a Perspectives requirement.  
English 109, 110, 114, 122; Hist 107, 108, 117; Soc 103, 107, 108, 112

#### Area IV. Integrated Studies

##### A. Freshman Cluster\*

1. One cluster  
No Oxnard College equivalent available. However, this requirement will be waived for those students who have completed English 101 before transferring, or have completed over 28 transferable units.

##### B. Integrated Studies Capstone\*

1. One upper-division course available at CLU. (Applies *only* to students entering in fall 1994.)  
No Oxnard College equivalent.

\*The courses marked with an asterisk are not additional course requirements. They are content requirements which must be met through selection of courses which also meet major, elective or other core requirements.

#### General Transfer Information

1. A maximum of 70 semester credits may be transferred from a community college.
2. Pass/Fail or Credit/No Credit courses may not be used to meet general education or major requirements.
3. Both Bachelor of Arts and Bachelor of Science degrees are offered.
4. 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.
5. A personal preliminary transfer evaluation may be provided by contacting the Director of Transfer Programs at (805) 499-3135.
6. Courses which are technical, vocational, or "personal enrichment" in nature are not transferable.

#### General Education Requirements

##### University of LaVerne Residence Center

##### Point Mugu

##### Recommended Oxnard College Courses

##### English Composition (6 units)

1. English 101, 102

##### Humanities (6 units)

One course from each of two areas:

1. Philosophy, Religion
2. Literature (English) 104, 105, 106, 107, 108, 109, 110, 111, 113, 117, 118, 120; Spanish 103 or 104
3. Music 103AB, 104, 105; Art 101, 102, 103; ThA 101

##### Social Science

One course from each area:

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

##### Natural Science

One course from each of two areas:

1. Any biology courses numbered above 100; Ag 103
2. Chemistry 100A, 101, 102; any Geology courses numbered above 100; any Physics or Astronomy course

##### Fine Arts (2-4 units)

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**

One course.

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

**U.S. History**

One course.

1. History 102, 103

**Mathematics**

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

**Speech**

1. Speech 101

**World Civilization**

One course.

1. Anthropology 102, 105, 110; History 109, 110, 113, 114; Philosophy 103, 108

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 semiprofessional 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 Offered

### A.S. Degrees and Certificates

This curriculum is designed to prepare students for occupational use upon completion.

Accounting  
 Air Conditioning/Refrigeration  
 Alcohol/Drug Studies  
 Automotive Body and Fender Repair  
 Automotive Technology  
 Business/Logistics  
 Business Management  
 Child Development  
 Configuration/Data Management  
 Diesel Mechanics  
 Electronics and Applied Electronics  
 Environmental Hazardous Materials Technology  
 Fire Technology  
   Pre-service  
   In-service  
   Administrative Fire Services  
 Fitness Management Specialist  
 Hotel and Restaurant Management  
   Culinary Arts  
   Restaurant Management  
   Hotel Management  
 Industrial Safety  
 Information Processing  
 Legal Assisting  
 Marketing  
 Office Microcomputers  
 Office Technician  
 Real Estate  
 Supervision  
 Word Processing Operator

### A.A. Degrees

This curriculum is designed to complete lower-division transfer major requirements.

General Liberal Arts & Sciences and Transfer Students

Option  
 Anthropology  
 Art  
 Bilingual/Cross Cultural  
 Biology  
 Business  
   International Business  
     (some classes will not transfer)  
 Communications  
   Print Media, Public Relations, TV Options  
 Economics  
 English  
 History  
 Mathematics  
 Philosophy  
 Political Science  
 Psychology  
 Sociology  
   General and Human Services Options  
 Spanish



*photo by Juan Carlo/Star Free Press*

International Student, from Mexico, Guillermo A. Avina, graduated with honors in the Hotel Management program (Culinary Arts). He is now employed at a local country club resort.

## Major Requirements for Associate in Arts Degrees

### General Liberal Arts and Sciences Major

See specific course AA/AS list for required courses.

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 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)	1-1.5
Health Science (one course)	2-3
	<hr/>
	39.5-41

### General Liberal Arts and Sciences (Transfer Option) Major

36 units of general education breadth transfer units including:

Natural Science	3
Social and Behavioral Science	3
Humanities	3
English Composition	3
Communication and Analytical Thinking	3
Ethnic/Women's Studies	3
(cannot be double counted)	
Physical Education (one course)	1.5
Health Education (one course)	2-3
	<hr/>
	21.5-22.5
<b>Total Required Units</b>	<b>36</b>

### 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: Units

Complete a minimum of 9 units from the following:

Anth 104	Archaeological Field Methods	3
Anth 105	Women, Culture and Society	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 studio major, 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 Painting (3 + 3)	6
	<hr/>
<b>Total Units</b>	<b>28</b>

### Required Courses for Two-Dimensional Studio Majors

Art 104AB Color and Design (2 + 2)	4
106AB(C**) Beginning/Intermediate Drawing (3 + 3)	6
**Advanced Drawing recommended for Drawing Majors (3)	
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
126AB(C****)	Figure Drawing (3 + 3) ****Advanced Figure Drawing recommended for Drawing Majors (3)	6
Art 128AB	Figure Painting (3 + 3)	6
<b>Total Units</b>		<b>46</b>

**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
<b>Total Units</b>		<b>30</b>

\*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
		<b>26</b>

**Required Additional Courses:**

Select one from each of the following sequences:		Units
Psych 189B	Psychological Issues of the Mexican People	3
or		
IS 189CDE	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
		<b>7.5-9</b>

**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
		<b>36</b>

**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
BIS 151	Introduction to Information Processing Systems	3.5
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 23.5**

\*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
		<b>3</b>

**Journalism—Print Media Option**

Required Courses		Units
Journ 101	News Writing and Reporting	3
Journ 102	Intermediate News Writing and Reporting	3

Journ 103	Beginning News Editing	3
Journ 104	Journalistic Layout and Design	3
		<hr/> 12

**Required Additional Courses** **Units**

Complete six units from the following:

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

**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
		<hr/> 9

**Required Additional Courses** **Units**

Choose one from the following:

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

Choose two from the following:

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

**Total Required Units** **24**

**Television Production Option**

**Required Courses** **Units**

Journ 100	Introduction to Mass Communications	3
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
TV 105/ Engl 130	Television Writing	3
		<hr/> 18

**Required Additional Courses** **Units**

Complete six units from the following:

Engl 131	Cinema and Culture: A Literary View	3
Journ 101	News Writing and Reporting	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
TV 117	The Use of the Ethnic Minority in Film and Television	3
		<hr/> 6
<b>Total Required Units</b>		<b>24</b>

**Economics\***

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

**Elective Courses:** **Units**

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
Econ 103	Introductory Statistics for Business and Economics	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
<b>Total Required Units</b>		<b>18</b>

\*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
		<hr/> 15

**Additional Required Courses:**

Complete six units from the following:		
Spch 101	Introduction to Oral Communication	3
Journ 101	News Writing and Reporting	3
or		
Journ 102	Intermediate News Writing and Reporting	3
Any other English course numbered 100 or above		3
		<hr/> 6
<b>Total Required Units</b>		<b>21</b>

\*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 African-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. (Some classes may not transfer.)

**International Business\***

(Some classes may not transfer.)

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
Econ 101	Principles of Economics (Macro)	3
Geog 102	World Cultural Geography	3
		<hr/> 14

**Required Elective Courses:**

Complete a minimum of three units from the following:

BIS 151	Introduction to Business Information Systems	3.5
BIS 31A, E, G or I	Word Processing Equipment Operation	1
BIS 41A	Microcomputers: Introduction to DOS	1
BIS 42A	Microcomputers: Word Processing	1
BIS 43A	Microcomputers: Spreadsheets	1
BIS 44A	Microcomputers: Data Bases	1
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:

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
		2
Complete a minimum of four units from the following:		
Area Studies (two units minimum):		
AS 101A-Z	Introduction to Social Dynamics	.5-10
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
		4
Complete a minimum of six units from the following:		
	Foreign Language:	3-6
	Chinese (Mandarin); French; German; Japanese; Russian; Spanish; Arabic. Conversational or Language Topics may also be selected by advanced language students.	
AS 103	Foreign Language for Business and Finance	3
		6
<b>Total Required Units</b>		<b>30</b>

\*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
		32
Recommended Elective Courses:		Units
Chem 101	General Chemistry	5
Ph 113	Heat, Sound, Optics, and Modern Physics	5
<b>Total Required Units</b>		<b>31</b>

\*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
		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
		12
<b>Total Required Units</b>		<b>18</b>

\*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:**

Select six units from the following:		Units
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 106	Introduction to Western Civilization II	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	Contemporary Family in American Society	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
		<hr/> 6

**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 111	Sociological Analysis: Introduction to Social Research	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
		<hr/> 12

**Required Additional Courses:**

Complete one of the following courses:		
Soc 104	Sex Roles	3
Soc 105	Aging in the United States	3

Soc 106	Contemporary Family in American Society	3
Soc 109	Futurology	3
Soc 112	Great American Women	3
Soc 113	Social Psychology	3
Plus one of the following:		
Soc 114	Social Philosophy	3
Soc 115	Sociology of Religion	3
Soc 116	Crime and Society	3
Soc 118	Introduction to Human Services	3
Anth 110	People and Cultures of the World	3
Hist 107	History of the Mexican People in the US	3
Hist 108	African-American History	3
		<hr/>
Total Required Units		18

#### Human Services Option

*The option in Human Services provides the student with an academic background for entry-level positions in various human services agencies. It also prepares the student for upper-division work in human services, behavioral sciences and social sciences.*

Required Courses		Units
Soc 102	Social Problems	3
Soc 104/	Sex Roles	3
Psych 107		
Soc 101	Introduction to Sociology	3
Soc 103	Racial and Ethnic Group Relations	3
Soc 110	Sociological Analysis: Internships in Organizations and Social Services	3
Soc 118	Introduction to Human Services	3
		<hr/>
		18

#### Elective Courses

Students are encouraged to select additional courses from the following list:

Soc 105	Aging in the United States	3
Soc 106	Contemporary Family in American Society	3
Soc 107	Sociology of the Black Community	3
Soc 108	Sociology of the Chicano Community	3
Soc 112	Great American Women	3
Soc 114	Social Philosophy	3
Soc 116	Crime and Society	3
CD 106	Child, Family, and Community	3
Anth 105	Women, Culture and Society	3
Hist 106	Introduction to Western Civilization II	3
Psych 106	Social Psychology	3
		<hr/>
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
		<hr/>
		20
Required Additional Courses:		Units
Complete a minimum of four units from the following:		
Spn 107	Hispanic Culture and Civilization	3
Spn 108	Spanish Grammar and Composition	5
Spn 117	Hispanic American Literature	3
		<hr/>
		4
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	Ten-Key Electronic Calculators	1
BIS 41A	Microcomputers: Introduction to DOS	1
BIS 43A	Microcomputers: Spreadsheets	1
<b>Total Required Units</b>		<b>27</b>

\*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 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 Conditioning 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 Control Systems	3
AC 40L	Heating, Hydronics, and Control Systems Lab	2
<b>Total Required Units</b>		<b>24</b>

### Alcohol/Drug Studies\*

*This CAADE (California Association of Alcohol/Drug Educators) approved 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 the necessary educational requirements to APPLY for credentialing through a number of professional organizations. Information about credential requirements can be obtained by contacting: CAADAC (California Association of Alcohol and Drug Addiction Counselors), Credentialing Committee, 3400 Bradshaw Road, Suite A-5, Sacramento, CA 95827, (916-368-9412); CAARH (California Association of Alcohol Recovery Homes), 650 Howe Avenue, Suite 1060, Sacramento, CA 95824 (800-564-4927); CADDTP (California Association of Drinking Driver Treatment Programs), 685 Placerville Dr., #308, Placerville, CA 95667 (1-800-464-3597); or CANSA (California Association of Nurses in Substance Abuse), 2510 N. Grand Avenue, Suite 420, Santa Ana, CA 92701 (714-639-6217). If you are a degreed or non-degreed professional with four years of experience in the field, you might be interested in affiliating with the American Academy of Health Care Providers in the Addictive Disorders by calling (617) 661-6248.*

Required Courses:		Units
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 106	Treatment Modalities for Adult Children of Alcoholics	3
ADS 108	Alcohol and Human Development	3
ADS 110A	Beginning Alcohol and Drug Studies Field Experience	3
ADS 110B	Advanced Alcohol and Drug Studies Field Experience	3
Psych 102A	Interpersonal Relations	3
<b>Total Core Requirements</b>		<b>30</b>

### Additional Required Courses:

Complete any two (2) from the following:

ADS 107	Alcoholism: Study of Special Population Groups	3
ADS 109	Marriage and Cultural Influences	3
ADS 111	Managing Alcohol Programs	3
ADS 112	Prevention	3
ADS 113	Alcohol, Addiction, and Dual Disorders	3

ADS114	Employee Assistance Program Practice and Administration: An Overview	3
ADS115	Alcohol, Other Drugs, Nutrition, and Eating Disorders	3
ADS116	Alcohol, Drugs, and the Driving Laws	3
<b>Total Required Units</b>		<b>36</b>

\*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	4
EI 51	Electrical/Mechanical Drawing	4
EI 52	Industrial Electronics/AC	4

**Core Requirements 20**

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
<b>Total Required Units</b>		<b>24-29</b>

### 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
AB1	Introduction to Auto Body and Fender Repair	4
AB2	Intermediate Auto Body and Fender Repair	4
AB3	Estimating Auto Body Damage and Repair	4
AB4	Advanced Auto Body Collision and Damage Repair	4

AB5A	Auto Body Painting and Refinishing I	2
AB5B	Auto Body Painting and Refinishing II	4
		22

### Required Additional Courses: Units

Complete a minimum of three units from the following:

AT10	Fundamentals of Auto Technology	3
AT14	Brake and Front End Repair	4
AT15	Automotive Electrical Systems	4
AT20	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
AT4	Automotive Emission Control	3
AT10	Fundamentals of Auto Technology	3
AT13	Automotive Ignition Systems	4
AT13L	Automotive Ignition Systems Lab	2
AT15	Automotive Electrical Systems	4
AT15L	Automotive Electrical Systems Lab	2
AT16	Auto Electronics	3
AT18	Automotive Brake Systems	4
AT18L	Automotive Brake Systems	2
AT19	Steering and Suspension	2
AT19L	Steering and Suspension Lab	2
AT23	Fuel Systems	2
AT23L	Fuel Systems Lab	2
<b>Total Core Requirements</b>		<b>35</b>

Complete a minimum of five units from the following:

AT2	Automotive Starting and Charging Systems	2
AT2L	Automotive Starting and Charging Systems Lab	1
AT5	Automotive Computer Diagnostic Systems	4
AT17	Automotive Alignment	2
AT17L	Automotive Alignment Lab	2
AT21	Bureau of Automotive Repair 80-Hour Program	4
AT26	Automotive Engine Overhaul	4
AT26L	Automotive Engine Overhaul Lab	2

AT27	Cylinder Block Service	2
AT27L	Cylinder Block Service Lab	2
AT28	Cylinder Head Service	2
AT28L	Cylinder Head Service Lab	2
<b>Total Required Units</b>		<b>40</b>

### 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
<b>Total Required Units</b>		<b>30.5</b>

\*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 101A/B	Accounting Principles I and II	3-3
Bus 111A	Business Law I	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
		<b>24</b>

Required Additional Courses:		Units
Complete one of the following courses:		
Bus 30	Business Mathematics	3
Bus 52	Human Relations	3
Bus 62	Oral Communications	3
BIS 151	Introduction to Information Processing Systems	3.5

Econ 101	Principles of Macroeconomics	3
Econ 102	Principles of Microeconomics	3
<b>Total Required Units</b>		<b>27-27.5</b>

\*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
		<b>18</b>

### 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
		<b>6</b>
<b>Total Required Units</b>		<b>24</b>

### Family Day Care Provider Option

*This certificate is designed to provide training for those who care for children professionally in their own homes. The course requirements includes courses basic to all who care for children as well as ones designed specifically for home care needs. The certificate provides options for providers working with children of various ages.*

Required Courses:		Units
CD 50	Family Day Care Today	1.5
CD 53	Family Child Care for Professionals	1.5
CD 102	Human Development	3
CD 106	Child, Family, and Community	3
CD 129	Child Nutrition, Health, and Safety	3
		<b>12</b>

Required Additional Courses:		Units
Complete one of the following courses:		
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
Complete one of the following courses:		
CD 108	The Exceptional Child	3
CD 113	Programs for Infants and Toddlers	3
CD 114	Programs for School-Age Children	3
<b>Total Required Units</b>		<b>18</b>

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

### Configuration/Data Management Program

*This program will prepare students to enter the field of Configuration/Data Management as certified Configuration/Data Management Specialists. These positions require employees to provide life cycle management support to products/systems, including an emphasis in Computer-Aided Acquisition Logistics Support (CALS) compliancy.*

Required Courses		Units
Bus 170	Introduction to Logistics	3
Bus 175	Configuration Management	3
BIS 152*	Problem Solving and Programming Principles	3
BIS 163	Data Base Management	4
BIS 170	Configuration Management, Policies and Procedures	3
BIS 171	Software Configuration Management	3
BIS 172	Data Management	3
BIS 173	Technical Documentation Application	3
BIS 174	Technical Documentation	3
<b>Total Required Units</b>		<b>28</b>

Select a minimum of 6 units from the following:

Bus 62	Oral Communications	3
Bus 102	Managerial Accounting	3
Bus 111A	Business Law I	3
Bus 121	Introduction to Management	3
Bus 140	Business Communications	3
Bus 151	Introduction to Total Quality Management (TQM)	3
Bus 152	Essential Analysis for Total Quality Management (TQM)	3
Bus 153	Employee Involvement for Total Quality Management (TQM)	3
Bus 154	Organizational Change for Total Quality Management (TQM)	3

Bus 155	Managerial Integrity for Total Quality Management (TQM)	3
Bus 172	Spares Management	3
Bus 180	Introduction to International Business	3
BIS 189A-Z	Topics in Business Information Systems	1-10
BIS 198	Short Courses in Business Information Systems	1-10
Spch 101	Introduction to Oral Communication	3
<b>Total Elective Units</b>		<b>6</b>
<b>Total Program Requirements</b>		<b>34</b>

\*Substitutions allowed; please contact Division Office for more 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 Technology	3
DM 4	Engine Overhaul and Repair	4
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
		<b>18</b>

Required Additional Courses:		Units
Complete a minimum of six units from the following:		
AT 24	Small Engines	2
AT 14	Brake and Front End Repair	4
AT 15	Automotive Electrical Systems	3
AT 20	ASE Mechanics Certification	3
Bus 122	Personnel Management	3
DM 6	Electrical System Theory	3
		<b>24</b>

OR

DM 30	Diesel Engine Mechanics	12
DM 31	Diesel Equipment Mechanics	12
<b>Total Required Units</b>		<b>24</b>

## 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
EI 1	Mathematics for Electronics I	5
EI 2	DC Fundamentals and Solid State Devices	4
EI 3	Introduction to Digital Concepts	4
EI 4	AC Fundamentals and Solid State Circuits	4
EI 5	Digital Fundamentals	4
EI 6	Electro-mechanical Systems	4
EI 7	Electronic Circuits	4
EI 8	Electronics for C.E.T. Exam	4
		<hr/> 33
Recommended Elective Courses:		
AC20	Electrical Systems in Air Conditioning	3
AC20L	Electrical Systems in Air Conditioning Lab	2
EI 26	National Electrical Code	3
Total Required Units		<hr/> 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 100A	Elementary Chemistry	5
EHMT 100	Introduction to Environmental Hazardous Materials	3
EHMT 101	Hazardous Waste Generation Reduction/Treatment	3
EHMT 102	Health Effects of Environmental Hazardous Materials	3
EHMT 103	Hazardous Waste Management Applications	4
EHMT 104	Safety and Emergency Response	4
EHMT 105	Hazardous Materials Management Application	4
Total Required Units		<hr/> 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.*

State Fire Marshal Required Courses:		Units
FT 51	Fire Protection Organization	3
FT 52	Fire Prevention Technology	3
FT 54	Fire Behavior and Combustion	3
FT 55	Fire Protection Equipment and Systems	3
FT 61	Building Construction	3
Total CORE Required Units		<hr/> 15

### Required Additional Courses:

FT 53	Fundamentals of Personal Fire Safety and Emergency Actions	3
FT 56	Fundamentals of Fire Protection	3
FT 69A	Emergency Medical Training/ Fire Service (Non-Ambulance)	5
Total OC Required Units		<hr/> 26

Complete a minimum of three units from the following:

FT 60	Fire Tactics and Strategy	3
FT 62	Related Codes and Ordinances	3
FT 63	Fire Hydraulics	3
FT 64	Fire Company Organization and Management	3
FT 67	Fire Apparatus and Equipment	3
FT 68	Fire Investigation	3
EHMT 100	Introduction to Environmental Hazardous Materials	3
EHMT 101	Hazardous Waste Generation Reduction/Treatment	3
EHMT 102	Health Effects of Environmental Hazardous Materials	3
EHMT 103	Hazardous Waste Management Applications	4
EHMT 104	Safety and Emergency Response	4
EHMT 105	Hazardous Materials Management Application	4
Total Required Units		<hr/> 29-30

## Fire Technology (Administrative Fire Services)

*The administrative fire services degree is designed to prepare students for careers as administrative assistants to fire chiefs and as staff assistants to fire protection engineers and chief officers, to enable fire department secretaries to upgrade skills in the area of fire protection, and to give persons from other disciplines an opportunity to expand their knowledge of fire services. The program meets requirements of the California Fire Chief's Association Administrative Fire Services Division and college or university preparation.*

Core Requirements:		Units
FT 51	Introduction to Fire Technology	3
BIS 151	Introduction to Information Processing Systems	3.5
Bus 101A	Principles of Accounting I	3
Bus 111A	Business Law I	3
Bus 121	Introduction to Management	3
<b>Total CORE Requirements</b>		<b>15.5</b>

Students will select ONE of the following options and complete the courses listed:

### Option I—Administration

BIS 162	Management Information Systems	3
FT 66	Fire Services Records and Reports	3
<b>Total Core plus Option I Requirements</b>		<b>21.5</b>

### Option II—Law

FT 52	Fundamentals of Fire Prevention	3
FT 62	Related Codes and Ordinances	3
<b>Total Core plus Option II Requirements</b>		<b>21.5</b>

### Option III—Communication

Bus 140	Business Communications	3
Bus 141	Introduction to Public Relations	3
FT 84A	Fire Instructor 1A	2
FT 84B	Fire Instructor 1B	2
<b>Total Core plus Option III Requirements</b>		<b>25.5</b>

## 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 Marshal courses will receive certificates of completion from the college and from the state.*

Required Courses		Units
FT 65	Hazardous Materials	3
FT 80A	Fire Prevention 1A	2
FT 80B	Fire Prevention 1B	2
FT 80C	Fire Prevention 1C	2
FT 81	Fire Investigation I	2

FT 82	Fire Management I	2
FT 83A	Fire Command 1A	2
FT 83B	Fire Command 1B	2
FT 84A	Fire Instructor 1A	2
FT 84B	Fire Instructor 1B	2
<b>Total Required Units</b>		<b>21</b>

## 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 life-style behavior in clientele.*

Required Courses:		Units
Biol 104	Human Systems and Exercise	4
Bus 1	Preparation for Accounting	3
HS 10	Cardiopulmonary Resuscitation	.5
HS 11	Fitness Assessment	.5
HS 101	Health and Society	2
or		
HS 104	Family Health	3
HS 105	First Aid and Personal Safety	2
BIS 41A	Microcomputers: Introduction to DOS	1
BIS 42A	Microcomputers: Word Processing	1
BIS 43A	Microcomputers: Spreadsheets	1
BIS 44A	Microcomputers: Data Bases	1
PE 150	Weight Training and Body Conditioning	1.5
PE 188	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
<b>Total Required Units</b>		<b>27-28</b>



## Hotel and Restaurant Management\* Culinary Arts

*This program prepares students for entry-level positions as a culinarian, baker, or foodservice manager trainee. 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.*

*Upon completion of the following classes, students will receive a Certificate of Achievement from the Ventura County Community College District.*

Required Courses:		Units
HRM 100	Introduction to the Hospitality Industry	2
HRM 102A	Quantity Food Preparation	7
HRM 102B	Food Preparation Management	4
HRM 103	Baking Techniques	4
HRM 104	Sanitation and Environmental Control	3
HRM 105	Gourmet Cooking and Garde Manger	4
HRM 107	Dining Room Service	2.5
HRM 109	Management by Menu	3

**Total Required Units for VCCCD Certificate** **29.5**

Students who wish to work toward certification from the American Culinary Federation Educational Institute (ACFEI) must complete the following classes also:

HRM 106	Nutrition in Food Service	2
HRM 111	Food Purchasing and Receiving	3.5
HRM 113	Bar and Beverage Management	3
HRM 114	Supervision in the Hospitality Industry	3

**Total Required Units for VCCCD and ACFEI Certificates** **41**

Recommended Elective Courses:		Units
HRM 102I	Food Theory	3
Bus 30	Business Mathematics	3

## Restaurant Management

*This program prepares students to obtain employment in the restaurant management field as foodservice unit managers, multi-unit managers, corporate executives, or corporate trainers. Career opportunities for trained personnel are almost limitless.*

*Upon completion of the following classes, students will receive a Certificate of Achievement from Ventura County Community College District.*

Required Courses:		Units
HRM 100	Introduction to the Hospitality Industry	2
HRM 102A	Quantity Food Preparation	7
HRM 102B	Food Preparation Management	4

HRM 104	Sanitation and Environmental Control	3
HRM 107	Dining Room Service	2.5
HRM 109	Management by Menu	3
HRM 111	Food Purchasing and Receiving	3.5
HRM 114	Supervision in the Hospitality Industry	3

**Total Required Units for VCCCD Certificate** **28**

Students who wish to receive a Management Diploma from the Educational Foundation of the National Restaurant Association (EFNRA) must complete the following classes also:

HRM 108	Facilities and Equipment	3
HRM 115	Marketing of Hospitality Services	3
HRM 116	Basic Accounting for the Hospitality Industry	3
HRM 119	Hospitality Law	3

**Total Required Units for VCCCD and EFNRA Certificates** **40**

## Recommended Elective Courses:

HRM 102I	Food Theory	3
HRM 112	Restaurant Operations	2

## Hotel Management

*This program prepares students for hospitality management positions at the entry-or mid-level. The curriculum gives students a thorough understanding of management principles and the operation of every department.*

*Upon completion of the following courses, students will receive a Certificate of Achievement from Ventura County Community College District.*

Required Courses:		Units
HRM 100	Introduction to the Hospitality Industry	2
HRM 102A	Quantity Food Preparation	7
HRM 107	Dining Room Service	2.5
HRM 108	Facilities and Equipment	3
HRM 114	Supervision in the Hospitality Industry	3
HRM 116	Basic Accounting for the Hospitality Industry	3
HRM 117	Front Office Procedures	3
HRM 190	Hospitality Industry Internship	3

**Total Required Units for VCCCD Certificate** **26.5**

Students who wish to receive a Management Diploma from the American Hotel and Motel Association Educational Institute (AHMAEI) must complete the following classes also:

HRM 115	Marketing of Hospitality Services	3
HRM 118	Housekeeping Management	2

HRM 119	Hospitality Law	3
HRM 120	Facilities Management	3
<b>Total Required Units for VCCCD and AHMAEI Certificates</b>		<b>37.5</b>

\*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 Prevention	3
FT 55	Fire Protection Equipment and Systems	3
FT 65	Hazardous Materials	3
		<b>24</b>

Take one of the following:

Bus 66	Fundamentals of Hazardous Materials Reporting Regulations	3
Chem 100A	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**

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
		<b>23.5</b>

### 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
<b>Subtotal</b>		<b>27.5</b>

Complete a minimum of three units from the following:

Bus 101A	Accounting Principles I	3
BIS 41A	Microcomputers: Introduction to DOS	1
BIS 42A	Microcomputers: Word Processing	1
BIS 43A	Microcomputers: Spreadsheets	1
BIS 44A	Microcomputers: Data Bases	1
BIS 43B	Microcomputers: Advanced Spreadsheets	1
BIS 44B	Microcomputers: Advanced Data Bases	1
BIS 155	PASCAL Programming for Business Applications and Laboratory	4
BIS 156	"C" Programming for Business Applications	4
BIS 162	Management Information Systems	3
BIS 163	Data Base Management	4
BIS 164	Computer Modeling	3
		<b>3</b>

**Total Required Units 30.5-31.5**

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

### 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, mathematics, 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	3.5
BIS 152	Problem Solving and Programming Principles	3

**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
		<hr/> 21
Plus any two of the following:		
Bus 111A	Business Law I	3
LA 10	Crimes and Criminal Procedures	3
LA 11	Real Property Transactions	3
LA 15	Family Law	3
LA 17	Probate	3
LA 18	Personal Injury for Legal Assistants	3
LA 19	Workers' Compensation Law	3
LA 20	Bankruptcy and Debtor/Creditor Relations	3
LA 22	Bankruptcy	3
<b>Total Required Units</b>		<hr/> <b>27</b>

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

**Marketing\***

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

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 122	Personnel Management	3
Bus 132	Marketing	3
Bus 133	Advertising	3
BIS 151	Introduction to Information Processing Systems	3.5
		<hr/> 24.5

**Required Additional Courses**

		Units
Complete two of the following courses:		
Bus 101B	Accounting Principles II	3
Bus 130	Sales Techniques	3
Bus 131	Retail Merchandising	3
Bus 140	Business Communications	3
Econ 101	Principles of Macroeconomics	3
Econ 102	Principles of Microeconomics	3
<b>Total Required Units</b>		<hr/> <b>30.5</b>

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

**Office Automation  
Administrative Assistant**

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

Core Requirements:		Units
BIS 12A	Alphabetical Filing	1
BIS 12B	Ten-Key Calculators	1
BIS 12K	Proofreading Skills	2
BIS 13	Machine Transcription	2
BIS 19	Office Procedures	3
BIS 40	Introduction to Microcomputers	2
BIS 41A	Microcomputers: Introduction to DOS	1
BIS 43A	Microcomputers: Spreadsheets	1
BIS 44A	Microcomputers: Data Bases	1
BIS 31A-L	Word Processing	
	(Select any 3 classes)	3
Bus 30	Business Mathematics	3
Bus 140	Business Communications	3
Complete one of the following courses:		
BIS 3ABC	Intermediate Typewriting	3
BIS 4ABC	Advanced Typewriting	3
<b>Total Core Units</b>		<hr/> <b>26</b>
Complete one of the following ELECTIVE courses:		
BIS 33	Word Processing Machine Transcription	3
BIS 17A/B	SUPERWRITE: Alphabetic Writing System	1.5/1.5
<b>Total Administrative Assistant Option Units</b>		<hr/> <b>27.5-29</b>

**Office Technician**

*This program 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.*

Core Requirements:		Units
BIS 12A	Alphabetical Filing	1
BIS 12B	Ten-Key Calculators	1
BIS 12K	Proofreading Skills	2
BIS 13	Machine Transcription	2
BIS 19	Office Procedures	3
BIS 40	Introduction to Microcomputers	2
BIS 41A	Microcomputers: Introduction to DOS	1
or		
BIS 41C	Microcomputers: Introduction to Windows	1
BIS 43A	Microcomputers: Spreadsheets	1
BIS 44A	Microcomputers: Data Bases	1
Bus 30	Business Mathematics	3
Bus 140	Business Communications	3
Complete a minimum of 4 units from the following:		
BIS 31A-L	Word Processing Series	1-12
BIS 41B	Microcomputers: Advanced DOS Functions	2
Complete one of the following courses:		
BIS 3ABC	Intermediate Typewriting	3
BIS 4ABC	Advanced Typewriting	3
<b>Total Core Units</b>		<b>27</b>
Complete one of the following <b>ELECTIVE</b> courses:		
Bus 1	Preparation for Accounting	3
Bus 101A	Accounting Principles I	3
<b>Total Office Technician Option Units</b>		<b>30</b>

**Word Processing**

*This program is designed for students who wish to prepare for positions as word processing operators or word processing administrative assistants working closely with management in any type of business, professional, educational, or industrial office.*

Core Requirements:		Units
Bus 52	Human Relations	3
Bus 140	Business Communications	3
BIS 12K	Proofreading Skills	2
BIS 13	Machine Transcription	2
BIS 19	Office Procedures	3
BIS 33	Word Processing Machine Transcription	3
BIS 40	Introduction to Microcomputers	2
BIS 41A	Microcomputers: Introduction to DOS	1
BIS 43A	Microcomputers: Spreadsheets	1
BIS 43B	Microcomputers: Advanced Spreadsheets	1
BIS 44A	Microcomputers: Data Bases	1
BIS 44B	Microcomputers: Advanced Data Bases	1

Complete a minimum of 5 units from the following:		
BIS 31A-L	Word Processing Series	1-12
BIS 41B	Microcomputers: Advanced DOS Functions	1
(minimum of two advanced courses)		

**Total Core Units** **28**

Complete one of the following courses:		
BIS 3ABC	Intermediate Typewriting	3
BIS 4ABC	Advanced Typewriting	3
<b>Total Word Processing Option Units</b>		<b>31</b>

**Office Microcomputers\***

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

Core Requirements:		Units
BIS 31A-L	Word Processing Series	4
(Select a total of 4 units from this series; at least one course must be an advanced Word Processing course)		
BIS 41A	Microcomputers: Introduction to DOS	1
BIS 43A	Microcomputers: Spreadsheets	1
BIS 43B	Microcomputers: Advanced Spreadsheets	1
BIS 44A	Microcomputers: Data Bases	1
BIS 44B	Microcomputers: Advanced Data Bases	1
BIS 151	Introduction to Information Processing Systems	3.5
BIS 152	Problem Solving and Programming Principles	3
BIS 153A	BASIC Programming I	4
BIS 160	Computer Operations	3
Bus 140	Business Communications	3
<b>Total Core Units</b>		<b>25.5</b>

Complete one of the following courses:		
Bus 101A	Accounting Principles I	3
BIS 153B	BASIC Programming II	4
BIS 12K	Proofreading	2
<b>Total Required Units</b>		<b>27.5-29.5</b>

\*Students who want to transfer to a four-year college or university should consult a counselor for specific 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
		<b>15</b>

**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**

Bus 65	Fundamentals of Disaster Planning	3
Bus 170	Introduction to Logistics	3
Bus 171	Logistics Design	3
<b>Total Required Units</b>		<b>27</b>

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

**Telecommunications**  
 (See Communications)
**Supervision\***

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

**Required Courses:**

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 nine 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



*photo by Jim Englund*

**Between classes, students enjoy the area near Oxnard College's gazebo.**



## 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

CD 11

Engl 1, 5, 9, 10, 11, 12, 20, 30-series except 30TT, 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 con-

sulted 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.

### Course Prerequisites, Corequisites, and Recommended Preparation

A course prerequisite states the preparation required to successfully complete a particular course; for example, a student enrolling in general chemistry is highly likely to have grave difficulty without adequate preparation in algebra.

A course corequisite states the course or courses in which a student must be concurrently enrolled.

Recommended preparation states the preparation suggested by the faculty to successfully complete a particular course. While encouraged to do so, students do not have to satisfy recommended preparation guidelines to enroll in a course.

Course prerequisites, corequisites or recommended preparation are specified within course descriptions announced in this catalog; they are also specified in the schedule of classes. A course has no prerequisites or corequisites unless so designated. Students must have satisfied the prerequisite or corequisite requirements for all courses in which they enroll.

### Offering of Courses as Described in the 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
AfAm	African-American Studies
AC	Air Conditioning & Refrigeration
ADS	Alcohol/Drug Studies
Anth	Anthropology
AS	Area Studies
Art	Art
Ast	Astronomy
AB	Automotive Body Repair & Paint
AT	Automotive Technology
Biol	Biology
Bus	Business
BIS	Business Information Systems
Chem	Chemistry
ChSt	Chicano Studies
CD	Child Development
DM	Diesel Mechanics
Econ	Economics
El	Electronics
Engr	Engineering
Engl	English
EET	Environmental Engineering Technology

EHMT	Environmental Hazardous Materials Technology
FT	Fire Technology
Fr	French
Geog	Geography
Geol	Geology
Ger	German
HS	Health Science
Hist	History
HRM	Hotel & Restaurant Management
IS	Interdisciplinary Studies
Japn	Japanese
Journ	Journalism
Ldr	Leadership
LS	Learning Skills
LA	Legal Assisting
Math	Mathematics
MT	Motorcycle Technology
Mus	Music
PG	Personal Growth
Phil	Philosophy
PE	Physical Education
PhySci	Physical Science
Ph	Physics
PSc	Political Science
Psych	Psychology
RE	Real Estate
SL	Sign Language
Soc	Sociology
Spn	Spanish
SE	Special Education
Spch	Speech
TV	Television
ThA	Theatre Arts

## Adaptive Computer Technology

The courses described below have been designed to meet the special instructional needs of students with disabilities and to prepare the students for certificate and degree programs in line with the mission of the College.

### ACT 1—2 units Computer Access Evaluation

*Prerequisites: None*  
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. (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 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 nonstandard word processor may be more appropriate for some students. Course may be taken 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 two times. (1)

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

*Prerequisites: None*  
½ hour 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. Course may be taken four times. (1)

### ACT 15—1 unit Computer Literacy and Language Development for Deaf Students

*Prerequisites: None*  
½ hour lecture, 1½ hours lab weekly

Computer literacy skills, such as word processing, spread sheets, data bases and MS-DOS, taught through lecture, demonstration, video and computerized tutorials. Keyboarding skills are acquired through use of software tutorials. Language development related to reading comprehension, vocabulary and English grammar assessed and appropriate prescriptive tools used. Course may be taken four times. (1)

## African-American Studies

### AfAm 101—3 units African-American Ethnology

*Prerequisites: None. General or cultural anthropology preferred, but not required.*  
3 hours lecture weekly

An anthropological exploration of the ethnohistorical development of African lifestyles in the New World. Special emphasis will be on the African-American in the U.S. Fieldwork in the local community will be part of the course. (Co-listed with Anth 114)

*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. 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: None*  
*Corequisites: AC 10L suggested*  
3 hours lecture weekly

Basic study of vapor compression refrigeration cycle and systems components.

### AC 10L—2 units Air Conditioning and Refrigeration Fundamentals Lab

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

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

### AC 11—3 units Intermediate Refrigeration

*Prerequisites: AC 10*  
*Corequisites: AC 11L suggested*  
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 10, 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: None*  
*Corequisites: AC 10; AC 10L required; AC 20L suggested*  
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: None*  
*Corequisites: 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: None*  
*Corequisites: AC 10*  
*3 hours lecture weekly*

Study of the behavior of air with emphasis on the psychometric 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: None*  
*Corequisites: 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: None*  
*Corequisites: AC 10; AC 40L suggested*  
*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: None*  
*Corequisites: 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: None*  
*Corequisites: Completion of or concurrent enrollment in AC 10L, AC 30L, AC 40L, 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 98A-Z—½-10 units** **Short Courses in Air Conditioning and Refrigeration**

*Prerequisites: None*  
*Lecture and/or lab as required by unit formula*  
Specialized workshops designed to update air conditioning and refrigeration personnel as required for in-service training requirements in specific subject matter areas. Unit credit determined by length of instruction of the workshop as defined by current credit standards; total workshop credit limited to 10 units. (2)

## **Alcohol/Drug Studies**

### **CAADE: California Association of Alcohol/Drug Educators**

#### **ADS 98A-Z—½-10 units** **Short Courses in Alcohol Studies**

*Prerequisites: None*  
*Lecture and/or lab as required by unit formula*  
Specialized workshops designed to update alcohol program personnel and others as required for in-service training in specific subject matter areas. Unit credit determined by length of instruction of the workshop as defined by current credit standards. (2)

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

*Prerequisites: None*  
*3 hours lecture weekly*  
Study of alcohol-related problems, including relationship to alienation and change in life-style, 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).

#### **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 life-style and job performance dur-

ing 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.

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

*Advisory: 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.

#### **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 the unique life-style of alcoholics and to provide overview of theory and application in counseling of alcoholics. Fulfills one 3-unit skills requirement for CAADE.

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

*Prerequisites: ADS 101; ADS 104 recommended*  
*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.

#### **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.

**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.

**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.

**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.

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

*Prerequisites: Completion of 12 units in the ADS program*  
*1 hour lecture, 6 hours lab weekly*

Experience in applied alcohol studies in community agencies such as mental health, youth correction, welfare, homes for the neglected, selected industrial settings, military bases, Alcoholics Anonymous, and other private and public agencies for prevention and treatment of alcoholics. Students supervised by credentialed instructional staff. Fulfills one 3-unit field studies requirement for CAADE.

**ADS 110B—3 units**  
**Advanced Alcohol and Drug Studies Field Experience**

*Prerequisites: ADS 110A*  
*1 hour lecture, 6 hours lab weekly*

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.

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

*Prerequisites: ADS 101, ADS 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.

**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 for CAADE.

**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 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.

**ADS 114—3 units**  
**Employee Assistance Program (EAP) Practice and Administration**

*Prerequisites: None*  
*3 hours lecture weekly*

This course is intended to offer the student an overview and basic understanding of Employee Assistance Program practice and administration. Six components, called the EAP Core Technology (assessment/referral, consultation to management/supervisors, use of constructive confrontation, microlinkages for treatment, creation of macrolinkages to maintain resources, and focus on employee alcohol/substance abuse problems), define the uniqueness of EAP in the workplace. In addition to the core technology, the course will discuss EAP policy development, program design, employee orientation, supervisory training, legal mandates, financial considerations/managed care, and program evaluation.

**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.

**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. May be offered as a TV course. (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. May be offered as a TV course. (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 6)*

## Anth 104—3 units

### Archaeological Field Methods

*Prerequisites: None*  
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. Course may be taken four times. (2)

*Transfer credit: 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 114—3 units

### African-American Ethnology

*Prerequisites: None. General or cultural anthropology preferred, but not required.*  
3 hours lecture weekly

An anthropological exploration of the ethnohistorical development of African lifestyles in the New World. Special emphasis will be on the African-American in the U.S. Fieldwork in the local community will be part of the course. (Co-listed with AfAm 101)

*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—½-3 units

### Topics in Anthropology

*Prerequisites: None*  
*Lecture and/or lab as required by unit formula*  
Courses considering specialized, specific topics in Anthropology which are not covered in the general Anthropology offerings. Course may be taken four times.

*Transfer credit: UC, CSU*

## Anth 189A—3 units

### North American Indians

*Prerequisites: None*  
3 hours lecture weekly

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

*Transfer credit: UC, CSU*



### **Anth 189B—3 units** **Egyptology: Ancient Egyptian Culture and Civilization**

*Prerequisites: None*  
*3 hours lecture weekly*

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: UC, CSU*

### **Anth 189C—3 units** **Magic, Religion, and Witchcraft**

*Prerequisites: None*  
*3 hours lecture weekly*

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: UC, 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. Course may be taken three times. (2)

*Transfer credit: CSU*

### **Anth 198A-Z—½-10 units** **Short Courses in Anthropology**

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

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

*Transfer credit: UC, CSU*

### **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*

## **Area Studies**

### **AS 101A-Z—½-10 units** **Introduction to Social Dynamics**

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

A set of courses designed to introduce the student to the historical, social, political and economic dynamics of foreign countries and regions. Courses will be arranged in a year-long sequence of variable length and units with attention to the needs of the students in programs offered in the college curriculum such as the International Business Program. Areas to be studied include: Africa, Australia, Asia: Far East, Asia: South/Southeast, Central and South America, Europe, Middle East, Pacific Rim, Soviet Union. Course may be taken four times. (1)

*Transfer credit: CSU*

### **AS 102A-Z—½-4 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. Course may be taken two times. (2)

*Transfer credit: UC, CSU*

### **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. Course may be taken three times. (2)

*Transfer credit: UC, CSU*

## **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. Course may be taken two times. (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. Course may be taken two times. (2)

*Transfer credit: 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 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:* UC, CSU

### **Art 107A—3 units Beginning Collage and Composite Drawing**

*Prerequisites:* Art 106AB or equivalent

1½ hours lecture, 4½ hours lab weekly

Study of changes and new methods in contemporary drawing. New look at segmented or composite collaging as a means to a new outlook and procedure in drawing. Course may be taken two times. (2)

*Transfer credit:* UC, CSU

### **Art 107B—3 units Intermediate Collage and Composite Drawing**

*Prerequisites:* Art 107A or equivalent

1½ hours lecture, 4½ hours lab weekly

Following beginning segment Art 107A, further adjustments and conditioning of both the visual and critical thinking in order to progress in an experimental way toward a synthesis of skill and further exploration from our basic beginnings. (2)

*Transfer credit:* UC, CSU

### **Art 107C—3 units Advanced Collage and Composite Drawing**

*Prerequisites:* Art 107B or equivalent

1½ hours lecture, 4½ hours lab weekly

Adjustments and continued exploration in areas of a so-called unknown factor. The transition from beginning to semi-practical, to a newer and impractical discovery of new shapes or forms and technical changes necessary to compliment those discoveries. Course may be taken two times.

*Transfer credit:* UC, CSU

### **Art 108A—3 units Beginning Oil Painting**

*Prerequisites:* Art 104AB, Art 106AB or equivalent

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 109A—3 units Beginning Collage Painting**

*Prerequisites:* Art 108A or equivalent

1½ hours lecture, 4½ hours lab weekly

Study and practice of collage in painting; new material and new methods utilized to produce a varied abstract quality in contemporary painting. Course may be taken two times. (2)

*Transfer credit:* UC, CSU

### **Art 109B—3 units Intermediate Collage Painting**

*Prerequisites:* Art 109A or equivalent

1½ hours lecture, 4½ hours lab weekly

Moving from beginnings and accomplishments in Art 109A to directional change both in visual and intellectual transition. Shape, form, structure, materials will change or be modified in the process.

*Transfer credit:* UC, CSU

### **Art 109C—3 units Advanced Collage Painting**

*Prerequisites:* Art 109B or equivalent

1½ hours lecture, 4½ hours lab weekly

During process of continued change from Art 109B, the visual and critical analysis of painting collage and its transitions, in the art world today, its causes and effects on art technology and its continued use in a great percentage of art works today. Students continued investigation and transition in their own works with necessary research and information gathering from contemporary art today.

*Transfer credit:* UC, CSU

### **Art 110A—3 units Beginning Acrylic Painting**

*Prerequisites:* Art 104B, Art 106AB or equivalent

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 two times. (2)

*Transfer credit:* UC, CSU

### **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 or equivalent

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. Course may be taken two times. (2)

*Transfer credit: UC, CSU*

### **Art 114A—3 units Beginning Landscape Painting**

*Prerequisites: Art 104AB, 106AB or equivalent*

*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 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. Course may be taken two times. (2)

*Transfer credit: UC, CSU*

### **Art 122AB—3-3 units Silk-screen Printmaking**

*Prerequisites: Art 122A for Art 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. Course may be taken two times. (2)

*Transfer credit: UC, CSU*

### **Art 124A—3 units Beginning Gouache Painting**

*Prerequisites: Art 104A, Art 106A or equivalent*

*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. Course may be taken two times. (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. Course may be taken two times. (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 or equivalent*

*1½ hours lecture, 4½ hours lab weekly*

Drawing the human figure from live models, using many media including charcoal, pencil, conté 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 or equivalent  
 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, Art 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. Course may be taken two times. (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. Course may be taken two times. (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 hour 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, keylining, type specking, cost estimation, etc. Course may be taken two times. (2)

*Transfer credit:* 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. Course may be taken two times.

*Transfer credit:* CSU

**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. Course may be taken two times.

*Transfer credit:* CSU

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

*Prerequisites:* Art 150A for Art 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. Course may be taken two times. (2)

*Transfer credit:* UC, CSU (CAN: Art 6)

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

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

Emphasis on hand-built 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. Course may be taken two times. (2)

*Transfer credit:* UC, CSU

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

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

Further study in applied design, use of glaze materials, kiln firing, wheel work, and independent projects. Course may be taken two times. (2)

*Transfer credit:* UC, CSU

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

*Prerequisites:* Art 150AB, Art 151AB, Art 152AB; Art 153A for Art 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. Course may be taken two times. (2)

*Transfer credit:* UC, CSU

### **Art 154A—3 units** **Beginning Abstract Concepts in Clay**

*Prerequisites:* Art 150AB

1½ hours lecture, 4½ hours lab weekly

This class introduces the use of low fire clay and glazes in the creation of original abstract forms, and is to include the use of electric kilns for clean firings. It is expected the student will already have a working knowledge of stoneware clay, high fire glazes and gas reduction methods. Course may be taken two times. (2)

*Transfer credit:* CSU

### **Art 154B—3 units** **Intermediate Abstract Concepts in Clay**

*Prerequisites:* Art 154A

1½ hours lecture, 4½ hours lab weekly

Continuation of Art 154A to further the students understanding of the use of low fire clays and glazes. Additional instruction in the use of the electric kiln will be presented. (2)

*Transfer credit:* CSU

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

*Prerequisites:* Art 155A for Art 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. Course may be taken two times. (2)

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

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

*Prerequisites:* Art 155AB; Art 156A for Art 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 157A—3 units** **Beginning Ceramic Sculpture**

*Prerequisites:* None

1½ hours lecture, 4½ hours lab weekly

Studio course in fundamentals of sculpture with accent on practical projects and experience in developing abstract and figurative forms in clay. Course may be taken two times. (2)

*Transfer credit:* UC, CSU

### **Art 157B—3 units** **Intermediate Ceramic Sculpture**

*Prerequisites:* Art 157A

1½ hours lecture, 4½ hours lab weekly

Intermediate studio course in fundamentals of sculpture and exposing historical and philosophical aspects of sculpture in conjunction with practical projects in clay. Course may be taken two times. (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. Course may be taken two times.

*Transfer credit:* UC, CSU

### **Art 189A—3 units** **The Art of Mexico**

*Prerequisites:* None

3 hours lecture weekly

Historical survey of the Art of Mexico from Pre-Colombian to the present. (2)

*Transfer credit:* UC, CSU

### **Art 198A-Z—½-10 units** **Short Courses in Art**

*Prerequisites:* None

Lecture and/or lab as required by unit formula

Courses and/or workshops in selected areas of Art to meet specific needs of college or community as requested or required. Field trips may be required. Course may be taken two times. (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 198A-Z—½-10 units** **Short Courses in Astronomy**

*Prerequisites:* None

Lecture and/or lab as required by unit formula

Workshops in selected areas of Astronomy to meet specific needs of community or college as required or requested by persons whose needs are not met by regular college offerings.

*Transfer credit:* UC, CSU

## **Automotive Body Repair and Paint**

### **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 oxyacetylene welding, roughing-out and metal finishing, use of body fillers, sanding, masking, and priming. Course may be taken two times. (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. Course may be taken two times. (2)

### **AB 3—4 units** **Estimating Auto Body Damage and Repair**

*Prerequisites:* AB 1 and AB 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. Course may be taken two times. (2)

### **AB 4—4 units** **Advanced Auto Body Collision and Damage Repair**

*Prerequisites:* AB 1 and AB 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)



*photo by Jim Englund*

Oxnard College students Lon Huyah and Ngugan Nhut from Vietnam and Owens Ahumu from Samoa learn trouble shooting for computer components and sensors on the Mitsubishi Galant that was donated by Mitsubishi Sales of America. The Automotive Technology program at Oxnard College trains students to work on vehicles using up-to-date equipment.



### **AB 5A—2 units** **Auto Body Painting and Refinishing I**

*Prerequisites: None*  
*1 hour 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. Course may be taken three times. (2)

### **AB 5B—4 units** **Auto Body Painting and Refinishing II**

*Prerequisites: AB 1 or AB 5A or concurrent enrollment*  
*2 hours lecture, 6 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. Course may be taken two times. (2)

### **AB 98A-Z—½-10 units** **Short Courses in Auto Body**

*Prerequisites: None*  
*Lecture and/or lab as required by unit formula*  
Specialized topics designed to inform or update interested persons in the various disciplines within the auto body repair industry. (2)

## **Automotive Technology**

### **AT 1—1-12 units** **Automotive Technology**

*Prerequisites: None*  
*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—2 units** **Automotive Starting and Charging Systems**

*Advisory: AT 10 recommended*  
*2 hours lecture weekly*

Study of the automotive starting and charging systems beginning with electricity and magnetism and progressing to testing procedures and equipment used to troubleshoot and diagnose problems. Preparation for the ASE certification test is included.

### **AT 2L—1 unit** **Automotive Starting and Charging Systems Lab**

*Prerequisites: AT 2 or concurrent enrollment*  
*3 hours lab weekly*

Course provides technical preparation in the skills required to repair and maintain the starting and charging of electrical systems in modern vehicles and electrical service procedures for the overhaul of starters and alternators. Preparation for the ASE certification test is included. Course may be taken two times.

### **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 5—4 units** **Automotive Computer Diagnostic Systems**

*Prerequisites: AT 13*  
*4 hours lecture weekly*

Course provides technical preparation in the skills required to diagnose computerized engine control systems on modern automotive equipment. Ignition, fuel injection, and ABS brake systems are covered. Preparation for the ASE certification test is included.

### **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**

*Advisory: 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—4 units** **Automotive Ignition Systems**

*Advisory: AT 10 or equivalent recommended*  
*4 hours lecture weekly*

Detailed coverage of automotive ignition systems, course provides technical preparation in the skills required in diagnostic, adjustment of conventional and electronic ignition, carburetor and fuel injection systems. Preparation for ASE certification test included.

### **AT 13L—2 units** **Automotive Ignition Systems Lab**

*Prerequisites: AT 13 or concurrent enrollment*  
*1 hour lecture, 3 hours lab weekly*

Course provides technical preparation in skills required in the diagnostic maintenance and repair of standard and electronic ignition systems used in modern automobiles. Computerized test equipment will be used in testing systems. Preparation for the ASE certification test is included. Course may be taken two times.

### **AT 15—4 units** **Automotive Electrical Systems**

*Prerequisites: AT 10 or equivalent*  
*4 hours lecture weekly*

Course covers all aspects of automotive electrical systems including charging, starting, ignition, accessories, and electronics. Preparation for the ASE certification test is included.

### **AT 15L—2 units** **Automotive Electrical Systems Lab**

*Prerequisites: AT 15 or concurrent enrollment*  
*1 hour lecture, 3 hours lab weekly*

Course provides vocational preparation in the skill required in the diagnosis, adjustment, repair and maintenance of the electrical systems of modern automotive equipment. Course is based on electrical service procedures for the overhaul of electrical units. Preparation for the ASE certification test included.

### **AT 16—3 units** **Auto Electronics**

*Advisory: One of the following suggested:*  
*AT 10 or AT 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 17—2 units** **Automotive Wheel Alignment**

*Prerequisites: None*  
*2 hours lecture weekly*

Course provides technical preparation in the skills required to accomplish modern two- and four-wheel alignment using mechanical, as well as computerized alignment equipment. Preparation for the ASE certification test is included.

### **AT 17L—2 units** **Automotive Wheel Alignment Lab**

*Prerequisites: AT 17 or concurrent enrollment*  
*1 hour lecture, 3 hours lab weekly*

Course provides technical preparation in the theory and procedures for setting wheel angles involved in alignment. Electronic wheel alignment equipment, as well as conventional equipment used in industry today, will be used. Preparation for the ASE certification test is included. Course may be taken two times.

### **AT 18—4 units** **Automotive Brake Systems**

*Prerequisites: None*  
*4 hours lecture weekly*

Course includes the study of automotive brake systems, including hydraulics and friction principles, drum, disk and antilock brake units. In addition, power assist units and computerized systems will be explored. Preparation for the ASE certification test is included.

### **AT 18L—2 units** **Automotive Brake Systems Lab**

*Prerequisites: AT 18 or concurrent enrollment*  
*1 hour lecture, 3 hours lab weekly*

Course covers automotive brake system service procedures: brake drum, rotor, remachining, hydraulic system overhaul, troubleshooting, and diagnosis of all brake operations, including ABS computerized controlled system. Preparation for the ASE certification test is included.

### **AT 19—2 units** **Steering and Suspension**

*Prerequisites: None*  
*2 hours lecture weekly*

Course provides technical preparation in the diagnosis, adjustment, replacement or repair of all types of steering and suspension systems commonly used in the automotive industry today. Preparation for the ASE certification test is included.

### **AT 19L—2 units** **Steering and Suspension Lab**

*Prerequisites: AT 19 or concurrent enrollment*  
*1 hour lecture, 3 hours lab weekly*

Course provides technical preparation in the diagnosis and repair of steering and suspension systems. Wheel alignment will also be covered, along with all types of rack and pinion steering gears and four-wheel steering. Preparation for the ASE certification test is included. Course may be taken two times.

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

*Advisory: 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 two times.

### **AT 23—2 units** **Fuel Systems**

*Prerequisites: None*  
*2 hours lecture weekly*

Course studies automotive fuel systems including single, multiple and variable Venturi carburetors, fuel circuits and fuel injection. Preparation for the ASE certification test is included.

### **AT 23L—2 units** **Fuel Systems Lab**

*Prerequisites: AT 23 or concurrent enrollment*  
*1 hour lecture, 3 hours lab weekly*

Course provides technical preparation in the skills required in the diagnosis, adjustment, repair and maintenance of conventional carburetors, mechanical, and electronic fuel injection systems. Also covers computerized analyzing equipment and self-diagnostic computer system testing. Preparation for the ASE certification test is included.

### **AT 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. Course may be taken three times.

### **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 26—4 units** **Automotive Engine Overhaul**

*Prerequisites: None*  
*4 hours lecture weekly*

Course provides technical preparation in the basic skills required to diagnose, adjust, repair, and overhaul the automotive internal combustion engine. All phases of machine work will be covered and quality inspection and reassembly will be stressed. Preparation for the ASE certification test is included.

### **AT 26L—2 units** **Automotive Engine Overhaul Lab**

*Prerequisites: AT 26 or concurrent enrollment*  
*1 hour lecture, 3 hours lab weekly*

Course uses class projects involving theory and operation of modern engine overhaul equipment. Students will gain experience and skills diagnosing repairs, cleaning, disassembling, repairing and restoring to service engines commonly in use today. Preparation for ASE certification test is included.

### **AT 27—2 units** **Cylinder Block Service**

*Prerequisites: None*  
*2 hours lecture weekly*

An in-depth class with major emphasis devoted to the skills and technical aspects of piston type, gasoline engine block assemblies, piston and crankshaft service. Preparation for the ASE certification test is included.

### **AT 27L—2 units** **Cylinder Block Service Lab**

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

Instruction will place major emphasis on skills and materials used in the rebuilding of modern engine assemblies, blocks, crankshafts, connecting rods, oiling systems, camshafts, ring and piston diagnosis, rebuilding, replacement or repair. Preparation for the ASE certification test is included.

### **AT 28—2 units** **Cylinder Head Service**

*Prerequisites: None*  
*2 hours lecture weekly*

An in-depth class with major emphasis devoted to the skills and technical aspects of automotive head and valve repair, crack detection, and valve resurfacing techniques. Preparation for the ASE certification test is included.

### **AT 28L—2 units** **Cylinder Head Service Lab**

*Prerequisites: AT 28 or concurrent enrollment*  
*1 hour lecture, 3 hours lab weekly*

Instruction will place major emphasis on skills and materials used in the rebuilding of modern overhead valve and overhead camshaft cylinder heads and assemblies. Preparation for the ASE certification test is included.

### **AT 30—1-12 units** **Tune-Up**

*Advisory: 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**

*Advisory: 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

*Advisory: 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 a maximum of 24 units.

### AT 98A-Z—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.

## Biology

### Biol 98A-Z—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 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 (CAN: Biol 2)*

### 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: None*  
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, CSU*

### 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.

*Transfer credit: UC, CSU*

### Biol 107—5 units Anatomy and Physiology

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

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

*Transfer credit: CSU*

### Biol 108—3 units Marine Biology

*Prerequisites: None*  
3 hours lecture weekly

Survey of biological activities of marine organisms; includes an introduction to physical oceanography, ecology, and energy flow within the marine environment, and some basic biological concepts using marine ecosystems 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: Biol 101 or successful completion of Biol 111 and Biol 112 recommended*  
3 hours lecture, 6 hours lab weekly

Study of the distribution, structure, and metabolic activities of bacteria, fungi, algae, protozoa and viruses and physical/chemical methods in their control; lab methods in isolation, cultivation and identification of common soil, water and food microbes; principles of disease transmission, prevention, and immunity. (2)

*Transfer credit: UC, CSU (CAN: Biol 14)*

### Biol 111—4 units General Human Anatomy

*Prerequisites: High School Biology or Biol 103*  
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—5 units** **Human Physiology**

*Prerequisites:* Chem 100A or equivalent and Biol 111

3 hours lecture, 6 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.

*Transfer credit:* UC, CSU (CAN: Biol 12)

## **Biol 113—3 units** **Biochemistry**

*Prerequisites:* Chem 106 or equivalent

3 hours lecture weekly

Lower division biochemistry. An introduction to biochemicals, biochemical design, cellular metabolism, and the regulation of that metabolism.

*Transfer credit:* UC, CSU

## **Biol 177—1 unit** **Biological Marine Resource Management**

*Prerequisites:* None

*Corequisites:* Geol 177

3 hours lab weekly

Topics in related areas in marine biology related to current resource management issues in this region. Study of requirements and applications of federal, state, and local laws and regulations related to marine resource management. Field trips will be to natural areas where geological, biological, and oceanographic interactions can be observed. Course may be taken four times. (2)

*Transfer credit:* CSU

## **Biol 198A-Z—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 199AB—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.

*Transfer credit:* UC, CSU

# **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; work sheets; 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 41A,

Bus 101A recommended

2 hours lecture, 3 hours lab weekly

An in-depth 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 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, speed-building, 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 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. May be offered as a TV course.

*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 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 151—3 units** **Introduction to Total Quality Management**

*Prerequisites: None*  
*3 hours lecture weekly*

International competition has clearly demonstrated the need for American management to focus on quality in every process. Course covers introduction to the TQM philosophy of management, the Deming 14 points, process versus organizational management, and introductory statistical process control. (2)

*Transfer credit: CSU*

### **Bus 152—3 units** **Essential Analysis for Total Quality Management (TQM)**

*Prerequisites: Bus 151*  
*3 hours lecture weekly*

Successful implementation of total quality management (compatible with the 14 points of Dr. W. Edwards Deming) requires analysis of the organization and processes in the organization from a systems point of view. Course

gives students ability to analyze organization, as a system, from quality model perspective needed to support TQM. (2)

*Transfer credit: CSU*

### **Bus 153—3 units** **Employee Involvement for Total Quality Management (TQM)**

*Prerequisites: Bus 151*  
*3 hours lecture weekly*

Successful implementation of total quality management (compatible with the 14 points of Dr. W. Edwards Deming) requires design and installation of a participative employee involvement process in lieu of conventional, bureaucratic mode. Course introduces students to various effective ways this can be accomplished in their organizations. (2)

*Transfer credit: CSU*

### **Bus 154—3 units** **Organizational Change for Total Quality Management (TQM)**

*Prerequisites: Bus 151*  
*3 hours lecture weekly*

Successful implementation of total quality management (compatible with the 14 points of Dr. W. Edwards Deming) requires transformation of existing organizations, in both public and private sectors in America. Course introduces students to various effective ways this must be accomplished in their organization. (2)

*Transfer credit: CSU*

### **Bus 155—3 units** **Managerial Integrity for Total Quality Management (TQM)**

*Prerequisites: Bus 151*  
*3 hours lecture weekly*

Successful implementation of total quality management (compatible with the 14 point of Dr. W. Edwards Deming) requires adoption by management of a totally new approach to ethics and executive/managerial integrity. Course examines new ethical climate, problems which need to be confronted, and role integrity plays in survival and productivity of American organizations in both private and public sectors. (2)

### **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.

*Transfer credit: CSU*



### **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.

*Transfer credit:* CSU

### **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.

*Transfer credit:* CSU

### **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.

*Transfer credit:* CSU

### **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.

*Transfer credit:* CSU

### **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.

*Transfer credit:* CSU

### **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.

*Transfer credit:* CSU

### **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)

*Transfer credit:* CSU

### **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.

*Transfer credit:* CSU

### **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.

*Transfer credit:* CSU

### **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.

*Transfer credit:* CSU

### **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)

*Transfer credit:* CSU

### **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.

*Transfer credit:* CSU

### **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.

*Transfer credit:* CSU

### **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.

*Transfer credit:* CSU

### **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.

*Transfer credit: CSU*

### **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.

*Transfer credit: CSU*

### **Bus 189A-Z—½-3 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.

*Transfer credit: CSU*

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

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

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

*Transfer credit: CSU*

### **Bus 198A-Z—½-10 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.

*Transfer credit: CSU*

### **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. May be repeated for a maximum of 6 units.

*Transfer credit: CSU*

## **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)

#### **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. Course may be taken three 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)

### **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)

### **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 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 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)

### **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)

### **BIS 17A—1½ units SuperWrite Alphabetic Writing System**

*Prerequisites: None. Typing ability recommended  
1 hour 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 hour 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. Course may be taken three times. (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, micro-graphics, 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 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 WordPerfect for Windows—Beginning Course**

*Prerequisites: BIS 40 or BIS 151 or equivalent. A knowledge of WordPerfect 5.0 or 5.1 recommended*

*1 hour lecture, 3 hours lab weekly (8 weeks)*

Provides information and hands-on training in WordPerfect for Windows utilizing an IBM compatible microcomputer. Students will learn beginning functions, applying their skills and knowledge to a wide variety of simple documents, such as letters, memoranda, and manuscripts. (2)

### **BIS 31H—1 unit WordPerfect for Windows—Advanced Course**

*Prerequisites: BIS 31G*

*1 hour lecture, 3 hours lab weekly (8 weeks)*

Provides information and hands-on training in WordPerfect for Windows utilizing an IBM compatible microcomputer. Students will learn advanced functions and apply their skills and knowledge to a wide variety of simple and complex documents, such as letters and memoranda, columnar tables, text tables, manuscripts, and mailing list documents. (2)

### **BIS 31I—1 unit Microsoft Word Word Processing**

*Prerequisites: BIS 1 or equivalent  
1 hour lecture, 3 hours lab weekly (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. Course may be taken four times. (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 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)

**INFORMATION PROCESSING****BIS 40—2 units****Introduction to Microcomputers**

*Prerequisites:* None  
1 ½ hours lecture, ½ hour lab weekly

Course provides students with basic understanding of concepts and terminology relating to microcomputers and with survey of popular microcomputer applications programs. Students introduced and obtain hands-on experience with microcomputer operating word processor, spreadsheets and data base management applications. (2)

**BIS 41A—1 unit****Microcomputers: Introduction to DOS**

*Prerequisites:* BIS 40 or equivalent or concurrent enrollment  
1 hour lecture, 3 hours lab weekly (8 weeks)

Course covers basic operation of MS-DOS systems and MS-DOS fundamentals. (2)

**BIS 41B—1 unit****Microcomputers: Advanced DOS Functions**

*Prerequisites:* BIS 41A  
1 hour lecture, 3 hours lab weekly (8 weeks)

Course in advanced MS-DOS systems and functions to include the DOS Shell, Norton Utilities, and a Graphic User Interface (Windows). (2)

**BIS 41C—1 unit****Introduction to Windows**

*Prerequisites:* BIS 41A  
1 hour lecture, 3 hours lab weekly (8 weeks)

A graphical user interface environment providing the student with a natural, intuitive computing environment for work at home or in the office. Students will learn to manage files and to use Windows tools, accessories, and applications. Windows Write (word processing application) and Windows Paint (drawing application) will also be explored. Course may be taken two times. (2)

**BIS 42A—1 unit****Microcomputers: Word Processing**

*Prerequisites:* BIS 40 or equivalent or concurrent enrollment; and BIS 1ABC or equivalent and typing speed of 25 wpm  
1 hour lecture, 3 hours lab weekly (8 weeks)

Course covers basic instruction in word processing suitable for personal and/or elementary business use. (2)

**BIS 43A—1 unit****Microcomputers: Spreadsheets—Lotus 1-2-3**

*Prerequisites:* BIS 40 or equivalent or concurrent enrollment  
1 hour lecture, 3 hours lab weekly (8 weeks)

Course offers instruction in fundamental spreadsheet commands and creation of a simple spreadsheet used for the manipulation of numerical, financial, and accounting data. (2)

**BIS 43B—1 unit****Microcomputers: Advanced Spreadsheets—Lotus 1-2-3**

*Prerequisites:* BIS 43A  
1 hour lecture, 3 hours lab weekly (8 weeks)

Course offers instruction in advanced spreadsheet commands, including the creation of data files, data tables, interactive macros, matrix and regression models, and graphs used for the manipulation of numerical, financial, and accounting data. (2)

**BIS 44A—1 unit****Microcomputers: Data Base—dBase III+**

*Prerequisites:* BIS 40 or equivalent or concurrent enrollment  
1 hour lecture, 3 hours lab weekly (8 weeks)

Course offers instruction in flat file creation and report generation, such as mailing lists and inventories. (2)

**BIS 44B—1 unit****Microcomputers: Advanced Data Base—dBase III+**

*Prerequisites:* BIS 44A or equivalent or concurrent enrollment  
1 hour lecture, 3 hours lab weekly (8 weeks)

Course continues instruction in data base commands and introduction of advanced features and data base command language in dBase III+. Course may be taken two times. (2)

**BIS 98A-Z—½-10 units****Short Courses in Business Information Systems**

*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 information systems. Unit credit determined by length of course. (2)

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

*Prerequisites:* None  
3 hours lecture, 1 ½ 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)

*Transfer credit:* UC, CSU

**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 pseudo-code 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)

*Transfer credit:* UC, CSU

**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 sub-programs, 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: UC, 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: UC, 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: UC, CSU*

### **BIS 156—4 units** **C Programming for Business Applications**

*Prerequisites: BIS 151, Math 11 or equivalent score on math placement test; BIS 152 or concurrent enrollment*  
3 hours lecture, 3 hours lab weekly

Course designed to provide fundamental training in use of the C programming language. Structured program design techniques emphasized. Students design and implement a series of business-oriented, interactive, and file-based programming projects on the college computer. (2)

*Transfer credit: UC, 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)

*Transfer credit: CSU*

### **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)

*Transfer credit: CSU*

### **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. COBOL and dBase language used to generate applications programs for creation, updating and retrieval of data from a main-frame data base management system. (2)

*Transfer credit: CSU*

### **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)

*Transfer credit: CSU*

### **BIS 170—3 units** **Configuration Management, Policies and Procedures**

*Prerequisites: Bus 175 or equivalent*  
3 hours lecture weekly

Course introduces configuration management (CM) as a business management process and discusses definitions, policies, and procedures applicable to CM. It also deals with the process of implementing these standards. The configuration manager's role in establishing policies and procedures is discussed. Topics such as the following are addressed: the baseline management concept; documentation requirements; contractual requirements; CM's interaction with other organizational elements; CDRL requirements; configuration identification; configuration control, configuration status accounting; and configuration management reviews and audits.

*Transfer credit: CSU*

### **BIS 171—3 units** **Software Configuration Management**

*Prerequisites: Bus 175 or equivalent*  
3 hours lecture weekly

Course focuses on the application of configuration management practices to the process of developing and operating computer software systems which are an integral part of a hardware system. Topics addressed include: software configuration management and the software life cycle; configuration identification, including software documentation, specifications, and the baseline process; configuration

control processes, status accounting and software data requirements; and software configuration management standards and directives.

*Transfer credit: CSU*

### **BIS 172—3 units Data Management**

*Prerequisites: None  
3 hours lecture weekly*

Course covers data management requirements for government and industry including preparation of the Contractor/Subcontractor Data Requirements List (CDRL/SDRL), and Data Item Description (DIDs); pricing, scheduling, and tracking data; rights in data; marking of data; maintenance and storage of data; relationship to configuration management; patents, trade secrets, and copyrights, reproduction of data; DOD forms, and technical data packages.

*Transfer credit: CSU*

### **BIS 173—3 units Technical Documentation Application**

*Prerequisites: Bus 175 or equivalent  
3 hours lecture weekly*

Course covers drawings and associated lists, specifications, standards, handbooks, test requirements, documents, technical data packages, statements of work, etc., as required by configuration/data managers, engineers, quality assurance personnel, purchasing agents, manufacturing personnel, and integrated logistics personnel who need to understand the differences between various types of technical documentation used in government and industry. At least ten different military specifications and standards for technical data are covered.

*Transfer credit: CSU*

### **BIS 174—3 units Technical Documentation**

*Prerequisites: Bus 175 recommended  
3 hours lecture weekly*

Configuration managers, data managers, quality assurance personnel, purchasing agents, manufacturing personnel, integrated logistics support personnel, and engineers all need to understand the differences between various types of technical documentation used in government and industry. This course covers drawings and associated lists, specifications, standards, handbooks, test requirements, documents, technical data packages, statements of work, etc. At least ten different military specifications and standards for technical data will be covered.

*Transfer credit: CSU*

### **BIS 189A-Z—½-10 units Topics in Business Information Systems**

*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)

*Transfer credit: UC, CSU*

### **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)

*Transfer credit: CSU*

### **BIS 198A-Z—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.

*Transfer credit: UC, CSU*

### **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.

*Transfer credit: UC, CSU*

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

**BIS 12N** Speed and Accuracy  
Development for Computers and  
Word Processors

## **Chemistry**

### **Chem 100A—5 units Elementary Chemistry**

*Prerequisites: Math 11 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 100B—5 units Elementary Organic and Biological Chemistry**

*Prerequisites: Chem 100A or equivalent  
4 hours lecture, 3 hours lab weekly*

A continuation of Chemistry 100A to include equilibrium, oxidation-reduction, simple electrochemistry, radioactivity. Major emphasis will be on organic chemistry. Organic emphasis to include naming, structure and bonding, classification by functional groups and reactions, polymerization, optical isomerism, physical properties based on polarity. Biochemistry may include carbohydrates, proteins and amino acids, fats, enzymes, DNA and RNA, cell biochemistry. (2)

*Transfer credit: UC, CSU*

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

*Prerequisites: Chem 100A or high school chemistry with a grade of C or better, and Math 14 with a 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, radio-chemistry, and descriptive chemistry of common elements; a short section on organic



chemistry is included. Lab includes qualitative analysis and thermochemistry, and further develops inorganic preparation techniques. Reaction rate and other quantitative data are analyzed with use of computers. (2)

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

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

*Prerequisites: Chem 101 and Chem 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 macro-molecules, 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*

## **Chicano Studies**

### **ChSt 101—3 units Introduction to Chicano Studies**

*Prerequisites: None  
3 hours lecture weekly*

Introductory level course designed to familiarize students with several political, economic and historical issues characterizing the Chicano experience in the United States. Course introduces students to research and publications in several related disciplines and familiarizes them with interdisciplinary aspects of Chicano Studies. Themes and methodologies from different disciplines (including anthropology, sociology, economics, history, and political science) reviewed.

*Transfer credit: UC, CSU*

### **ChSt 107—3 units History of the Mexican People in the United States**

*Prerequisites: None  
3 hours lecture weekly*

Historical survey of Mexican/Chicano from pre-Colombian period to present. Course provides background for contemporary achievements, problems, possibilities, and prospects. Emphasis on Mexican settlement of the regions and contributions of the Mexican/Chicano to development of the United States. Course satisfies degree requirements in American institutions. (Co-listed with Hist 107) (2)

*Transfer credit: UC, CSU*

### **ChSt 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 in Chicano community; emphasis on social stratification and socialization process of community members. Specific consideration given to concept of colonialism and effect on the Chicano community. Field trips may be required. (Co-listed with Soc 108) (2)

*Transfer credit: UC, CSU*

### **ChSt 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. (Co-listed with Psych 189B)

*Transfer credit: UC, CSU*

## **Child Development**

### **CD 10ABCD—1-1-1-1 unit Field Work in Child Development**

*Prerequisites: Concurrent Enrollment or completion of 3 units of CD work or 1 year of work experience  
3 hours laboratory weekly*

Course provides supervised laboratory and field experience for students interested in developing their skills of observation and working with children. Opportunities will be given for students to work with various ages of children from infants through school-age in more than one type of setting. Will meet CDA requirements for trainer assessment. Course may be taken four times.

### **CD 11—3 units Field Experience in Lab Schools**

*Prerequisites: CD 112 or equivalent  
2 hours lecture, 3 hours lab weekly*

Course covers philosophy and implementation of programming for lab schools. Curriculum planning, as well as review and evaluation of new concepts and teaching methods, covered. In-depth coverage of specialized children's needs and community trends included. Opportunity given for expanded practice with children ages birth through early school age. Negative TB test required. Course may be taken four times. (2)

### **CD 20AB—1 unit Programs for Infants**

*Prerequisites: CD 20A form CD 20B  
¼ hours lecture, ¾ hours lab weekly*

Course covers normal development throughout infant period from birth through age one. Emphasis on adult interaction as a medium for development, as well as play and selection of appropriate play activities. Children ages birth to one year of age may attend this class with their parents. Parents required to provide a snack for the children according to guidelines established by instructor. Materials fee is required. Negative TB test required for adults. Course may be taken two times. (2)

### **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. Material fee is required. Negative TB test for adults required. Course may be taken three times. (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. Course may be taken four times. (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. Course may be taken four times. (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. Course may be taken four times. (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. Course may be taken four times. (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. Course may be taken four times. (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. Course may be taken four times. (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. Course may be taken four times. (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. Course may be taken four times. (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. Course may be taken four times. (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. Course may be taken four times. (2)

**CD 50—1½ units****Family Day Care Today***Prerequisites: None**7 hours lecture weekly (4 weeks)*

Specialized course designed to inform and update interested persons in the area of day care. Course covers areas of home day care and its strengths, uniqueness, and needs. Topics include planning programs, skills in working with children and parents, and record keeping and evaluation. Course may be taken two times. (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. Course may be taken two times.

**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. Course may be taken two times.

**CD 53—1½ units****Family Child Care for Professionals***Prerequisites: CD 50**3 hours lecture weekly (8 weeks)*

Course designed for family day care providers extending their training in the specialized field of in-home care for children. Covers planning, implementation, and evaluation of a comprehensive program for children from infancy through school-age, as well as in-depth information of bookkeeping and financial organization. (2)

**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 life span. 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: UC, 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.

*Transfer credit: CSU*

### **CD 108—3 units The Exceptional Child**

*Prerequisites: None  
3 hours lecture weekly*

Characteristics and problems of the developmentally delayed, socially handicapped, and those with emotional problems, as well as the mentally gifted child, will be covered. The class will cover study of issues, and research encountered in these specific areas. Also covered will be resources and techniques for living

and working with these children. (Co-listed with Psych 111) (2)

*Transfer credit: CSU*

### **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: 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**

*Prerequisites: 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)

*Transfer credit: CSU*

### **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)

*Transfer credit: CSU*

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

*Prerequisites: CD 103  
3 hours lecture weekly*

Preparation for administering child development programs including management principles related to licensing and standards, budgeting, space and equipment, hiring and evaluating practices, staff relationships, and parent and community involvement, including organizational requirements to fulfill goals of the program.

*Transfer credit: CSU*

### **CD 116—3 units Management and Administration of Programs for Young Children**

*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-listed 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. Materials fee is required.

*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. Materials fee is required.

*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. Materials fee is required.

*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. Materials fee is required.

*Transfer credit: CSU*

### **CD 189A-Z—½-3 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 198A-Z—½-10 units** **Short Courses in Child Development**

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

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

*Transfer credit: CSU*

### **CD 199AB—½-3/½-3 units** **Directed Studies in Child Development**

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

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

*Transfer credit: CSU*

---

## **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. Course may be taken two times.

### **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. Course may be taken two times.

### **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. Course may be taken two times.

### **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, drive-shafts, final drives, and axle assemblies. Course may be taken two times.

### **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. Course may be taken two times.

### **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. Course may be taken two times.

### **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. Course may be taken two times. (2)

**DM 30—12 units****Diesel Engine Mechanics***Prerequisites: None**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. Course may be taken two times.

**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. Course may be taken two times.

**DM 98A-Z—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. Course may be taken four times.

---

## 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. Course may be taken four times. (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. May be offered as a TV course. (2)

*Transfer credit: UC, CSU (CAN: Econ 2)***Econ 102—3 units****Principles of Microeconomics***Prerequisites: None**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 103—3 units****Introductory Statistics for Business and Economics**

*Prerequisites: Math 14 with a C or better or equivalent*

*3 hours lecture weekly*

Descriptive and analytical statistics as applicable in fields of business, economics and other social sciences. Covered will be measures of location, dispersion, sampling distribution, estimation and hypothesis testing, regression and correlation analysis; analysis of variance and some basic non-parametric tests, such as Chi-Square, included. Students introduced to use of computer software (MINITAB) in data analysis. (2)

*Transfer credit: UC, CSU***Econ 103L—1 unit****Introductory Statistics for Economics and Business Lab**

*Prerequisites: Econ 103 or concurrent enrollment, Math 14 with a grade of C or better or equivalent*

*3 hours lab weekly*

Computer exercises using statistical software assists the learning of descriptive and analytical statistics. Included will be a research project requiring use of computer software in statistical analysis. Course may be taken two times. (2)

*Transfer credit: CSU***Econ 199AB—1-3/1-3 units****Directed Studies in Economics**

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

Designed for the curious and responsible student who has already demonstrated sufficient proficiency in Economics. Intent is to permit by means of independent study student's further pursuit of Economics. Maximum of 6 units.

*Transfer credit: UC, CSU*


---

## Electronics

**EI 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.

**EI 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.

**EI 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.

**EI 4—4 units****A-C Fundamentals and Solid State Circuits***Prerequisites: EI 1 or equivalent and EI 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.

**EI 5—4 units****Digital Circuits**

*Prerequisites: EI 1 or equivalent, EI 3 and EI 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 IO devices. Emphasis on hands-on circuit construction and fault repair. Use of test equipment associated with digital circuits introduced.

**EI 6—4 units****Electro-Mechanical Systems**

*Prerequisites: EI 4 or equivalent*  
 3 hours lecture, 3 hours lab weekly

Study of AC and DC motors and generators, stepper motors, and various control systems found in industry.

**EI 7—4 units****Electronic Circuits**

*Prerequisites: EI 1 or equivalent, EI 3 and EI 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.

**EI 8—4 units****Electronics for C.E.T. Exam**

*Prerequisites: EI 4 or equivalent*  
 3 hours lecture, 3 hours lab weekly

Study of electronic components, equipment measurements and troubleshooting methods to prepare students for Certified Electronics Technician exam.

**EI 9—4 units****Electronic Measurements**

*Prerequisites: EI 1 or equivalent and EI 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.

**EI 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 two times.

**EI 11—4 units****Micro-Electronics Assembly**

*Prerequisites: EI 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 two times.

**EI 12A—4 units****Small Electronic Equipment Repair I (Radios)**

*Prerequisites: EI 10 or EI 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. Course may be taken two times.

**EI 12B—4 units****Small Electronic Equipment Repair II (Televisions)**

*Prerequisites: EI 12A or EI 10 or EI 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.

**EI 12C—4 units****Small Electronic Equipment Repair III (VCRs)**

*Prerequisites: EI 10, EI 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.

**EI 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. Course may be taken two times.

**EI 50—4 units****Introduction to Applied Electronics**

*Prerequisites: EI 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 RCRL 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.

**EI 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.

**EI 52—4 units****Industrial Electronics/AC**

*Prerequisites: EI 50 or EI 51*  
 3 hours lecture, 3 hours lab weekly

Course includes application of electronics in the industrial and manufacturing setting. Numerical controls, heat sensing, and switch-

ing systems covered. Lab experiments. Field trips may be required.

**EI 53—3 units****Industrial Electronics Projects**

*Prerequisites: EI 50 and EI 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.

**EI 54—3 units****Electronics and Programming for Process Control Computers**

*Prerequisites: EI 3, EI 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. Course may be taken two times.

**EI 98A-Z—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.

**EI 99—1-3 units****Directed Studies in Electronics**

*Prerequisites: EI 3, EI 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.

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

EI 20	Cable Television Installation
EI 30	Aircraft Communications I
EI 31	Aircraft Communications II

---

## 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.

*Transfer credit: UC, CSU*

### **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, intersections developments, symbols used in mechanical and electrical drawings, materials and parts specifications, dimensioning, fits and tolerances.

*Transfer credit: UC, 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: UC, CSU*

### **Engr 115—4 units** **Engineering Statics and Strength of Materials**

*Prerequisites: Math 121, Engr 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, multi-axial stresses, theories of strength.

*Transfer credit: UC, 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 taken four times. (2)

### **Engl 4—3 units** **Sounds and Patterns of Written English**

*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. Course may be taken two times. (2)

### **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 taken four times. (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 taken two times. (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 taken two times. (2)

### **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. Course may be taken two times.

### **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 taken two times.

### **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 taken two times.

### **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—½-1-1½-2 units**  
**Individualized Reading**

*Prerequisites: None*

*Lab hours as required by unit formula*

Open to all students with low to high reading ability. Diagnostic testing will determine weaknesses and strengths in study skills, vocabulary comprehension, and speed. Assignments using various laboratory materials and equipment will be arranged on an individual contract basis, determined by test results. Students may enroll at any time; units will be awarded on the basis of time devoted, work completed, and progress made. Course may be repeated for credit to a maximum of 4 units. (1)

**Engl 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. (2)

**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. Asterisked (\*) modules may be repeated for credit up to maximum units shown. (1)

**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 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 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 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 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, dialogues, and class discussions. Course may be taken two times. (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 taken two times.

**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 taken two times. (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 taken two times. (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—4 units College Composition

*Prerequisites: Appropriate score on Reading/Writing assessment or completion of Engl 14 or Engl 140 with a satisfactory grade*  
4 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, analytical and rhetorical skills.

*Transfer credit: UC, CSU (CAN: Engl 2)*

### Engl 102—3 units Critical Thinking and Composition Through Literature

*Prerequisites: Engl 101 with a grade of C or better*  
3 hours lecture weekly

Study of literature combined with instruction in critical thinking and composition. This class emphasizes understanding and writing about literature using principles of logical analysis, criticism, advocacy of ideas, inductive and deductive reasoning. Students will examine assumptions upon which conclusions are based and recognize common logical errors of language and thought. Instruction is offered in advanced elements of style and organization. Application of critical thinking skills and logical methodology to the various literary genres will achieve a disciplined understanding of the material.

*Transfer credit: UC, CSU (CAN: Engl 4)*

### Engl 103—3 units Creative Writing

*Prerequisites: Eligibility for Engl 101*  
3 hours lecture weekly

Study of literary forms—short story, poetry, and drama—presented from the standpoint of critical background and theory for each form; practice in writing original works; discussion and analysis of students' work. (2)

*Transfer credit: UC, CSU (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 Literature of the Western World 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**  
**Literature of the Western World 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-Colombian 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 she 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:* 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:* Eligibility for Engl 14  
 3 hours lecture weekly

Course deals with preparation and analysis of script formats used for public service announcements, news, commercials, and talk-variety programs. Also, teleplay formats used for situation comedy and dramatic programs. Training given in script planning and development, utilizing professional standards, methods, ethics and restrictions practiced in broadcasting. (Co-listed with TV 105)

*Transfer credit:* 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 132—3 units**  
**Cinema and Culture: A Historical View**

*Prerequisites:* Eligibility for Engl 14  
 3 hours lecture weekly

A study of American film from a historical view. A visual perspective of society and events and how portrayed in cinema. (2)

*Transfer credit:* UC, CSU

**Engl 140—5 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 college reading assessment or equivalent  
 5 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.

*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

## 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)

### 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)

### EET 160—2 units Environmental Instrumentation

*Prerequisites:* Chem 20, EET 140, Math 105, Physics 101  
1 hour 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)

### 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)

### 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 World of Mystery Fiction, Literature of Mysticism, Meditation and Madness.

*Transfer credit:* UC, CSU

### Engl 189A—3 units The World of Mystery Fiction

*Prerequisites:* None. Engl 101 or 102 recommended  
3 hours lecture weekly

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:* CSU

### Engl 189B—3 units Literature of Mysticism, Meditation, and Madness

*Prerequisites:* None. Engl 101 or 102 recommended  
3 hours lecture weekly

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

*Prerequisites:* None. Engl 101 or 102 recommended  
3 hours lecture weekly

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:* CSU

### Engl 189H—3 units Art of Writing Short Stories

*Prerequisites:* None. Engl 101, 102, or 103  
3 hours lecture weekly

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:* 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

## Environmental Hazardous Materials Technology

### EHMT 100—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.

*Transfer credit: CSU*

### EHMT 101—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 circuit board 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.

*Transfer credit: CSU*

### EHMT 102—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 in-

clude routes of entry, toxic effects, risk assessment, permissible exposure limits, medical surveillance, control methods for reducing exposure, and understanding an MSDS.

*Transfer credit: CSU*

### EHMT 103—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.

*Transfer credit: CSU*

### EHMT 104—4 units Safety and Emergency Response

*Prerequisites: EHMT 102 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, house-keeping 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).

*Transfer credit: CSU*

### EHMT 105—4 units Hazardous Materials Management Applications

*Prerequisites: EHMT 102 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.

*Transfer credit: CSU*

### EHMT 106—4 units Site Assessment and Remediation

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

Course covers requirements for environmental assessment, characterization, and remediation of contaminated sites.

*Transfer credit: CSU*

## Fire Technology

\* 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 26-unit college requirement.

### FT 51—3 units Fire Protection Organization\*

*Prerequisites: None*  
3 hours lecture weekly

Provides introduction to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics. (2)

*Transfer credit: CSU*

### FT 52—3 units Fire Prevention Technology\*

*Prerequisites: FT 51 or concurrent enrollment or equivalent*  
3 hours lecture weekly

Provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationship of fire prevention with fire safety education and detection and suppression systems.

*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.

### **FT 54—3 units** **Fire Behavior and Combustion\***

*Prerequisites: FT 51 or concurrent enrollment or equivalent*  
*3 hours lecture weekly*

Theory and fundamentals of how and why 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.

*Transfer credit: CSU*

### **FT 55—3 units** **Fire Protection Equipment and Systems\***

*Prerequisites: FT 51 or concurrent enrollment or equivalent*  
*3 hours lecture weekly*

Provides information relating to the features of design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection and portable fire extinguishers.

*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.

### **FT 60—3 units** **Fire Tactics and Strategy**

*Prerequisites: None*  
*3 hours lecture weekly*

Principles of fire control through utilization of firefighters, equipment, and extinguishing agents on the fireground.

*Transfer credit: CSU*

### **FT 61—3 units** **Building Construction\***

*Prerequisites: FT 51 or concurrent enrollment or equivalent*

Course covers the fundamentals of building construction as it relates to fire protection. Classification by occupancy and types of construction with emphasis on fire protection features, including building equipment, facilities, fire resistive materials and high-rise considerations.

*Transfer credit: CSU*

### **FT 62—3 units** **Related Codes and Ordinances**

*Prerequisites: None*  
*3 hours lecture weekly*

Familiarization and interpretation of national, state, and local codes, ordinances, and laws which influence the field of fire prevention.

### **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 66—3 units** **Fire Service Records and Reports**

*Prerequisites: FT 51 or equivalent; eligibility for Engl 14 recommended*  
*3 hours lecture weekly*

Course covers records and report systems in fire service including CFIRS, UFIRS, principles of report writing, pre-fire survey, post-fire analysis and reporting, research and planning. (2)

### **FT 67—3 units** **Fire Apparatus and Equipment**

*Prerequisites: None*  
*3 hours lecture weekly*

Fire apparatus design, specifications, and performance capabilities; effective utilization of apparatus in fire service emergencies.

*Transfer credit: CSU*

### **FT 68—3 units** **Fire Investigation**

*Prerequisites: None*  
*3 hours lecture weekly*

Determining cause of fires (accidental, suspicious, and incendiary); types of fires; related laws, introduction to arson and incendiarism;

recognizing and preserving evidence; interviewing witnesses and suspects; arrest and detention procedures; court procedures and giving court testimony.

*Transfer credit: CSU*

### **FT 69A—5 units** **Emergency Medical Training/Fire Service (Non-Ambulance)\***

*Prerequisites: FT 53 or HS 105 or equivalent or hold a current standard first aid card*  
*4½ hours lecture, 1½ hours lab weekly*

Emergency Medical Training program designed to prepare fire service personnel to render pre-hospital basic life support services, including cardiopulmonary resuscitation under field emergency conditions, and to prepare victims for transport to an acute care hospital. Employment in the fire service or enrollment in the Fire Technology program required. Course may be taken three times. (2)

*Transfer credit: CSU*

### **FT 69B—1½ units** **Emergency Medical Training I/Recertification**

*Prerequisites: Completion of Basic Emergency Medical Technician or equivalent course*

*4 hours lecture for 6 weeks, plus ½ hour per week by arrangement*

Refresher course for EMT/Fire Service recertification. Curriculum designed to present students with updated and new technology in areas of emergency pre-hospital care. Course may be taken four times.

### **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)

### **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.

### **FT 74—3 units** **Wildland Fire Control**

*Prerequisites: FT 51 or employment in the Fire Service*

Course is designed to provide fundamental knowledge of the factors affecting wildland fire behavior, fire prevention, and fire suppression techniques.

*Transfer credit: CSU*

**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 81A—2 units**  
**Fire Investigation IA**

*Prerequisites: Employment in the Fire Service*  
*2 hours lecture weekly*

Determining cause of fires (accidental, suspicious and incendiary); types of fires; related laws, introduction to arson and incendiarism; recognizing and preserving evidence; interviewing witnesses and suspects; arrest and detention procedures; court procedures and giving court testimony. (2)

**FT 81B—2 units**  
**Fire Investigation IB**

*Prerequisites: FT 81A or equivalent*  
*2 hours lecture weekly*

Provides advanced training in fire/explosion investigative techniques, evidence preservation, courtroom testimony, interview and interrogation techniques, and fire cause/origin determination. This course provides the necessary job and interpersonal skills necessary to successfully investigate fires, apprehend those responsible, and convict them. (2)

**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 tech-

niques, 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 the 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)

*Transfer credit: CSU*

**Fr 2—3 units**  
**Conversational French**

*Prerequisites: Fr 1*  
*3 hours lecture weekly*

Second semester course for non-native speakers of French, designed for students who have some basic conversational French but wish to continue to work in this area. Emphasis on vocabulary building and greater oral fluency with grammar principles introduced as needed. (2)

*Transfer credit: CSU*

**Fr 101-102—5-5 units**  
**Elementary French**

*Prerequisites: None for Fr 101; for Fr 102, Fr 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)

*Transfer credit: UC, CSU (CAN: Fren 2,4)*

## 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: Geog 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 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*

## **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. May be offered as a TV course. (2)

*Transfer credit: UC, CSU (CAN: Geol 6; Geol 101 & 101L - 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 101 & 101L)*

### **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: CSU*

### **Geol 105—3 units** **Geology of California**

*Prerequisites: Geol 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*  
24 hours lecture, 24 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: 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 100A; 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 177—1 unit** **Geological Marine Resource Management**

*Prerequisites: None*  
*Corequisites: Biol 177*  
3 hours lab weekly

Topics in related areas in marine geology related to current resource management issues in this region. Study of requirements and applications of federal, state, and local laws and regulations related to marine resource management. Field trips will be to natural areas

where geological, biological, and oceanographic interactions can be observed. Course may be taken four times. (2)

*Transfer credit: 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*

## **German**

### **Ger 101—5 units** **Elementary German I**

*Prerequisites: None*  
*5 hours lecture weekly*

Training in pronunciation, comprehension, basic conversation, elementary principles of grammar, reading and simple composition. Oral-aural skills emphasized throughout course and supplemented by outside use of language lab; introductory cultural material to stimulate interest and appreciation of German-speaking peoples. (2)

*Transfer credit: UC, CSU*

### **Ger 102—5 units** **Elementary German II**

*Prerequisites: Ger 101*  
*5 hours lecture weekly*

Course stresses fundamentals of pronunciation, comprehension, basic conversation, elementary principles of grammar, reading and simple composition; progress in oral-aural skills emphasized throughout course and supplemented by outside use of language laboratory; introductory cultural material given to stimulate interest in and develop understanding and appreciation of German-speaking peoples. (2)

*Transfer credit: UC, CSU*

### **Ger 199AB—1-3/1-3 units** **Directed Studies in German**

*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 German on an independent basis. Assigned work will involve library, lab, and/or field work. Maximum of 6 units. (2)

*Transfer credit: UC, CSU*

## **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 an Associate in Arts degree.*

### **HS 10—½ unit** **Cardiopulmonary Resuscitation**

*Prerequisites: None*  
*Lecture hours as required by unit formula*

Training in the life-saving technique which combines artificial respiration and external chest compression. Class also covers obstructed airway management and pediatric resuscitation. Students who successfully complete the course receive certification from the American Heart Association or the American Red Cross. Course may be taken four times. (1)

### **HS 11—½ unit** **Fitness Assessment**

*Prerequisites: Concurrent enrollment in a physical education activity class is recommended*  
*8 hours/semester*

Class provides instruction to aid participants in utilizing the fitness data gathered concerning body composition, blood pressure, flexibility, heart rate, exercise pulse rate and recovery, diet, back, leg, and hand strength, and cardiovascular efficiency. Students will plan individualized fitness programs based on measurable data. Course may be taken four times. (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**

*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*

## 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. May be offered as a TV course.

*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. May be offered as a TV course.

*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

A study, from prehistoric sources to the 17th century, of the evolution of Mediterranean and European civilizations. An interdisciplinary approach relates social and political developments with cultural trends in religion, philosophy, art, music, literature and sports. Appropriate comparisons are made to the

legacy of civilizations in India, China, Japan, Africa and Meso-America. Field trips may be required. (2)

*Transfer credit: UC, CSU (CAN: Hist 2)*

### Hist 106—3 units Introduction to Western Civilization II

*Prerequisites: None*  
3 hours lecture weekly

An interdisciplinary survey of the development of modern European civilizations in relation to world history. Topics include the intellectual and political roots of the modern nation-state, the consequences of the industrial revolution, the emergence of bourgeois society, the impact of European colonialism on Asian and African civilizations and sources of war and revolution in the 20th century. Field trips may be required. (2)

*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. (Co-listed with ChSt 107)

*Transfer credit: UC, CSU*

### Hist 108—3 units African-American History

*Prerequisites: None*  
3 hours lecture weekly

Analysis of history of African-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-listed 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

*Prerequisites: None*  
3 hours lecture weekly

Survey of historical developments in Asian societies since the 16th century. Course focuses on impact of contact with western societies, national independence movements, political and economic development, sources of war and contemporary social changes. Field trips may be required. (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

Survey of the historical experience of women in America including comparisons of Native-American, African-American, Chicana-American, Asian-American, and European societies. Several approaches to the study of history are used to explain the impact of religion, culture, law, social class economic roles and politics on the history of American women. (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*

## Hotel and Restaurant Management

### HRM 98A-Z—½-10 units Short Courses in Hotel & Restaurant Management

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

Specialized workshops designed to train or update workers in hotel and restaurant field. Content of courses designed specifically for participants. Total workshop credit limited to 10 units. (2)

### HRM 100—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. Required course for ACEFI, AHMAEI, and EFNRA. (2)

*Transfer credit: CSU*

### HRM 102A—7 units Quantity Food Preparation

*Prerequisites: HRM 100 recommended (or concurrent enrollment); negative TB test*  
3 hours lecture, 12 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. Required course for ACEFI and EFNRA. (2)

*Transfer credit: CSU*

### HRM 102B—4 units Food Preparation Management

*Prerequisites: HRM 102A 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. Students will receive practical experience in identifying cuts of meat and how they are used in the hospitality industry. Course may be taken two times. (2)

*Transfer credit: CSU*

### HRM 102E—2 units HRM Foods Lab

*Prerequisites: HRM 102A or equivalent; negative TB test*  
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 three times. (1)

### HRM 102G—4 units Catering

*Prerequisites: HRM 100 and HRM 102A*  
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-premise and off-premise catering. Course may be taken two times. (2)

*Transfer credit: CSU*

### HRM 102I—3 units Food Theory

*Prerequisites: HRM 102A and HRM 102B*  
2 hours lecture, 3 hours lab weekly

Course offers an in-depth study of food in relation to principles and techniques of food production. Emphasis is not only on control of reactions of chemical and physical properties of food when subjected to environmental conditions (i.e. heat, cold, air, and additives) but also on rudimentary procedures of food safety and food composition in relation to nutrition. Course may be taken two times. (2)

### HRM 103—4 units Baking Techniques

*Prerequisites: HRM 102A and negative TB test*  
2 hours lecture, 6 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. Required course for ACEFI. Course may be taken two times. (2)

*Transfer credit: CSU*

### HRM 104—3 units Sanitation and Environmental Control

*Prerequisites: HRM 102A or concurrent enrollment*  
3 hours lecture weekly

Course covers the principles of food microbiology, important foodborne diseases, standards that are enforced by regulatory agencies, and applied measures for the prevention of foodborne diseases and other microbiological problems. Describes the Hazard Analysis Critical Control Point (HACCP) system. Hazards, standards, and corrective actions are presented for important operations (i.e. cooking,



cooling, hot holding, and reheating) that are critical control points for food safety. Covers current and valuable topics such as dealing with employees testing HIV positive; controlling pathogens that cause foodborne illness; and employee hazard communication programs. Required course for ACEFI and EFNRA. (2)

*Transfer credit: CSU*

### **HRM 105—4 units** **Gourmet Cooking and Garde Manger**

*Prerequisites: HRM 102A and HRM 102B or equivalent and negative TB test*  
2 hours lecture, 6 hours lab weekly

Develops special techniques and skills in quality saute and flambe cooking. Covers entree cooking and specialty food items, cooking with wine and herbs, exotic salads. Modern trends of garde manger (the art of decorating food for eye appeal) presentations showing the changing environment, updated concepts, and new ideas. Course may be taken two times. (2)

*Transfer credit: CSU*

### **HRM 106—2 units** **Nutrition in Food Service**

*Prerequisites: HRM 102A and HRM 102B*  
2 hours lecture weekly

Course focuses on nutrition as it relates to personal health, foods and food preparation, menu planning and recipe modification, and marketing of food products for use in hotels, restaurants, and institutions. Required course for ACEFI and EFNRA. (2)

*Transfer credit: CSU*

### **HRM 107—2½ units** **Dining Room Service**

*Prerequisites: HRM 100, HRM 102A; HRM 102B recommended*  
1 hour lecture, 4½ hours lab weekly

Course provides proper methods of service in all types of eating establishments, from "mom and pop" operations to haute cuisine restaurants. A comprehensive presentation of what is needed to provide excellent service. Course may be taken two times. (2)

### **HRM 108—3 units** **Facilities and Equipment**

*Prerequisites: HRM 100 and HRM 102A*  
3 hours lecture weekly

Course looks at the steady growth of the foodservice industry combined with the need to control costs through more efficient facilities. Students will study the task of designing foodservice facilities step by step, from developing the initial concept to planning the project. Principles of design (the process itself, financing, construction, equipment, and final inspections) are covered in depth. Required course for EFNRA and AHMAEI. (2)

*Transfer credit: CSU*

### **HRM 109—3 units** **Management by Menu**

*Prerequisites: HRM 100 and HRM 102A*  
3 hours lecture weekly

Course studies the menu as the central theme that controls or influences most foodservice functions. 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 are studied. Required course for ACEFI and EFNRA. (2)

*Transfer credit: CSU*

### **HRM 111—3½ units** **Food Purchasing and Receiving**

*Prerequisites: HRM 100 and HRM 102A*  
3 hours lecture, 1½ hours lab 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. Students learn the principles and practices concerned with the purchasing and receiving of food, supplies, and equipment for various food service operations. Lab assignments include experience working with computerized food purchasing systems. Required course for ACEFI and EFNRA. (2)

*Transfer credit: CSU*

### **HRM 112—2 units** **Restaurant Operations**

*Prerequisites: HRM 100 recommended*  
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. (2)

*Transfer credit: CSU*

### **HRM 113—3 units** **Bar and Beverage Management**

*Prerequisites: HRM 100*  
3 hours lecture weekly

Covers all facets of bar and beverage management, including how to balance marketing and control objectives, plan the business, select and train employees, and establish and maintain control systems. Features in-depth material on responsible alcohol service and essential information on a wide range of beverage products, including non-alcoholic drinks and wines. Required course for AHMAEI and EFNRA. (2)

*Transfer credit: CSU*

### **HRM 114—3 units** **Supervision in the Hospitality Industry**

*Prerequisites: HRM 100 and HRM 102A*  
3 hours lecture weekly

Course covers the concepts, theories, and principles behind good supervisory practice. Students will study communications, motivation and work climate, job descriptions, recruitment and selection, performance evaluation, employee discipline, and controlling. The legal aspects of recruitment, selection, evaluation, and discipline are thoroughly discussed. Principles of good people management are presented in terms of how they apply on the job. Required course for ACEFI, AHMAEI, and EFNRA. (2)

*Transfer credit: CSU*

### **HRM 115—3 units** **Marketing of Hospitality Services**

*Prerequisites: HRM 100; HRM 102A recommended*  
3 hours lecture weekly

An in-depth look at proven marketing strategies specific to hospitality services. Demonstrates how hotels, motels, and resorts can promote their unique features and compete more effectively in their market. Required course for AHMAEI and EFNRA. (2)

*Transfer credit: CSU*

### **HRM 116—3 units** **Basic Accounting for the Hospitality Industry**

*Prerequisites: HRM 100; Bus 1 or Bus 101A recommended*  
3 hours lecture weekly

Basic introduction to accounting as it applies to the hospitality industry, focusing on the steps in the accounting cycle. Emphasizes the preparation of financial statements. Required course for AHMAEI and EFNRA. (2)

*Transfer credit: CSU*

### **HRM 117—3 units** **Front Office Procedures**

*Prerequisites: HRM 100*  
3 hours lecture weekly

Course features information on today's front office computer technology, yield management, and reservation systems. Students will learn the effects of the front office on the overall operation of a hotel and will work step by step through the front office guest cycle. Outlines the role of front office management and discusses how guest concerns shape management strategies and procedures for front office tasks. Required course for AHMAEI. (2)

*Transfer credit: CSU*

### **HRM 118—2 units** **Housekeeping Management**

*Prerequisites: HRM 100 and HRM 114*  
2 hours lecture weekly

Provides a thorough overview of all aspects of housekeeping management, from the big picture of maintaining a quality staff, planning,

and organizing to the technical details of cleaning each area of the hotel. Shows the critical role the housekeeping department plays in maintaining guest satisfaction and explains the pressures and demands facing today's housekeeping executives. Required course for AHMAEI. (2)

*Transfer credit: CSU*

### **HRM 119—3 units** **Hospitality Law**

*Prerequisites: HRM 100; Bus 111A recommended*

*3 hours lecture weekly*

Explains the legal considerations of hospitality property management in straightforward, easy-to-understand terms. Explores important legislation affecting hospitality operations and helps students learn to recognize legal pitfalls before they become problems. Includes comprehensive coverage of food and beverage laws. Required course for EFNRA and AHMAEI. (2)

*Transfer credit: CSU*

### **HRM 120—3 units** **Facilities Management**

*Prerequisites: HRM 100 and HRM 108; HRM 119 recommended*

*3 hours lecture weekly*

Course offers students everything they will need to know as operations managers to work effectively with the engineering/maintenance department. Covers all major facility systems and features special contributions from leading experts, including the most current information on telecommunication systems, lodging and food service planning and design, and renovation. Required course for AHMAEI. (2)

*Transfer credit: CSU*

### **HRM 130—3 units** **Introduction to Travel and Tourism**

*Prerequisites: HRM 100 recommended*

*3 hours lecture weekly*

Survey course covering the tourism business, a series of inter-related businesses serving the traveler both here and abroad, linking people, travel modes, accommodations, and facilities. (2)

*Transfer credit: CSU*

### **HRM 190—3 units** **Hospitality Industry Internship**

*Prerequisites: Completion of a minimum of 18 units of HRM courses*

*9 hours lab weekly*

Provides supervised work experience and gives hands-on training in hotels and/or restaurants. Students learn about different departments in the establishment(s). Required course for AHMAEI. (1)

*Transfer credit: CSU*

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

HRM2C Institutional Food Services  
HRM2H The Enjoyment of Food

## **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 40-164.*

## **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. Course may be taken two times. (2)

*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. (2)

*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. Field trips may be required. Course may be taken four times. (2)

*Transfer credit: UC, CSU*

### **IS 189A-Z—½-10 units** **Topics in Interdisciplinary Studies**

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

Topics in selected areas of Interdisciplinary Studies to meet specific needs of community or college as required or requested by persons whose needs are not met by regular course offerings. Field trips may be required. Course may be taken four times.

*Transfer credit: UC, CSU*

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

*Prerequisites: IS 189A for IS 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)

*Transfer credit: UC, CSU*

### **IS 189CDE—3-3-3 units** **Cross-Cultural Experiences with Migrant Children**

*Prerequisites: IS 189C for IS 189D, IS 189D for IS 189E*

*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.

*Transfer credit: CSU*

### **IS 198A-Z—½-10 units** **Short Courses in** **Interdisciplinary Studies**

*Prerequisites: None*

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

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

*Transfer credit: UC, CSU*

### **IS 199AB—½-3/½-3 units** **Directed Studies in Interdisciplinary** **Studies**

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

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

*Transfer credit: UC, CSU*

## **Japanese**

### **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. Course may be taken two times. (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 and as related to language. Course may be taken two times. (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*

### **Japn 199AB—1-3 units** **Directed Studies in Japanese**

*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 Japanese on an independent basis. Assigned work will involve library, lab, and/or field work. Maximum of six units. (2)

*Transfer credit: UC, CSU*

## **Journalism**

### **Journ 98A-Z—½-3 units** **Short Courses in Journalism**

*Prerequisites: None*

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

Specialized topics designed to inform or update interested persons in the various aspects of journalism. (2)

### **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 na-

ture, 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: Journ 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: CSU (CAN: Journ 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. (2)

*Transfer credit: CSU*

### **Journ 103—3 units** **Beginning News Editing**

*Prerequisites: Journ 101 or concurrent enrollment*

*2 hours lecture, 3 hours lab weekly*

Introduction to techniques of news editing in various aspects with emphasis on computerized editing and headline writing. Aspects include copy reading and editing, photo editing and scaling, caption writing and preparation, headline writing, type specification and basic page design using computer design systems. Heavy concentration on developing practical skills. Students gain practical experience by working in conjunction with publication of weekly campus newspaper. Individual instruction and instruction in use of computer software supplements staff work.

*Transfer credit: CSU*

### **Journ 104—3 units** **Journalistic Layout and Design**

*Prerequisites: Journ 103*

*2 hours lecture, 3 hours lab weekly*

Instruction in fundamentals of layout and design, with special emphasis on desktop publishing and computerized editing, for graphic reproduction. Course includes principles of design and techniques of layout using computer design and graphic arts software. Laboratory work provided on college publications.

*Transfer credit: 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. Course may be taken two times.

*Transfer credit: CSU*

### **Journ 108—3 units** **Introduction to Feature Writing**

*Prerequisites: Eligibility for Engl 101 recommended*  
*3 hours lecture weekly*

Introduction to special techniques used in magazine and newspaper feature stories, including those used in research and information gathering. Students will be introduced to free-lance writing skills as well as manuscript preparation and submission techniques.

*Transfer credit: CSU*

### **Journ 110ABCD—2-2-2-2 units** **Observer Staff Lab**

*Prerequisites: Concurrent enrollment in any Journ 101, 102, 103 or 104*  
*6 hours lab weekly*

Specialized instruction in the preparation of the college newspaper. Course may be taken four times.

*Transfer credit: CSU*

### **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, 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 Journ 141 and 142. (Co-listed with Bus 190A)

*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 four times.

*Transfer credit: CSU*

## **Learning Skills**

The courses described below have been designed to meet the special instructional needs of students with disabilities and to prepare the students for certificate and degree programs in line with the mission of the College.

### **LS 1—3 units** **Assessment of Learning Skills**

*Prerequisites: None*  
*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 lab 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. Course may be taken four times. (1)

### **LS 2—3 units** **Improving Learning Potential**

*Prerequisites: None*  
*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. Course may be taken four times.

### **LS 3—3 units** **Study Skills for Learning Disabled Students**

*Prerequisites: None*  
*3 hours lecture weekly*

Course focuses upon fundamental principles of study skills, designed for students who need a specialized approach. Course may be taken four times.

### **LS 5—3 units** **Auditory Skills**

*Prerequisites: None*  
*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 four times.

### **LS 6—2 units** **Techniques in Problem Solving**

*Prerequisites: None*  
*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 four times.

### **LS 8—3 units** **Spelling Improvement for Learning Disabled Students**

*Prerequisites: None*  
*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 four times.

### **LS 9—3 units** **Personal Development**

*Prerequisites: None*  
*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 four times.

### **LS 10—3 units** **Vocabulary Building**

*Prerequisites: None*  
*3 hours lecture weekly*

Foundation course designed to improve vocabulary skills. Special focus placed upon understanding meaning and origin of common basic language words. Course may be taken four times.

### **LS 16—3 units** **Math for Learning Disabled Students**

*Prerequisites: None*  
*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 four times.

### **LS 17—3 units** **Basic Reading Skills for Learning Disabled Students**

*Prerequisites: None*  
*3 hours lecture weekly*

Course is designed for learning disabled students who require specialized instruction for reading. Included will be diagnostic/prescriptive programming for specific word attack strategies, reinforcement of sight vocabulary approaches, basic instructional language, word fluency and automaticity, and oral and written language comprehension. Course may be taken four times. (2)

### **LS 18—3 units** **Improving Written Language Skills**

*Prerequisites: None*  
*3 hours lecture weekly*

Course provides preparation and foundation in basic grammar, sentence and paragraph structure, and proofreading skills. Application of basic learning strategies and the use of word processing/computers in the preparation of written composition will be taught. Course may be taken four times. (2)

### **LS 98A-Z—½-10 units** **Short Courses in Learning Skills**

*Prerequisites: None*  
*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.

### **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 8—1½ units** **Law Office Operations**

*Prerequisites: LA 1, LA 2A or LA 2B, LA 7 or equivalent*  
*1½ hours lecture weekly*

Course is designed to provide the student with a working understanding of the day-to-day operations of a law office including the latest law office technology. Skills to be developed include general law office etiquette, interviewing techniques, telephone skills, file organization, calendar management and trial preparation, as well as an understanding of the attorney's duty of client confidentiality, the attorney-client privilege, and other ethical considerations.

## **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 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 22—3 units****Bankruptcy**

*Prerequisites:* LA 1  
3 hours lecture weekly

Overview of principles of bankruptcy law. Examination of available types of bankruptcies, required filing procedures, appropriate pleadings and forms, and various problems resolved through a bankruptcy case. The bankruptcy court system, remedies available to creditors, and new developments will be discussed. (2)

**LA 98A-Z—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)

**Math 11—5 units****Elementary Algebra**

*Prerequisites:* Math 9 with grade of C or better, or satisfactory score on Math Placement Test  
5 hours lecture weekly

A first course in algebra. Operations with counting numbers, integers, rational, and real numbers; linear equations and inequalities; graphing in one and two dimensions; ratio, proportion; laws of exponents; rational expressions; radical expressions; factoring; systems of linear equations; and quadratic equations. (2).

**Math 11PS—1 unit****Elementary Algebra Problem Solving**

*Prerequisites:* Math 9 or equivalent; concurrent enrollment in Math 11  
1 hour lecture weekly

This course is a discussion session to accompany Math 11. It gives students the chance to gain a greater mastery of the topics covered in Math 11 by providing additional discussion and problem-solving opportunities. It also gives students a richer experience in elementary algebra by introducing supplementary topics related to the core materials of Math 11. This course may also include appropriate topics from the history of mathematics and opportunities to use a computer in solving algebra and related problems. (College credit only; does not apply toward a degree.) (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 14PS—1 unit****Intermediate Algebra Problem Solving**

*Prerequisites:* Math 11 or equivalent; concurrent enrollment in Math 14  
1 hour lecture weekly

This course is a discussion session to accompany Math 14. It gives students the chance to gain a greater mastery of the topics covered in Math 14 by providing additional discussion and problem-solving opportunities. It also gives students a richer experience in intermediate algebra by introducing topics related to the core material of Math 14. This course may also include appropriate topics from the history of mathematics and opportunities to use a

---

## 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)



computer in solving algebra and related problems. (College credit only; does not apply toward a degree.) (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)

*Transfer credit:* CSU

### **Math 102—4 units Math for Elementary Teachers**

*Prerequisites:* Math 14 with a grade of C or better or satisfactory score on the Math Placement Test  
3 hours lecture, 3 hours lab weekly

Designed for candidates for elementary teaching credential; topics include problem-solving, language of sets, number systems, and numerical operations; emphasis on explanations for elementary school students.

*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 (CAN: Math 12)

### **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.

*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 (CAN: Math 30)

### **Math 115—3 units College Algebra**

*Prerequisites:* Math 14 with a grade of C or better or appropriate score on the 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 115PS—1 unit College Algebra Problem Solving**

*Prerequisites:* Math 14 or equivalent; concurrent enrollment in Math 115  
1 hour lecture weekly

This course is a discussion session to accompany Math 115. It gives students the chance to gain a greater mastery of the topics covered in Math 115 by providing additional discussion and problem-solving opportunities. It also gives students a richer experience in intermediate algebra by introducing supplementary topics related to the core material of Math 115. This course may also include appropriate topics from the history of mathematics and opportunities to use a computer in solving algebra and related problems. (College credit only; does not apply toward a degree.) (2)

*Transfer credit:* CSU

### **Math 116—3 units College Trigonometry**

*Prerequisites:* Math 14 with a grade of C or better or appropriate score on the 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:* CSU (CAN: Math 8)

### **Math 116PS—1 unit College Trigonometry Problem Solving**

*Prerequisites:* Math 14 or equivalent; concurrent enrollment in Math 116  
1 hour lecture weekly

This course is a discussion session to accompany Math 116. It gives students the chance to gain a greater mastery of the topics covered in Math 116 by providing additional discussion and problem-solving opportunities. It also gives students a richer experience in intermediate algebra by introducing supplementary topics related to the core material of Math 116. This course may also include appropriate topics from the history of mathematics and opportunities to use a computer in solving trigonometry and related problems. (College credit only; does not apply toward a degree.) (2)

*Transfer credit:* CSU

### **Math 118—5 units Pre-Calculus Mathematics**

*Prerequisites:* Math 14  
5 hours lecture weekly

This course is designed to give calculus-bound students 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 120PS—1 unit Calculus with Analytic Geometry I Problem Solving**

*Prerequisites:* Math 118 or Math 115 and Math 116; concurrent enrollment in Math 120  
1 hour lecture weekly

This course is a discussion session to accompany Math 120. It gives students the chance to gain a greater mastery of the topics covered in Math 120 by providing additional discussion and problem-solving opportunities. It

also gives students a richer experience in intermediate algebra by introducing supplementary topics related to the core material of Math 120. This course may also include appropriate topics from the history of mathematics and opportunities to use a computer in solving trigonometry and related problems. (College credit only; does not apply toward a degree.) (2)

*Transfer credit: CSU*

### **Math 121—5 units Calculus with Analytic Geometry II**

*Prerequisites: Math 120 with a grade of C or better*  
5 hours lecture weekly

Integral calculus; definite and indefinite integrals, techniques of integration, conic sections, parametric equations, and an introduction to differential equations. (2)

*Transfer credit: UC, CSU (CAN: Math 20)*

### **Math 121PS—5 units Calculus with Analytic Geometry II Problem Solving**

*Prerequisites: Math 120; concurrent enrollment in Math 121*  
1 hour lecture weekly

This course is a discussion session to accompany Math 121. It gives students the chance to gain a greater mastery of the topics covered in Math 121 by providing additional discussion and problem-solving opportunities. It also gives students a richer experience in intermediate algebra by introducing supplementary topics related to the core material of Math 121. This course may also include appropriate topics from the history of mathematics and opportunities to use a computer in solving trigonometry and related problems. (College credit only; does not apply toward a degree.) (2)

*Transfer credit: CSU*

### **Math 122—5 units Calculus with Analytic Geometry III**

*Prerequisites: Math 121 with a grade of C or better*  
5 hours lecture weekly

Calculus of several variables and solid analytic geometry including partial derivatives, multiple integrals, infinite series, vector valued functions, line and surface integrals, Stoke's Theorem, and the Divergence Theorem. (2)

*Transfer credit: UC, CSU (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 (CAN: CSCI 4)*

### **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. Materials fee may be required. (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)

*Transfer credit: UC, CSU*

### **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. Materials fee may be required. (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.

*Transfer credit: UC, CSU*

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

*Prerequisites: Math 120*  
Lecture and/or lab as required by unit formula

Designed for students interested in furthering their knowledge on an independent study basis. Maximum of 6 units. (2)

*Transfer credit: UC, CSU*

## 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. Course may be taken two times.

### MT 98A-Z—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 with 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 with 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—2½ units

#### College Choir

*Prerequisites: None*

*1½ hours lecture, 3 hours lab weekly*

Learning and performing choral music for all interested men and women; choir participates in musical events on campus and/or in the community. Course may be taken 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. Course may be taken four times. (2)

*Transfer credit: UC, CSU*

**Mus 110A—3 units**  
**Voice I: Fundamentals of Vocal Techniques**

*Prerequisites: Ability to sing on pitch; concurrent enrollment in Mus 106 recommended. 2½ hours lecture, 1½ hours lab weekly*

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—3 units**  
**Voice II: Vocal Development and the Art of Song**

*Prerequisites: Mus 110A or equivalent; concurrent enrollment in Mus 106 recommended. 2½ hours lecture, 1½ hours lab weekly;*

Continuation of Mus 110A in development of proper vocal production; English, Italian, French, and German art songs studied. Standards and jazz styling introduced. Recommended that singers with adequate vocal technique begin with 110B. (2)

*Transfer credit: UC, CSU*

**Mus 110C—3 units**  
**Voice III: Vocal Development and the Aria**

*Prerequisites: Mus 110B or equivalent; concurrent enrollment in Mus 106 recommended. 2½ hours lecture, 1½ hours lab weekly*

Continuation of vocal development through study of more challenging classical literature (e.g. Bach, Handel, Mozart); songs by contemporary American composers and from musical theatre (e.g. Webber and Sondheim) may also be studied. (2)

*Transfer credit: UC, CSU*

**Mus 110D—3 units**  
**Voice IV: Voice in Musical Theatre Workshop**

*Prerequisites: Mus 110C or equivalent; concurrent enrollment in Mus 106 recommended. 2½ hours lecture, 1½ hours lab weekly*

Study of song literature from opera and musical theatre; studying and performing operas and musical plays in excerpt. 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. Course may be taken 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. Course may be taken 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 taken four times. (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 taken four times. (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. Course may be taken four times. (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. (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. (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. Course may be taken 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 198A-Z—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*



*photo by Jim Englund*

**Dr. Priscilla de Garcia, OC Re-entry Counselor and 1992 Camarillo Women's Day "Woman of the Year," chats with three Re-entry students. Left to right: Sharon Hatton, Dr. Garcia, Norma Cosmo, and Patricia Magaña.**

### **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*

## **Office Automation**

*Please refer to the Business & Information Systems (BIS) section. Office Automation classes are listed under BIS 1-BIS 20.*

## **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—½-½-½ unit** **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. Course may be taken two times. (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. Course may be taken two times. (1)

### **PG 5—1½ units** **Career Search**

*Prerequisites: None  
3 hours lecture weekly for 9 weeks*

Students will explore values, aptitudes, interests, and temperaments. Information available on various occupations. Procedures for decision-making examined and practiced. Test interpretation and personal counseling used to assist students in examining vocational options. (1)

### **PG 6ABC—½-½-½ unit** **Vocational Assessment**

*Prerequisites: None  
8 hours by arrangement*

Assists students in career preparation, selection, and attainment. Individualized vocational testing/counseling structured to provide maximum input on vocational selection. (1)

### **PG 7—1 unit** **Single Parent Issues**

*Prerequisites: None  
1 hour lecture weekly*

Course designed as support system for low income, single parent students. Students will explore attitudes, develop goals, and examine problems that might be encountered in achieving goals. Students gain knowledge of campus and community resources to assist in their progress. Course may be taken three times. (1)

### **PG 98A-Z—½-10 units** **Short Courses in Personal Growth**

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

Specialized topics designed to inform or update interested persons in the various areas within Personal Growth. (1)

### **PG 101A—3 units** **Career Development and Life Planning I**

*Prerequisites: None  
3 hours lecture weekly*

Assists students systematically to examine components of career choice; focuses on career awareness, personal awareness, and educational awareness as they relate to the process of career choice. Planning skills and self-assessment instruments will help identify tentative career possibilities. (2)

*Transfer credit: CSU*

### **PG 101B—3 units** **Career Development and Life Planning II**

*Prerequisites: PG 101A  
3 hours lecture weekly*

Provides in-depth methods of self-assessment, and increases personal knowledge and awareness for developing effective career decision-making strategies. (2)

*Transfer credit: CSU*

### **PG 102—3 units** **College Success**

*Prerequisites: None  
3 hours lecture weekly*

This course provides students with an opportunity to learn and adopt techniques that promote success in school and in life. Students will learn reading, memory, time management, communication, decision making, and other techniques. Course may be taken two times.

*Transfer credit: CSU*

## **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. (2)

*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. (2)

*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. (2)

*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. (2)

*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. (2)

*Transfer credit: UC, CSU (CAN: Phil 8)*

**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. (2)

*Transfer credit: UC, CSU (CAN: Phil 10)*

**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 thinking?" Course considers ideas, definitions, forms of reasoning, and fallacies. (2)

*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. (2)

*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. (2)

*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. (2)

*Transfer credit: UC, CSU*

**Phil 111—3 units**  
**Thinking Critically 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. Will fill the IGETC Critical Thinking-English Composition requirement. (2)

*Transfer credit: UC, CSU*

**Phil 112—3 units**  
**Symbolic Logic and Set Theory**

*Prerequisites: Phil 107 or Math 11 or equivalent*  
*3 hours lecture weekly*

Introduction to symbolic logic and set theory; includes investigation of truth and validity, formal proof and symbolizing relations, truth sets, truth tables and boolean algebras, and a description of axiomatic systems. (2)

*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-listed with Soc 114) (2)

*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. (2)

*Transfer credit: UC, CSU*

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

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

Designed for students interested in furthering their knowledge of philosophy on an independent study basis; assignments will include library research, written work, and discussion with instructor. Maximum of 6 units. (2)

*Transfer credit: UC, CSU*

## 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 an Associate in Arts degree.*

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

### PE 98A-Z—½-10 units Short Courses in Physical Education

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

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

## AQUATICS ACTIVITIES

### PE 100—1½ units 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. Course may be taken four times. (2)

*Transfer credit: UC, CSU*

### PE 101—1½ units Swimming for Fitness

*Prerequisites: Basic swimming ability  
1 hour lecture, 2 hours lab 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. Course may be taken four times. (2)

*Transfer credit: UC, CSU*

### PE 102A—1½ units 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. Course may be taken two times. (2)

*Transfer credit: UC, CSU*

### PE 102B—1½ units 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 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. Course may be taken four times. (2)

*Transfer credit: UC, CSU*

## DANCE

### PE 114—3 units Creative Movement Activities for Children

*Prerequisites: None  
2 hours lecture, 3 hours lab 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 experi-

ences in the school, home, or various organizations. (2)

*Transfer credit: CSU*

### PE 115—1½ units 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. Course may be taken four times. (2)

*Transfer credit: UC, CSU*

### PE 116A—1½ units Beginning Modern Dance

*Prerequisites: None  
1 hour lecture, 2 hours lab weekly*

Development of proficiency in modern dance techniques, skills, and development of understanding and appreciation of modern dance as an art form. Course may be taken two times. (2)

*Transfer credit: UC, CSU*

### PE 116B—2 units Intermediate Modern Dance

*Prerequisites: PE 116A or equivalent  
1 hour lecture, 3 hours lab 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. Course may be taken two times. (2)

*Transfer credit: UC, CSU*

### PE 118A—1½ units Beginning Ballet

*Prerequisites: None  
1 hour lecture, 2 hours lab 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. Course may be taken two times. (2)

*Transfer credit: UC, CSU*

### PE 118B—2 units Intermediate Ballet

*Prerequisites: PE 118A or equivalent  
1 hour lecture, 3 hours lab weekly*

Continued study of ballet techniques with emphasis on more advanced skills necessary for center combinations and student performances. Course may be taken two times. (2)

*Transfer credit: UC, CSU*

**PE 119A—1½ units**  
**Beginning Modern Jazz**

*Prerequisites: None*  
 1 hour lecture, 2 hours lab weekly

Development of proficiency in jazz technique and skills and development of an understanding and appreciation of jazz as a dance form. Course may be taken two times. (2)

*Transfer credit: UC, CSU*

**PE 119B—2 units**  
**Intermediate Modern Jazz**

*Prerequisites: PE 119A or equivalent*  
 1 hour lecture, 3 hours lab 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. Course may be taken two times. (2)

*Transfer credit: UC, CSU*

**PE 124—1½ units**  
**Mexican Folklorico Dance**

*Prerequisites: None*  
 1 hour lecture, 2 hours lab weekly

Development of basic Mexican dance skills, understanding and appreciation. Course may be taken two times. (2)

*Transfer credit: UC, CSU*

**INDIVIDUAL AND DUAL**  
**ACTIVITIES**

**PE 136—1½ units**  
**Golf Green Approach and Putting**

*Prerequisites: None*  
 1 hour lecture, 2 hours lab 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**  
**Bowling**

*Prerequisites: None*  
 1 hour lecture, 2 hours lab weekly

Development of skill in bowling, including rules, etiquette, safety features, and techniques; class is conducted off-campus. Course may be taken four times. (2)

*Transfer credit: UC, CSU*

**PE 140—1½ units**  
**Racquetball**

*Prerequisites: None*  
 1 hour lecture, 2 hours lab weekly

Course covers the basic fundamentals of racquetball, game rules, proper use and purchase of equipment, court etiquette and safety. Course may be taken four times. (2)

*Transfer credit: UC, CSU*

**PE 140A—1½ units**  
**Golf**

*Prerequisites: None*  
 1 hour lecture, 2 hours lab weekly

Development of skill in playing golf, including etiquette, rules, and techniques. Course may be taken two times. (2)

*Transfer credit: UC, CSU*

**PE 140B—2 units**  
**Intermediate Golf**

*Prerequisites: PE 140A or equivalent*  
 1 hour lecture, 3 hours lab weekly

Advanced techniques and skills development with special emphasis on links play. Students are assigned play on local courses at their own expense. Course may be taken two times. (2)

*Transfer credit: UC, CSU*

**PE 141A—1½ units**  
**Tennis**

*Prerequisites: None*  
 1 hour lecture, 2 hours lab weekly

Development of skill in playing tennis, including beginning skills, etiquette, rules, and techniques of play. Course may be taken two times. (2)

*Transfer credit: UC, CSU*

**PE 141B—2 units**  
**Intermediate Tennis**

*Prerequisites: PE 141A or equivalent*  
 1 hour lecture, 3 hours lab weekly

Development of higher proficiency and performance of tennis skills with special emphasis on game strategy and techniques. Course may be taken two times. (2)

*Transfer credit: UC, CSU*

**PE 143—1½ units**  
**Running for Fitness and Conditioning**

*Prerequisites: None*  
 1 hour lecture, 2 hours lab weekly

Exercise program of relaxed walking and running to improve fitness level of nearly everyone at any age level. Course may be taken four times. (2)

*Transfer credit: UC, CSU*

**PE 146A—2 units**  
**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. Course may be taken two times. (2)

*Transfer credit: UC, CSU*

**PE 146B—2 units**  
**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. Course may be taken two times. (2)

*Transfer credit: UC, CSU*

**PE 147—1½ units**  
**Mechanics of Isotonic Exercise**

*Prerequisites: None*  
 1 hour lecture, 2 hours lab weekly

Studies mechanics of isotonic with examination of movement, endurance, flexibility, and strength exercises. May include, but not limited to, analysis of proper nutrition, stress reduction, cardiovascular efficiency, high blood pressure, and optimum body weight. Useful for persons currently employed in or contemplating entering vigorous or stress-producing occupations. Appropriate physical activities to test concepts presented. (2)

*Transfer credit: CSU*

**PE 148—1½ units**  
**Conditioning for Women**

*Prerequisites: None*  
 1 hour lecture, 2 hours lab 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. Course may be taken four times. (2)

*Transfer credit: UC, CSU*

**PE 149—1½ units**  
**Circuit Training**

*Prerequisites: None*  
 1 hour lecture, 2 hours lab weekly

Circuit training is a system of exercises designed in a particular sequence to meet a fitness goal. Students move from exercise station to station completing the circuit in a specific amount of time. A variety of circuits are used throughout the semester to meet a variety of fitness goals. Limited lecture/discussion on strength, development, flexibility maintenance, body composition, weight loss, diet/cholesterol, heart disease risk factor and other parameters of fitness. Course may be taken four times. (2)

*Transfer credit: UC, CSU*

**PE 150—1½ units**  
**Weight Training and Body Conditioning**

*Prerequisites: None*  
 1 hour lecture, 2 hours lab weekly

Basic techniques, skills and principles of fitness and development and maintenance of a high level of efficiency. Course may be taken four times. (2)

*Transfer credit: UC, CSU*

**ADAPTIVES**

**PE 151—1½ units**  
**Adapted Aquatics**

*Prerequisites: None*  
 1 hour lecture, 2 hours lab weekly

A basic swimming/resistance instructional class for individuals with disabilities. Instruction will be tailored to each student's individual needs and swimming abilities. Course may be taken four times. (2)

*Transfer credit: UC, CSU*

**PE 152—1½ units**  
**Adapted Movement Exploration**

*Prerequisites: None*  
 1 hour lecture, 2 hours lab weekly

Fundamentals of fitness through exercise and lecture, including individualized stretching programs, Tai-chi/Yoga, dance kinesthetic principles, and healthful living practices to improve self-image and body awareness in students having disabilities. Course may be taken four times. (2)

*Transfer credit: UC, CSU*

**PE 153—1½ units**  
**Adapted Individual, Dual and Team Sports**

*Prerequisites: None*  
 1 hour lecture, 2 hours lab weekly

Special course designed to meet needs of students unable to participate in non-adaptive individual, dual and team sports. Specific activity content may vary due to individual and group needs and interests. Course may be taken four times. (2)

*Transfer credit: UC, CSU*

**PE 154—1½ units**  
**Adapted Weight Training/Body Conditioning**

*Prerequisites: None*  
 1 hour lecture, 2 hours lab weekly

Special course designed to meet needs of students unable to participate in non-adaptive PE 150 Weight Training and Body Conditioning class. Techniques, skills and principles of weight training and body conditioning are related to physical fitness for the maintenance and development of a high level of body efficiency. Course may be taken four times. (2)

*Transfer credit: UC, CSU*

**TEAM ACTIVITIES**

**PE 155A—1½ units**  
**Beginning Basketball**

*Prerequisites: None*  
 1 hour lecture, 2 hours lab weekly

Development of basic skills in playing basketball, including rules and techniques. Course may be taken two times. (2)

*Transfer credit: UC, CSU*

**PE 155B—1½ units**  
**Intermediate Basketball**

*Prerequisites: PE 155A or equivalent*  
 1 hour lecture, 2 hours lab 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. Course may be taken two times. (2)

*Transfer credit: UC, CSU*

**PE 156A—1½ units**  
**Beginning Baseball**

*Prerequisites: None*  
 1 hour lecture, 2 hours lab weekly

Development of basic skills for playing baseball, including rules and techniques. Course may be taken two times. (2)

*Transfer credit: UC, CSU*

**PE 156B—2 units**  
**Intermediate Baseball**

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

Development of higher proficiency and performance of baseball skills with special emphasis on game strategy and techniques. Course may be taken two times. (2)

*Transfer credit: UC, CSU*

**PE 159A—1½ units**  
**Beginning Soccer**

*Prerequisites: None*  
 1 hour lecture, 2 hours lab weekly

Development of skills in playing soccer, including rules, techniques, and strategy. Course may be taken two times. (2)

*Transfer credit: UC, CSU*

**PE 159B—1½ units**  
**Intermediate Soccer**

*Prerequisites: PE 159A or equivalent*  
 1 hour lecture, 2 hours lab weekly

Advanced techniques and skills in the game of soccer. Course may be taken two times. (2)

*Transfer credit: UC, CSU*

**PE 160—1½ units**  
**Co-Ed Softball**

*Prerequisites: None*  
 1 hour lecture, 2 hours lab weekly

Co-educational instruction and participation in basic skills and strategy of slow pitch softball. Course may be taken four times. (2)

*Transfer credit: UC, CSU*

**PE 161A—1½ units**  
**Beginning Volleyball**

*Prerequisites: None*  
 1 hour lecture, 2 hours lab weekly

Development of basic skills in playing volleyball including rules, techniques of playing power volleyball. Course may be taken two times. (2)

*Transfer credit: UC, CSU*

**PE 161B—1½ units**  
**Intermediate Volleyball**

*Prerequisites: Playing ability in volleyball*  
 1 hour lecture, 2 hours lab weekly

Advanced techniques and strategies in playing power volleyball at the six, four, and two person levels; continuing development of high skills emphasized. Course may be taken two times. (2)

*Transfer credit: UC, CSU*

**PE 163—1½ units**  
**Track and Field**

*Prerequisites: None*  
 1 hour lecture, 2 hours lab 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. Course may be taken four times. (2)

*Transfer credit: UC, CSU*

**VARSITY ACTIVITIES**

**PE 166—3 units**  
**Varsity Cross-Country (Men)**  
**PE 167—3 units**  
**Varsity Cross-Country (Women)**  
**PE 168—3 units**  
**Varsity Volleyball**  
**PE 169—3 units**  
**Varsity Soccer**  
**PE 170—3 units**  
**Varsity Basketball (Men)**  
**PE 171—3 units**  
**Varsity Basketball (Women)**  
**PE 172—3 units**  
**Varsity Baseball**  
**PE 173—3 units**  
**Varsity Tennis**  
**PE 174—3 units**  
**Varsity Track (Men)**  
**PE 175—3 units**  
**Varsity Track (Women)**  
**PE 176—3 units**  
**Varsity Golf**

*Prerequisites: Meet the requirement for athletic eligibility in the Western State Conference*  
 1 hour lecture, 9 hours lab 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. Each varsity course may be taken four times. (2)

*Transfer credit: UC, CSU*

## PROFESSIONAL COURSES

### PE 183AB—2½-2½ units

#### Men's Sports Officiating

*Prerequisites: None*

*2 hours lecture, 1 hour lab 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 lab weekly*

Instruction and lab experience in sports officiating. Officiating of individual sports featured in 184A, team sports in 184B.

*Transfer credit: UC, CSU*

### PE 185A—2 units

#### Basketball Theory

*Prerequisites: Advanced basketball ability*

*1 hour lecture, 3 hours lab weekly*

Development of advanced skills in basketball and theory behind different styles of play; includes study films, drills, rules, and technique of coaching. Course may be taken two times. (2)

*Transfer credit: UC, CSU*

### PE 185C—2 units

#### Baseball Theory

*Prerequisites: Advanced baseball ability*

*1 hour lecture, 3 hours lab 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. Course may be taken two times. (2)

*Transfer credit: UC, CSU*

### PE 185D—2 units

#### Soccer Theory

*Prerequisites: Advanced soccer ability*

*2 hours lecture weekly*

Development of advanced skills and principles of soccer; includes laws of the game, modern methods of coaching soccer, and understanding of the principles at play as they relate to attack, mid-field, and defense. Course may be taken two times. (2)

*Transfer credit: UC, CSU*

### PE 188—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. Course may be taken two times. (2)

*Transfer credit: CSU*

### 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

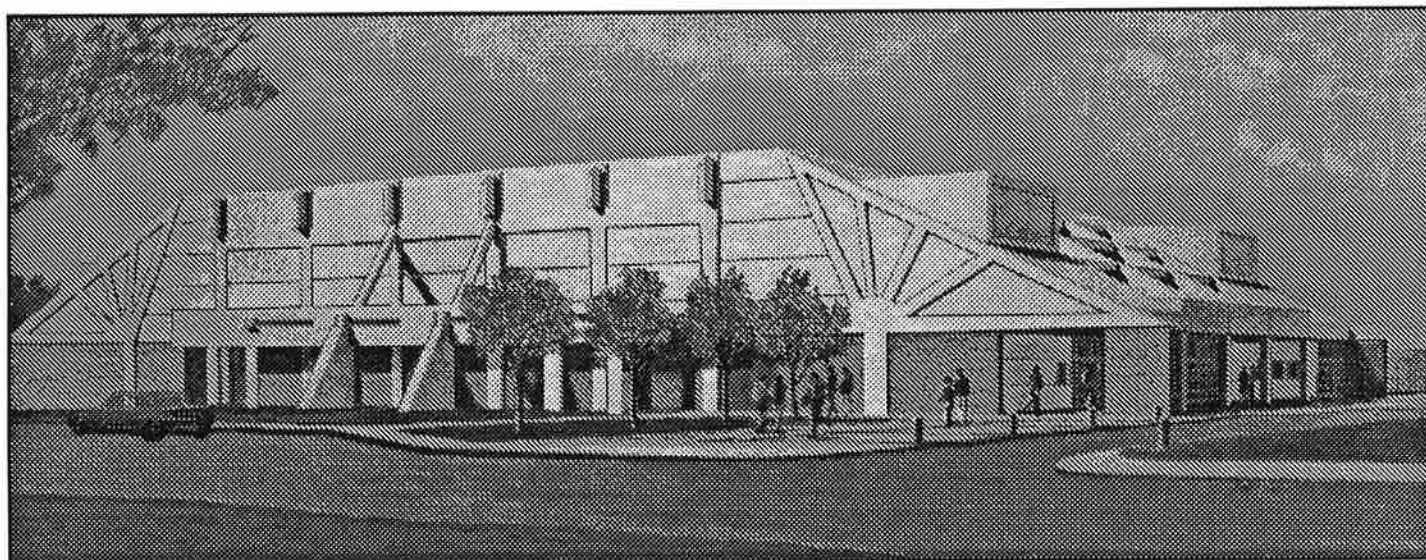
#### Directed Studies in Physical Education

*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*



Oxnard College's new Gymnasium Complex opens Fall 1994.



## Physical Science

### PhySci 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: CSU*

## Physics

### Ph 101—5 units College Physics

*Prerequisites: High School math through trigonometry; Math 116 may be taken concurrently. Engl 17 or equivalent reading ability strongly recommended.*  
4 hours lecture, 3 hours lab weekly

Introduction to mechanics, kinetics, energy, heat, gases, molecular motion and sound. A descriptive course with some quantitative work; demonstrations, lectures, and problem solving. Course is designed to meet needs of medical, dental, optometry, and liberal arts students. Role of the labs is to reinforce content of the lectures. Computer analysis of data is introduced.

*Transfer credit: UC, CSU (CAN: Phys 2)*

### Ph 102—5 units College Physics

*Prerequisites: Ph 101*  
4 hours lecture, 3 hours lab weekly

Introduction to electricity and magnetism, optics, special relativity, 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.

*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 14)*

### 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*

## 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)

*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 requirements in American Institutions. Field trips may be required. May be offered as a TV course. (2)

*Transfer credit: UC, CSU (CAN: Govt 2)*

### 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. (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 presents the main principles, concepts, theories, and processes of governmental institutions of the states, counties, cities, and special districts. The social, economic and political dynamics within the institutional context will be studied. Also, Federal institutions will be analyzed to understand the main characteristics, principles, structures, and processes of the American system of government and their impact on the other levels of government. The impact of federal taxation and expenditure policies on state and local government will be studied with specific examples. Fulfills state requirements in American Institutions. (2)

*Transfer credit: CSU*

**PSc 108—3 units**  
**Comparative Government: Varieties of Political Experience**

*Prerequisites: None*  
*3 hours lecture weekly*

Course examines political life and institutions of a number of foreign countries to identify both similarities and differences in people's attempts to grapple with government problems throughout the world. (2)

*Transfer credit: UC, CSU*

**PSc 189A-Z—½-3 units**  
**Topics in Political Science**

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

Courses considering specific and current topics in Political Science which are not covered in the general Political Science offerings. Course may be taken four times. (2)

*Transfer credit: UC, CSU*

**PSc 189A—3 units**  
**Great Debates and Elections**

*Prerequisites: None*  
*3 hours lecture weekly*

Course surveys history of elections and great political debates. Impact of elections on development of democracy in modern society studied. Special attention given to process of electing presidents in United States history. Course may be taken two times. (2)

*Transfer credit: UC, CSU*

**PSc 199AB—1-3/1-3 units**  
**Directed Studies in Political Science**

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

Designed for selected 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. (2)

*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 (CAN: Psych 2)*

**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: 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: 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*

Scientific study of how people think about, influence, and relate to one another. Topics include personal interaction, perception, attraction, culture, status, power, social conflict, group influence, prejudice, conformity, and altruism. (Co-listed with Soc 113)

*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: 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 developmentally delayed, socially handicapped, and those with emotional problems, as well as the mentally gifted child, will be covered. The class will cover study of issues, and research encountered in these specific areas. Also covered will be resources and techniques for living and working with these children. (Co-listed with CD 108) (2)

*Transfer credit: CSU*

**Psych 112—3 units****Parent/Child Interaction**

*Prerequisites: None*  
*3 hours lecture weekly*

Explores the challenging role of being a parent. Focuses on a variety of approaches to effective parenting, identifying typical problem areas and dealing with them by prevention or coping strategies, and promoting positive interactions between parent and child. Field trips may be required. (Co-listed with CD 130)

*Transfer credit: CSU*

**Psych 113—3 units****Psychology of Maturity and Aging**

*Prerequisites: None*  
*3 hours lecture weekly*

Psychological factors of human development from middle life through older years. Emphasis placed on aging as a normal process. Topics include older individual and his/her adjustment to life changes; study of current issues in aging.

*Transfer credit: CSU*

**Psych 120—3 units****Animal Behavior**

*Prerequisites: None*  
*3 hours lecture weekly*

Introduction to comparative psychology and ethology. Emphasis on behavior of familiar mammals, reptiles, and birds. Topics include learning, social behavior, communication, aggression, behavior of pets, and abnormal animal behavior.

*Transfer credit: CSU*

**Psych 130—3 units****Introduction to Humanistic Psychology**

*Prerequisites: Psych 101 suggested*  
*3 hours lecture weekly*

Course explores humanistic movement in psychology. Theories of both Eastern and Western thought as applicable to the concepts of such prominent humanistic psychologists as Maslow, May, Rogers, and others studied from both a theoretical and practical "everyday life" point of view. Historical perspective of humanistic movement against background of psychoanalytic behavioral schools emphasized.

*Transfer credit: UC, CSU*

**Psych 189A-Z—½-3 units****Current Topics in Psychology**

*Prerequisites: A previous course in Psychology*  
*Lecture and/or lab as required by unit formula*

Courses considering specialized, specific topics in psychology which are not covered in great detail in the general psychology course offerings. Topics to be offered include adolescence, abnormal psychology, aging, parapsychology, mental retardation, modern therapies, human sexuality, behavior modification, hypnosis, humanistic psychology, sex roles and socialization, death and dying, biological feedback, aggression and violence, childhood disorders.

*Transfer credit: UC, CSU*

**Psych 189B—3 units****Psychological Issues of the Mexican People in the Southwest**

*Prerequisites: None*  
*3 hours lecture weekly*

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

*Transfer credit: UC, CSU*

**Psych 198A-Z—½-10 units****Short Courses in Psychology**

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

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

*Transfer credit: UC, CSU*

**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*

---

## 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)

**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)

**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)

**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)

**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)

### 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, multifamily, commercial, and special purpose properties. Required for Real Estate Broker's License. (2)

### 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)

### 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)

### 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)

### RE 10—3 units

#### Escrow III—Problems

*Prerequisites: RE 8 and RE 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)

### RE 98A-Z—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.**

## 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 98A-Z—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, finger-spelling, 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: UC, 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, finger-spelling, and body talk combined with fundamentals of grammar and structure and information on the deaf culture. (2)

*Transfer credit: UC, 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, finger-spelling drills, grammar instruction, and information regarding the deaf culture. (2)

*Transfer credit: UC, 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 finger-spelling. This course also includes vocabulary, conversational practice, grammar, and information on the deaf culture. Course may be taken two times. (2)

*Transfer credit: UC, 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: UC, CSU*

### SL 189A-Z—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 behaviors; emphasis on such basic factors as socialization, culture, class, race, and social change. Field trips may be required. May be offered as a TV course.

*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)

*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 life-style of the aged. (2)

*Transfer credit: CSU*

### Soc 106—3 units Contemporary Family in American Society

*Prerequisites: None*  
3 hours lecture weekly

Sociological analysis of the American family, including historical and recent changes, present nature and sociocultural forces shaping these conditions. May be offered as a TV course. (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. (Co-listed with ChSt 108) (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. Field trips may be required. (2)

*Transfer credit: 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: CSU*

### Soc 111—3 units Sociological Analysis: Introduction to Social Research

*Prerequisites: Soc 101 or concurrent enrollment*  
3 hours lecture weekly

An introductory course designed to provide students with a conceptual understanding of the research process. Students will examine the nature and logic of scientific analysis, operationalization and hypothesis testing. Students will be required to analyze specific data sets.

*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-listed with Hist 112) (2)

*Transfer credit: UC, CSU*

### Soc 113—3 units Social Psychology

*Prerequisites: None*  
3 hours lecture weekly

Scientific study of how people think about, influence, and relate to one another. Topics include personal interaction, perception, attraction, culture, status, power, social conflict, group influence, prejudice, conformity, and altruism. (Co-listed with Psych 106)

*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-listed with Phil 114) (2)

*Transfer credit: UC, CSU*

### 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 118—3 units** **Introduction to Human Services**

*Prerequisites: None*  
*3 hours lecture weekly*

Survey of helping institutions and social issues concerning human services; identifying target population, historical perspective of human services in the U.S.; theoretical perspectives of human services, survey of human services occupations and careers, and economics of helping professions; development of social policy and current controversies concerning field of human services. Brief overview of intervention strategies in social service work covered. (2)

*Transfer credit: 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 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—3 units** **Elementary Spanish 1, 1st Course**

*Prerequisites: None*  
*3 hours lecture weekly*

First semester 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. This course is equal to the first half of Spanish 101. The sequel to this course is Spanish 101B. (2)

*Transfer credit: UC, CSU*

### **Spn 101B—3 units** **Elementary Spanish 1, 2nd Course**

*Prerequisites: Spn 101A or equivalent*  
*3 hours lecture weekly*

Second semester 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. This course is equal to the second half of Spanish 101. (2)

*Transfer credit: UC, CSU*

### **Spn 102A—3 units** **Elementary Spanish 2, 1st Course**

*Prerequisites: Spn 101 or equivalent*  
*3 hours lecture weekly*

Third semester course 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. This course is equal to the first half of Spanish 102. The sequel to this course is Spanish 102B. (2)

*Transfer credit: UC, CSU*

### **Spn 102B—3 units** **Elementary Spanish 2, 2nd Course**

*Prerequisites: Spn 102A or equivalent*  
*3 hours lecture weekly*

Fourth semester course 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. This course is equal to the second half of Spanish 102. (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. (2)

*Transfer credit: UC, CSU (CAN: Span 2,4)*

### **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. (2)

*Transfer credit: UC, CSU (CAN: Span 8)*

### **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. (2)

*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. (2)

*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. (2)

*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*

## **Special Education**

The courses described below have been designed to meet the special instructional needs of students with disabilities and to prepare the students for certificate and degree programs in line with the mission of the College.

### **SE 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.

### **SE 2—3 units**

#### **Independent Living Skills**

*Prerequisites: None  
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 taken four times.

### **SE 4—1 unit**

#### **Language Development**

*Prerequisites: None  
1 hour lecture weekly*

Course designed for students experiencing difficulty with their speech including lisping, stuttering, and other related speech problems. Course may be taken four times.

### **SE 6—½ unit**

#### **Analyzing Language Ability**

*Prerequisites: None  
½ hour 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.

### **SE 10—3 units**

#### **Language Development for the Deaf**

*Prerequisites: None  
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 taken four times.

### **SE 11—3 units**

#### **English Grammar for Deaf Students**

*Prerequisites: None  
3 hours lecture weekly*

Designed for deaf or hard-of-hearing students who require instruction in English grammar and whose native language is American Sign Language (ASL). Includes comparisons of grammatical differences between English and ASL, identification of the parts of English speech, vocabulary development, organizing written concepts, and exploration of software programs designed specifically for improving deaf students' English skills. Course will be conducted in ASL. Course may be taken four times. (2)

### **SE 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 taken four times.

### **SE 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.

### **SE 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.

### **SE 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.

### **SE 33—1½ units**

#### **Career Exploration**

*Prerequisites: None  
1 hour lecture, 1½ hours lab weekly*

Course designed to give students with disabilities an overview of occupational choices in light of interests, abilities, education, and experience. Legal protections and requirements will be examined. Assignments may include job shadowing and job try-outs. The culminating experience is placement in a work environment. Job coaching may be available, if required. Course may be taken four times. (2)

### **SE 34—½ unit**

#### **Vocational Testing**

*Prerequisites: None  
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.

### **SE 35—3 units**

#### **Vocational Adjustment**

*Prerequisites: None  
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 taken four times.

### **SE 98A-Z—½-10 units**

#### **Short Courses in Special Education**

*Prerequisites: None  
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. Appropriate field trips. Course may be taken three times. (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-listed 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 (CAN: Spch 6)

### Spch 108—3 units ESL Oral Communication Skills

*Prerequisites:* Native language other than English, eligibility for English 14 or equivalent

3 hours lecture, 1 hour lab weekly

A course designed to help advanced non-native speakers of English communicate effectively in academic, professional, and social settings. (2)

*Transfer credit:* 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-listed 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. Course may be taken four times.

*Transfer credit:* 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.

*Transfer credit:* UC, CSU

## 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 103  
2 hours lecture, 3 hours lab weekly

Advanced course in production of a variety of television program categories. Some programs will be utilized by community media, such as CATV Public Access Systems. Includes remote assignments and special projects. Course may be taken four times.

*Transfer credit:* CSU

### **TV 105—3 units** **Television Writing**

*Prerequisites:* Eligibility for Engl 14  
3 hours lecture weekly

Course deals with preparation and analysis of script formats used for public service announcements, news, commercials, and talk-variety programs. Also, teleplay formats used for situation-comedy and dramatic programs. Training given in script planning and development, utilizing professional standards, methods, ethics, and restrictions practiced in broadcasting. (Co-listed with Engl 130)

*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. (2)

*Transfer credit:* CSU

## **Theatre Arts**

### **ThA 98A-Z—½-10 units** **Short Courses in Theatre Arts**

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

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

### **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

This course emphasizes the combination of thought, emotion, movement, and vocal techniques to create performance work in live theatre. Emphasis is placed on improvisation exercises culminating in scene work. Movement fulfills PE requirement toward AA degree. Course may be taken two times. (2)

*Transfer credit:* UC, CSU (CAN: Drama 8)

### **ThA 103A—3 units** **History of Theatre**

*Prerequisites:* None  
3 hours lecture weekly

History of theatrical development from Greek to English Renaissance, plus Asian influences; will involve an analysis of literature, acting styles, technical work, and physical theatres. (2)

*Transfer credit:* UC, CSU

### **ThA 103B—3 units** **History of Theatre**

*Prerequisites:* None  
3 hours lecture weekly

History of theatrical development from Restoration Period to the present. Involves an analysis of literature, acting styles, technical work and physical theatres. (2)

*Transfer credit:* UC, CSU

### **ThA 104—3 units** **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. Course may be taken two times. (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. Course may be taken two times.

*Transfer credit:* UC, 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. Course may be taken four times. (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. Course may be taken two times. (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. Course may be taken two times. (2)

*Transfer credit: 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. Course may be taken two times.

*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 198A-Z—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)

*Transfer credit: UC, CSU*

### **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*

## **Word Processing**

*Please refer to the Business Information Systems (BIS) section. Word Processing classes are listed under BIS 31C-33.*

**Certain courses have been temporarily suspended. For further information, please contact the Office of Instruction.**

## Appendices

### 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/her 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 or 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 peremptory challenge, excluding the chairperson.
  - e. A quorum shall consist of all three members of the Hearing Committee.
  - f. The chairperson will allow any proposed member of the Hearing Committee to decline participation in the hearing.

#### C. Formal Hearing Procedures

1. A hearing will be called by the chairperson within 15 working days of receipt of the 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 persona and/or representative may be present as well as the aggrieved persona 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 the 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 1994-95

For the 1994-95 school year, tuition has been established at \$110 per unit. In addition, students who are both citizens and residents of a foreign country will be assessed a surcharge of \$5 per semester unit on the 1994-95 nonresident tuition. 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		3rd Week Refund		4th Week Refund Regular Only*
			Regular	Summer	Regular	Summer	
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	41.25	41.25
2.0**	220.00	170.00	165.00	110.00	110.00	55.00	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		\$50 Admin. Fee		\$50 Admin. Fee
			75% Refund	50% Refund	50% Refund	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

### Probation, Dismissal, and Readmission of Students

Probation, dismissal, and readmission policies and procedures are designed to assist students in making progress toward realistic academic, career, and personal goals.

**Standards for Probation:** A student who has attempted at least twelve (12) semester units as shown by the official academic record shall be placed on academic probation, if the student has earned a grade point average below 2.0 in all units which were graded on the basis of the grading scale established by the Ventura County Community College District.

A student who has enrolled in a total of at least twelve (12) semester units as shown by the official academic record shall be placed on progress probation when the percentage of all units in which the student has enrolled and for which entries of "W," "I," and "NC" are recorded reaches or exceeds fifty percent (50%).

A student transferring to a college of the Ventura County Community College District from another college is subject to the same probation and dismissal policies as students of this college district.

**Notification of Probation:** Each college in this district shall notify a student who is placed on 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. The student grade report, provided for each enrolled student at the end of each term, specifies the student status for both academic and progress categories as either good standing or probation. 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.

**Removal from Probation:** A student on academic probation for a grade point deficiency shall be removed from probation when the student's cumulative grade point average is 2.0 or higher.

A student on progress probation because of an excess of units for which entries of "W," "I," and "NC" are recorded shall be removed from probation when the percentage of units in this category drops below fifty percent (50%).

**Standards for Dismissal:** A student who is on academic probation shall be dismissed if the student earned a cumulative grade point average of less than 1.75 in all units attempted in each of three consecutive semesters.

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 and for which entries of "W," "I," and "NC" are recorded in at least three consecutive semesters reaches or exceeds fifty percent (50%).

**Notification of Dismissal:** Each college in the Ventura County Community College District shall notify a student who is dismissed 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. The student grade report, issued for each student at the end of each term, specifies

the student status for both academic and progress categories as either good standing or dismissed. A student who is dismissed has the right of appeal. An exception to academic dismissal may be made only in the event of extreme and unusual medical and/or legal circumstances that can be supported by evidence provided by the student, or in the event of improved scholarship. The petition for this purpose, petition for continued enrollment or readmission, is available in the counseling office.

**Continued Enrollment or Readmission:** A student applying for continued enrollment or readmission must submit a petition to explain what circumstances or conditions would justify continued enrollment or readmission. A student applying for readmission shall not be reinstated until a minimum of one semester has elapsed after academic dismissal. A student who is petitioning shall receive counseling to assess his or her academic and career goals and must have counselor approval of his or her educational program prior to registration. The petition for this purpose, petition for continued enrollment or readmission, is available in the counseling office.

**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 a 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 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 the 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 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, a student 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.

Student 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 student auditing courses are the same as for 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. Skill 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 Registrar 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 verified general good health and freedom from communicable disease.

G. Foreign students are required to provide proof of major medical insurance coverage. If needed, the college can provide information on policies available to them.

## IV. Permission to Work

According to immigration policy, foreign students may not work during their first year of study, other than 20 hours a week on campus. During the second year of study, foreign students may request permission to work more than the allowable 20 hours per week, on campus, if they submit an I-538 to Immigration, and it is approved.

## Appendix X

### Student Health Services

The Governing Board hereby establishes a program of student health supervision and services. This action is taken pursuant to California Administrative Code, title 5, Sections 54702 through 54742. The program provides for the operation of student health centers wherein enrolled students of the district's colleges and other persons expressly authorized by the Governing Board may be diagnosed and treated. The Governing Board will annually determine the amount of the fee to be assessed for such services.

A plan for student health services in the Ventura County Community College District follows (in compliance with CAC, Title 5, Section 54710). This plan is facilitated on each campus through the Vice President of Student Services and the coordinator of Student Health Services. The district may also employ health aides, physicians, and other health workers as provided by law, budget and need.

### Student Health Services Plan

#### Statement of Purpose

To strengthen the educational process through the maintenance and improvement of the health status of students in accordance with state mandates and district policies. The major focus of student Health Services is the prevention of illness and disability and the early detection and correction of health problems.

#### Health Coordinator

The Health Coordinator is especially prepared and uniquely qualified in preventive health, health assessment, and referral procedures. (Education Code 49426, school nurses; qualifications and services.)

#### Diligent Care

The Health Coordinator is responsible for the implementation of all campus medical emergency and first aid procedures and the rendering of first aid in case of accident or illness.

#### Health Guidance

The Health Coordinator provides leadership which directs and guides the course of action for the total college student health program. The coordinator assists students in obtaining and maintaining a high level of wellness via workshops, appropriate referrals, and other supportive services including individual health counseling.

#### Health Protection and Environmental Health and Safety

The Health Coordinator works toward the prevention of illness, protects the college environment from diseases, and attempts to avoid costly remedial medical interventions. Health hazards as they appear on accident reports or by observation are reported for corrective action. Immunizations (e.g., tetanus, flu, TB 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 and nurse practitioner may be employed for a limited number of weekly hours.

Certain laboratory tests and prescription medicines are available on campus at a reduced cost, while blood tests are sent out to a local laboratory for analysis. X-rays are handled by referral.

### **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 casual conditions, whenever possible.

### **Crisis Intervention**

The Student Health Center offers psychological counseling and referral to external agencies. They offer a mental health program to facilitate normal psychological growth, and to maximize academic functioning and consistent school attendance.

### **Dissemination of Information**

The presence of the Student Health Center and its functions is published through booklets, bookmarks, campus newspaper, student calendar, and marquees.

### **Emergency Disaster Plan**

The Student Health Center is designated to act as first aid station. The disaster plan is actually the responsibility of the college administration since it involves total college staff, management, faculty, and facilities in the event of fire, earthquake, nuclear fallout, mudslides, and 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 of 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 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 the 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, non-district 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 Student Services Office to discuss any possible complaint. In order to provide the best professional support to students, the Vice President of Student Services 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 Student Services 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 Associate Vice

Chancellor, Human Resources/Staff Diversity 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 (the nature of the college Grievance Committee is described fully under the main Student Grievance Policy):

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 may 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.
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 Associate Vice Chancellor, Human Resources/Staff Diversity; 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 the rules of confidentiality and board/state/federal laws, rules, regulations and contracts.

## EMPLOYEES

- A. Sexual harassment is a matter requiring unusually prompt attention by authorities since failure to act may represent personal damages to the alleged victim. Further, the issues involved are typically very personal and sensitive, and many victims will not risk the delays, publicity and complications attendant to regular grievance procedures. Since this district recognizes the delicate nature of such situations, each step in the grievance procedure will be conducted with discretion in order to maintain a high degree of confidentiality. It is the intent of these procedures to result in prompt recourse and to ensure fairness and equity to both the person alleging the wrong and to the person accused of the wrong. The district recognizes its responsibility to make every effort to maintain a neutral work and educational environment free of sexual harassment or intimidation. For purposes of this policy, examples of conduct which may constitute sexual harassment, and are outside the standards of professional conduct, include the following:
  1. Deliberate or unsolicited verbal comments, gestures, physical contacts of a sexual nature or demeaning to one's gender which are unwelcome and interfere with work or learning productivity.
  2. Implicit or explicit sexual behavior by a teacher, supervisor or co-worker to control, influence or otherwise affect the job, salary, course grade, performance evaluation, opportunity for employment, or career of an employee, non-district affiliated applicant for employment, or student.
- B. Employees of the Ventura County Community College District who believe they are the victims of sexual harassment should promptly notify their immediate supervisor. If the complaint is against the immediate supervisor, the employee's recourse shall be to the District Office of Human Resources/Staff Diversity 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 Office of Human Resources/Staff Diversity. 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 Associate Vice Chancellor, Human Resources/Staff Diversity that a complaint has been received and shall keep the Associate Vice Chancellor, Human Resources/Staff Diversity 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 action.

## Administration

### Ventura County Community College District Board of Trustees

Dr. Allan Jacobs  
Mrs. Karen Boone  
Dr. Gregory Cole  
Mr. Timothy D. Hirschberg  
Mr. Pete E. Tafuya

### District Administration

Dr. Thomas G. Lakin, Chancellor  
Dr. Jeff Marsee, Vice Chancellor, Administrative Services/Instruction  
Jerry Pauley, Associate Vice Chancellor, Human Resources/Staff Diversity/Student Services

### College Administration

Dr. Elise D. Schneider, President

### ADMINISTRATIVE SERVICES/ECONOMIC DEVELOPMENT

Dr. Irene Pinkard, Vice President, Administrative Services/Economic Development  
Cheryl K. Shearer, Dean, Resource Planning and Development

### INSTRUCTIONAL SERVICES

Dr. Larry Calderón, Vice President, Instructional Services  
Dr. William H. Lawson, Dean, Continuing Education  
Dr. Donald H. Brockett, Dean, Letters, Arts, Math/Science  
Delois J. Flowers, Dean, Library/Media Center/Social Sciences  
Tanya Burke, Dean, Business/Public Services/Technology  
Matilde Villalpando, Dean, Instructional Support Services  
(vacant), Dean, Vocational Education

### STUDENT SERVICES

Ronald Jackson, Vice President, Student Services  
(vacant), Dean, Student Services

Archuleta-Orozco, Teresa (1980)  
EOPS Coordinator. B.A., California State University, Northridge; M.S., California State University, Sacramento

Barth, Thomas G. (1990)  
Adaptive Computer Technology/Learning Disabilities Specialist. B.S., University of Northern Colorado; M.S., University of Wisconsin

Bassey, Ed-Rissa K. (1988)  
Accounting. B.S., Morgan State University; M.B.A., University of Baltimore; J.D., University of San Francisco

Bowen, Michael (1991)  
Physics. A.B., University of California, Berkeley; M.S., University of California, Los Angeles

Brinkman, Gary W. (1975)  
Counselor/Articulation Officer/Health Education. B.A., Brigham Young University; M.A., California Polytechnic College; Ed.D., Brigham Young University

Brockett, Donald H. (1982)  
Division Director, Language Arts, Math Science. B.A., M.A., Fresno State University; Ed.D., Brigham Young University

Buckley, Lorraine Madsen (1992)  
Biology. B.A., University of Tennessee; M.S., Louisiana State University; M.A., City University of New York

Burke, Tanya (1975)  
Division Director, Business/Public Services/Technology. B.S., M.S., Western Michigan University

Butler, Marie (1990)  
Sociology. B.A., University of Illinois, Champaign-Urbana; M.Ed., Georgia State University, Atlanta; M.A. University of California, Davis

Calderón, Larry (1986)  
Vice President, Instructional Services. B.S., University of California, Santa Barbara; M.S.Ed., Ed.D., University of Southern California

Castro, Frank (1977)  
Automotive Technology

Cervantes, Linda L. (1990)  
Anthropology. B.A., M.A., Ph.D., Stanford University

Chaparro, Linda (1987)  
Psychology. B.A. California State University, Northridge; M.S.W., University of California, Berkeley; Ph.D., University of Michigan

Chatenever, Robert A. (1981)  
Air Conditioning/Refrigeration. B.S., Stevens Institute of Technology

Corley, Helene (1976)  
Business Management/Marketing. B.B.A., City University of New York; M.S., Long Island University; M.A., University of California, Berkeley

Corral, Margarita (1981)  
Counselor. B.A., M.A., California State University, Northridge

Crockett, Luanne Stevenson (1990)  
Chemistry. B.A., Humboldt State University; M.S., San Diego State University

Croker, Gaylene (1992)  
English. B.S., Kansas State University; M.A., California State University, Sacramento

Crowl, Linda (1980)  
Business/Office Automation. B.S., California State University, Los Angeles; M.S., California Polytechnic University, Pomona

de Garcia, Priscilla L. Partridge (1975-81, 1987)  
Counselor. B.A., M.S., Ed.D., University of Southern California

de la Selva, Aurora (1985)  
EOPS Counselor. B.A., California Lutheran; M.Ed., University of California, Santa Barbara

Díaz, Carlos M. (1975)  
English. B.A., University of California, Berkeley; M.Ed., California State University, Dominguez Hills

Dorrance, Carolyn (1975)  
History/Political Science. B.A., Mount Holyoke College; M.A., Columbia University; Ph.D., University of California, Santa Barbara

Eblen, Carmen P. (1994)  
Spanish. B.A., Catholic University, Valparaíso, Chile; M.A., St. University of New York, Cortland

Edwards, Ishita M. (1991)  
Economics/Interdisciplinary Studies. B.A., Delhi University; M.A., University of Jammu & Kashmir; Ph.D., University of Poona, India

Estes, Earl (1975)  
Mathematics. B.A., M.A., California State University, Northridge

Eustice, Carole A. (1990)  
Business Information Systems. B.S., California State University, Northridge; M.A., California State University, Los Angeles

Fauth, Lynn (1986)  
English. B.A., Santa Monica College; B.A., United States International University; M.A., Ph.D., Indiana University

Flocco, Vincent R., Jr. (1975)  
Art. B.A., M.A., California State University, Los Angeles; M.F.A., University of Iowa

Flowers, Delois J. (1990)  
English. B.A., California State University, Los Angeles; M.L.S., Rutgers State University, New Jersey

Ford, Bernie (1979)  
Diesel Mechanics. A.A. Grossmont College

French, Edward (1992)  
Environmental Hazardous Materials Technology/Fire Technology/Industrial Safety. A.S., Edison Technical Institute, Northridge; A.S., College of the Canyons; A.A., Bakersfield College

Frick, Carole A. (1980)  
Special Education. B.A., Sonoma State College; M.A., California Lutheran College

Fuentes, Victor O. (1989)  
Electronic Assembly. 21 years experience

Garza, Marta C. (1975)  
Spanish. B.A., M.A., University of California, Santa Barbara

Guerrero, Maria Carmen (1992)  
Office Occupations Preparation. A.A., Moorpark College; B.S., La Verne University; M.S., La Verne University

Hayashi, Alan (1991)  
Mathematics. B.S.C., B.A., University of California, Riverside

Haywood, Frank W. (1985)  
Hotel & Restaurant Management. A.A., Santa Barbara City College

Hernandez, Juan (1975)  
Physical Education/Counseling. B.A., San Diego State College; M.A., Azusa Pacific College; M.S., California Lutheran College

Horrock, Christopher (1992)  
Philosophy. B.A., Connecticut College; M.A., University of Washington

Jackson, Ronald (1975)  
Vice President, Student Services. B.A., M.A., M.Ed., University of California, Santa Barbara

Jarvaize, James (1975)  
Art. B.F.A., M.F.A., University of Southern California

Jones, G. Desmond A. (1975)  
Political Science/Economics. B.Sc. (Econ.), London School of Economics; M.A., Lehigh University; Ph.D., University of California, Santa Barbara

Jones, Joan (1980)  
Workplace Learning Resources Coordinator. B.A., M.S., University of Wisconsin, Ed.D. Nova University

## Full-Time Faculty

(Date) indicates year of employment at Oxnard College.

Albert, Marcia A. (1992)  
Assessment/Retention Specialist. M.A., California State University, Los Angeles; Ph.D., Claremont Graduate School

Andrich, John J. (1984)  
Mathematics/Physics. B.S., California State Polytechnic University, Pomona; M.S., West Coast University

**Kazmark, Mary Ellen (1980)**  
Theatre Arts/Speech. B.S., University of Wisconsin; M.A., University of Michigan; Ph.D., University of California, Los Angeles

**Keaster, Shirley (1980)**  
Coordinator, Student Health Services. A.A., Los Angeles City College; B.S., M.P.H., California State University, Northridge

**Kenney, James (1981)**  
Music/Voice. B.A., M.A., University of California, Santa Barbara; Artist's Diploma, Guildhall School of Music, London; Academie Maurice Ravel, France; Music Academy of the West

**Lawson, Clara (1992)**  
Early Childhood Education. B.A., Queens College, New York; M.A., California Lutheran University

**Lawson, William H. (1983)**  
Dean, Continuing Education. B.S., M.S., San José State College; Ph.D., Claremont Graduate School

**Lupton, Jeri Jensen (1977)**  
Child Development/Home Economics. B.A., M.A., California State University, Long Beach

**Lynch, Edward J. (1984)**  
Electronics. B.S.E.E., Auburn University, M.B.A., M.A.Ed., California Lutheran University

**Magallanes, David (1992)**  
Mathematics. B.S., California State University, Northridge; M.S., California State University, San Luis Obispo

**Martz, Susan F. (1991)**  
English/Spanish. B.A., Ohio University; M.Ed., University of Pittsburgh

**McCarthy, Remy A. (1988)**  
Physical Education. A.A., Moorpark College; B.A., M.A., California State University, Northridge

**Merrill, James A. (1985)**  
English. B.A., M.A., University of California, Los Angeles

**Morgan, Gary (1984)**  
Journalism/English. A.B., New Mexico Highlands University; M.A., Colorado State University; D.A., University of Northern Colorado

**O'Neill, Thomas J. (1976)**  
Geology/Oceanography. B.S., Roanoke College; M.S., Louisiana State University

**Ortega, José (1991)**  
Auto body Repair/Painting

**Parkel, Joyce M. (1976)**  
Heath Education. B.A., California Lutheran University; M.A., California State University, Northridge

**Parker, Maria (1992)**  
Mathematics. B.S., M.S., Purdue University

**Peters, Irene (1985)**  
Mathematics. B.A., Eastern Michigan University; M.A., Wayne State University

**Pinkard, Irene G. (1992)**  
Vice President, Administrative Services/Economic Development. B.A., M.S., California State University, Long Beach; Ed.D., Nova University, Florida

**Ramirez, Gilbert (1986)**  
Counselor, B.A., M.A., California State University, Northridge

**Rapose, Joel E. (1981)**  
Automotive Technology. A.A., Shasta College; B.A., Chico State College; M.A., California Lutheran College

**Raptis, Anthony A. (1975)**  
Counselor/Psychology. B.A., M.A., California State University, Northridge

**Robinson, Leroy (1990)**  
Television/Communications. B.S., State University of New York, Albany; M.A., California State University, Dominguez Hills

**Rodriguez, Harmony (1984)**  
Associate Librarian. B.A. California State University, Northridge; M.L.S., University of California, Los Angeles

**Ryan, Colleen (1975)**  
Chemistry/Mathematics. B.A., M.A., Wellesley College; M.A.T., Harvard University

**Sahota, Doris E. (Betty) (1989)**  
E.O.P.S. Counselor/C.A.R.E. Coordinator. B.A., California Western University; M.A., California State University, Northridge

**Salinas, Tomás (1990)**  
History. B.A., University of California, Santa Barbara; M.A., University of California, Santa Barbara

**Sarafian, Winston (1975)**  
History/Associate Librarian. B.A., M.A., California State University, Los Angeles; M.L.S., California State University, Fullerton; Ph.D., University of California, Los Angeles

**Savren, Shelley (1992)**  
English. B.A., Ohio State University; M.A., Central Michigan University

**Schneider, Elise D. (1989)**  
President. B.S., M.S., Ed.D., University of Tennessee

**Sharp, Nicholas K. (1986)**  
Information Processing Systems. B.A., University of California, Santa Barbara

**Shearer, Cheryl K. (1976)**  
Director, Resource Planning and Development. B.A., M.A., Chico State University

**Shilley, William L. (1990)**  
Alcohol/Drug Studies. B.A., M.A., St. Thomas College

**Smith, James N. (1993)**  
Fire Technology. Fire Science Certificate, Ventura College

**Smith, Ralph E. (1988)**  
Physical Education/Counseling. B.A., M.Ed., University of California, Santa Barbara

**Silva, Lourdes (1986)**  
Office Automation. B.A., M.A., Ed.D., Loma Linda University

**Villalpando, Matilde (1989)**  
Director, Instructional Support Services. B.A., M.A., University of California, Santa Barbara

**Waits, Emma N. (1990)**  
Counselor. B.S., Lincoln University, Missouri; M.A., University of California, Santa Barbara; E.d.D., Nova University, Florida

**Wall, Sinclair (1975)**  
Reading/English/Speech/ESL. A.B., University of New Mexico; M.A., University of Chicago

**White, Gerald R. (1978)**  
Physical Education. B.A., Fresno State University; M.A., University of Southern California

**Wilkes-Vacca, Evangeline (1991)**  
English. B.A., San José State University; M.A., United States International University; Ph.D., world University; J.D., Ventura College of Law

**Young, Beverley J. (1976)**  
English/Reading. B.A., New York City University; M.A., Sonoma State University

**Young, Ellen L. (1990)**  
Special Education. B.S., Northwestern University, Evanston; M.A. Northeastern Illinois University, Chicago

**Zitnik, Louise A. (1990)**  
Biology. B.A., University of California, Los Angeles; Ph.D., University of California, Davis

## Part-Time Faculty

The instructors listed below have been with Oxnard College for over one year and in many cases fifteen years or more. They bring the current state-of-the-art knowledge in their disciplines and a professional commitment to their students. Their dedication and loyalty to the College and its students is very much appreciated.

**Agamalian-Mason, Karen**

**Ainsworth, Alan**

**Almeida-Bowin, Kristi**

**Alviar, Aureo**

**Amar, Gary**

**Anders, Isaac**

**Anderson, Lincoln**

**Anselmino, James**

**Araghi, Massoud**

**Armstrong, William**

**Balbes, Sydney**

**Benjamin, Ora Linda**

**Betancourt, Hector**

**Billingere, Joseph**

**Blixt, Rodney**

**Bohan, Philip**

**Bouma, Henry**

**Bowen, Mary**

**Buckle, Edward**

**Carranza, Ignacio**

**Cavish, Jacquelyn**

**Clisby, Michelle**

**Cohen, Louis**

**Cohen, Pamela**

**Cole, Cynthia**

**Cole, Russell**

**Colley, Betty**

**Cook, Ronald**

**Craig, Carol**

**Craig, John**

**Crane, Jay L.**

**Crow, Jim**

**Davis, Billy**

**De Smet, James**

**Dees, David**

**Dekreek, Dirk**

**Derr, Jeannie**

**Dibble, Marcia**

**Dodds, John**

**Doyle, W. Kay**

**Eakes, Marsha**

**Emmons, Gwendolyn**

**Erskine, Richard**

**Eskandari, Manouchahr**

**Evans, Carol**

**Farrell, Susan**

**Ferguson, Teresa**

**Flores, Alejandro G.**

**Francis, Edward**

**Furino, Anthony**

**Gallardo, Charles**

**Garnica, George**

**Gilmore, Leonard**

**Giroux, Karen**

**Glover, Roland**

**Gomez, Javier**

Gorenflo, James  
 Goris, Donna  
 Graham, Robert  
 Green, Donald  
 Greene, Phillip  
 Greenwald, John  
 Greer, John  
 Greycloud, Marcia  
 Gross, James  
 Grunewald, Sandra  
 Hackett, Joseph  
 Handy, Roland  
 Hardy, Bruce  
 Harlan Tintorri, Judith  
 Harnden, Richard L.  
 Harpe, Linda  
 Harrison, Ladonna  
 Heiliger, Lestarr D.  
 Henniger, Mona  
 Hermes, Elizabeth  
 Higgins, Thomas  
 Hodge, David  
 Hogan, Richard  
 Huston, Alice Jane  
 Ioannidis, Nikolaos  
 Iverson, Sandra  
 Jablonicky, Carol  
 Johnson, Virginia  
 Jordan, Jeffrey  
 Kennedy, Lawrence  
 Kinney, Emmett  
 Kissane, Kevin  
 Kojima, Setsumi  
 Korn, Noel  
 Kornelsen, Robert  
 La Plant, Michael  
 Laboon, Sherri  
 Lundgren, Ruth  
 M-Emm, Margaret  
 Macune, Charles  
 Magana, George  
 Mainzer, Christine  
 Mandras, William G.  
 Manning, Lillian  
 Marcus, Ronald  
 Marks, Gracia L.  
 Martin, Frederick  
 Martin-Murley, Terri  
 Mati, Hermelina  
 Mc Arthur, Judy  
 Mc Dill, Samuel  
 Mc Hargue, Daniel S.  
 Metcalf, Jesse  
 Miller, Lorin  
 Minks, Richard T.  
 Montalvo, Dolores  
 Montgomery, Robert  
 Moore, Rose  
 Morris, Quint  
 Murray, Lynn Marie  
 Needham, Diana  
 Newton, Patrick  
 Ninh, Binh  
 Norbutas, John  
 Norris, Elena  
 O'Connor, Michael  
 Olmsted, Paul

Olson, Steven  
 Owens, Charlotte Deanna  
 Pecci, George  
 Peraza, George  
 Perez, Juan  
 Prell, Ted O.  
 Randolph, Virginia  
 Reed, Jerry  
 Renda, Mary  
 Reuter, Kenneth  
 Reyes, Guadalupe S.  
 Richardson, Carol  
 Rigsby, Gary  
 Rizzi, Nino  
 Roden, Norma  
 Rodriguez, Anthony  
 Rutledge, Mary Laurel  
 Ryder, Dennis  
 Samson, Clifton  
 Sanchez, Humberto  
 Sandoval, Jess  
 Sandy, Beatrice  
 Santiago, Mamerta  
 Schienle, Jan  
 Searles, Jack  
 Shakoor, Lisa  
 Sheppard, Frances  
 Simmen, Vernon  
 Sims, Christine  
 Sment, Michael  
 Smith-Green, Maria  
 Sosio, Linda  
 Staples, Kathleen  
 Stevens, Chris  
 Stubblefield, Mike  
 Synnes, Dale  
 Tafoya, Ray  
 Tepfer, James  
 Thrasher, William  
 Unzueta, Simon  
 Van Arsdale, Daniel  
 Vega, James  
 Verdugo, Jaime  
 Villa, Ernie  
 Villalpando, Guadalupe  
 Villalpando, Maria  
 Villaseñor, Gildardo  
 Viveros, Hugo  
 Wakai, Ted  
 Wasef, Rosalie  
 West, Cameron  
 Williams, Gerald  
 Williams, Kenneth  
 Williams, Susan  
 Wingle-Colvin, Lynn  
 Winters, Philip  
 Woodson, Donald  
 Worthen, Patricia  
 Wygant, Gerald  
 Young, Michael  
 Zaruka, John  
 Ziegler, Cherri  
 Ziegler, H. O'Neil  
 Zuromski, Alexandra

## Retired Full-Time Faculty

Ayala, Bill Sr. (Deceased)  
 Welding Technology/Agriculture Heavy Equipment  
 Bowers, Stanley L.  
 Dean of Student Services. B.A., California State University, Los Angeles; M.A.T., Johns Hopkins; Ed.D., University of Southern California  
 Clements, William  
 Landscape Maintenance  
 Dell, John W.  
 Fire Technology. B.A., Whittier College  
 Derr, Harold  
 Agriculture/Heavy Vehicles  
 Dever, Mark L. (Deceased)  
 Journalism. B.A., Loyola University; M.A., University of Southern California  
 Dodds, John W. Jr.  
 Counselor. B.A., University of California, Los Angeles; M.A., Stanford University; M.A., Azusa Pacific University  
 Eckels, Calvin (Deceased)  
 Industrial Mechanics  
 Higby, John N.  
 Fire Technology Coordinator. A.A., East Los Angeles College; B.S., University of Redlands  
 Hughes, Patrick R.  
 Philosophy/Psychology. B.A., University of the Americas; M.A., University of Washington; Ph.D., University of Ottawa  
 Hoyt, Raymond L.  
 Sign Language. A.A., Moorpark College; B.A., M.A., California State University, Northridge  
 Kueler, Glenn B.  
 Business. B.A., University of Wisconsin; M.A., Columbia University, New York  
 Marziani, Alex  
 Counselor. B.S., University of Southern California; M.A., California State University, Northridge  
 Moses, Jesse D. (Deceased)  
 Dean of Continuing Education/Outreach. B.A., University of Redlands; M.A., B.D., Berkeley Baptist Divinity School; Th.D., University of Southern California  
 Reynolds, Robert  
 Speech. B.F.A., Carnegie Institute of Technology; Ph.D., University of Minnesota  
 Rios, Daniel  
 Vocational Education/Technology  
 Robings, Edward W.  
 President. B.S., University of California, Los Angeles; M.Ed., University of California, Los Angeles  
 Sanchez, Salvatore  
 EOPS Counselor. B.A., University of California, Santa Barbara  
 Stallings, Richard A.  
 Agriculture. B.A., Oklahoma State University; M.A., University of California, Davis  
 Ventura, Donato  
 Counselor. A.A., Ventura College; B.A., University of California, Santa Barbara; M.A., Texas Tech University  
 Ziegler, H. O'Neil  
 Biology. B.A., Whittier College; M.A., University of California, Davis



# Index

- A**  
 Academic Counseling, 21  
 Academic Policies, 16–20  
 Academic Renewal, 18  
 Accident Insurance, 22  
 Accounting, 71, 98, 99, 125  
 Accreditation, 10  
 Adaptive Computer Technology, 85  
 Administration, 164  
 Administrative Assistant, 79  
 Admission, Eligibility, 12  
 Admission Procedures, 12  
 Admissions Information, 12–15  
 Affirmative Action, 10  
 African-American Studies, 85  
 Air Conditioning/Refrigeration, 71, 85  
 Alcohol/Drug Studies, 71, 86  
 Algebra, 130, 131, 132  
 Anatomy, 97  
 Announcement of Courses, 83  
 Anthropology, 64, 88  
 Appendices, 152  
 Applied Electronics, 72, 112  
 Aquatics, 138  
 Area Studies, 89  
 Armed Services Training, 14  
 Art, 64, 89  
 Assessment, 13  
 Associate in Arts Degree, 48, 64  
 Associate in Science Degree, 48, 64  
 Associated Students, 23  
 Astronomy, 93  
 Athletics, 23  
 Attendance, 17  
 Auditing, 158  
 Auditing Classes, 19  
 Automotive Body and Fender Repair, 72  
 Automotive Body Repair and Paint, 93  
 Automotive Technology, 72, 95
- B**  
 Ballet, 138  
 Baseball, 140, 141  
 Baseball, Varsity, 140  
 BASIC Programming, 104, 132  
 Basketball, 140  
 Basketball, Varsity, 140  
 Bilingual Program, 21  
 Bilingual/Cross-Cultural, 65  
 Biology, 65, 97  
 Black Literature, 115  
 Board, Governing, 3  
 Bowling, 139  
 Business, 65, 98  
 Business Information Systems, 102  
 Business Law, 99  
 Business Management, 73  
 Business Math, 98  
 Business/Logistics, 73
- C**  
 Calculus, 131  
 California State University System, 54  
 Campus Map, 7  
 Career Counseling, 21  
 Ceramics, 92  
 Certificate of Achievement, 61  
 Certificate Programs, 61  
 Cheating, 19  
 Chemistry, 106  
 Chicano Studies, 107  
 Child Development, 73, 107  
 Child Development Center, 25  
 Choir, 133  
 COBOL Programming, 105  
 College Administration, 164  
 College, History of the, 10  
 College, Mission of the, 9  
 College, Nature of the, 9  
 College, Philosophy of the, 9  
 College Transfer Curriculum, 52  
 Color and Design, 89  
 Communications, 65  
 Community Services, 10  
 Competency Requirements, 48  
 Computer Programming, 104, 132  
   BASIC, 104, 132  
   C, 105  
   COBOL, 105  
   FORTRAN, 132  
   PASCAL, 105, 132  
 Configuration/Data Management Program, 74  
 Continuous Enrollment, 50  
 Counseling Services, 21  
 Course Descriptions, 85–151  
 Course Repetition, 18, 158  
 Courses, Announcement of, 83  
 Creative Writing, 114, 115  
 Credit by Examination, 18  
 Credit, Military, 14  
 Credit, Transfer, 14  
 Credit/No Credit Options, 16, 83  
 Critical Thinking, 11  
 Cross-Country, Varsity, 140  
 CSU System, 54  
 Culinary Arts, 77  
 Curriculum, College Transfer, 52  
 Curriculum Patterns, 64–81
- D**  
 Dance, 138  
 Dean's List, 19  
 Debate, 149  
 Degree Information, 48–62  
 Degrees, Designated, 62  
 Description of Courses, 85–151  
 Design and Color, 89  
 Diesel Mechanics, 74, 110  
 Disabled Students Programs and Services, 21  
 Disciplinary Action, 152  
 Dismissal, 157  
 Dismissal Policy, 19  
 Double Counting, 51  
 Dramatics, 24  
 Drawing, 89, 90, 91, 92, 112  
 Dropping a Course, 17
- E**  
 Economics, 66, 111  
 Electronics, 75, 111  
 Eligibility for Admissions, 12  
 Employment Services, 23  
 Engineering, 112  
 English, 67, 113  
 Environmental Engineering Technology, 117  
 Environmental Hazardous Materials  
   Technology, 75, 118  
 EOPS, 21  
 ESPIGA, 21  
 Examination, Credit By, 18  
 Examinations, Final, 19  
 Expenses, Student, 14, 15  
 Expulsion, 153
- F**  
 Facilities, Campus, 7  
 Faculty, 164–165  
 Fees, 15  
 Field Trips, 83  
 Final Examinations, 19  
 Financial Services, 22  
 Fire Technology, 75, 76, 118  
 First Aid and Safety, 122  
 Fitness Management Specialist, 76  
 Foreign Students, 14, 158  
 FORTRAN Programming, 132  
 French, 120  
 Full-Time Student, 15
- G**  
 General Education Requirements  
   Cal Lutheran, 59  
   CSU, 54  
   LaVerne, 60  
   UCSB, 58  
 General Information, 9–11  
 Geography, 120  
 Geology, 121  
 Geometry, 131  
 German, 122  
 Golf, 139, 140  
 Golf, Varsity, 140  
 Governing Board, 3  
 Grade Changes, 17  
 Grade Point Average, 16  
 Grades, Incomplete, 16  
 Grading Practices, 16  
 Grading System, 16  
 Graduation Application, 48  
 Graduation Requirements, 48  
 Grants, 22  
 Grievance, 154  
 Growth, Personal, 136  
 Guidance, 21  
 Guidelines for Additional Degrees, 50  
 Guitar, 134
- H**  
 Hazardous Materials, Environmental, 75, 118  
 Health Science, 122  
 Health Services, 22, 159  
 High School Admissions, 13  
 Hispanic-American, 116  
 History, 67, 123  
   African-American, 123  
   American, 123  
   Asian, 123  
   California, 123  
   Mexican, 123  
   Mexican-American, 123  
   Middle Eastern, 123  
   Russian, 124  
   United States, 123  
   Western Civilization, 123  
   Women's, 123, 124  
 History, College, 10  
 Hotel and Restaurant Management, 77, 124
- I**  
 Incomplete Grades, 16  
 Industrial Mechanics, 126  
 Industrial Safety, 78  
 Information Processing, 104  
 Information Processing Systems, 78, 126  
 Insurance, accident, 22  
 Interdisciplinary Studies, 126  
 Intermediate Typewriting, 102  
 International Business, 67, 101  
 International Student Program, 22

**J**

Japanese, 127  
 Job Placement, 23  
 Journalism, 65, 127

**L**

Language, English, 113  
 Late Registration, 13  
 Law, Business, 99  
 Leadership, 128  
 Learning Center, 26  
 Learning Skills, 128  
 Legal Assisting, 79, 129  
 Library, 24  
 Listening Devices, Use of, 20  
 Literature  
   American, 115  
   Black, 115  
   Chicano, 116  
   Children's, 116  
   Contemporary, 117  
   English, 115  
   Ethnic, 116  
   Introduction, 116  
   Mexican in Translation, 116  
   Western, 115  
   Women In, 115  
 Logistics, 73, 100  
 Lower Division Requirements, 48

**M**

Majors, Transfer, 52  
 Maps, 7  
 Marketing, 79, 100  
 Mathematics, 68, 130  
 Mathematics, Business, 98  
 Matriculation, 12  
 Memberships, 10  
 Mexican Literature, 116  
 Microcomputers, 104  
 Military Credit, 14  
 Mission of the College, 9  
 Motorcycle Technology, 133  
 Music, 133

**N**

Naturalization, 114  
 Nature of the College, 9  
 Nonresident Fee, 14  
 Nonresident Tuition Fees, 156

**O**

Occupational Curriculum Patterns, 71  
 Oceanography, 121  
 Office Automation, 79, 102  
 Office Microcomputers, 80  
 Office Technician, 80  
 Oral Communication, 149  
 Out-of-State Schools, 61

**P**

Painting, 90, 91, 92, 95  
 Parking Fee, 15  
 Pascal Programming, 105, 132  
 Patterns, Curriculum, 64  
 Personal Counseling, 21  
 Personal Growth, 136  
 Philosophy, 68, 136  
 Philosophy, College, 9  
 Physical Education, 138  
 Physical Science, 142  
 Physics, 142  
 Piano, 133  
 Plagiarism, 19  
 Policies, Academic, 16-20  
 Policies, Readmission, 19

Political Science, 69, 142

Prerequisites, Corequisites, and Recommended Preparation, 83

Privacy Rights, 160

Private Colleges and Universities, 59

Probation, 19, 152, 157

Procedures, Admission, 12

Program Information, 48-62

Programming  
   FORTRAN, 132

Programs, Certificate, 61

Programs, Degrees, and Transfer Information, 48-62

Programs List, 48

Psychology, 69, 143

Publications, 24

Puente Program, 23

**R**

Re-Entry Center, 23

Reading. *See* English

Readmission, 157

Readmission Policies, 19

Real Estate, 80, 144

Recording Devices, Use of, 20

Refrigeration, 71, 85

Refund Schedule, Nonresident Tuition, 156

Registration, 13

Registration, Late, 13

Remedial Limitations, 51

Repetition, Course, 18

Requirements

  Graduation, 48

  Lower Division, 48

  State University, 54

  UC System, 58

Residency Requirements, 13

Restaurant Management, Hotel and, 77

Running, 139

**S**

Safety and First Aid, 122

Scholarships, 22

Science, Health, 122

Science, Physical, 142

Science, Political, 69, 142

Sculpture, 93

Sexual Harassment, 161

Shakespeare, 115

Shorthand, 103

Sign Language, 145

Soccer, 140

Soccer, Varsity, 140

Sociology, 69, 146

Softball, 140

Spanish, 70, 147

Special Education, 21, 148

Special Programs, 25

Speech, 149

Standards of Student Conduct, 152

State College General Education Requirements, 55

Student Activities, 23

Student Association, 23

Student Conduct Code, 152

Student Employment, 23

Student Organizations, 23

Student Services, 21-24

Students, Foreign, 14

Supervision, 81

Suspension, 153

Swimming, 138

**T**

Television, 149

Television Station, 26

Tennis, 139

Tennis, Varsity, 140

Textbooks and Supplies, 15

Theatre Arts, 150

Title IX, 10

Track and Field, 140

Track, Varsity, 140

Transcripts, 15

Transcripts, Request for, 15

Transfer Center, 24

Transfer Credit, 14

Transfer Information, 48

Transfer Majors, 52

Transfer Preparation, 51

Transferability of classes, 83

Transferability of Courses, 51

Tuition, 14

Tuition Refunds, 14

Tutorial Services, 26

Typing, 102

**U**

UC Transfer Requirements, 59

UCSB GED Requirements, 58

**V**

Varsity Sports, 140

Veterans' Services, 23

Vocational Counseling, 21

Volleyball, 140

Volleyball, Varsity, 140

**W**

Walking, 139

Withdrawal from Class, 17

Withdrawal from College, 17

Women in Literature, 115

Word Processing, 80, 103

Work Study, 22

Writing, Creative, 114, 115



**Editing**

Dr. Larry Calderón  
Ron Jackson  
Dr. Irene Pinkard  
Dr. Gary Brinkman

**Production Coordinator and Design**

Monica Zavala

**Cover Illustration and Design**

Beverly Wedemeyer-Townsend

**Distribution**

Dee Tabor-King

**Printing**

Agustin Castañeda

**Spanish Translation**

Mati Villalpando

**Photography**

Juan Carlo  
Jim Englund

# Oxnard College

4000 South Rose Avenue  
Oxnard, California 93033-6699

NON-PROFIT  
BULK RATE  
US POSTAGE  
PAID  
PERMIT NO. 517  
OXNARD, CA