OXNARD COLLEGE



1997-98 Catalog

Oxnard College Catalog

1997-1998

4000 South Rose Avenue
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Web Page Address: http://www.oxnard.cc.ca.us

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.

Student Campus Accident Procedures

If you have an accident on campus, it is your responsibility to fill out an Accident Report immediately. This report is available in the Health Center, Campus Police Trailer, and the Continuing Education Office. The Health Center has to be notified that you have had an accident so that we can inform you about your Student Accident Policy. In the event of an accident that requires you to seek outside medical attention, there is a $50 deductible per accident. To have all of your additional medical expenses covered you need to see a Health Care Provider that is on the list. This list can be obtained in the Health Center. For further information contact: Mary Jones, Coordinator Student Health Center at 986-5832.

A Public Community College Accredited by the Western Association of Schools and Colleges

Table of Contents

Ventura County Community College District 3

Welcome 4

Oxnard College Maps 5

General Information 6

Admissions Information 9

Academic Policies 14

Student Services 18

Special Programs 23

Información General 24

Información para Admisión 26

Reglamentos Académicos 30

Servicios al Estudiante 34

Programas Especiales 40

Programs, Degrees, and Transfer Information 41

Announcement of Courses 71

Appendices 148

Administration and Faculty 159

Index 162

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT



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Oxnard College

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Moorpark College

Dr. Larry Calderon, President
Ventura College

WELCOME

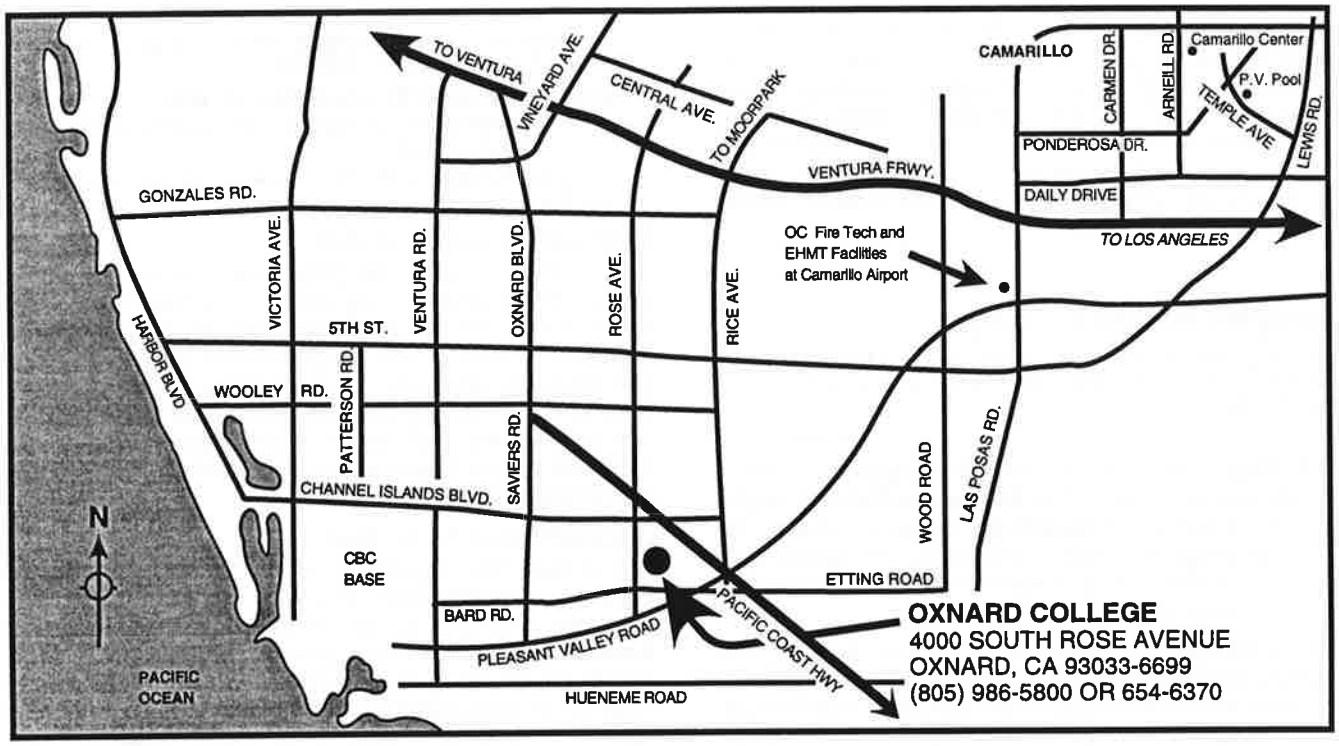
VELKOMMEN 歓 迎 BIENVENIDOS
ΚΑΛΩΣ ΩΡΙΣΑΤΕ KARIBU ကြိုဆိုပါတယ်
ยินดีต้อนรับ BEM-VINDOS MALOLELEI
AFIO MAI ברוכים הבאים
स्वागतम VÄLKOMMEN ආයුබෝවන්
HOŞ GELDİNİZ 欢 迎 BENVINGUTS
BENVENUTI SIYANIBINGELELA
WILLKOMMEN DOBRO NAM DOŠLI
ཕྱོགས་ཡལ་གས་སོ།། BINE AȚI VENIT WELKOM
SELAMAT DATANG 환 영 MERHBA
MIPELA WELKAM YUPELA স্বাগমন
VELKOMIN स्वागत TONGA SOA
TERVETULOA BIENVENUE 歓 迎
أهلا وسهلا MALIGAYANG PAGDATING
ДОБРО ПОЖАЛОВАТЬ خوش آمدید

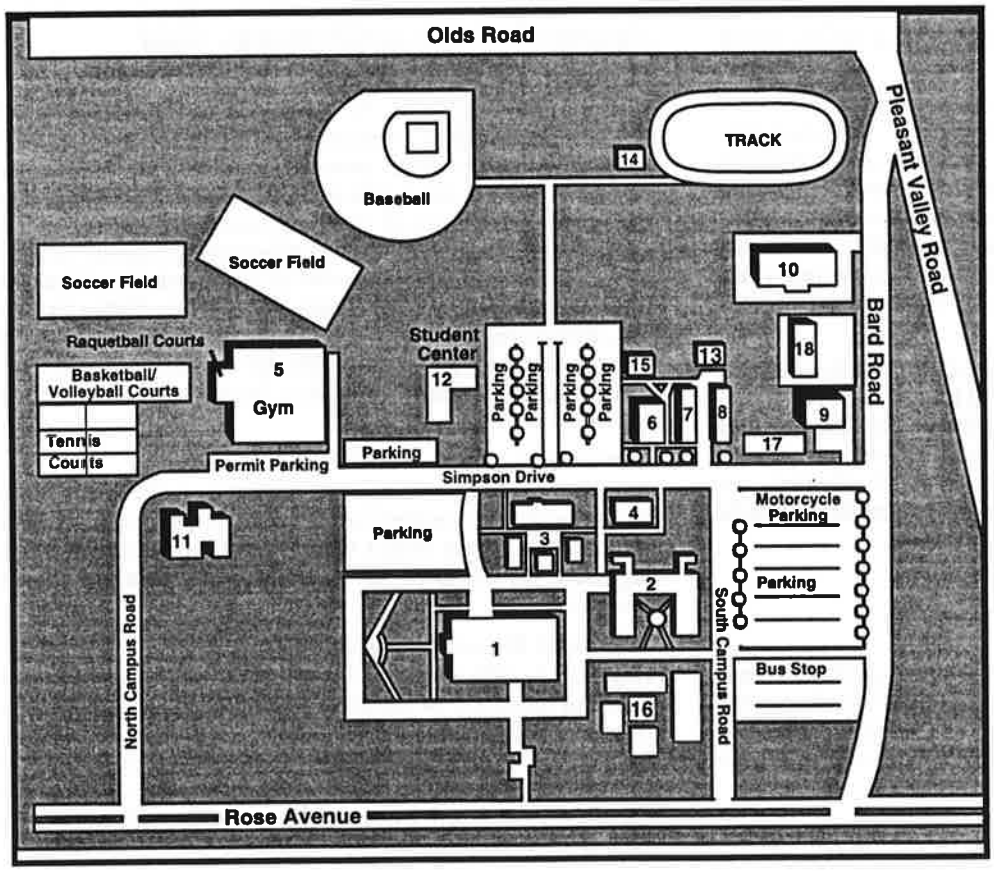


Welcome to Oxnard College, a friendly and safe campus dedicated to serving students with quality learning for the 21st century.

Steven F. Arvizu,
President

Oxnard College Maps





LEGEND

1. Learning Resources Center/Library
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
11. Child Development Center
12. Student Center
13. McNish Building
14. Observatory
15. FLS Language Centre
16. Letters & Science Instructional Facility
17. Campus Police
18. Dental Hygiene Program

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, develop their educational goals, select wisely from offerings of the college, and lay a foundation for career interests and their future goals.

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 classrooom are vital. This includes exposure to student activities, student government, and clubs, as well as financial aid, Disability Support Services, EOPS, child care and other services.

History of the College

Historically, the need for a community college serving the Oxnard Plain was 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 the Board of Trustees officially voted to build Oxnard College on March 26, 1974.

The college 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 more recently constructed Occupational Education Building houses the college's information processing, air conditioning and refrigeration, hotel and restaurant management, electronics, and word processing programs.

A new Child Development Center opened in early 1992, and a new Physical Education Complex with basketball and racquetball courts, showers and lockers, dance room and weight training facilities officially opened in the fall of 1994. The construction of a Language Arts/Math/Science Building was completed in 1997 and full occupancy commences in Fall 1997. Other campus buildings include two relocatable classroom buildings, a vocational shop building, a student services center, student activities center, and a food services facility.

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 accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, (3402 Mendocino Avenue, Santa Rosa, CA 95403 (707) 569-9177), an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education.

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.

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 Executive Vice President of Student Learning Office.

Gender Equity
To provide a workplace free of gender discrimination, Dr. Joyce Parkel (986-5800, ext. 7903), 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 the 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, school supplies, and clothing. 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, Color Photocopying, Snack & Sundries, Special Orders, and more. 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, GED, 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 Admissions & Records Office for permission to enter.

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

Admission Procedure

Application for Admission

An application for admission may be obtained by contacting:

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

The application should be completed promptly and returned to the Admissions & Records Office.

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.

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 Institutional Services in addition to the counselor's approval.

Registration

Class schedules will be published prior to the summer intersession 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.

Matriculation

Matriculation is a process which results in an agreement between Oxnard 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.

First-time students cannot register by telephone unless they have completed the matriculation process or have either waived or exempted the process by the Admissions & Records Office.

All students are encouraged to complete the matriculation process.

Steps to Success

Step 1—Admissions

Being Admitted to the College

Applications are available in the Admissions & Records Office in the LRC building. First-time students turn in their application in person to the same place (A&R Office). During this step to success, students receive an overview of the matriculation process and their rights and responsibilities in regard to matriculation.

Step 2—Assessment

Understanding Your Scholastic Talents and Selecting Courses That Match Those Talents

This session is conducted in a group setting by our matriculation specialist. Student interests, past academic record, college readiness, aptitudes, work schedule, and other criteria are recorded. Please see current schedule of classes for assessment dates.

Step 3—Orientation

Getting to Know Us and You

Students receive information regarding the matriculation process, the registration process, orientation, counseling availability, assessment, student services, and other services available.

Step 4—Group Counseling/Advisement

Planning for Your Classes

With the help of counselors students develop a one-semester educational plan that includes a list of prospective courses to select from during registration. Steps 3 and 4 occur in the same session.

Students who need additional assistance can then choose to see a counselor on an individual or group basis. A drop-by counselor is also available to handle quick questions. The counseling center is located in the LRC building, Room 22.

Step 5—Registration

Selecting Your First-Semester Schedule of Courses and Enrolling in Them

Using the information developed in the matriculation process, students select their class schedule and register for classes. Students who have completed the matriculation process, Assessment/Orientation/Group Counseling, will be required to present a Student Educational Plan or a Participation/Waiver form during registration. Walk-in registration is on a first-come, first-serve basis in the LRC building. You will be required to pay for your classes when you register. Please refer to the schedule of classes for detailed fee information.

For some students, Step 5 can occur earlier in the process.

Step 6—Follow-Up

Providing Assistance During the Semester

After enrolling, students will continue to receive follow-up services through the matriculation Early Alert system and the Counseling Department. The matriculation staff will contact students throughout the semester to assist students who are undecided in their majors, who are enrolled in basic skills classes, and to help students to obtain their goals at OC. In addition, you may see a counselor if you have personal, academic, or career concerns. Appointments can be scheduled in Room 22 of the LRC building.

Matriculation Exemption Policy

During Step 1, the admissions process, all first-time students are classified as exempt or non-exempt from the matriculation process or any of the individual steps. Oxnard College's exemption policy is outlined below.

Criteria for exemption from orientation, assessment, or counseling advisement:

1. Students who have already earned an AA/AS degree or higher.
2. Students who have completed a basic skills assessment or prerequisite courses at other colleges and can demonstrate this with documentation.
3. Students who are concurrently enrolled at another college in the district, or a four-year college or university, and who have completed fewer than 16 units of college credit.
4. Students who are concurrently enrolled in the 12th grade or below and who have completed fewer than 16 units of college credit.
5. Students who have completed fewer than 16 units and whose educational goals are among the following:
   a. Updating or advancement of job skills.
   b. Maintenance of a certificate (e.g., nursing or real estate).
   c. Educational development.
   d. Personal Interest.

Matriculation Waiver Procedure

Students who wish to waive themselves from any matriculation component should request a Matriculation Participation/Waiver Form during Step 1, at the Admissions & Records Office. The completed form is turned in to the A&R Office. A copy of this form will be requested to begin the registration step (Step 5). **Students may choose to waive the matriculation process only ONE TIME. After this first semester waiver, students must go through the matriculation process before they can *pre-register as a continuing student.***

Alternative Matriculation Services

Oxnard College provides the following alternative matriculation services:

1. Admissions and registration materials in Spanish for those who need assistance. Contact the Admissions & Records Office for this assistance.
2. If you have a physical, visual, or communication limitation that might require special assistance for any segment of the matriculation process, please contact the Disability Support Services Office located in the Student Services building. Students with questions, challenges, or who need further information regarding the matriculation process or any of the component steps should contact the Admissions & Records Office or the Counseling Office in the LRC building.
3. Prerequisite/Co-requisite Challenge. If there is any prerequisite or co-requisite that you disagree with or that prevents you from entering a class, please pick up a challenge form in the Instruction Office.

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 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 Admis-

sions & 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 the Admissions & Records Office.

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.

Military Personnel Residency (Active)

California Education Code, Section 68075.1 states: A student who is a member of the armed forces of the United States stationed in this state on active duty, except a member of the armed forces assigned for educational purposes to state-supported institutions of higher education, is entitled to resident classification at any campus of the California Community Colleges.

This section shall remain in effect only until January 1, 2000, and as of that date is repealed, unless a later enacted statue, which is enacted before January 1, 2000, deletes or extends that date.

Military Personnel Dependents

There is a one-year exemption for military personnel dependents whose spouses are assigned to California bases. These dependent students are given one year from their spouses assigned duty date to establish their California residency or to prepare to pay tuition fees. (Please refer to Residency Requirements section.)

Tuition or Nonresident Fee

Tuition is required of all students classified as nonresidents of the state of California and foreign students. 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 Admissions & Records Office 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 Admissions & Records Office. 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 Admissions & Records Office. 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 Admissions & Records Office. 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 EOPS 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. Other fees, such as parking fees and nonresident tuition, remain in force. All fees are subject to change. Contact the Admissions & Records Office for further information and consult the schedule of classes.

Health Fee

A mandatory $11 per semester ($8 summer session effective 1998 -99) Health Fee is charged.

Student Representation Fee

The Student Representation Fee of $1 will provide support for student representatives to lobby for legislation, such as bills that will keep enrollment fees at the lowest possible level. However, students may for religious, political, financial, or moral reasons refuse to pay the Student Representation Fee by indicating your reason on the

Student Representation Fee Waiver form. This form can be found in the Student Center and returned to the Student Business Office.

Student Center Fee

The Student Center Fee was established by the students to build a Student Center. The fee is $1 per unit with a maximum of $10 per academic year and will begin in spring 1998. Students receiving benefits under Aid to Families with Dependent Children Program, Supplemental Security Income/State Supplemental Program, General Assistance Program, may be exempt from this fee by documenting participation in these programs through the Financial Aid Office.

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. **College Photo Identification Card**
   This card may be purchased for $6 per semester or $10 for the year. Cards for the year can be purchased only in the fall semester. All registered students are encouraged to buy their cards as early as possible to insure maximum benefits. Funds from the purchase of cards support the operations and activities of student government and in turn, to various college programs.

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 each 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.



photo by Jim Englund

Oxnard College PIO Cathy Garnica and OC student Jamilah Wallace.

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 Admissions & 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 Admissions & Records Office 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 ADMISSIONS & 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 Admissions & 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 Executive Vice President of Student Learning. All student requests for examinations to be administered at a later date must be filed on the proper petition form in the Office of Instruction. 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 Executive Vice President of Student Learning 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 & 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, 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

Students 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.

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 and values.

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 go through the matriculation process. All students are then encouraged to see a counselor prior to registering. 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 choices, decision-making procedures, and personal values.

Personal Growth Classes

On-going 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. These classes also help students stay in school and are part of the Matriculation retention process.

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 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 to on campus services as well as community resources.

Disability Support Services

The Oxnard College Disability Support Services Office offers support 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 equipment, transportation, counseling, ASL interpreting, notetaking, proctored exams.

Services for the learning disabled include diagnostic testing, individualized learning strategies, special instructional and student educational contracts.

For persons with physical limitations, the college offers transportation, mobility assistance, and loaner electric wheelchairs for on-campus transportation. Vocational assessment for students with disabilities is now available in addition to academic testing. A departmental certificate of completion in Transition to Employment is available to non-matriculating students and those who do not wish to participate in other degree and certificate programs offered by the college. WorkAbility III, a cooperative grant with the Department of Rehabilitation, provides job placement services.

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

Federal PELL Grant; Federal Supplemental Educational Opportunity Grant (FSEOG); 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 Work Study (FWS) program. 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 private donors, community organizations, and national foundations.

Eligibility is generally based upon the applicant's ability to meet scholastic and other criteria set by award donors, but financial need is usually evaluated for consideration.

The scholarship program is directed by the Career Center. Specific details on eligibility and application procedures are provided in the Oxnard College Scholarship Brochure, available for Spring Semester.

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 semester 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 & 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 F-1 visa must check in with this office before registering. Assistance in obtaining housing for international students is provided by the Program.

Job Placement/Career Center

Employment services, available to all enrolled students and alumni, are administered by the Center. Campus and outside job opportunity listings are maintained, along with information on career-related subjects such as labor outlook information, resume writing, and job search skills.

The Center also provides research materials to assist in personal decision making. These include interest inventories, personality-type indicators, and the SIGI+ computer program offering information on over 400 occupations.

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 Building 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 30,000 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 available are the Academic/Academic ASAP Index, The CD Newsbank-LA Times, and the Ethnic NewsWatch (newspaper). The library also has 152 current periodical titles (magazines, newspapers and journals) and several periodical titles on microfilm.

The library's reference collection consists of standard research materials in print format and several data bases on CD Rom technology such as SIRS/Government Reporter, World Book Encyclopedia, Discovering Authors, Politics in America, and Discovering Careers and Jobs, as well as

college catalogs, pamphlet files and reserve items. The library participates in the Total Interlibrary Exchange (TIE) and the Black Gold Cooperative Library System. This service permits students to request materials from the other two libraries in the district as well as from all members of the system. 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 small tables for groups of four, are provided for student use. The library offers photocopying and microfilm reader printing services.

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, Tuesday, and Thursday, 8:00 a.m. to 9:00 p.m.; Wednesday, 8:00 a.m. to 10:00 p.m.; and Friday, 8:00 a.m. to 5:00 p.m for the Fall semester. Spring semester hours will be announced. Students are encouraged to make optimum use of the library and its resources.

New Horizons Program

New Horizons is a program designed to meet the needs of displaced homemakers, single parents and women in transition. This is a grant, funded by the Carl D. Perkins Vocational and Applied Technology Education Act of 1990. If you have decided to educate or re-educate yourself for today's job market, New Horizons is for you. By working together, we can create a plan and design a program to move you from dependency to self-sufficiency.

New Horizons sees each student as an individual, with unique needs and we provide personal, vocational and academic counseling to meet those needs. Direct support services are also available to help fund **child care, bus tokens, parking permits, an audio library, a lending library and book vouchers** for qualifying participants.

Throughout the semester, New Horizons offers a variety of personalized workshops and support groups to help insure success and academic performance while attending college.

We are here to help you experience success. Unique to our program is your ability to start with fewer units, depending on your level of readiness. We work in cooperation with Financial Aid, EOPS, CARE, Re-Entry, and DSS. Don't let complications in your life stand in the way of a great future. We're here to assist you in setting goals and meeting challenges.

To determine your eligibility, you must complete and submit an application. Program eligibility is determined by the guidelines of the New Horizons Grant Agreement. Applications are available at the Counseling Center, LRC Building, Room 22, 986-5816. The Project Director/Counselor is Judy McArthur.

Puente Project

Puente Students:

- Succeed academically
- Are recognized as leaders and scholars
- Graduate from four-year colleges and universities
- Belong to a statewide network of leaders and professionals

Puente Project History: Puente was founded in 1981 by Co-Directors Felix Galaviz and Patricia McGrath at Chabot College in Hayward. The program mission was to increase the number of Mexican American/Latino students transferring to four-year colleges and universities. Since then, Puente has expanded to 38 community colleges throughout the state. Puente is open to all students.

Many components work together to prepare Puente students to transfer to four-year colleges and universities:

English Instruction: Puente students take two consecutive writing classes, English 14 and English 101. These classes provide a supportive and stimulating environment for Puente students to build confidence in their writing skills through an exploration of the Mexican American/Latino experience. All Puente students are also required to enroll in Personal Growth 102 and Personal Growth 101A.

Counseling: Puente students work closely with their Puente counselor until they graduate, exploring career options, developing an academic educational plan and identifying lifetime goals. Students visit University of California and California State University campuses and attend an annual Puente student transfer conference.

Mentors: Each Puente student is matched with a mentor from the business or professional community. Mentors share with students their personal, academic and career experiences, and provide a window into "real-life" work environments. The network of trained Puente mentors provides many resources for the Puente students, their families, their colleges, and the community.

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 and interns from local colleges 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. There is also a staff of student and community volunteers to assist you in staying in school.

Student Health Center

Student Services Building, (805) 986-5832
Monday & Wednesday: 8 a.m. - 4 p.m.
Tuesday & Thursday: 8 a.m. - 8 p.m.
Friday: 8 a.m. - 12 p.m.
Call for an appointment.

The Health Fee that you are required to pay when you register entitles you to ALL health programs at the Student Health Center. It also provides accident insurance coverage while you are on campus.

Students needing medical care or information about illness, family planning, diet or any health concerns are encouraged to contact the office. Health services offered include blood pressure checks, hearing and vision screening, pregnancy testing and tuberculin skin tests. During medical clinic times the physicians or the nurse practitioner provide diagnosis and treatment for respiratory infections, sore throats, flu, skin disorders or any other physical problems. Women's health care includes annual exams, diagnosis and treatment of infections, and family planning.

Personal counseling is available at the Student Health Center. An appointment can be arranged for students who have personal concerns which are interfering with achieving academic goals.

The schedule for professional care varies each semester and includes some evening hours. Please consult the Student Health Center brochure for designated times. For prompt attention an appointment is suggested.

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. Terms of office are for the full academic year. To run for office, a student may obtain the required candidate's form from the Student Activities Office. To be eligible for an office, a student must be carrying a 2.5 GPA or better and maintain this average while in office. A minimum of five units is required to run for senator and the public relations officer, 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. 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 organizing a 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 Theatre Arts Department introduces students to the performing arts by stressing appreciation and dedication. Within the courses in the curriculum, introductory material regarding history and art are balanced with acting and directing to help students create a solid humanities background. Staff members produce one-act plays with student actors and directors, create audition videos for professional use, and encourage talented majors to transfer to four-year universities. Ethnic studies in diverse multi-cultural areas are stressed within this program.

Transfer Center

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

Veterans' Services

The Veterans' Readjustment Act of 1966 (PL 89-358) provides educational assistance for veterans who served on active duty for a period of more than 180 days.

The monthly basic educational assistance allowance for training may be paid on a full-time (12 units), three quarter-time (9 units), or half-time (6 units) basis.

All veterans receiving Veteran's Educational Benefits are required to (1) have submitted to the Admissions & Records Office official academic transcripts from each college previously attended, and (2) complete a Student Educational Plan (SEP) with a college counselor. Courses will **NOT** be certified for VA benefits until this is completed. Only courses which meet requirements for the major and degree objective indicated on the SEP will be certified for payment. If the educational objective is changed, the student **must** complete a new SEP.

Veterans must request enrollment certification each semester if they want to continue to receive benefits.

In addition to the academic probation and dismissal standards applicable to all students, the Veterans' Administration requires that standards of progress be adapted for Certification of Educational Benefits. The Admissions & Records Office will notify the VA that satisfactory progress is not being made and will **not** certify educational benefits eligibility if the veteran has been dismissed due to academic or progress probation regulations.

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 & Records Office before repeating a course.

Campus Safety Statistics

The Crime Awareness and Campus Security Act of 1990 requires institutions to report data for certain criminal acts that occur on campus. The Ventura Community College District's Campus Police office reported the following crimes on the Oxnard College campus in 1996.

PART I OFFENSES

Criminal Homicide	0
Rape	0
Robbery	0
Aggravated Assault	0
Burglary	7
Theft (Larceny, Except Motor Vehicles)	4
Motor Vehicle Theft	6
Arson	0

PART II OFFENSES

Minor or Simple Assault	1
Narcotics Violations	1
Alcohol Violations	11
Weapons Violations	3
Vandalism	7
Bomb Threats	0
Fraud/Embezzlement	1
Buying, receiving or possession of stolen property	0
Sex Crimes	0
Miscellaneous	28



Oxnard College photo

Oxnard College 1996-97 Big "Five" Award Winners (Outstanding Performance Awards). From left to right: Diane Stephens (classified), Mary Anne Rooney (student), Quint Morris (part-time faculty), Judith Valles (non-teaching academic), and Lori Buckley (full-time faculty).

Special Programs

Child Development Center

Child Development Center (located at the north end of the campus)
Phone (805) 986-5801
Monday through Thursday: 7:45 a.m. - 3:30 p.m.
Friday: 7:45 a.m. - 1:00 p.m.

Oxnard College's Child Development center offers a developmental toddler and preschool program which is open to children ages two through five.

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. The center serves as a model lab school for child development students who are learning to observe and work with children and their programming. Parent involvement is requested in their child's learning experience.

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

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 are designed to 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.

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.

The Learning Center hours are the same as the college library. See page 20 for further information.

Publications

The *Campus Observer* is a publication which keeps the college community informed about activities and events on campus. It is produced bi-monthly every semester by journalism students using state-of-the-art desktop publishing technology.

Television Station

Oxnard College provides both its students and the community with educational and entertainment programming on Oxnard College Television. OCTV programming reaches Oxnard and Port Hueneme through Jones Intercable Channel 24, and Camarillo on TCI Cable Channel 32A.

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.

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 sessions. 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.

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 capazes 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, fortalescan las relaciones humanas, realzen la vida de la comunidad y aumunten 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 aprendisaje y desarrolla el conocimiento de la sociedad y como ésta puede influenciar al individuo como guía. Los estudiantes desarrollan autocomprensión, persiguen objetivos educacionales y fundamentalmente permanecen responsables de se 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 tracendental 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 impresindible 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 integramente 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 satisfación 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 condisípulos. 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, 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 y sus metas para el futuro.

Desarrollo Físico

El desarrollo físico y la salud forman parte vital de la educación. La viveza mental y la vitalidad de el cuerpo son requisítos 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 especificas de negocios e industria y desarrollar una fuerza de trabajo capacitada que pueda realzar la vitalidad ecónomica 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, asi como ayuda financiera, DSPS, EOPS, cuidado de niños y otros servicios.

Historia del Colegio

Historicamente, se había reconocido la necesidad de un colegio comunitario en la planicie de Oxnard por las comunidades de Oxnard, Camarillo y Port Hueneme, por la mesa directiva y la administración del Distrito de los Colegios Comunitarios del Condado de Ventura desde la fundación del distrito en 1962.

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

En el otoño de 1973, el programa del Centro de Oxnard se expandió con la ampertura 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 la mesa directiva votó 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. Utilizando 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 progama 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 procesado de palabras.

A principios de 1992, se abrió la nueva guardería infantil, y el nuevo edificio de educación física con canchas de baloncesto, racquetball, regaderas y vestidores, un salón de danza y gimnacio de pesas se abrió oficialmente en el otoño de 1994. La construcción del edificio para los departamentos de idiomas, matemáticas y ciencias se completó en 1997 para estrenarse durante el otoño de 1997. Otros edificios en el colegio incluyen dos salones de clases móbiles, un salón vocacional, un centro de actividades estudiantiles, un centro de servicios para estudiantes y una cafetería.

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 descriminado 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 descriminacion de género, Joyce Parkel, (986-5800 ext. 7903) 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).

Descriminación Ilegal

Quejas de descriminación ilegal se mandarán a la oficina de Personal del Distrito (Office of Human Resources / Staff Diversity) (654-6413) para evaluación y desposición según los procedimientos apropiados del estado y el distrito.

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 aprenderan el arte de estudiar autodidacticamente y desarrollar un firme habito intelectual como lo son: claridad, precision y agudeza de pensamiento; equanimidad y razonamiento conclusivo derivado de echos y principios en lugar de perjuicios, distorsión o falasia.

El estudiante esta invitado a participar analitica e inferencialmente en las discusiones de clase, como decia Robert Ennis " rasonable pensamiento reflexivo que esta enfocado en decidir en que creer o hacer."

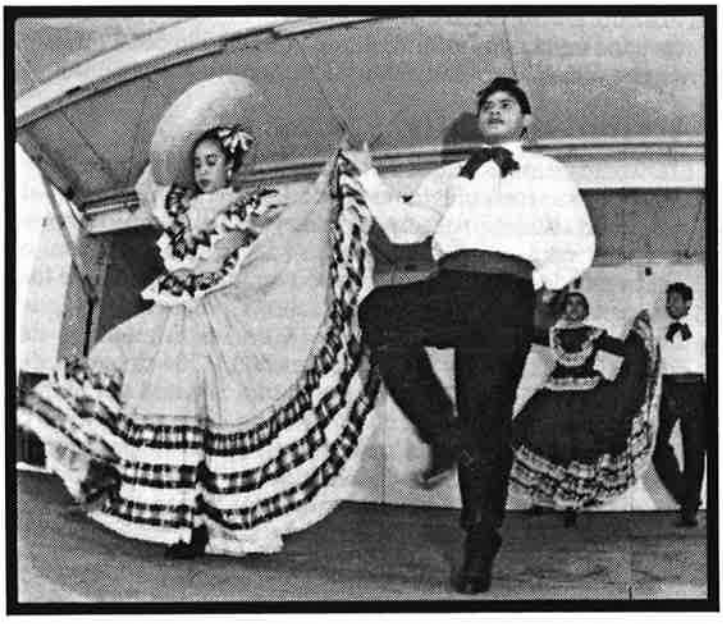


photo by Jim England

Información para Admisión

Elegibilidad

El Colegio de Oxnard admite a personas quienes se graduaron de estudios secundarios (high school), o que hayan optenido un certificado equivalente de estudios secundariios (GED) 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
Admissions & Records Office
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.

Inscripción
Los horarios de clases serán publicados antes de las intersesiones de verano, otoño y primavera. Favor de seguir las instrucciones indicadas en los horarios.

Inscripción Tarde
Las inscripciones extemporaneas tomarán lugar después de comenzar las clases de los semestres de otoño y primavera.

Cursos Abiertos para Inscripción
Cada curso ofrecido por el Distrito de Colegios de la Comunidad del Condado de Ventura y sus colegios están totalmente abiertos para inscripciones y participación para cualquier persona que haya sido admitida al colegio y a quien llene los prerequisitos a la clase o programa almenos especificamente exentos por estatuto.

Matriculación
Matriculación es un proceso que resulta en un acuerdo entre el Colegio de Oxnard y el estudiante para el propósito de definir y realizar las metas educativas del estudiante. Este acuerdo incluye las responsabilidades para el colegio y el estudiante y resulta en el Plan Educativo Estudiantil.

Estudiantes ingresando por primera vez al colegio no pueden inscribirse por teléfono hasta haber completado el proceso de Matriculación o haber sido exentos del proceso por la oficina de Admición.

Se les recomienda a todos los estudiantes de participar en el proceso de Matriculación.

Pasos al Exito

Primer Paso-Admisión
Ser admitido al colgio

Las solicitudes de admisión están disponibles en la oficina de admisión en el edificio LRC. Los estudiantes de nuevo ingreso necesitan entregar su solicitud en persona. Durante este primer paso los estudiantes recibirán un repaso del proceso de matriculación sus derechos y responsabilidades de acuerdo a la matriculación.

Segundo Paso-Evaluación Académica
Entender sus talentos académicos y seleccionar las clases que los complementan

Esta sessión es conducida por el/la especialista de Matriculación. La evaluación será basada en el interes del estudiante, historial académico, horario de trabajo y otros criterios. Por favor consulte al horario de clases para las fechas de las evaluaciones académicas.

Tercer Paso- Orientación
Conociendonos

Los estudiantes recibirán información acerca del proceso Matriculación, proceso de inscripción, orientación, asesoría, evaluación académica, servicios para los estudiantes y otros servicios disponibles para los estudiantes.

Quarto Paso - Asesoría en Grupo
Planear sus clases

Con la ayuda de consejeros, los estudiantes desarrollan su plan académico para un semestre el cual incluye una lista de clases para elejir durante la registración. Pasos 3 y 4 se llevan acabo durante la misma sesión.

Los estudiantes que necesiten ayuda adicional después de la orientación, pueden hacer cita con un consejero individualmente o en grupo. Consultas sin cita son disponibles para resolver algunas preguntas rápidas.

El centro de consejeros está localizado en el edificio LRC, salón 22.

Quinto Paso - Inscripción
Seleccionar sus clases para el primer semester e inscribirse en ellas

Usando la información desarrollada en el proceso de matriculación, los estudiantes eligirán su horario de clases para inscribirse. A los estudiantes que han completado el proceso de matriculación, Evaluación/Orientación/Asesoría se les requiere presentar su Plan Educativo o la forma de Participacion/Diferir durante las inscripciones. Inscripciones en persona son sin cita y se les atiende en la orden que van llegando. Cuotas de inscripción son coleccionadas durante este paso. Por favor vea el horario de clases para detalles acerca de las quotas. Para algunos estudiantes, este paso puede ocurrir antes del proceso.

Sexto Paso - Evaluación de Progreso
Proveer asistencia durante el semestre

Después de inscribirse para el primer semestre, los estudiantes continuarán recibiendo los siguientes servicios durante la matriculación del sistema de "Early Alert" (alerta académica) y del Departamento de Consejeros. El personal de matriculacioó se mantendrá en comunicación con los estudiantes durante el semestre para asistir aquellos que esten indecisos en sus carreras, inscritos en clases básicas, y para ayudar a los estudiantes a realizar sus metas en el colegio de Oxnard. Finalmente, puede ver un consejero si tiene preguntas personales, académicas, o acerca de su carrera. Citas se pueden hacer en el salón 22 del edificio LRC.

Exención de Matriculación
Durante el primer paso, el proceso de admisión, todos los estudiantes de nuevo ingreso son clasificados como exentos o no exentos. La póliza para exención se explica en los parrafos siguientes.

Criterio para exención de orientación, evaluación, o asesoría:

1. Estudiantes que tienen diplomas universitarios de instituciones regionales acreditadas.
2. Estudiantes que han completado menos de 16 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).
   d. Interes Personal
3. Estudiantes que hayan completado una evaluación de habilidades básicas o cursos prerequeridos en otros colegios y puedan demostrar esto con documentación.

4. Estudiantes que esten inscritos en otro colegio del distrito, o un colegio de 4 años o universidad y que han completado menos de 16 unidades.
5. Estudiantes que estan inscritos en el grado 12 o menos y han completado menos de 16 unidades de crédito de colegio.

Proceso para renunciar la Matriculación

Estudiantes que deseen renunciar de cualquier paso del proceso de la Matriculación deben consequir la forma de Participación/Renuncia durante el Paso #1, en la oficina de Admición. La forma completada se entrega a la oficina de Admición. Una copia de esta forma se requiere para empezar el paso #5 de la registración. **Estudiantes pueden renunciar el proceso de matriculación solamente UNA VEZ. Depués de renunciar el primer semestre, estudiantes deben participar en el proceso de matriculación antes de poderse registrar durante el tiempo reservado para estudiantes que continúan.**

Servicios Alternativos de Matriculación

1. Información en español acerca de admición y registración esta disponible para los que la necesiten. Comuniquese con la oficina de Admición para ayuda.
2. Si tiene algún impedimento físico, visual, o limitación en comunicación en que necesite ayuda especial para completar cualquier segmento de la matriculación, comuniquese con la oficina de Servicios de Apoyo para estudiantes deshabilitados. Esta oficina se encuentra en el edificio de Servicios Estudiantiles.
3. Pre-requisitos/Co-requisitos. Si está en desacuerdo con algún requisito que le impide tomar una clase, por favor obtenga la forma para retar el requisito en la oficina de Instrucción.

Programa de Admisión para Estudiantes de Educación 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 require 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 asiste 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 aprovada 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 límitado.

El reglamento sobre estudiantes extranjeros está incluído en el Apéndice X del catálogo.

Residencia del Personal Militar (Activo)

El Código Educacional de California, sección 68075.1, estipula: Un estudiante quien es miembro de las fuerzas armadas de los Estados Unidos apostado en este estado y activo en el servicio, excepto uno que es miembro de la fuerza armada asignado con propósitos educacionales a instituciones de educación universitaria apoyadas por el estado, es autorizado para clasificación como residente en cualquiera de los colegios de la comunidad en California.

Esta sección debe permanecer en efecto solamente hasta el primero de enero del año 2000, y después de esta fecha será rechazada, a menos que un nuevo decreto, el cual sea promulgado antes del primero de enero del año 2000, borre o extienda esa fecha.

Dependientes del Personal Militar

Hay un año de exención para los dependientes del personal militar de quienes los esposos(as) estén asignados a las bases de California. A estos estudiantes dependientes se les ha dado un año, desde la fecha en que sus esposos(as) fueron asignados al servicio, para establecer su residencia en California, o para prepararse para pagar colegiaturas. (Por favor vea la sección de requisitos para la residencia.)

Cuota de Colegiatura para No-Residentes

Se requiere que todos los estudiantes clasificados como no residentes en California y los estudiantes extranjeros pagen la colegiatura correspondiente a su categoría. (Por favor vea la sección de Requisitos de Residencia).

Reembolso de Colegiaturas

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

El programa de reembolsos se basa en una escala de disminución: no se dan reembolsos después de la cuarta semana de un semestre regular, ni después de la tercera semana de la sesión de verano. La oficina de Admisiones y Registros computará y aprobará la cantidad que debe reembolsarse y notificará por escrito a la Oficina de Negocios Estudiantiles. Los reembolsos se harán por medio de cheque y a traves de la Oficina de Negocios Estudiantiles dentro de

un periódo 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 transcriptos certificados. Estos transcriptos 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 transcriptos evaluados por una agencia aprobada por el distrito de colegios.

Los cursos tomados en países extranjeros deben ser evaluados por una agencia traductora aprobada. Los estudiantes mismos deben entregar los transcriptos oficiales a la agencia y pedir que la agencia envíe la evaluación oficial de los transcriptos 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 servico 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 esto no es una duplicación de trabajo previo.

El personal del servicio militar recibirá crédito por cursos ofrecidos por escuelas militares de los Estados Unidos y recomendados en la Guía de Evaluación por Experiencias Educacionales en las Fuerzas Armadas del Consejo Americano de Educación. El crédito máximo que se considerá 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 Educacionales en los Servicios Armados del Consejo Americano de Educación. El personal del servicio militar recibirá crédito avanzado por los cursos tomados en el (NCTC) Centro Naval de Construcción y Entrenamiento de Port Hueneme, basado en las recomendaciones de las Instituciones Acreditadas de la Educación Postsecundaria 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 transcriptos mostrando los créditos permitidos para obtener un diploma, de la misma manera que si el estudiante hubiese sido un estudiante civil y no militar.

Estudiantes de Tiempo Completo

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

Requisitos del Número de Unidades para Beneficios y Actividades

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

Los veteranos y huerfanos 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 siguientes cuotas estudiantiles se muestran aqui para su información y están sujetas 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. 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 Admisión y Registros y consulte el horario de clases.

Cuota para la Representación del Estudiante

La cuota de un dolar para la representación de estudiantes proveerá apoyo a los representantes de los estudiantes para introducir a la legislación estudiantil cosas como mantener la

colegiatura al más bajo costo posible. Sin embargo, los estudiantes pueden oponerse por razones religiosas, políticas o morales a pagar la cuota para la representación del estudiante. Pueden indicarlo por escrito en la petición para renunciar esta cuota. Esta forma es disponible en el Centro Estudiantil y se regresa a la oficina de Asuntos de Estudiantes.

Cuota para el Centro Estudiantil

La cuota para el Centro Estudiantil se estableció por los estudiantes para la construcción de un Centro Estudiantil. La cuota es de $1 por unidad con el máximo de $10 por año académico y se iniciará la primavera de 1998. Estudiantes que reciben beneficios de Aid to Families with Dependent Children Program, Supplemental Security Income/State Supplemental Program, General Assistance Program, pueden se exentos de pagar esta cuota verificando su participación en estos programs con la oficina de Ayuda Financiera.

Cuotas No-Obligatorias

Las cuotas que no son obligarorias son idénticas para los estudiantes de día y los de noche. Pueden ser pagadas en la Oficina de Asuntos de Estudiantes.

1. **Cuota de Estacionamiento para los Estudiantes**
   a. Cuota para el Semestre Regular (12 semanas o más):
      (1) Automóviles: Semestre regular $30
      (2) Motocicletas: Semestre regular $21
   b. Cuotas por Término Corto (menos de 12 semanas):
      (1) 6 a 11 semanas: Automóvil $21; Motocicleta $12
      (2) 1 a 5 semanas: Auto $9; Motocicleta $6
   c. Sesión de Verano: Auto $14; Motocicleta $9
   d. Permiso para segundo vehículo: $6; $4 para el verano
   e. Permiso duplicado: $5; regular $4 durante el verano

NOTA:

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

2. **Tarjeta de Identificación Estudiantil**
   Esta tarjeta se puede comprar por $6 por semestre o $10 por el año. Las tarjetas se pueden comprar solamente al inicio del semestre del otoño. A todos los estudiantes que están inscritos se les invita a comprar sus tarjetas tan pronto como les sea posible para que aseguren máximos beneficios. Los fondos de la venta de las tarjetas costean las operaciones y actividades del gobierno estudiantil y varios programas del colegio.
3. **Libros de Texto y Útiles**
   Por ley del estado, al Colegio de Oxnard se le prohibe proporcionar libros de texto o útiles gratis a los estudiantes. Ambas cosas pueden comprarse en la librería del colegio y el costo varía cada 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 gratuitas. Se cobrará $3 por cada transcripción adicional y $5 por trancripciones requeridas en un día.

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 periódo 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 periódo 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 catergoría 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 porciento del período de clases, si la evaluación ha de hacerse a base de Crédito/No Crédito o calificación. Una vez que el primer 30 porciento 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 restrigir 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 finaciero 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 desée 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 instruccíon 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 en 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 calificacion 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 véz 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 tachara 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 soliciatar reanudación académica seleccionando una de las siguientes 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 consederá 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 subsequentemente 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 conseder 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 poseé 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 especificamente 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 contaran 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 Certifiicado 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 prerequisitos. 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 sequencia 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 periódo de examenes finales.

El crédito ("CR") se asigna por un trabajo que tenga la calidad suficiente para obtener una calificación de "C" o mejor. Las anotaciones en las transcripciones 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 examenes 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 administraran examenes 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 declarción 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 dirijir 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 dolares ($15.00) por unidad por semestre.

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

una clase pueden registrarse en tal clase por petición especial en los últimos dos días del periódo de inscripciónes. Esta petición requiere el consentimiento del instructor. Clases con laboratorio no están disponibles a inscripciónes 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, 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.

Estudiantes que asisten al Colegio de Oxnard y al mismo tiempo esten inscritos en los colegios de Moorpark o Ventura pueden pedir que las unidades se combinen para ser elegibles para la Lista de Honor. Estudiantes que asisten a más de un colegio en un semestre pueden escojer al colegio en el que desean participar en la Lista de Honor.

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, deben participar en el proceso de Matriculación. Se les recomienda a los estudiantes hablar con un consejero antes de matricularse. Pueden hacerse citas con un consejero 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.

Clases de Desarrollo Personal

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. Estas clases le ayudan al estudiante seguir sus estudios y son parte del proceso de Matriculación.

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 en el colegio y recursos en la comunidad.

Programa de Servicios para Estudiantes Incapacitados

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 cominicación, 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, interpretes, asesoría y ayuda académica.

Hay servicios para personas con impedimentos visuales incluyendo grabadoras, Visual Tek, diccionarios Brailler 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 contratos 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. Esta disponible por el departamento un certificado de completación en transición de empleo para estudiantes no matriculados y para aquellos que no desean participar en otros programas de diploma o certificado ofrecidos por el colegio.

Servicios y Programas de Oportunidad Extensa (E.O.P.S.)

El programa EOPS está diseñado para reclutar, retener y proporcionar servicos 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 hácia 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 provée servicos 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 provée 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 servicos 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 Servicos 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/ Communicatión 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, lijar, 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 suspención 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 traves 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 sequencia 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 discuciones. 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 integros, quebrados comunes, decimales y el porcentaje; énfasis en el entendimiento de la aritmética y los procesos matemáticos.

Math 11-5 unidades
Algebra Elemental (Nivel 2)
Primer curso de álgebra. Operaciones con cómputo de números, integrales, ratios de números reales, equaciones lineales: graficado de lineas, 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 escojer 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 bailables 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 literaria 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 Suplemental Federal (FSEOG); 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 federal 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.

El programa de becas se dirije por parte del Centro de Carreras. Detalles específicos acerca de elejibilidad y procedimientos para aplicaciones se les provee en el folleto de becas del Colegio de Oxnard.

Centro de Salud/Seguro de Accidente

Edificio de Servicios Estudiantiles, (805) 986-5832
Lunes y Miercoles: 8a.m.-4p.m.
Martes y Jueves: 8a.m.-8p.m.
Viernes: 8a.m.-12p.m.
Llame para hacer una cita.

La cuota de salud que se le require pagar cuando se registra le dispone todos los servicios y programas del Centro de Salud Estudiantil. También le provee un seguro de accidente mientras está en el colegio.

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.

Todo estudiante matriculado tiene derecho a estos servicios.

Citas con un psicólogo son disponibles por parte del Centro de Salud. Llame para hacer una cita si tiene preocupaciones que estan interfiriendo con sus metas académicas.

El horario para los servicios profesionales varía cada semestre e inculye horas por las tardes. Por favor consulte el folleto del Centro de Salud Estudiantil para los horarios especificos. Para ayuda rápida, se le recomienda hacer una cita.

Programa para Estudiantes Internacionales

El objetivo de este programa es el de ayudar a los estudiantes con visas internancionales, a realizar sus aspiraciones personales y metas educativas mientras se familiarizan con

las costumbres norteamericanas mientras asisten al Colegio de Oxnard. Una sesión especial es provista al principio de cada semestre para familiarizar a los estudiantes internacionales con los servicios del colegio y asi como tambien con los reglamentos locales y leyes del estado y los requisitos federales de las leyes del departamento de servicios de imigracion (INS).

La oficina de este programa esta localizada en el edificio LRC, contiguo a la oficina de Admision y Registro escolar. El programa es responsable de preparar las formas de imigracion I-20AB, necesarias para quienes son estudiantes extranjeros. Quienes poseen una visa F-1 deben verificar su permiso en esta oficina antes de proceder a su inscripcion.

El programa le puede asistir con informacion para obtener hospedaje; asi como tambien, le ofrece ayuda en la preparacion 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, tambien con realcion a empleos relacionados con su carrera tal como investigacion de travajos, escribir un resumen de empleo y habilidades de buscar empleo. La oficina de empleos también provee materiales de información para ayudar en decisiones personales. Estas incluyen inventarios de intereses, indicadores de tipo de personalidades y el "SIGI" mas el programa de computadoras apreciando información de más de 400 ocupaciones. 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 / Latinos a tener éxito en el Colegio de Oxnard y a transferirse una universidad mediante un programa escritura / asesoría / 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 a base de 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 depués de una interrupción en sus estudios. El Centro provée asesoría académica, de carrera y personal individualmente o en grupo, talleres, lecturas, filminas, e información en cuidado de niños, carreras, 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 experencia 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.

Organizaciones y Actividades Estudiantiles

La Asociación de estudiantes del Colegio de Oxnard (ASOC) fué 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 representate de ASOC exige un gran esfuerzo, pero da mucha satisfacción.

Las elecciones son dos veces por año, en el otoño y en la primavera. El término de cada puesto es por todo el año académico. Para correr para la candidatura, el estudiante puede conseguir una forma en la oficina de Actividades Estudiantiles. Para ser elegible como candidato, el estudiante debe tener un promedio de 2.5 o mejor y mantener este promedio durante su puesto. Cinco unidades es el requisito mínimo para correr para senador y oficial de relaciones públicas, y un mínimo de seis unidades es requerido para correr para presidente, vice-presidente, secretario o tesorero.

Se les invita a todos los estudientes 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 departamento de artes teatrales introduce a los estudiantes a las bellas artes enfatisando aprecio y dedicación. Dentro de los cursos del currículo, material introductorio concerniente a la historia y al arte son balanceados con actuación y dirección para ayudar a los estudiantes a crearce un cimiento sólido en el area de humanidades. Miembros del personal escenifican obras teatrales de un solo acto usando estudiantes como actores y directores, también producen videos de audicion para el uso profesional y motivan a alumnos con talento a transferirse a diferentes universidades. Estudios de etnicidad en diversas areas multi-culturales se enfatisan en este programa.

Publicaciones

El periódico "The Campus Observer" es una publicación la cual mantiene a la comunidad estudiantil informada acerca de las actividades y eventos que se realizan en el colegio. Este es publicado bi-mensualmente cada semestre por estudiantes de periodismo.

Centro de Transferencia

Los consejeros del Centro de Transferencia proveen asistencia a todo estudiante que planee transferirse a la universidad. Este centro provee informacion actualizada, material de referencia, catalogos de los colegios, solicitudes, y los servicios auxiliares necesarios para planificar y lograr una transicion 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 distribuidad mensualmente por medio del "Calendario del Centro de Transferencia". El Centro de Transferencia esta localizado en el edifico 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 30,000 volúmenes, los cuales están en proceso de ser automatizados. Disponible para estudientes, facultad y la comunidad está el Catálogo Interlligent, un CD rom y otras herramintas electrónicas como el indice *Academic/Academic ASAP*, el indice de revistas y el banco de noticias del LA Times, y el periódico *Ethnic News Watch*. Además, la bibioteca cuenta también con: 152 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 en forma de texto y en computadora en tecnología CD Rom tal como *SIRS/Government Reporter, Enciclopedia World Book, Discovering Authors, Politics in America, y Discovering Careers and Jobs*, 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 fotocopiadoras 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 prestamos 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 de servicio de la biblioteca para el semestre del otoño será de 8:00 a.m. a 9:00 p.m. de lunes, martes y jueves; miércoles de 8:00 a.m. a 10:00 p.m., y de 8:00 a.m. a 5:00 p.m. los viernes. El horario par el semestre de la primavera se anunciará después. Se les invita cordialmente a utilizar optimamente los servicios y facilidades disponibles en la biblioteca del Colegio de Oxnard.

Nuevos Horizontes

El programa Nuevos Horizontes está diseñado para proveer ayuda a personas desplazadas, madres / padres solteras(os) y mujeres en transición. Este programa está patrocinado por el Acto de Carl D. Perkins Vocational and Applied Technology Education de 1990. Si ha decidido educarse o re-educarse para un nuevo empleo, Nuevos Horizontes es para usted. Trabajando juntos, podemos crear un plan deseñado para moverlo de la dependendia a la auto-suficiencia.

Nuevos Horizontes ve a cada estudiante como un individuo, con necesidades personales y le proveemos asesoría personal, vocacional, y académica para lograr su meta. Servicios de apoyo están disponibles para el cuidado de niños, monedas para el autobús, permisos para estacionamiento, libros en audio-casetes, préstamo de libros y vales para libros para participantes que califican para este programa.

Atravez del semestre, Nuevos Horizontes ofrece una variedad de talleres y grupos de apoyo para asegurar éxito y desarrollo académico mientras asiste al colegio.

Estamos aquí para ayudarle experimentar lo que es el éxito. Usted puede empezar con pocas unidades dependiendo en sus habilidades cuando comienza sus estudios. Trabajamos en cooperación con la oficina de ayuda financiera, EOPS, CARE, Programa de re-ingreso, y DSS. No deje que las complicaciones en su vida sean un obstáculo para su futuro. Estamos aquí para ayudarle fijar sus metas y enfrentarse a los retos.

Para establecer su elegibilidad, debe completar y entregar una aplicación. Elegibilidad para el programa se determina por las guías del New Horizons Grant Agreement. Aplicaciones están disponibles en el Centro de Consejeros, LRC-22, 986-5816. La directora y consejera del programa es Judy McArthur.

Estadísticas de Seguridad del Colegio

El Acto Conocimiento del Crimen y Seguridad en el Colegio de 1990 requiere a las instituciones reportar información de ciertos crímenes que han ocurrido en el colegio. La oficina de policía del Distrito de Colegios de la Comunidad del Condado de Ventura reportó los siguientes crímenes en el colegio de Oxnard de 1996.

Asesinatos	0
Violaciones	0
Ataques a con armas	0
Robos	7
Robos de automóbiles	6
Robos pequeños	5
Posesión de armas	3
Ataques de agreción	1
Posesión de drogas	1
Posesión de alcohol en el colegio	11
Fraude	1
Vandalismo	7
Varios	28

Programas Especiales

Centro Infantil

Teléfono (805) 986-5801
Lunes a Jueves: 7:45 a.m. a 3:30 p.m.
Viernes: 7:45 a.m. a 1:00 p.m.

El Centro Infantil atiende a niños de uno a cinco años de edad. 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 ninos. Se paga mensualmente para los servicios. Formas para registración están disponibles en el centro. Para informes llame al teléfono 986-5801.

Centro de Aprendizaje

El Centro de Aprendizaje está localizado en el segundo piso de la biblioteca del colegio y ofrece una gran variedad de servicios. Módulos de instrucción especializada están disponibles por crédito académico 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 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 igual al de la bibliotca. Vea la página 20 para másinformación. Visítenos y recuerde que con una cita previa podemos hacer los horarios necesarios para atenderles en grupo. Llame al 986-5900, 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 ayudarle. Los servicios de tutoría son gratuitos para los estudiantes del Colegio de Oxnard. Visitando el Centro de Tutoría le ayudará tener éxito en sus cursos. Visítenos!

Estación 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 covertura para el area de Oxnard y Port Hueneme por medio del canal 24, de Jones Intercable y por el canal 32Á de TCI Cable de Camarillo.

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 equipo moderno 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.

Publicaciones

El periódico *Campus Observer* es una publicación que informa a la comunidad del colegio acerca de las actividades y eventos del colegio. Se publica cada dos semanas por estudiantes en las clases de periodismo usando lo último en la tecnologia de computación.

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
Dental Hygiene
Diesel Mechanics
Economics
Electronics
Engineering
Engineering Technology
English
Fire Technology
Fitness Management
General Liberal Arts/Sciences
History
Hotel and Restaurant Management
Information Processing Systems
Journalism—see Communications
Legal Assisting
Marine Studies
Marketing
Mathematics
Music
Office Technology
Philosophy
Political Science
Print Media—see Communications
Psychology
Public Relations—see Communications
Sociology
Sociology—Human Services
Spanish
Supervision
Television—see Communications
Theatre Arts
Travel & Tourism
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.

The following courses are not applicable to the AA/AS Degree: ACT—all classes; CD 11; Engl 1, 5, 7, 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.

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 Executive Vice President of Student Learning shall make determinations regarding major requirements and general education. The Dean of Institutional 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 Matriculation 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 Matriculation 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, 7, 9, 10, 11, 12, 20, 30 series except 30TT, 45, 47, 76, 80; **LS**—all classes; **SE**—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. Major courses can also be applied in the general education area.

   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. Courses required for the major may also be applied to an A.A., A.S.

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

A. Natural Sciences - one course of 2 or more units required from each group

Group 1 Biological Sciences - Anth 101; **Biol** 100A, 100AL, 101, 101L, 104, 105, 106, 106L, 107, 108, 109, 110, 110L, 111, 111L, 114, 114L, 115L, 116L, 117L, 177; **MSt** 108, 108L, 122, 122L, 175, 190, 195, 199

Group 2 Physical Sciences - Ast 101, 101L; **Chem** 100A, 100B, 101; **Geog** 101, 101L, 103; **Geol** 101, 101L, 103, 103L, 104, 107; **MSt** 103, 103L, 178; **Ph** 101, 111

B. Social & Behavioral Sciences - one course of 2 or more units required from each group

Group 1 American History/Institutions - AAS 101; **ChSt** 107; **Hist** 102, 103, 107, 108, 117; **PSc** 100, 101, 102, 107

Group 2 Social/Behavioral Science - AAS 101; **AfAm** 101; **Anth** 102, 103, 105, 106, 110, 114; **Bus** 120, 186; **ChSt** 101, 108, 114; **CD** 102, 106, 108; **Econ** 100, 101, 102, 103; **Geog** 102, 104; **Hist** 104, 110, 111, 112, 113, 114, 115, 116, 118, 119; **IS** 102; **Journ** 186; **Phil** 109, 110, 114; **PSc** 104, 105, 106, 107, 108, 189A, 189C; **Psych** 101, 102A, 102B, 106, 107, 108, 109, 110, 111, 114, 131, 189A; **Soc** 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 118, 121

C. Humanities - one course of 2 or more units required from each group

Group 1 Fine Arts - Art 100A, 101, 102, 103, 104A, 104B, 106A, 106B, 150A, 152ABC; **Engl** 119; **Mus** 101, 103A, 103B, 106, 107A, 112, 114, 116, 119, 189A; **Spch** 104, 109; **ThA** 101, 102A, 102B, 103A, 103B, 104, 109, 112, 122 **TV** 102, 103, 104

Group 2 Other Humanities - Engl 104, 105, 106, 107, 108, 109, 110, 111, 113, 114, 115, 116, 117, 118, 120, 123, 131, 132, 150, 151, 152, 153, 154, 155, 156; **Fr** 1, 2, 101, 102; **Ger** 101, 102; **Hist** 105, 106, 109, 111; **IS** 101A, 101B, 110, 189A; **Japn** 1, 2, 101, 102; **Journ** 100, 186; **Phil** 101, 102, 103, 104, 105, 106, 108; **SL** 101, 102, 104; **Spn** 101, 101A, 101B, 102, 102A, 102B, 103, 104, 105, 107, 108, 117; **Spch** 2, 101, 104, 108; **ThA** 104, 105; **TV** 105

D. Language and Rationality - one course of 2 or more units required from each group

Group 1 English Composition - Bus 140; **Engl** 14, 101, 102, 140; **Journ** 101, 102

Group 2 Communication/Analytical Thinking - Bus 62; **BIS** 153A, 154A; **Engl** 101, 102, 130; **IS** 110; **Math** 14, 23, 101, 102, 103, 105, 106, 115, 116, 118, 120, 121, 122; **Phil** 107, 111, 112, 121; **Psych** 103, 104; **Spch** 101, 104, 108; **TV** 105

E. Physical Education and Health - one course required from each group

Group 1 Health Science - HS 101, 102, 103, 104, 105

Group 2 Physical Education - Any Physical Education activity course; **MSt** 120L

F. Ethnic/Women's Studies Courses - one course of 2 or more units required

AAS 101; **AfAm** 101; **Anth** 105, 114, 189D; **ChSt** 101, 107, 108, 114; **CD** 107; **Engl** 109, 110, 117, 121, 122; **HS** 103; **Hist** 107, 108, 109, 112, 117; **IS** 189C; **Int** 102; **Mus** 189A; **Psych** 107, 114
Soc 103, 104, 107, 108, 112; **Spn** 117; **ThA** 112, 127; **TV** 117

An additional 9 units are required from A, B, C, D.

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 Institutional Services. 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 offes 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
Engineering Technology
English
Finance
Fire Technology
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
Marine Studies
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
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. The following list is called the *Baccalaureate* level course list.

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, 189B, 189C, 189D, 198A-Z, 199

Area Studies
AS 101A-Z, 102A-Z, 103

Art
Art 100A, 101, 102, 103, 104A, 104B, 105AB, 106A, 106B, 106C, 107A, 107B, 107C, 108A, 108B, 108C, 109A, 109B, 109C, 110A, 110B, 110C, 112A, 112B, 112C, 113AB, 114A, 114B, 114C, 115AB, 116A, 116B, 122AB, 123A, 123B, 124A, 124B, 124C, 125A, 125B, 125C, 126A, 126B, 126C, 127A, 127B, 127C, 128A, 128B, 128C, 129A, 129B, 129C, 130, 131A, 131B, 132A, 132B, 150A, 150B, 151A, 151B, 152A, 152B, 152C, 153, 154A, 154B, 155, 156AB, 157A, 157B, 189A, 189A-Z, 198A-Z, 199

Asian-American Studies
AAS 101

Astronomy
Ast 101, 101L, 198A-Z

Biology
Biol 100A, 100AL, 101, 101L, 102, 102L, 104, 105, 105L, 106, 106L, 107, 108, 108L, 109, 110, 110L, 111, 111L, 112, 112L, 113, 114, 114L, 115L, 116L, 117L, 177, 198A-Z, 199

Business
Bus 101A, 101B, 102, 111A, 111B, 120, 121, 122, 123, 125, 130, 131, 132A, 132B, 133, 136, 140, 141, 142, 151, 152, 153, 154, 155, 170, 171, 172, 173, 174, 175, 176, 180, 181A, 181B, 181C, 181D, 181E, 182, 183E, 183G, 183H, 184A-G, 186, 189A-Z, 190A, 190B, 198A-Z, 199

Business Information Systems
BIS 151, 152, 153A, 153B, 154A, 154B, 155, 156, 160, 161A, 161B, 162, 163, 164, 170, 171, 172, 173, 174, 180A, 189A-Z, 190A, 190B, 198A-Z, 199

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

Chicano Studies
ChSt 101, 107, 108, 114

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

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

Engineering
Engr 100, 105, 110, 115

Engineering Technology
EngrTec 100, 101, 110, 111, 112, 113

English
Engl 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 130, 131, 132, 140, 150, 151, 152, 153, 154, 155, 156, 189, 189A, 189B, 189D, 189H, 199

Environmental Technology
ET 100, 101, 102, 103, 104, 105, 106

Fire Technology
FT 51, 52, 53, 54, 55, 56, 57, 57L, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69A

French
Fr 1, 2, 101, 102

Geography
Geog 101, 101L, 102, 103, 104

Geology
Geol 101, 101L, 102, 103, 103L, 104, 105, 106AB, 107, 110, 178, 199

German
Ger 101, 102, 199

Health Science
HS 101, 102, 103, 104, 105, 106

History
Hist 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 199

Hotel and Restaurant Management
HRM 100, 102A, 102B, 102E, 102G, 102I, 103A, 103B, 104, 105, 106, 107, 108, 109, 111, 112, 113, 114, 115, 116A, 116B, 117, 118, 119, 120, 130, 131, 132A, 132B, 132C, 133, 134, 135, 136, 190, 191

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

Interpretation
Int 101, 102, 103

Japanese
Japn 101, 102, 199

Journalism
Journ 100, 101, 102, 103, 104, 105, 108, 111, 120, 121, 122, 123, 133, 141, 142, 186, 190, 199

Leadership
Ldr 100

Marine Studies
MSt 103, 103L, 108, 108L, 120, 120L, 122, 122L, 175, 177, 178, 190, 195, 199

Mathematics
Math 100L, 101, 102, 103, 105, 105PS, 106, 115, 115PS, 116, 116PS, 118, 118PS, 120, 120PS, 121, 121PS, 122, 122PS, 125, 134, 136, 136L, 137, 137L, 138, 138L, 143, 198A-Z, 199

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

Personal Growth
PG 101A, 101B, 102

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

Physical Education
PE 100 through 199

Physical Science
PhySci 100L, 112

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

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

Psychology
Psych 101, 102AB, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 120, 130, 131, 189A-Z, 198A-Z, 199

Sign Language
SL 101, 102, 103, 104, 105, 189A-Z, 199

Sociology
Soc 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 118, 121, 199

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

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

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

Theatre Arts
ThA 101, 102AB, 103A, 103B, 104, 108, 109, 110A, 110B, 110C, 110D, 112, 115, 117, 120AB, 121AB, 122, 127, 198A-Z, 199

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. Additional courses will be certified by Fall 1997.

African-American Studies
AfAm 101

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

Area Studies
AS 102A-Z

Art
Art 100A, 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, 116AB, 122AB, 123AB, 124A, 124B, 124C, 125A, 125B, 125C, 126A, 126B, 126C, 127A, 127B, 127C, 128A, 128B, 128C, 129A, 129B, 129C, 150AB, 151AB, 152ABC, 153AB, 155, 156AB, 157AB, 189A-Z, 189A, *198A-Z, *199

Astronomy
Ast 101, 198A-Z

Biology
Biol 100A, 100AL, 101, 101L, 102, 102L, 106, 106L, 108, 108L, 109, 110, 110L, 111, 111L, 112, 112L, 113, 114, 114L, *198A-Z, *199

Business
Bus 101A, 101B, *111A, *111B

Business Information Systems
BIS 151, 152, *153A, 153B, 154A, 154B, *155, 156, 189A-Z, 198A-Z, *199

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

Chicano Studies
ChSt 101, 107, 108, 114

Child Development
CD 102, 106

Economics
Econ *100, 101, 102, 103, *199
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, 199
French
Fr 101-102
Geography
Geog 101, 101L, 102, 103, 104
Geology
Geol 101, 101L, 102, 103, 105, 107, 110, *199
German
Ger 101, 102, *199
Health Science
HS *101, *102, *103, *104, 105, 106
History
Hist 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, *199
Interdisciplinary Studies
IS 101AB, 102, 110, *189A-Z, 189AB, *198A-Z, *199
Japanese
Japn 101, 102, *199
Journalism
Journ *100, *186
Mathematics
Math 102, 103, *105, *106, *115, *118, *120, 121, 122, *125, *134, *136, 137, *138, *143, 198A-Z, *199
Music
Mus 101, 102A, 102B, 102C, 102D, 103A, 103B, 104, 105, 106, 107ABCD, 108, 110A, 110B, 110C, 110D, 111, 112, 114, 116, 117, 118, 119, 120, 121, 124, 125, 189A, 198A-Z, *199
Philosophy
Phil 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 114, *121, 189A-Z, *199
Physical Education
PE *100 through 102B, 103, 104, *105, *115, 116A through 124, *136 through 146B, *148 through 177, *183A through 185D, *189A-Z, *199
Physics
Ph *101, *102, *111, *112, *113, *199
Political Science
PSc 100, 101, 102, 104, 105, 106, 108, 189A, *189B-Z, *199
Psychology
Psych 101, 104, 105, 106, 107, 108, 110, 114, 130, 131, 189A-Z, 198A-Z, 199
Sign Language
SL 101, 102, 103, 104, 105
Sociology
Soc 101, 102, 103, 104, 106, 107, 108, 111, 112, 113, 114, 115, 116, 121, *199
Spanish
Spn *101, *101A, *101B, *102, *102A, *102B, 103, 104, *105, *106, 107, 108, 117, 199
Speech
Spch *101, *102, 104, 105, 106, 107, 109, *199
Theatre Arts
ThA 101, 102AB, 103A, 103B, 104, 108, 109, 110ABCD, 112, 115, *120AB, 121AB, 122, 127, *198A-Z, *199

***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
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
   Ph 101, 102, 111
2. **Life Science**
   Anth 101
   Biol 100A, 101, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113
3. **Lab Experience**
   Biol 100AL, 101L, 104, 105, 106L, 107, 108L, 109, 110L, 111L, 112L, 113
   Chem 100A, 100B, 101
   Geog 101L
   Geol 101L
   Ph 101, 102, 111
4. **Mathematical Concepts**
   Math 102, 103, 105, 106, 115, 116, 118, 120, 121, 122, 125, 134, 136, 137, 138, 143

Area C—Arts, Literature, Philosophy, and Foreign Language. 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, 114
   CD 107
   Engl 109, 114, 117, 121, 122
   Hist 107*, 108*, 109
   Psych 114
   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, 186
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, 131
10. **Sociology and Criminology**
    Soc 101, 102, 103, 104, 105, 106, 107, 108, 109, 111 112, 113, 115, 116, 118, 121

*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 114
HS 101, 103, 104, 105
Mus 107A, 108A, 110A, 112A, 114, 117, 118A
PG 101A, 102
PE—All Activity Courses
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 (IGETC)

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.

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 course 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
Anth 105, 107, 108, 109, 110, 113, 189A; **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; **Hist** 105, 106, 109, 110, 111, 112, 113, 114, 115, 116, 118; **IS** 101AB, 102; **Journ** 100; **Phil** 101, 102, 103, 104, 105, 106, 108, 109, 110, 114; **Psych** 107; **Soc** 104, 112, 114; **Spn** 107, 117; **Spch** 105

Area 4—Social and Behavioral Sciences
(3 courses from 2 disciplines)
AfAm 101; **Anth** 102, 103, 105, 106, 107, 108, 109, 110, 113, 114, 115, 189A, 189C; **ChSt** 108; **Econ** 100, 101, 102; **Geog** 102, 104; **Hist** 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118; **IS** 101A, 101B, 102, 110; **Journ** 100; **Phil** 114; **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

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
Anth 101; **Biol** 100A, 100AL*, 101, 101L*, 102, 102L*, 106, 106L*, 108, 108L*, 110, 110L*, 111, 111L*, 112, 112L*; **Psych** 105

*Indicates lab course

Area 6—Languages Other Than English (UC requirement only)
(one class)
Fr 102; **Japn** 102; **Spn** 102, 102B, 103, 104
or complete two years of some foreign language with a "C" or better in high school;
or graduate from a high school where the primary language was not English.

American History and Institutions (Required for all CSU's and some UC's)
(CSU grad. requirement not part of IGETC and cannot be double counted)
Group 1: **PSc** 100, 101, 102, 107
Group 2: **AAS** 101; **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 (**Engl** 101); and
   (3) One course from the following: a US History course (**Hist** 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.

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

Area B: Foreign Language—1 course required.
Fr 102; **Ger** 102; **Japn** 102; **Spn** 102, 102B, 106

Area C: Science, Mathematics and Technology—2 courses required
Anth 101; **Ast** 101; **Biol** 101, 108, 111, 112; **Chem** 100A, 101; **Geog** 101; **Geol** 101, 103; **Math** 105, 106, 120, 137, 138; **Ph** 101, 111

Area D: Social Sciences—2 courses required
Anth 102, 103, 107, 110; **ChSt** 107; **Econ** 101, 102; **Geog** 102; **Hist** 102, 103, 107, 108, 117; **PSc** 100, 101, 102, 104, 108; **Psych** 101, 106, 108, 131; **Soc** 101, 112, 113

Area E: Civilization and Thought—1 two-course sequence required
Hist 105 and 106 or **Phil** 105 and 106

Area F: Arts—2 courses required for BA, 1 for BS
Art 101, 102, 103; **Engl** 119; **Mus** 103A, 103B, 104, 105, 116, 119; **ThA** 101, 103A, 103B, 127 (not required for BFA, BM degrees)

Area G: Literature—2 courses required for BA, 1 for BS, BM BFA Degrees
Engl 104, 105, 107, 108, 109, 111, 113, 114, 115, 116, 117, 118, 121, 122; **Spn** 117

Ethnicity Requirement—1 course required
AfAm 101; **Anth** 107, 108, 114; **ChSt** 101, 107, 108; **Engl** 109, 121, 122; **Hist** 107, 108; **Soc** 103, 107, 108; **ThA** 127

American History and Institutions—1 course required.
Anth 107; **ChSt** 107; **Engl** 107, 108; **Hist** 102, 103, 104, 107, 108, 112, 115, 116, 117; **Phil** 109; **PSc** 100, 101, 102; **Soc** 107, 112

Additional Information

Courses used to satisfy general education requirements may simultaneously satisfy applicable major requirements.

Courses used to satisfy Ethnicity, American History and Institutions, Non-Western Culture, and Quantitative Relationships requirements may simultaneously apply to Areas C through G of general education.

Foreign Language requirement may also 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 SAT II score of 500 or higher.

3. An Advanced Placement Examination in foreign language, passed with a score of 3, 4, or 5.
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 non-credit placement examination at UCSB after transfer.

American History and Institutions requirement may also be satisfied in one of the following ways:

1. After transfer, passing a non-credit exam in this subject offered by the UCSB Department of History the first week of each quarter.
2. A score of 3 or higher on the Advanced Placement Examination in American History or American Government.

Non-Western Culture

This requirement is considered satisfied if a student transfers with fewer than 4 omissions in Areas D, E, F and G. Courses such as cultural anthropology, north American Indians, eastern religions and eastern philosophy satisfy this requirement. Courses that focus on the art, culture, history, literature, music, or politics of non-western peoples will also apply. Courses must be at least three semester units.

Quantitative Relationships

This requirement is considered satisfied if Area C is entirely completed prior to transfer. Otherwise, courses in calculus, statistics, astronomy with lab, chemistry with lab, physics with lab, or physical geology with lab will apply.

Writing Requirement

This requirement is considered satisfied if Areas D, E, F and G are fulfilled upon transfer to UCSB. Otherwise, the number of courses needed is determined by the number of omissions in these areas. Transfer courses do not apply, but the requirement is reduced for transfer students, at the time of admission, to the number of omissions in subject areas D through G.

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.

General Education Requirements
California Lutheran University

CLU will accept the IGETC with both Speech and Foreign Language areas completed. HS Foreign Language does not count.

Area I. Proficiencies

A. Written Communication
1. Freshman English. One course with a grade of C or higher.
   Engl 101
2. Writing-intensive courses; one upper division.

B. Oral Communication
1. One course or passing score on the Oral Communication Proficiency Test to be taken at CLU (no credit given).
   Spch 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 second semester level.
   Fr 102; **Japn** 102; **Spn** 102 and above

OR Score on the CLU Foreign Language Placement Test indicating proficiency at the second semester level.

D. Mathematical Reasoning
1. College level math course or qualifying score on the CLU Math Placement Test.
   Math 101-134; **Math** 105 is not acceptable

Area II. Perspectives

A. Humanities
1. History—one course
   Hist 102-118
2. Literature—one course
   Engl 102, 104-118, 121, 122, 150-156; **Spn** 117
3. Philosophy—one course
   Phil 101, 102, 105, 106, 108, 109, 110, 114
4. Religion—two courses
   Phil 104; **Religion** 100 at CSU
   Transfers with 58 units or more may complete one Religion course.

B. Natural Sciences
1. Two courses from different disciplines, each with lab components
   Ast 101, 101L; **Biol** 100A, 100AL, 101, 101L, 106, 106L, 107, 108, 108L, 109, 110, 110L, 111, 111L, 112, 112L; **Chem** 100A-108L; **Geog** 101, 101L; **Geol** 101, 101L, 103, 103L, 110; **Ph** 101-113
   Juniors may transfer one science course without a lab.

C. Social Sciences
1. Two courses from different disciplines
   Anth 102, 103, 105, 106, 113; **Econ** 100, 101, 102; **Geog** 102; **PSc** 100-108; **Psych** 101-131; **Soc** 101-121

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; **Mus** 101-105, 106-114, 116, 117, 118, 119, 120, 121, 124, 125, 189; **ThA** 101-103, 108, 109, 110-121, 127

E. **Health and Well-Being**
   1. **HS** 102
   2. Two activity courses
   3. A second PE activity course or a course in health and well-being.
      A second PE activity course or **HS** 101-105

      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. 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 28 or more units.

B. **Gender and Ethnic Studies***
   1. One course. This course may also be used to meet a Perspectives requirement.
      AfAm 101; **Anth** 105, 107, 14, 189D; **ChSt** 101, 107, 108, 114; **CD** 107; **Engl** 109, 110, 114, 121, 122; **Hist** 107, 108, 112, 117; **Mus** 189A; Psych 107, 114; **Soc** 103, 104, 107, 108, 112; **Spn** 117; **ThA** 127; **TV** 117

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 **Engl** 101 before transferring, or have completed over 28 transferable units.

B. **Integrated Studies Capstone***
   1. One upper-division course available at CLU. 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.

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 Transfer Center for the specific college catalog.

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
Dental Hygiene
Diesel Mechanics
Electronics and Applied Electronics
Engineering Technology
Environmental Technology
Fire Technology
- Pre-service
- In-service
- Administrative Fire Services

Fitness Management Specialist
Hotel and Restaurant Management
- Culinary Arts
- Hotel Management
- Restaurant Management
- Travel & Tourism

Industrial Safety
Information Processing
Legal Assisting
Marine Studies
Marketing
Office Microcomputers
Office Technician
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

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
		39-40.5

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 (cannot be double counted)	3
Physical Education (one course)	1.5
Health Education (one course)	2-3
	21.5 - 22.5
Total Required Units	**36**

Anthropology^

Required Courses:		**Units**
Anth 101	Physical Anthropology	3
Anth 102	Cultural Anthropology	3
Anth 103	Introduction to Archaeology	3
		9

Required Additional Courses:		**Units**
Complete a minimum of 9 units from the following:		
Anth 104	Archaeological Field Methods	3
Anth 105	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 189C	Magic, Religion, and Witchcraft	3
Art 102	Art History	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
		9
	Total Required Units	**18**

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 Drawing (3+3)	6
	Total Units	**28**

Required Courses for Two-Dimensional Studio Majors		
Art 104AB	Color and Design (2+2)	4
106AB(C**)	Beginning/Intermediate Drawing (3+3) **Advanced Drawing recommended for Drawing Majors (3)	6
108AB(C***)	Beginning/Intermediate Oil Painting (3+3) ***Advanced Painting recommended for Painting Majors (3)	6
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
	Total Units	**40**

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
	Total Units	**24**

Bilingual/Cross-Cultural^

Required Courses:		**Units**
Engl 102	Critical Thinking and Composition Through Literature	3
Engl122	Chicano/a Literature	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
		26

Required Additional Courses:		**Units**
Select one from each of the following sequences:		
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
		7.5 - 9
	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	Principles of Biology I	4
Biol 101L	Principles of Biology I Lab	1
Biol 102	Principles of Biology II	4
Biol 102L	Principles of Biology II Lab	1
Chem 101/102	General Chemistry	5/5
Math 120/121	Calculus with Analytic Geometry	5/5
Ph 101/102	College Physics	5/5
	Total Required Units	**40**

Recommended Elective Courses:		Units
Biol 113	Biochemistry	3
Biol 114	Molecular Biology	3
Chem 106	Organic Chemistry I	5
Math 105	Introductory Statistics	4
	Total Required Units	**15**

Business^

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

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

Required Courses:		Units
Bus 101A	Accounting Principles I	3
Bus 101B	Accounting Principles II	3
Bus 111A	Business Law	3
Econ 101	Principles of Macroeconomics	3
Econ 102	Principles of Microeconomics	3
Math 106	Mathematics for Business Applications	5
OR		
Math 120	Calculus with Analytic Geometry I	5
	Total Required Units	**20**

Communications

Required Core Courses:		Units
Journ 100	Introduction to Mass Communication	3
		3

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
		12

Required Additional Courses		Units
Complete six units from the following:		
Journ 108	Introduction to Feature Writing	3
Journ 111	Broadcast Journalism	3
Journ 120	Newspaper Desktop Publishing with Pagemaker	2*
Journ 121	Newspaper Photography Lab	2*
Journ 122	Graphics and Art for Newspapers Lab	2*
Journ 123	Observer Staff Lab (*may be repeated once)	2*
Journ 133	Advertising	3
Journ 141	Introduction to Public Relations	3
Journ 186	Survey of International Media	3
		6

Journalism—Public Relations Option

Required Courses		Units
Journ 141	Introduction to Public Relations	3
Journ 142	Public Relations Strategies	3
Journ 186	Survey of International Media	3
Journ 190	Public Relations Internship	3
		12

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
Journ 186	Survey of International Media	3
		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
		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
		6
	Total Required Units	**24**

Economics^

Required Courses:		Units
Econ 100	The American Economy	3
Econ 101	Principles of Macroeconomics	3

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

Econ 102	Principles of Microeconomics	3
Econ 199	Directed Studies in Economics (Research Project)	3
		12

Elective Courses: **Units**

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

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
		6
	Total Required Units	**18**

English^

Required Courses: **Units**

Engl 101	College Composition	4
Engl 102	Critical Thinking and Composition Through 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
		16

Additional Required Courses: **Units**

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
		6
	Total Required Units	**21**

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 History of Mexico	3
	Hist 112	Great American Women	3
	Hist 117	History of American Women	3
D.	Hist 114	Modern Asia	3
	Hist 115	History of the Americas I	3
	Hist 116	History of the Americas II	3
			12

Required Additional Courses: **Units**

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.)

	6
Total Required Units	**18**

(Some classes may not transfer.)

International Business^

This program prepares students for entry-level positions with international corporations, service organizations, and non-profit and government agencies in the United States and possibly abroad. Students who are already engaged in business careers are prepared for middle management positions in the international divisions of their companies.

Required Courses: **Units**

Bus 180	Introduction to International Business	3
Bus 181A	International Marketing	3
Bus 181B	Trade Finance	3
Bus 181C	International Management	3
Bus 182	International Business Law	3
Bus 190C	International Business Internship	1-3
BIS 180A	Computer Information Access	1
Geog 102	World Cultural Geography	3
Foreign Language		10

(Two classes in a foreign language are required, one of which must be an intermediate or advanced level class.)

Complete at least three units from the following "Business in International Markets" classes:

Bus 184A	Australia/New Zealand	1
Bus 184B	Central and South America	1
Bus 184C	China and SouthEast Asia	1
Bus 184D	Eastern/Central Europe	1

Bus 184E	EU (European Unification)	1
Bus 184F	NAFTA Countries	1
Bus 184G	Japan	1
	Total Required Units	**33-35**

The following classes are recommended; to determine the remainder of the GE requirements, please see a counselor.

Bus 186	Survey of International Mass Media	3
Econ 101	Principles of Macroeconomics	3
Econ 102	Principles of Microeconomics	3
PSc 104	International Relations	3
Soc 121	Sociology: A Global Perspective	3

Interpretation: American Sign Language & English

*Designed to prepare students to enter the field of interpretation between the languages of American Sign Language (ASL) and English. Emphasis given to message equivalence as the primary goal of interpretation, drawing on knowledge of linguistic structures of both languages and cultural values/norms of both deaf and hearing people. This program approaches the study of interpretation from the position of "ally" to the Deaf Community, reflecting the current model of interpretation as cultural mediation. Completion of SL 105 and Engl 101 must be achieved prior to the second semester of the program.***

Graduates have the requisite education for entry-level interpreting positions, and the education necessary to apply for the written test offered by the Registry of Interpreters for the Deaf (RID). The program offers experienced interpreters increased skills development, and the opportunity to work towards certification by the RID.

Required Courses:		**Units**
Int 101	Introduction to ASL/English Interpretation	3
Int 102	Comparative Cultural Analysis	3
Int 103	Translation: ASL & English	3
Int 104*	Consecutive Interpretation	3
Int 105*	Simultaneous Interpretation	3
Int 106*	Contrastive Linguistics: ASL & English	3
Int 107*	Specialized Topics in Interpreting	3
Int 108*	Internship/Seminar	3
		24

Additional Required Courses:		**Units**
Soc 103	Race and Ethic Group Relations	3
Engl 101	College Composition	4
SL 105	Advanced American Sign Language	3
ADS 106	Treatment Modalities for Adult Children of Alcoholics	3
		13

Complete a minimum of six (6) units from the following:

Spch 101	Introduction to Oral Communication	3
Phil 111	Critical Thinking and Analytic Writing	3
Engl 102	Critical Thinking and Composition Through Literature	3
Anth 115	Introduction to Linguistics	3
Psych 101	General Psychology	3
	Total Required Units	**43**

*courses being developed

**Fluency in any language cannot be achieved in five semesters. However, for the purpose of this program, students mush have completed five successive courses in ASL with a grade of "B" or better. Both language courses must be completed by the second semester in the program.

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 125	Differential Equations with Linear Algebra	5
Ph 111	Mechanics of Solids and Fluids	5
Ph 112	Electricity and Magnetism	5
Math 137	Computer Programming (FORTRAN)	3
OR		
Math 138	Computer Programming (PASCAL)	3
		37

Recommended Elective Courses:		**Units**
Chem 101	General Chemistry	5
Ph 113	Heat, Sound, Optics, and Modern Physics	5
	Total Required Units	**37**

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
	Total Required Units	**18**

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

Political Science^

Required Courses:		Units
Econ 101	Principles of Macroeconomics	3
PSc 100	Introduction to Politics	3
PSc 101	Government of the United States: Institutions and Politics	3
PSc 102	Government of the United States: Institutions and Laws	3
PSc 104	International Relations	3
OR		
PSc 108	Comparative Government: Varieties of Political Experience	3
		15

Required Additional Courses:		Units
Select six units from the following:		
Anth 102	Cultural Anthropology	3
Biol 106	The Human Environment	3
Bus 101A	Accounting Principles I	3
Econ 100	The Modern American Economy	3
Econ 102	Principles of Microeconomics	3
Geog 102	World Cultural Geography	3
Hist 105	Introduction to Western Civilization I	3
Hist 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	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
		6
	Total Required Units	**21**

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
		12 - 13

Required Additional Courses:		
Complete one of the following courses:		
Phil 101	Introduction to Philosophy	3
Psych 104	Introduction to Experimental Psychology	3
Psych 105	Introduction to Physiological Psychology	3
Psych 106/ Soc 113	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/ Soc 104	Sex Roles	3
Psych 109	Loss, Grief and Death	3
Psych 110	Human Sexuality	3
Psych 111/ CD 108	The Exceptional Child	3
Psych 112/ CD 130	Parent/Child Interaction	3
Psych 113	Psychology of Maturing & Aging	3
Psych 120	Animal Behavior	3
		6
	Total Required Units	**18-19**

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
		12

Required Additional Courses:		Units
Complete one of the following courses:		
Soc 104/ Psych 107	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
Soc 114	Social Philosophy	3
Soc 115	Sociology of Religion	3
Plus one of the following:		
Anth 110	People and Cultures of the World	3

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

Hist 107	History of the Mexican People in the US	3
Hist 108	African-American History	3
Soc 114	Social Philosophy	3
Soc 115	Sociology of Religion	3
Soc 116	Crime and Society	3
Soc 118	Introduction to Human Services	3
	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 101	Introduction to Sociology	3
Soc 102	Social Problems	3
Soc 103	Racial and Ethnic Group Relations	3
Soc 104/ Psych 107	Sex Roles	3
Soc 110	Sociological Analysis: Internships in Organizations and Social Services	3
Soc 118	Introduction to Human Services	3
		18

Elective Courses

Students are encouraged to select one of the following courses:

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
Anth 105	Women, Culture and Society	3
CD 106	Child, Family, and Community	3
Hist 106	Introduction to Western Civilization II	3
Psych 106	Social Psychology	3
	Total Required Units	**18**

Spanish^

Required Courses:		**Units**
Spn 101	Elementary Spanish	5
Spn 102	Elementary Spanish	5
Spn 103	Intermediate Spanish	5
Spn 104	Intermediate Spanish	5
		20

Required Additional Courses:		**Units**
Complete a minimum of four units from the following:		
Spn 107	Hispanic Culture and Civilization	3
Spn 108	Spanish Grammar and Composition	5
Spn 117	Hispanic American Literature	3
		4
	Total Required Units	**24**

Associate in Science Degrees and Certificates of Achievement Major Requirements

Accounting^

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	Introduction to DOS	1
OR		
BIS 41C	Introduction to Windows 95	1
BIS 43A	Spreadsheets—Lotus 1-2-3 for Windows	2
OR		
BIS 43C	Microcomputer: Spreadsheets Microsoft EXCEL	2
	Total Required Units	**28**

Air Conditioning/Refrigeration

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

Required Courses:		**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

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

AC 40L	Heating, Hydronics, and Control Systems Lab	2
	Total Required Units	**24**

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. The following private certifying organizations are registered with the State of California. CAADE is now offering a Certified Addictions Treatment Specialist Credential (C.A.T.S.). Application forms and information can be obtained by contacting: CAADE, Donna Marks, P.O. Box 7152, Oxnard, CA 93031 (805-485-5247); CAADAC (California Association of Alcohol and Drug Addiction Counselors), Credentialing Committee, 3400 Bradshaw Road, Suite A5, Sacramento, CA 95827, (916-368-9412); CAARH (California Association of Alcohol Recovery Homes), 650 Howe Avenue, Suite 1060, Sacramento, CA 95824 (916-338-9460); CADDTP (California Association of Drinking Driver Treatment Programs), 685 Placerville Drive, #308, Placerville, CA 95667 (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 107	Alcoholism: Study of Special Population Groups	3
ADS 108	Alcohol and Human Development	3
ADS 109	Marriage and Cultural Influences	3
ADS 110A	Beginning Alcohol and Drug Studies Field Experience	3
ADS 110B	Advanced Alcohol and Drug Studies Field Experience	3
ADS 113	Alcohol, Addiction, and Dual Disorders	3
Psych 102A	Interpersonal Relations	3
	Total Core Requirements	**39**

Additional Required Courses:

Complete any one (1) of the following:

ADS 111	Managing Alcohol Programs	3
ADS 112	Prevention	3
ADS 114	Employee Assistance Program Practice and Administration: An Overview	3
ADS 115	Alcohol, Other Drugs, Nutrition, and Eating Disorders	3
ADS 116	Alcohol, Drugs, and the Driving Laws	3
	Total Required Units	**42**

Applied Electronics

Graduates are trained for a wide choice of electronics-related occupations in industry and government.

Required Courses		**Units**
El 10	Electronic Assembly	4
El 11	Micro-Electronic Assembly	4
El 50	Introduction to Applied Electronics	4
El 51	Electrical/Mechanical Drawing	4
El 52	Industrial Electronics/AC	4
	Core Requirements	**20**

Required Additional Courses:		**Units**
Complete at least two of the following:		
El 1	Math for Electronics	5
OR		
EngrTec 100	Engineering Math Preparation	4
El 12A	Small Electronic Equipment Repair I—Radio	4
El 12B	Small Electronic Equipment Repair II—TV	4
El 12C	Small Electronic Equipment Repair III—VCR	4
El 54	Electronics and Programming for Process Control Computers	3
El 99	Directed Studies in Electronics	1-3
		4-9
	Total Required Units	**24-29**

Automotive Body and Fender Repair

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

Required Courses:		**Units**
AB 1	Introduction to Auto Body and Fender Repair	4
AB 2	Intermediate Auto Body and Fender Repair	4
AB 3	Estimating Auto Body Damage and Repair	4
AB 4	Advanced Auto Body Collision and Damage Repair	4
AB 5A	Auto Body Painting and Refinishing I	2

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

AB 5B	Auto Body Painting and Refinishing II	4
		22

Required Additional Courses: **Units**

Complete a minimum of three units from the following:

AT 10	Fundamentals of Auto Technology	3
AT 14	Brake and Front End Repair	4
AT 15	Automotive Electrical Systems	4
AT 20	ASE Mechanics Certification	3
Bus 30	Business Mathematics	3
Bus 111A	Business Law I	3
		3-4
	Total Required Units	**23-24**

Automotive Technology

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

Required Courses: **Units**

AT 4	Automotive Emission Control	3
AT 10	Fundamentals of Auto Technology	3
AT 13	Automotive Ignition Systems	4
AT 13L	Automotive Ignition Systems Lab	2
AT 15	Automotive Electrical Systems	4
AT 15L	Automotive Electrical Systems Lab	2
AT 16	Auto Electronics	3
AT 18	Automotive Brake Systems	4
AT 18L	Automotive Brake Systems	2
AT 19	Steering and Suspension	2
AT 19L	Steering and Suspension Lab	2
AT 23	Fuel Systems	2
AT 23L	Fuel Systems Lab	2
	Total Core Requirements	**35**

Complete a minimum of five units from the following:

AT 2	Automotive Starting and Charging Systems	2
AT 2L	Automotive Starting and Charging Systems Lab	1
AT 5	Automotive Computer Diagnostic Systems	4
AT 17	Automotive Alignment	2
AT 17L	Automotive Alignment Lab	2
AT 21	Bureau of Automotive Repair 80-Hour Program	4
AT 26	Automotive Engine Overhaul	4
AT 26L	Automotive Engine Overhaul Lab	2
AT 27	Cylinder Block Service	2
AT 27L	Cylinder Block Service Lab	2
AT 28	Cylinder Head Service	2
AT 28L	Cylinder Head Service Lab	2
	Total Required Units	**40**

Business/Logistics*

Required Courses **Units**

Bus 121	Introduction to Management	3
Bus 140	Business Communications	3
Bus 170	Introduction to Logistics	3
Bus 171	Logistics Design	3
Bus 172	Spares Management	3
Bus 173	Repair Management	3
Bus 174	Technical Product Support Services & Training	3
Bus 175	Configuration Management	3
Bus 176	Logistics Management	3
BIS 151	Introduction to Information Processing Systems	3.5
	Total Required Units	**30.5**

*The Business/Logistics program requirements have been temporarily suspended. For further information, please contact the Office of Instruction.

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
		24

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
	Total Required Units	**27-27.5**

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

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

CD 111	Child Development Principles and Practicum	3
CD 112	Child Development Principles and Practicum II	3
CD 129	Child Nutrition, Health, and Safety	3
		18

Required Additional Courses: **Units**

Select a minimum of six units from the following:

CD 131	Art in Early Childhood	3
CD 132	Science in Early Childhood	3
CD 133	Language Arts in Early Childhood	3
CD 134	Movement and Music in Early Childhood	3
		6
	Total Required Units	**24**

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
		12

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
	Total Required Units	**18**

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
	Total Required Units	**28**

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
Spch 101	Introduction to Oral Communication	3
	Total **Elective** Units	6
	Total Program Requirements	**34**

**Substitutions allowed; please contact Division Office for more information.

Dental Hygiene

A Registered Dental Hygienist (RDH) is a licensed dental professional who is part of the dental care team, performing such services as oral examination, oral prophylaxis (scaling, root planing, soft tissue curettage and polishing the teeth), exposing and processing dental x-rays, administering local anesthesia and nitrous oxide sedation for pain control, applying preventive substances such as topical fluorides and dental sealants along with instructing patients in oral disease control and nutrition.

The Dental Hygiene, Associate of Science Degree Program offers an academic and clinical skills curriculum within an on-campus clinic. The student is prepared for eligibility to take the National Board written examination and the State practical examination for licensure as a Registered Dental Hygienist.

Program Prerequisite Courses **Units**

Math 11	Elementary Algebra	5
Biol 100A	General Biology	3
Biol 100AL	General Biology Lab	1

Biol 110	Principles of Microbiology	3
Biol 110L	Principles of Microbiology Lab	2
Biol 111	General Human Anatomy	2
Biol 111L	General Human Anatomy Lab	2
Biol 112	Human Physiology	3
Biol 112L	Human Physiology Lab	2
Chem 100A	Elementary Chemistry	5
Chem 100B	Elementary Organic and Biological Chemistry	5
Engl 101	College Composition	4
Psych 101	General Psychology	3
	Total Prerequisites	**40**

The courses listed above are not necessarily entry-level. Oxnard College offers courses to prepare students to succeed in these prerequisites. See a counselor for more information.

Upon completion of the prerequisites, students must apply for admission to the Dental Hygiene program. Contact the program director at 986-5823 for details on the selection process.

Required Dental Hygiene Courses		**Units**
DH 10	Oral Biology	3
DH 11	Oral Radiology	3
DH 12	Head and Neck Anatomy	2
DH 13	Dental Health Education Seminar	1
DH 14	Introduction to Dental Hygiene Practice	2
DH 15	Introduction to Pre-Clinic/Clinic	2
DH 20	Local Anesthesia and Nitrous Oxide	2
DH 21	General and Oral Pathology	4
DH 22	Pharmacology	2
DH 23	Clinical Practice I	3
DH 24	Clinic I Seminar	3
DH 25	Periodontics I	2
DH 30	Special Patients/Geriatics	1
DH 31	Nutrition in Dentistry	1
DH 32	Dental Materials	2
DH 33	Clinic II Seminar	2
DH 34	Clinical Practice II	4
DH 35	Periodontics II	2
DH 36	Community Oral Health I	2
DH 40	Advanced Clinical Topics	2
DH 41	Practice Management	1
DH 42	Clinic III Seminar	2
DH 43	Clinical Practice III	4
DH 44	Community Oral Health II	1
DH 45	Ethics and Jurisprudence	2
	Total Dental Hygiene Required Courses	**55**

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
		18

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
		24
OR		
DM 30	Diesel Engine Mechanics	12
DM 31	Diesel Equipment Mechanics	12
	Total Required Units	**24**

Electronics*

Required Courses:		**Units**
El 1	Mathematics for Electronics I	5
El 2	DC Fundamentals and Solid State Devices	4
El 3	Introduction to Digital Concepts	4
El 4	AC Fundamentals and Solid State Circuits	4
El 5	Digital Fundamentals	4
El 6	Electro-mechanical Systems	4
El 7	Electronic Circuits	4
El 8	Electronics for C.E.T. Exam	4
		33

Recommended Elective Courses:		
AC 20	Electrical Systems in Air Conditioning	3
AC 20L	Electrical Systems in Air Conditioning Lab	2
El 26	National Electrical Code	3
	Total Required Units	**33**

*The Electronics program requirements have been temporarily suspended. For further information, please contact the Office of Instruction.

Engineering Technology

Certificate Program (designed to prepare students to work as engineering technicians).

EngrTec 100	Engineering Math Preparation	4
EngrTec 101	Engineering Fundamentals	4
EngrTec 110	Direct Current Engineering	4
EngrTec 111	Alternating Current Engineering	4
EngrTec 112	Digital Engineering	4

EngrTec 113	Circuits Engineering	4
EngrTec 114	Programmable Logic Devices	4
EngrTec 115	Installation and Repair of Programmable Logic Devices	4
Engr 100	Introduction to Engineering	3
Engr 105	Introduction to Engineering Design	4
Chem 100A	Elementary Chemistry	5
	Total Required Units	**44**

Engineering Tech Transfer Program (designed to prepare students with weak math and science skills to transfer to a college or university, i.e. Cal State LA, Cal State Long Beach, Cal State Sacramento, Cal Poly Pomona).

Required Engineering Tech/Engineering Courses:

EngrTec 100	Engineering Math Preparation	4
EngrTec 102	Engineering Fundamentals	4
EngrTec 110	Direct Current Engineering	4
EngrTec 111	Alternating Current Engineering	4
EngrTec 112	Digital Engineering	4
EngrTec 113	Circuits Engineering	4
Engr 100	Introduction to Engineering	3
Engr 105	Introduction to Engineering Design	4
Engr 110	Engineering Materials	3
		34

Required General Education Courses:

Math 120	Calculus with Analytic Geometry I	5
Chem 101	General Chemistry I	5
	Total Program Requirements	**44**

Transfer Engineering Program (designed to prepare students with sufficient background to transfer to a college or university).

Engr 100	Introduction to Engineering	3
Engr 105	Introduction to Engineering Design	4
Engr 110	Engineering Materials	3
Engr 115	Engineering Statics and Strength of Materials	4
Chem 101	General Chemistry I	5
Math 120	Calculus with Analytic Geometry I	5
Math 121	Calculus with Analytic Geometry II	5
Math 122	Calculus with Analytic Geometry III	5
Math 125	Differential Equations with Linear Algebra	5
Ph 101*	College Physics	5
Ph 111	Mechanics of Solids and Fluids	5
Ph 112	Electricity and Magnetism	5
Ph 113	Heat, Sound, Optics, and Modern Physics	5
	Total Required Units	**59**

*or recent high school physics course

Environmental Technology

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

Required Courses:		**Units**
Biol 100A/100AL	General Biology	3/1
Biol 106/106L	The Human Environment	3/1
Chem 100A	Elementary Chemistry	5
ET 100	Introduction to Environmental Hazardous Materials	3
ET 101	Hazardous Waste Generation Reduction/Treatment	3
ET 102	Health Effects of Environmental Hazardous Materials	3
ET 103	Hazardous Waste Management Applications	4
ET 104	Safety and Emergency Response	4
ET 105	Hazardous Materials Management Application	4
	Total Required Units	**34**

Fire Technology (Pre-Service)

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

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 State Fire Marshal CORE Required Units	**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 Technician I	8
	Total OC Required Units	**29**

Complete a minimum of one course from the following:

FT 57	Wildland Fire Control	3
FT 60	Fire Tactics and Strategy	3
FT 62	Related Codes and Ordinances	3
FT 63	Fire Hydraulics	3
FT 64	Fire Company Organization and Management	3
FT 65	Hazardous Materials	3
FT 67	Fire Apparatus and Equipment	3
FT 68	Fire Investigation	3
ET 100	Introduction to Environmental Hazardous Materials	3
ET 101	Hazardous Waste Generation Reduction/Treatment	3
ET 102	Health Effects of Environmental Hazardous Materials	3
ET 103	Hazardous Waste Management Applications	4
ET 104	Safety and Emergency Response	4
ET 105	Hazardous Materials Management Application	4
	Total Required Units	**32 - 33**

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

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	Fire Protection Organization	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
	Total CORE Requirements	**15.5**

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
	Total CORE plus Option I Requirements	**21.5**

Option II—Law

FT 52	Fire Prevention Technology	3
FT 62	Related Codes and Ordinances	3
	Total CORE plus Option II Requirements	**21.5**

Option III—Communication

Bus 140	Business Communications	3
Bus 141	Introduction to Public Relations	3
FT 84A	Fire Instructor IA	2
FT 84B	Fire Instructor IB	2
	Total CORE plus Option III Requirements	**25.5**

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 IA	2
FT 80B	Fire Prevention IB	2
FT 80C	Fire Prevention IC	2
FT 81	Fire Investigation I	2
FT 82	Fire Management I	2
FT 83A	Fire Command IA	2
FT 83B	Fire Command IB	2
FT 84A	Fire Instructor IA	2
FT 84B	Fire Instructor IB	2
	Total Required Units	**21**

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	Introduction to DOS	1
OR		
BIS 41C	Introduction to Windows 95	1
BIS 43A	Spreadsheets—Lotus 1-2-3 for Windows	2
OR		
BIS 43C	Microcomputer: Spreadsheets Microsoft EXCEL	2
BIS 44C	Database—Microsoft ACCESS	2
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 199	Fieldwork (Directed Studies)	1.5
Select one of the following:		
PE 116A	Modern Dance	1.5
PE 119A	Modern Jazz	1.5
Select one of the following:		
Bus 52	Human Relations	3
Bus 123	Small Business Management	3
Bus 141	Public Relations	3
	Total Required Units	**28-29**

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 103A	Baking Techniques	4
HRM 104	Sanitation and Environmental Control	3

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

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:

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

Total Required Units for VCCCD and AHMAEI Certificates **37.5**

Travel and Tourism

This curriculum prepares students for careers with travel organizations. Positions such as airline reservations agents, customer service, travel agents, sales representatives, and other travel categories are available to the student upon completion of the certificate program.

Required Courses:		**Units**
HRM 130	Introduction to Travel and Tourism	3
HRM 131	Selling Destinations: Geography for the Travel Professional	3
HRM 132A	Domestic Airline Reservations and Ticketing	3
HRM 132B	International Airline Reservations and Ticketing	3
HRM 132C	Airline Computer Training	2
HRM 133	Travel and Tourism Marketing	3
HRM 134	Tour Management	3
BUS 180	Introduction to International Business	3
BIS 40	Introduction to Microcomputers	2
BIS 41C	Introduction to Windows	2
	Total Required Units	**27**

Select a minimum of six (6) units from the following:

HRM 135	Operating a Successful Travel Agency	3

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

HRM 136	Travel Agency Accounting Procedures	3
HRM 191	Travel and Tourism Internship	3
Bus 120	Introduction to Business	3
Bus 121	Introduction to Management	3
	Total Required Units	**33**

Industrial Safety*

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	Fire Prevention Technology	3
FT 55	Fire Protection Equipment and Systems	3
FT 65	Hazardous Materials	3
		24

Take one of the following:

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

*The Industrial Safety program requirements have been temporarily suspended. For further information, please contact the Office of Instruction.

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
BIS 153A	BASIC Programming I	4
BIS 154A	COBOL Programming I	4
BIS 160	Computer Operations	3
BIS 161A	Systems Analysis and Design I	3
BIS 161B	Systems Analysis and Design II	3
		23.5

Required Additional Courses		**Units**
Complete one of the following:		
BIS 153B	BASIC Programming II	4
BIS 154B	COBOL Programming II	4
	Subtotal	**27.5**

Complete a minimum of three units from the following:

Bus 101A	Accounting Principles I	3
BIS 41A	Introduction to DOS	1
BIS 41C	Introduction to Windows 95	1
BIS 41D	Windows 95—Installation & Configuration	.5
BIS 41E	Windows 95—Beginning Course	.5
BIS 41F	Windows 95—Advanced Course	.5
BIS 43A	Spreadsheets—Lotus 1-2-3 for Windows	2
BIS 43C	Microcomputer: Spreadsheets Microsoft EXCEL	2
BIS 44C	Database—Microsoft ACCESS	2
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	Database Management	4
BIS 164	Computer Modeling	3
		3
	Total Required Units	**30.5**

Legal Assisting^

This program prepares students to be a legal assistant (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 or equivalent with a grade of C or better. 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 for Legal Assistants	3
	Total Core Units	**21**

Complete at least six (6) units from the following:

Bus 111A	Business Law I	3
BIS 31P	Computer Use for Legal Assistants	3
LA 8	Law Office Operations	1.5
LA 10	Crimes and Criminal Procedures	3
LA 11	Real Estate Law	3
LA 12	Legal Ethics and Professional Responsibility	2
LA 13	The Law of Sex Discrimination	3
LA 14	Immigration Law for Legal Assistants	3

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

LA 15	Family Law	3
LA 17	Probate	3
LA 18	Personal Injury Litigation for Legal Assistants	3
LA 19	Workers' Compensation Law	3
LA 20	Debtor-Creditor Relations	3
LA 22	Bankruptcy	3
	Total Required Units	**27**

Marine Studies

A certificate will be awarded to a student of any major that completes an individualized curriculum including at least sixteen units in marine studies, coursework in other disciplines pertinent to the student's career goals, and three conservation activities.

Required Courses:		**Units**
MSt 190	Experiential Education in Marine Studies	1-6
MSt 195	Field Applications of Marine Conservation	3
		6

Complete a minimum of 10 units from the following:

MSt 103/103L	Oceanography	4
MSt 108/108L	Marine Biology	4
MSt 120/120L	Scuba Diving	3
MSt 175	Marine Field Studies	3
MSt 177/178	Marine Resource Management	2
	Total Required Units	**16**

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
		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
	Total Required Units	**30.5**

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.

Required Courses:		**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 31G-R	Word Processing Series (Select any 2 classes)	4
BIS 40	Introduction to Microcomputers	2
BIS 41A	Introduction to DOS	1
OR		
BIS 41C	Introduction to Windows 95	1
BIS 43A	Spreadsheets—Lotus 1-2-3 for Windows	2
OR		
BIS 43C	Microcomputer: Spreadsheets Microsoft EXCEL	2
BIS 44C	Database—Microsoft ACCESS	2
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
Complete one of the following **ELECTIVE** courses:		
BIS 33	Word Processing Machine Transcription	3
BIS 17	SUPERWRITE: Alphabetic Writing System	3
	Total Required Units	**32**

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.

Required Courses:		**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	Introduction to DOS	1
OR		
BIS 41C	Introduction to Windows 95	1
BIS 41E & F	Windows 95—Beginning/Advanced Course	.5-.5
BIS 43A	Spreadsheets—Lotus 1-2-3 for Windows	2
OR		
BIS 43C	Microcomputer: Spreadsheets Microsoft EXCEL	2
BIS 44C	Database—Microsoft ACCESS	2
Bus 30	Business Mathematics	3

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

Bus 140	Business Communications	3
Complete one of the following courses:		
BIS 3ABC	Intermediate Typewriting	3
BIS 4ABC	Advanced Typewriting	3
Complete a minimum of 4 units from the following:		
BIS 31G-R	Word Processing Series	2-8
BIS 41B	Introduction to DOS—Advanced Functions	1
Complete one of the following **ELECTIVE** courses:		
Bus 1	Preparation for Accounting	3
Bus 101A	Accounting Principles I	3
	Total Required Units	**33**

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.

Required Courses:		**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	Introduction to DOS	1
OR		
BIS 41C	Introduction to Windows 95	1
BIS 43A	Spreadsheets—Lotus 1-2-3 for Windows	2
OR		
BIS 43C	Microcomputer: Spreadsheets Microsoft EXCEL	2
BIS 44C	Database—Microsoft ACCESS	2
Complete one of the following courses:		
BIS 3ABC	Intermediate Typewriting	3
BIS 4ABC	Advanced Typewriting	3
Complete a minimum of 4 units from the following:		
BIS 31G-R	Word Processing Series	2-8
BIS 41B	Introduction to DOS—Advanced Functions	1
	Total Required Units	**30**

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.

Required Courses:		**Units**
BIS 31G-R	Word Processing Series (Select 2 courses from the series)	4
BIS 41A	Introduction to DOS	1
OR		
BIS 41C	Introduction to Windows 95	1
BIS 43A	Spreadsheets—Lotus 1-2-3 for Windows	2
OR		
BIS 43C	Microcomputer: Spreadsheets Microsoft EXCEL	2
BIS 44C	Database—Microsoft ACCESS	2
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	3.5
Bus 140	Business Communications	3
Complete one of the following courses:		
Bus 101A	Accounting Principles I	3
BIS 153B	BASIC Programming II	4
BIS 12K	Proofreading Skills	2
	Total Required Units	**28-30**

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:		**Units**
Bus 50	Basic Psychology for Supervisors	3
OR		
Bus 52	Human Relations	3
Bus 62	Oral Communications	3
OR		
Spch 101	Introduction to Oral Communication	3
Bus 120	Introduction to Business	3
Bus 121	Introduction to Management	3
Bus 122	Personnel Management	3
Bus 140	Business Communications	3
		18
Complete a minimum of 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
Bus 65	Fundamentals of Disaster Planning	3
Bus 170	Introduction to Logistics	3
Bus 171	Logistics Design	3
	Total Required Units	**27**

Telecommunications

(See Communications)

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

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 non-degree 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 consulted to determine the transferability of a specific course. Since most of these latter courses are not ordinarily offered in the university or four-year college, they may not be applicable to the requirements for the Baccalaureate degree.

Course Prerequisites, Corequisites, and Recommended Preparation

A prerequisite represents a set of skills or a body of knowledge that a student must possess prior to enrollment and without which the student is highly unlikely to succeed in the course or program.

A corequisite represents a set of skills or a body of knowledge that a student must acquire through concurrent enrollment in another course and without which the student is highly unlikely to succeed.

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.

Challenging a Prerequisite or Corequisite

If a student has the equivalent past experience, completed course work or desires to challenge the validity of a prerequisite/corequisite the state law permits that process. The petition for the aforementioned challenge is available in the instruction office. The challenge process requires a student to show specific grounds for waiving the prerequisite or corequisite. The grounds that students may use to seek a challenge are as follows:

1. The student will be subject to undue delay in attaining the goal of his/her educational plan because the prerequisite or corequisite has not been made reasonably available.
2. The prerequisite or corequisite is not valid because it is not necessary for success in the course for which it is required.
3. The prerequisite or corequisite is unlawfully discriminatory or it is being applied in an unlawfully discriminatory manner.
4. The student has the knowledge or ability to succeed in the course despite not meeting the prerequisite or corequisite.

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
AAS	Asian-American Studies
Ast	Astronomy
AB	Automotive Body Repair & Paint
AT	Automotive Technology
Biol	Biology
Bus	Business
BIS	Business Information Systems
	Office Automation
	Medical Office
	Word Processing
	Information Processing
Chem	Chemistry
ChSt	Chicano Studies
CD	Child Development
DH	Dental Hygiene
DM	Diesel Mechanics
Econ	Economics
El	Electronics
Engr	Engineering
EngrTec	Engineering Technology
Engl	English
EET	Environmental Engineering Technology
ET	Environmental Technology
FT	Fire Technology
Fr	French
Geog	Geography
Geol	Geology
Ger	German
HS	Health Science
Hist	History
HRM	Hotel & Restaurant Management
	Culinary Arts
	Restaurant Management
	Hotel Management
	Travel & Tourism
IS	Interdisciplinary Studies
Int	Interpretation
Japn	Japanese
Journ	Journalism
Ldr	Leadership
LS	Learning Skills
LA	Legal Assisting
MSt	Marine Studies
Math	Mathematics
Mus	Music
PG	Personal Growth
Phil	Philosophy
PE	Physical Education
PhySci	Physical Science
Ph	Physics
PSc	Political Science
Psych	Psychology
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—Computer Access Evaluation — 2 units

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—Adapted Keyboarding — 2 units

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—Computer Access I — 2 units

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—Computer Access II — 2 units

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

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—Computer Literacy and Language Development for Deaf Students — 1 unit

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—African-American Ethnology — 3 units

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—Air Conditioning and Refrigeration — 15 units

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—Air Conditioning and Refrigeration Fundamentals — 3 units

Advisory: AC 10L.
3 hours lecture weekly

Basic study of vapor compression refrigeration cycle and systems components.

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

Advisory: AC 10.
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—Intermediate Refrigeration — 3 units

Prerequisites: AC 10.
Advisory: AC 11L.
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—Intermediate Refrigeration Lab — 2 units

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

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

AC 20—Electrical Systems in Air Conditioning — 3 units

Advisory: AC 10, AC 10L, AC 20L.
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—Electrical Systems Lab — 2 units

Advisory: 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—Intermediate Air Conditioning Electricity — 3 units

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—Intermediate Air Conditioning Electrical Lab — 2 units

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—Airside Systems **3 units**

Advisory: 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—Airside Systems Lab **2 units**

Advisory: 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—Heating, Hydronics, and Control Systems **3 units**

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—Heating, Hydronics, and Control Systems Lab **2 units**

Advisory: 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 80—Industry Survey and Repair **1 unit**

Advisory: AC 10L, AC 30L, AC 40L or concurrent enrollment or equivalent.
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. Course may be taken two times.

AC 98A-Z—Short Courses in Air Conditioning and Refrigeration **½-10 units**

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—Short Courses in Alcohol Studies **½-10 units**

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—Overview of Alcoholism: Alienation and Addiction **3 units**

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—Alcoholism: Intervention, Treatment, and Recovery **3 units**

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 during recovery and rehabilitation. Studies various vocational rehabilitation services available to assist the alcoholic, family, and children. Fulfills one 3-unit chemical core requirement for CAADE.

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

Advisory: ADS 101.
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—Case Management/Counseling Techniques **3 units**

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

Prerequisites: ADS 101.
Advisory: ADS 104.
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—Treatment Modalities for Adult Children of Alcoholics **3 units**

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—Alcoholism: Study of Special Population Groups **3 units**

3 hours lecture weekly
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—Alcohol and Human Development **3 units**

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—Marriage and Cultural Influences 3 units

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—Beginning Alcohol and Drug Studies Field Experience 3 units

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—Advanced Alcohol and Drug Studies Field Experience 3 units

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—Managing Alcohol Programs 3 units

Prerequisites: ADS 101, ADS 110A.
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—Prevention 3 units

3 hours lecture weekly

Study of prevention strategies in the field of alcohol and drug addictions stressing a positive and practical approach to the diminution and eradication of addictive diseases in our society. Fulfills one 3-unit skills requirement of CAADE.

ADS 113—Alcohol, Addiction, and Dual Disorders 3 units

Prerequisites: ADS 108.
3 hours lecture weekly

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

3 hours lecture weekly

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

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—Alcohol, Drugs, and the Driving Laws 3 units

Prerequisites: ADS 101 or equivalent.
3 hours lecture weekly

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—Introduction to Physical Anthropology 3 units

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—Introduction to Cultural Anthropology 3 units

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—Introduction to Archaeology 3 units

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—Archaeological Field Methods 3 units
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—Women, Culture and Society 3 units
3 hours lecture weekly
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—Culture and Personality 3 units
3 hours lecture weekly
Comparative study of the relationship between culture and individual psychological processes. Child training and psychodynamics in non-Western cultures. Psychology of culture change. Personality disorders and psychotherapy studied cross-culturally. (2)
Transfer credit: UC, CSU

Anth 107—Introduction to Native America 3 units
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—Cultures of the Pacific 3 units
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—Culture and History of the Philippines 3 units
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—People and Cultures of the World 3 units
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—Ancient Civilizations of the Americas 3 units
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—African-American Ethnology 3 units
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—Introduction to Linguistics 3 units
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—Topics in Anthropology ½-3 units
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 189B—Egyptology: Ancient Egyptian Culture and Civilization 3 units
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—Magic, Religion, and Witchcraft 3 units
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—Experiences in Native American Culture 3 units
3 hours lecture weekly
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—Short Courses in Anthropology ½-10 units
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 10 units. (2)
Transfer credit: UC, CSU

Anth 199—Directed Studies in Anthropology 1-3 units

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. Course may be taken two times.

Transfer credit: UC, CSU

Area Studies

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

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—Introduction to Culture, Fine Arts, and Literature ½-4 units

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—Foreign Language for Business and Finance 3 units

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: CSU

Art

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

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 100A—Survey of 20th Century Painting 3 units

3 hours lecture weekly

A survey of modern painting from late 19th century through 20th century, covering selected painters and painting movements that were evolved with and responsible for new directional changes in contemporary painting. These changes lead to one of the most important movements in the 20th century, "Abstract Expressionism," an American art movement that permeated and influenced painters and art trends throughout the world. Course may be taken two times. (2)

Transfer credit: UC, CSU

Art 101—Art Appreciation 3 units

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—Art History 3-3 units

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 104A—Beginning Color and Design 2 units

1 hour lecture, 3 hours lab weekly

Basic course provides thorough background in design principles—problems in line, shape, texture, form, and color; working with practical color theory, making a color wheel, twelve color system, mixing process with three primary colors, value grading, making and understanding tints, tones, shades and harmonies developed for certain design needs. Course may be taken two times. (2)

Transfer credit: UC, CSU

Art 104B—Intermediate Color and Design 2 units

Prerequisites: Art 104A.
1 hour lecture, 3 hours lab weekly

A further development from Art 104A with usage of new materials adjusting levels of intensity and value of low yield color harmonies. Specific ideas of suitable procedures in projects designed for various segments in the design field, such as advertising, fabric, fashion interior. Value of Op color. Course may be taken two times. (2)

Transfer credit: UC, CSU

Art 105AB—Beginning Design Rendering 3-3 units

Prerequisites: Art 104B, Art 106B; 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—Beginning Drawing 3 units

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—Intermediate Drawing 3 units

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—Advanced Drawing 3 units

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—Beginning Collage and Composite Drawing 3 units

Prerequisites: Art 106A.
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—Intermediate Collage and Composite Drawing — 3 units
Prerequisites: Art 107A.
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—Advanced Collage and Composite Drawing — 3 units
Prerequisites: Art 107B.
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. (2)
Transfer credit: UC, CSU

Art 108A—Beginning Oil Painting — 3 units
Prerequisites: Art 104B, Art 106B 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—Intermediate Oil Painting — 3 units
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—Advanced Oil Painting — 3 units
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—Beginning Collage Painting — 3 units
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—Intermediate Collage Painting — 3 units
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. (2)
Transfer credit: UC, CSU

Art 109C—Advanced Collage Painting — 3 units
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. (2)
Transfer credit: UC, CSU

Art 110A—Beginning Acrylic Painting — 3 units
Prerequisites: Art 104B, Art 106B 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—Intermediate Acrylic Painting — 3 units
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—Advanced Acrylic Painting — 3 units
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—Beginning Watercolor — 3 units
Prerequisites: Art 104B, Art 106B 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—Intermediate Watercolor — 3 units
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—Advanced Watercolor — 3 units
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—Color and Form — 2-2 units
Prerequisites: Art 110B, Art 112B, Art 126B.
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—Beginning Landscape Painting 3 units

Prerequisites: Art 104B, Art 106B 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—Intermediate Landscape Painting 3 units

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—Advanced Landscape Painting 3 units

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—Abstract Concepts 3-3 units

Prerequisites: Art 110B, 112B, 126B or equivalent; Art 115A for Art 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 116A—Color Theory for Painters 3 units

2 hours lecture, 3 hours lab weekly
A systematic look at color and its value in all phases of art with particular emphasis on its importance to the contemporary diverse areas of painting. Course may be taken two times. (2)
Transfer credit: UC, CSU

Art 116B—Intermediate Color Theory for Painters 3 units

Prerequisites: Art 103A.
2 hours lecture, 3 hours lab weekly
A continual examination of schematics in color, solutions for design and painterly problems, with emphasis by survey of contemporary painters and trends in art. Course may be taken two times. (2)
Transfer credit: UC, CSU

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

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 123A—Beginning Watercolor in Collage 3 units

Prerequisites: Art 112A or equivalent.
1½ hours lecture, 4½ hours lab weekly
Another movement into the collage medium which presents many new variables and possibilities. The greatest interest in the use of watercolor in collage is in its staining effect. Both transparent and opaque—a newer application of collaging which lends itself best in abstraction. Course may be taken two times. (2)
Transfer credit: UC, CSU

Art 123B—Intermediate Watercolor in Collage 3 units

Prerequisites: Art 123A or equivalent.
1½ hours lecture, 4½ hours lab weekly
Moving from beginning accomplishments in Art 123A to directional change both in visual and intellectual transition. Shape, form, structure, and materials will change or be modified in the process. (2)
Transfer credit: UC, CSU

Art 124A—Beginning Gouache Painting 3 units

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—Intermediate Gouache Painting 3 units

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—Advanced Gouache Painting 3 units

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—Beginning Figure Painting in Watercolor 3 units

Prerequisites: Art 126C, Art 112C 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—Intermediate Figure Painting in Watercolor 3 units

Prerequisites: Art 125A.
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—Advanced Figure Painting in Watercolor — 3 units

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—Beginning Figure Drawing — 3 units

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 multimedia. Emphasis on visual observations of structure, proportions, form, compositions; use of linear and tonal concepts. Course may be taken two times. (2)
Transfer credit: UC, CSU (CAN: Art 24)

Art 126B—Intermediate Figure Drawing — 3 units

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—Advanced Figure Drawing — 3 units

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—Beginning Portraiture (Drawing) — 3 units

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—Intermediate Portraiture (Drawing) — 3 units

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—Advanced Portraiture (Drawing) — 3 units

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—Beginning Figure Painting in Oil — 3 units

Prerequisites: Art 126C, 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—Intermediate Figure Painting in Oil — 3 units

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—Advanced Figure Painting in Oil — 3 units

Prerequisites: Art 128AB.
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—Beginning Figure in Composition Drawing, Pastels, and Others — 3 units

Prerequisites: Art 126A.
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—Intermediate Figure in Composition Drawing — 3 units

Prerequisites: Art 129A.
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—Advanced Figure in Composition Drawing — 3 units

Prerequisites: Art 129B.
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—Introduction to Commercial Art — 2 units

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—Commercial Illustration — 3 units

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. (2)
Transfer credit: CSU

Art 131B—Commercial Illustration 3 units

Prerequisites: Art 131A.
1½ hours lecture, 4½ hours lab weekly
A continuation of Art 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. (2)
Transfer credit: CSU

Art 132A—Illustration Materials and Advanced Rendering Techniques 3 units

Prerequisites: Art 131B.
1½ hours lecture, 4½ hours lab weekly
Introduction to the use of new materials and techniques used in a variety of professional art and design areas, specifically in the field of commercial illustration. Emphasis is on understanding media potential and the development and refinement of technical commercial art skills required for the print and electronic media. Course may be taken two times.
Transfer credit: CSU

Art 132B—Exploring and Creating New Illustrative Technology 3 units

Prerequisites: Art 132A.
1½ hours lecture, 4½ hours lab weekly
A continuation of Art 132A; further exploration into a wide range of wet and dry media, use of new tools and techniques. Advanced graphic visualization for convincing representation, including in-depth study of airbrush and computer-graphics illustration, including animation. Also covered is professional portfolio and employment procedures. Course may be taken two times.
Transfer credit: CSU

Art 150A—Beginning Ceramics I 3 units

1½ hours lecture, 4½ hours lab weekly
A beginning class in pottery-making, wheel-throwing, and coil method will be presented, as well as glaze application. Course may be taken two times. (2)
Transfer credit: UC, CSU

Art 150B—Beginning Ceramics II 3 units

Prerequisites: Art 150A.
1½ hours lecture, 4½ hours lab weekly
Continued development of wheel-throwing and coil skills and introduction of slab method of construction and review of glaze application. Course may be taken two times. (2)
Transfer credit: UC, CSU

Art 151A—Intermediate Ceramics I 3 units

Prerequisites: Art 150B.
1½ hours lecture, 4½ hours lab weekly
Intermediate class on wheel-thrown and coil-constructed pottery. Increased skip development in glaze application techniques. Course may be taken two times. (2)
Transfer credit : UC, CSU

Art 151B—Intermediate Ceramics II 3 units

Prerequisites: Art 151A.
1½ hours lecture, 4½ hours lab weekly
Emphasis will be on slab construction with continued development in wheel-thrown and coil-constructed forms. Course may be taken two times. (2)
Transfer credit : UC, CSU

Art 152A—Ceramic Design I 3 units

Prerequisites: Art 151B.
1½ hours lecture, 4½ hours lab weekly
An advanced beginners class. Greater emphasis is placed on aesthetic awareness of form and balance. Continued work in Raku; emphasis on wheel, coil, and advanced projects in glaze application. Course may be taken two times. (2)
Transfer credit: UC, CSU

Art 152B—Ceramic Design II 3 units

Prerequisites: Art 152A.
1½ hours lecture, 4½ hours lab weekly
An advanced beginners class. Continued emphasis on form and balance. Advanced projects in glaze application. Emphasis on the slab method. (2)
Transfer credit: UC, CSU

Art 152C—Ceramic Design III 3 units

Prerequisites: Art 152B.
1½ hours lecture, 4½ hours lab weekly
Class emphasizes the combination of the three elements of construction to work in concert with one another. Continued emphasis on glaze. (2)
Transfer credit: UC, CSU

Art 153—Glaze Formulation 3 units

Prerequisites: Art 152B.
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 four times. (2)
Transfer credit: UC, CSU

Art 154A—Beginning Abstract Concepts in Clay 3 units

Prerequisites: Art 152C.
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—Intermediate Abstract Concepts in Clay 3 units

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 155—Beginning Sculpture 3 units

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

Art 156AB—Intermediate Sculpture 3-3 units

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—Beginning Ceramic Sculpture **3 units**

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—Intermediate Ceramic Sculpture **3 units**

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—Topics in Art **½-3 units**

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—The Art of Mexico **3 units**

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—Short Courses in Art **½-10 units**

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. May be repeated for a maximum of 10 units. (2)

Transfer credit: UC, CSU

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

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. Course may be taken two times. (2)

Transfer credit: UC, CSU

Asian-American Studies

AAS 101—Introduction to Asian-American Studies **3 units**

3 hours lecture weekly

An introductory course designed to engage students in learning about the historical, economic, political and cultural experiences and transformations experienced and managed by Asian immigrants to the United States and Asian-Americans. Students will look at the experiences of different root groups and societies contributing to the Asian-American community and will examine those experiences using a variety of materials, disciplinary techniques and analytical tools representing different disciplines within the Social Sciences including Anthropology, Sociology, Economics, History and Political Science. (2)

Transfer credit: CSU (UC pending)

Astronomy

Ast 101—Introduction to Astronomy **3 units**

3 hours lecture weekly

Introduction to astronomy for both science and non-science students. This course familiarizes students with the terms, tools, and theories of modern astronomy. Topics covered include historical events and discoveries, personalities, tools, and solar system, stars, galaxies, pulsars, and black holes. The scientific method is defined and expounded. Attendance at a dark site field trip is optional, but an approved term project is mandatory. (2)

Transfer credit: UC, CSU

Ast 101L—Astronomy Laboratory **1 unit**

Prerequisites: Ast 101 or concurrent enrollment.
3 hours lab weekly

This laboratory reinforces principles learned in Astronomy 101. Students obtain hands-on experience with telescopes, star charts and other devices used in astronomy. Observations are made of the moon, planets and stars. (2)

Transfer credit: CSU (UC pending)

Ast 198A-Z—Short Courses in Astronomy **½-10 units**

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

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—Intermediate Automotive Body and Fender Repair **4 units**

Prerequisites: AB 1.
2 hours lecture, 6 hours lab weekly

Course provides training in special problems in repair of automobiles using advanced techniques with materials such as steel, aluminum, and plastic. Special painting methods are taught. Course may be taken two times. (2)

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

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

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)

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

1 hour lecture, 3 hours lab weekly

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—Auto Body Painting and Refinishing II 4 units

Prerequisites: AB 1 or AB 5A or concurrent enrollment.
2 hours lecture, 6 hours lab weekly

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—Short Courses in Auto Body ½-10 units

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—Automotive Technology 15 units

12 hours lecture, 9 hours lab weekly

An entry level cluster class designed to direct students into a curriculum pattern within the overall automotive program. Students will select the appropriate classes after consultation with faculty and counseling personnel. Students do not receive credit for AT 1, but will be placed in classes totaling 15 units. Course may be taken two times.

AT 2—Automotive Starting and Charging Systems 2 units

Advisory: AT 10.
Corequisites: AT 2L.
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 within systems. Preparation for the ASE certification test included.

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

Corequisites: AT 2 (first time only).
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 included. Course may be taken two times.

AT 3A—Using Technical Manuals in the Automotive Shop 3 units

3 hours lecture weekly

Course focuses on the modern automobile equipped with onboard computers which control numerous systems. Manual topics cover testing, repair sequences, and adjustment of these systems. Manual information will be presented in the traditional printed form and the more current floppy disk form. (2)

AT 4—Automotive Emission Control 3 units

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—Automotive Computer Diagnostic Systems 4 units

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 included.

AT 10—Fundamentals of Auto Technology 3 units

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—Automotive Air Conditioning 2 units

Advisory: AT 10.
1 hour lecture, 3 hours lab weekly

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

AT 13—Automotive Ignition Systems 4 units

Advisory: AT 10.
Corequisites: AT 13L.
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—Automotive Ignition Systems Lab 2 units

Corequisites: AT 13 (first time only).
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 included. Course may be taken two times.

AT 15—Automotive Electrical Systems 4 units

Corequisites: AT 15L.
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 included.

AT 15L—Automotive Electrical Systems Lab 2 units

Corequisites: AT 15 (first time only).
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. Course may be taken two times.

AT 16—Auto Electronics 3 units

Advisory: AT 10 or AT 13.
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—Automotive Wheel Alignment 2 units

Corequisites: AT 17L.
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 included.

AT 17L—Automotive Wheel Alignment Lab 2 units

Corequisites: AT 17 (first time only).
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 the industry today will be used. Preparation for the ASE certification test included. Course may be taken two times.

AT 18—Automotive Brake Systems 4 units

Corequisites: AT 18L.
4 hours lecture weekly

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

AT 18L—Automotive Brake Systems Lab 2 units

Corequisites: AT 18 (first time only).
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 included. Course may be taken two times.

AT 19—Steering and Suspension 2 units

Corequisites: AT 19L.
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 included.

AT 19L—Steering and Suspension Lab 2 units

Corequisites: AT 19 (first time only).
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 included. Course may be taken two times.

AT 20—ASE Mechanics Certification 3 units

Advisory: Major in automotive or employment in auto trade.
3 hours lecture weekly

For employed mechanics 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—Bureau of Automotive Repair 80-Hour Program 4 units

Prerequisites: AT 4.
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—Fuel Systems 2 units

Corequisites: AT 23L.
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 included.

AT 23L—Fuel Systems Lab 2 units

Corequisites: AT 23 (first time only).
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 included. Course may be taken two times.

AT 24—Small Engines 2 units

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—High Performance Engines 2 units

2 hours lecture weekly

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—Automotive Engine Overhaul 4 units

Corequisites: AT 26L.
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 included.

AT 26L—Automotive Engine Overhaul Lab 2 units

Corequisites: AT 26 (first time only).
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, dissembling, repairing and restoring to service engines commonly in use today. Preparation for ASE certification test included. Course may be taken two times.

AT 27—Cylinder Block Service 2 units

Corequisites: AT 27L.
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 included.

AT 27L—Cylinder Block Service Lab 2 units

Corequisites: AT 27 (first time only).
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 included. Course may be taken two times.

AT 28—Cylinder Head Service 2 units

Corequisites: AT 28L.
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 included.

AT 28L—Cylinder Head Service Lab 2 units

Corequisites: AT 28 (first time only).
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 included. Course may be taken two times.

AT 40—Brake and Front End Mechanics 1-12 units

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—Short Courses in Automotive Mechanics **½-10 units**

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.

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

AT 30 Tune-Up
AT 31 Line Mechanics

Biology

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

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 100A—General Biology **3 units**

3 hours lecture weekly

Lectures present the principles governing the chemistry and cellular basis of life. Topics also include cellular, metabolism, nutrition, reproduction, mutation and evolution.

Transfer credit: UC, CSU

Biol 100AL—General Biology Laboratory **1 unit**

Prerequisites: Biol 100A or concurrent enrollment.
3 hours lab weekly

Laboratory exercises deal with the scientific method, biological, chemical, microscopy, cellular organization, cellular energy transformation, molecular genetics and evolution.

Transfer credit: UC, CSU

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

Prerequisites: Chem 101 or equivalent.
4 hours lecture weekly

Introduction to principles of molecular and cellular biology and diversity of organisms. Designed for biological science and professional majors.

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

Biol 101L—Principles of Biology I Laboratory **1 unit**

Prerequisites: Biol 101 or concurrent enrollment.
3 hours lab weekly

Introductory laboratory exercises in molecular and cellular biology. Designed for biological science and professional majors.

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

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

Prerequisites: Biol 101 and Biol 101L or equivalent.
4 hours lecture weekly

Designed to complete the study of basic principles of biology for biological science majors. Topics include the diversity and evolutionary relationships of the major plant divisions and animal phyla. Emphasis is placed on the development, structure and functions of vertebrate organ systems. Ecosystem structure and population ecology are presented. Field trips may be required.

Transfer credit: UC, CSU

Biol 102L—Principles of Biology II Laboratory **1 unit**

Prerequisites: Biol 101 and Biol 101L or equivalent; Biol 102 or concurrent enrollment.
3 hours lab weekly

Designed to complete the study of basic principles of biology laboratory for biological science majors. Topics include the diversity and evolutionary relationships of the fungi, major plant divisions, and animal phyla. Dissections of representative organisms are required. Emphasis is placed on the development, structure and functions of vertebrate organ systems. Ecosystem structure and population ecology are presented. Field trips may be required.

Transfer credit: UC, CSU

Biol 104—Human Systems and Exercise **4 units**

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 105—Principles of Botany **4 units**

Prerequisites: Biol 101.
4 hours lecture weekly

Introduction to structure, physiology and evolutionary history of the major plant divisions. Topics to include growth transport, genetics, nutrition, tropisms, reproduction, ecology, and control systems, speciation, adaptive radiation.

Transfer credit: CSU (UC pending)

Biol 105L—Principles of Botany Laboratory **1 unit**

Prerequisites: Biol 105 or concurrent enrollment.
3 hours lab weekly

Laboratory and field studies of the characteristics and relationships of selected plants from the major divisions. Principles of taxonomy. Practice in identification of species by means of keys. Introduction to basic experimental techniques and instrumentation used in the investigation of plant physiology. Field trips will be required.

Transfer credit: CSU (UC pending)

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

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—Human Environment Laboratory **1 unit**

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. (2)

Transfer credit: UC, CSU

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

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—Marine Biology — 3 units

3 hours lecture weekly

Survey of biological activities of marine organisms, including an introduction to physical oceanography, ecology, and energy flow within the marine environment, and some basic biological concepts using marine eco-systems as examples. Pollution and conservation of marine environment will also be considered. Optional weekend field trips may be scheduled. (Co-listed with MSt 108) (2)

Transfer credit: UC, CSU

Biol 108L—Marine Biology Laboratory — 1 unit

Prerequisites: Biol 108 or concurrent enrollment.
3 hours lab weekly

Laboratory and field studies of marine organisms and their environment. Field trips and boat fees may be required. (Co-listed with MSt 108L) (2)

Transfer credit: UC, CSU

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

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—Principles of Microbiology — 3 units

Prerequisites: Biol 101 or successful completion of Biol 111 and Biol 112.
3 hours lecture weekly

Study of the distribution, structure, and metabolic activities of bacteria, fungi, algae, protozoa and viruses and physical/chemical methods in their control. Principles of disease transmission, prevention and immunity will also be presented.

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

Biol 110L—Principles of Microbiology Laboratory — 2 units

Prerequisites: Biol 110 or concurrent enrollment.
6 hours lab weekly

Laboratory methods of the isolation, cultivation and identification of common soil, water and commensal microorganisms.

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

Biol 111—General Human Anatomy — 2 units

Prerequisites: Biol 100A or college-level equivalent.
2 hours lecture 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.

Transfer credit: UC, CSU (CAN: Biol 10)

Biol 111L—General Human Anatomy Laboratory — 2 units

Prerequisites: Biol 100A or college-level equivalent.
Corequisites: Biol 111.
6 hours lab weekly

Gross and microscopic 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.

Transfer credit: UC, CSU (CAN: Biol 10)

Biol 112—Human Physiology — 3 units

Prerequisites: Chem 100A or college-level equivalent, Biol 111 and Biol 111L.
3 hours lecture weekly

Study of the underlying physiological processes involved in the functioning of the organs and systems of the human body.

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

Biol 112L—Human Physiology Laboratory — 2 units

Prerequisites: Chem 100A or equivalent; Biol 111 and Biol 111L.
Corequisites: Biol 112 or successful completion of Biol 112.
6 hours lab weekly

Laboratory experiments and demonstrations to illustrate basic physiological principles and techniques.

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

Biol 113—Biochemistry — 3 units

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 114—Molecular Biology — 3 units

Prerequisites: Biol 113 or concurrent enrollment.
3 hours lecture weekly

Basic molecular biological properties of proteins and nucleic acids.

Transfer credit: UC, CSU

Biol 114L—Molecular Biology Laboratory — 2 units

Prerequisites: Biol 114 or concurrent enrollment.
6 hours lab weekly

Basic molecular biological techniques as applied to the manipulation of proteins and nucleic acids.

Transfer credit: UC, CSU

Biol 115L—Tissue Culture Laboratory — 3 units

Prerequisites: Biol 101L.
1 hour lecture, 6 hours lab weekly

A presentation of the basic laboratory techniques employed for plant and animal tissue, organ culture preparation, propagation, and storage. The principles of plant and animal virus cultivation and quantitation will also be investigated.

Transfer credit: CSU (UC pending)

Biol 116L—Applied Microbiology Laboratory — 3 units

Prerequisites: Biol 110L.
1 hour lecture, 6 hours lab weekly

Presentation of organic chemical and immunologic techniques as they apply to the discipline of microbiology. Emphasis will be placed on microbial ecology, clinical bacteriology, industrial fermentation, and bio-remediation.

Transfer credit: CSU (UC pending)

Biol 117L—Biotechnology Laboratory — 3 units

Prerequisites: Biol 114L.
1 hour lecture, 6 hours lab weekly

Application of molecular biological techniques for the biotechnology laboratory. Presentation of skills and methodologies required to set up and operate commercial biotechnology facility.

Transfer credit: CSU (UC pending)

Biol 177—Biological Marine Resource Management — 1 unit

Corequisites: Geol 178.
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. (Co-listed with MSt 177) (2)
Transfer credit: CSU

Biol 198A-Z—Topics in Biology **½-10 units**
Lecture and/or lab as required by unit formula
Designed to meet specific needs of college and community, as required and requested by persons whose needs in this area are not met by present course offerings. (2)
Transfer credit: UC, CSU

Biol 199—Directed Studies in Biology **1-3 units**
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 reports. Course may be taken two times.
Transfer credit: UC, CSU

Business

Bus 1—Preparation for Accounting **3 units**
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—Applied Accounting **3 units**
2 hours lecture, 3 hours lab weekly
Practical course designed to prepare students for entry-level positions in bookkeeping. Covers the accounting cycle with emphasis on forms and procedures. Students will complete a practice set of books. Course can also be used as preparation for Bus 101A. (2)

Bus 5—Individual Income Tax Workshop **1½ units**
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—Individual Income Tax Accounting **3 units**
3 hours lecture weekly
Federal and California income tax theory for individual taxpayers. (2)

Bus 30—Business Mathematics **3 units**
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—Business English **3 units**
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—Basic Psychology for Supervisors **3 units**
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—Human Relations (Developing Supervisory Leadership) **3 units**
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—Human Resource Development **3 units**
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—Management Controls and the Supervisor **3 units**
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—Oral Communications **3 units**
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—Fundamentals of Safety Administration and Management **3 units**
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—Fundamentals of Disaster Planning **3 units**
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—Fundamentals of Hazardous Materials Reporting Regulations **3 units**
3 hours lecture weekly
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—Fundamentals of Industrial Hygiene **3 units**

Prerequisites: Bus 64.
3 hours lecture weekly

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—Short Courses in Business **½-10 units**

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—Accounting Principles I **3 units**

Advisory: Bus 1.
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—Accounting Principles II **3 units**

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—Managerial Accounting **3 units**

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—Business Law I **3 units**

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—Business Law II **3 units**

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—Introduction to Business **3 units**

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. (2)

Transfer credit: CSU

Bus 121—Introduction to Management **3 units**

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—Personnel Management **3 units**

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—Small Business Management **3 units**

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—Personal Financial Management **3 units**

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—Sales Techniques **3 units**

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—Retail Merchandising **3 units**

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 132A—Marketing **3 units**

3 hours lecture weekly

Marketing from the viewpoint of the manager. The course includes discussion on the aspects of research, product development, promotion, advertising, channels of distribution, and international marketing. May be offered as a TV course.

Transfer credit: CSU

Bus 132B—General Motors Marketing Internship (GMMI) Project **3 units**

Advisory: Bus 132A; BIS 31R; BIS 43C; BIS 31 or BIS 31N or BIS 31Q, or equivalent.
1 hour lecture, 6 hours lab weekly

Course is designed to provide a practical "hands-on" approach to introduce students to the area of marketing promotions. Considerable attention is given to marketing communications and theory and to specific types of marketing promotional tools, such as customer surveys and analysis, advertising, direct marketing, sales promotions and public relations. The class will participate in the General Motors Marketing Internship (GMMI) project. The GMMI project will provide students with the opportunity to apply the concepts and theories learned to a "real-life" marketing

experience. The students will form a marketing agency, and in conjunction with a local GM dealership as a client, will research, design, present and execute a comprehensive communication campaign for the client. Post event research will be conducted to gauge the promotion's effectiveness. Materials fee may be required. (2)
Transfer credit: CSU

Bus 133—Advertising 3 units
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 136—Buying and Store Operation 3 units
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—Business Communications 3 units
Prerequisites: Bus 40.
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—Introduction to Public Relations 3 units
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—Public Relations Strategies 3 units
3 hours lecture weekly
Appraisal of essential processes involved 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 Journ 142)
Transfer Credit: CSU

TOTAL QUALITY MANAGEMENT

Bus 151—Introduction to Total Quality Management 3 units
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—Essential Analysis for Total Quality Management (TQM) 3 units
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—Employee Involvement for Total Quality Management (TQM) 3 units
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—Organizational Change for Total Quality Management (TQM) 3 units
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—Managerial Integrity for Total Quality Management (TQM) 3 units
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)
Transfer credit: CSU

LOGISTICS

Bus 170—Introduction to Logistics 3 units
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—Logistics Design 3 units
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—Spares Management 3 units
Prerequisites: Bus 170; Math 105 or equivalent.
3 hours lecture weekly
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—Repair Management 3 units
Prerequisites: Bus 170, Math 105 or equivalent.
3 hours lecture weekly
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—Technical Product Support Services and Training 3 units
Prerequisites: Bus 170, Bus 171.
3 hours lecture weekly
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—Configuration Management 3 units
Prerequisites: Bus 170.
3 hours lecture weekly
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—Logistics Management 3 units
Prerequisites: Bus 170, Bus 171.
3 hours lecture weekly
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

INTERNATIONAL BUSINESS

Bus 180—Introduction to International Business 3 units
3 hours lecture weekly
A comprehensive overview of international business designed to provide a global perspective on international trade, including foreign investments, impact of financial markets, international marketing, and the operation of multinational companies. (2)
Transfer credit: CSU

Bus 181A—International Marketing 3 units
3 hours lecture weekly
Course presents the problems of marketing in the international marketplace and how marketers approach and solve them. Focuses on concepts and principles by teaching the theory and practice of international marketing through the use of realistic examples and actual case studies of international marketing organizations, both U.S. and foreign. Studies include international marketing position of the U.S., market entry strategies, analysis of foreign markets, culture and marketing, product design, pricing, distribution, promotion, and sales. (2)
Transfer credit: CSU

Bus 181B—Trade Finance 3 units
3 hours lecture weekly
The study of the origins of international trade organizations, sources and types of finance including trade finance support role of commercial banks, modifying trade risks and tax savings. (2)
Transfer credit: CSU

Bus 181C—International Management 3 units
3 hours lecture weekly
An introduction to international management principles with an overview of exporting companies, multinational, and global organizations, international law, international human resource problems, operational issues, marketing decisions, strategic planning and competitiveness, and cross-cultural problems. (2)
Transfer credit: CSU

Bus 181D—Basics of Exporting 1 unit
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—International Purchasing 1 unit
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—International Business Law 3 units
3 hours lecture weekly
Introduction to the legal aspects and ramifications of international trade topics including multinational enterprises, sovereignty, technology, transfer, arbitration, negotiation, and diplomacy. (2)
Transfer credit: CSU

Bus 183E—Export Marketing Case Studies 1 unit
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—World Transportation 1 unit
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. (2)
Transfer credit: CSU

Bus 183H—International Distribution 1 unit
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. (2)
Transfer credit: CSU

Bus 184A—Business in International Markets: Australia/New Zealand **1 unit**

3 hours lecture weekly for 6 weeks

Overview of the Australian and New Zealand business environments. Topics include trends in labor unions, management, and government policies, as well as current political, economic and cultural issues. (2)

Transfer credit: CSU

Bus 184B—Business in International Markets: Central and South America **1 unit**

3 hours lecture weekly for 6 weeks

Introductory strategies on trading with Latin America. Included is a discussion of nontraditional exports and solutions for low-volume production in new areas of manufacturing, such as direct investment, co-ventures, and involvement of small to medium U.S. enterprises. Also included is an overview of Canada, our largest trading partner. (2)

Transfer credit: CSU

Bus 184C—Business in International Markets: China and Southeast Asia **1 unit**

3 hours lecture weekly for 6 weeks

An overview of the basic steps required to initiate business with China and Southeast Asia. Special attention will be given to the process necessary to set up initial contacts in China and Southeast Asia. (2)

Transfer credit: CSU

Bus 184D—Business in International Markets: Eastern/Central Europe **1 unit**

3 hours lecture weekly for 6 weeks

A study of the geography, history, culture, and political and economical systems of Eastern and Central Europe, focusing on changes since 1989-90. (2)

Transfer credit: CSU

Bus 184E—Business in International Markets: EU (European Unification) **1 unit**

3 hours lecture weekly for 6 weeks

A study of the geography, history, culture, and political and economic systems of Europe, focusing on changes since the economic integration program of 1992. (2)

Transfer credit: CSU

Bus 184F—Business in International Markets: NAFTA Countries **1 unit**

3 hours lecture weekly for 6 weeks

Introductory strategies on trading with Latin America. Included is a discussion of nontraditional exports and solutions for low volume production in new areas of manufacturing, such as direct investment, coventures, and involvement of small to medium U.S. enterprises. Also included is an overview of Canada, our largest trading partner. (2)

Transfer credit: CSU

Bus 184G—Business in International Markets: Japan **1 unit**

3 hours lecture weekly for 6 weeks

An introductory course that surveys the impact of Japanese culture on business practices. Practical guidelines are provided to help potential exporters and investors assess the Japanese market. Cultural differences that affect business negotiations and relationships are highlighted. (2)

Transfer credit: CSU

Bus 186—Survey of International Mass Media **3 units**

3 hours lecture weekly

Course examines both global and national media and evaluates such issues as government regulation, advocacy, and the impact of technology. The course also explores differences of print, broadcast, and other media around the world. (Co-listed with Journ 186)

Transfer credit: CSU

Bus 189A-Z—Topics in Business **½-3 units**

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—Public Relations Internship **3 units**

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—Business Internship **1-3 units**

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—Short Courses in Business **½-10 units**

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 199—Directed Studies in Business **1-3 units**

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. Course may be taken two times.

Transfer credit: CSU

Business Information Systems

OFFICE AUTOMATION

BIS 1ABC—Beginning Typewriting **1-3 units**

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—Typing Speed and Accuracy **2 units**

Prerequisites: BIS 1A or ability to type 20 wpm by touch.
1 hour lecture, 3 hours lab weekly

Course designed to improve speed and accuracy in using the keyboard 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-paced concept. Materials fee is required. Course may be taken three times. (2)

BIS 3ABC—Intermediate Typewriting 3 units

Prerequisites: BIS 1ABC.
2 hours lecture, 3 hours lab weekly

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. Materials fee is required. (2)

BIS 4ABC—Advanced Typewriting 3 units

Prerequisites: BIS 3ABC.
2 hours lecture, 3 hours lab weekly

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. Materials fee is required. (2)

BIS 7—Office Occupations Preparation 1-12 units

Lecture and/or lab hours as required by unit formula.

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. Materials fee is required. (1)

BIS 7BIL—Office Occupations Preparation, Bilingual (English/Spanish) 1-3 units

Lecture and/or lab hours as required by unit formula.

For students with little or no previous business training who have immediate job goals in mind. Course offers training in the office skills of typewriting, filing, and the use of electronic calculators which are necessary for employment in entry-level office positions, such as clerk typist, file clerk, receptionist, etc. This program is self-paced and operates on a limited open-entry, open-exit enrollment plan. Instruction is conducted in Spanish and English. Students may receive from one to three units per semester depending on completion of course work. Course may be repeated (three repetitions for a maximum of nine units) only to complete unfinished subjects or learn new skills. Materials fee is required. (1)

BIS 12A-Z—Specialized Office Skills ½-5 units

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—Alphabetical Filing 1 unit

3 hours laboratory weekly

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

BIS 12B—Ten-Key Calculators 1 unit

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—Vocational Spelling 1 unit

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—Proofreading Skills 2 units

Prerequisites: Bus 40 or equivalent and 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—Machine Transcription 2 units

Prerequisites: BIS 1ABC.
Advisory: BIS 12K; typing speed of 40 wpm.
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. Materials fee is required. (2)

BIS 14—Beginning Shorthand 4 units

Prerequisites: Completion of or concurrent enrollment in BIS 1ABC or equivalent.
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—Intermediate Shorthand 4 units

Prerequisites: BIS 14 or equivalent; BIS 3ABC or equivalent intermediate level typing class.
3 hours lecture, 3 hours lab weekly

Course reviews shorthand theory, develops dictation speeds from 80-110 words a minute 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 17—SUPERWRITE: Alphabetic Writing System 3 units

Advisory: Typing ability recommended.
2 hours lecture, 3 hours lab weekly

SuperWrite is an abbreviated 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 keyed. SuperWrite is not designed for extremely high writing speeds. However students should be able to increase their writing speed significantly. Course may be taken two times. (2)

BIS 18—Records Management 3 units

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—Office Procedures 3 units

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)

MEDICAL OFFICE

BIS 20—Medical Terminology 3 units

3 hours lecture weekly

Instruction in spelling, definition, and pronunciation of medical terms with emphasis on Greek and Latin prefixes, suffixes, word

roots, and combining word forms. Course may be taken two times. (2)

BIS 21—Advanced Medical Terminology **3 units**

Prerequisites: BIS 20.
3 hours lecture weekly

Course will enable students of the medical/health fields to better understand and communicate medical language by expanding their knowledge of medical terminology. Anatomical systems, as well as documented medical case studies and reports, will also be explored. Course may be taken two times. (2)

BIS 22—Medical Billing and Office Procedures **2 units**

Prerequisites: BIS 1ABC and BIS 40 or equivalent.
1 hour lecture, 3 hours lab weekly

Practice in keyboarding a variety of medical forms and medical transcription. Career opportunities in medical, dental, and related paramedical fields are emphasized. Office simulation and step-by-step instruction in the use of a patient accounting software program. Materials fee is required. Course may be taken three times. (2)

BIS 23—Medical Insurance Procedures **3 units**

2 hours lecture, 3 hours lab weekly

Develops an understanding of the leading types of medical insurance with intensive instruction and drill in completing medical insurance forms including Blue Cross, Blue Shield, Worker's Compensation, State Disability, MediCal and MediCare. Materials fee is required. Course may be taken two times. (2)

BIS 24—Medical Transcription **3 units**

Prerequisites: BIS 20 and BIS 1ABC or equivalent.
Corequisites: BIS 12K.
2 hours lecture, 3 hours lab weekly

Course develops skills in the typing of medical reports, case histories, physical exams, discharge summaries, and chart notes. Students will also learn to prepare letters and memos that pertain to medical office/hospital activities. Transcription of dictation from cassettes to include surgical, hospital, and laboratory reports with emphasis on punctuation, grammar, and production time. Materials fee is required. Course may be taken two times. (2)

WORD PROCESSING

BIS 31G—WordPerfect for Windows **2 units**

Advisory: BIS 41C recommended.
1 hour lecture, 3 hours lab weekly

Instruction and practical experience using WordPerfect functions to include the basics of text editing, formatting, and page layout tools while learning job-related skills. Materials fee is required. Course may be taken two times. (2)

BIS 31K—Desktop Publishing: WordPerfect for Windows **2 units**

Prerequisites: BIS 31G.
1 hour lecture, 3 hours lab weekly

Instruction and practical experience in using Desktop Publishing functions. Learning job-related skills through modification of style sheets and page layouts. Creation of a publication, brochure, advertisements, charts, tables, and presentation. Use of scanning techniques to produce publications. The generation of indexes and tables of contents will also be included through this course. Materials fee is required. Course may be taken two times. (2)

BIS 31L—Desktop Publishing: Pagemaker **2 units**

Advisory: BIS 41C.
1 hour lecture, 3 hours lab weekly

Instruction and practical experience in using Desktop Publishing functions while learning job-related skills through the page composition step of a publishing system. Materials fee is required. Course may be taken two times. (2)

BIS 31N—Microsoft Office **3 units**

Advisory: BIS 41C.
2 hours lecture, 3 hours lab weekly

This course is designed to teach the fundamentals of Microsoft Manager, Microsoft Word, a word processing program; Microsoft Excel, a spreadsheet program; Microsoft Access, a database program; and Microsoft PowerPoint, a graphic presentations program. This course will also acquaint the student with the proper methods for solving computer applications-type problems and how to develop integrated solutions to these problems through the use of OLE (Objective Linking and Exchanging). Materials fee is required. Course may be taken three times. (2)

BIS 31P—Computer Use for Legal Assistants **3 units**

2½ hours lecture, 1½ hours lab weekly

Course trains the legal assistant to use a variety of legal computer software packages. Students will become familiar with word processing, data base, spreadsheets, retrieval, timekeeping and billing, document search, and time management software packages will be used. Course may be taken two times. (2)

BIS 31Q—Microsoft Word **2 units**

1 hour lecture, 3 hours lab weekly

Instruction and practical experience using basic Microsoft Word functions while learning job-related usable skills. No previous experience with a computer is necessary. Students will take advantage of the many new capabilities of word processing in a Windows environment. Materials fee is required. Course may be taken two times. (2)

BIS 31R—Presentation Graphics Using PowerPoint **1 unit**

Prerequisites: BIS 41C.
1 hour lecture, 3 hours lab for 8 weeks

PowerPoint is a complete presentation graphics program that allows students to create professional-looking presentations, such as overheads, electronic slides, or 35mm slides on a computer using features such as outlining, graphing, drawing, clip art, presentation management, and Wizards (a tutorial approach to create presentations). Materials fee is required. Course may be taken three times. (2)

BIS 33—Advanced Machine Transcription **3 units**

Prerequisites: BIS 13.
Advisory: BIS 12K.
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. This course is taught on computers using word processing software. Materials fee is required. Course may be taken two times. (2)

INFORMATION PROCESSING

BIS 40—Introduction to Microcomputers **2 units**

1½ hours lecture, 1½ 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—Introduction to DOS **1 unit**

1 hour lecture, 3 hours lab weekly for 8 weeks

Course covers basic operation of MS-DOS systems and MS-DOS fundamentals. The student is led from the basic to a sophisticated use of DOS. Course stresses operating system concepts, purpose, theory, and understanding. Materials fee is required. (2)

BIS 41B—Introduction to DOS—Advanced Functions — 1 unit

Prerequisites: BIS 41A.
1 hour lecture, 3 hours lab weekly for 8 weeks
Course in advanced MS-DOS systems and functions to include utility programs, hard-disk management, memory management, and development of a user interface. Materials fee is required. (2)

BIS 41C—Introduction to Windows 95 — 1 unit

1 hour lecture, 3 hours lab weekly for 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. Materials fee is required. Course may be taken two times. (2)

BIS 41D—Windows 95 Installation and Configuration — ½ unit

4 hours lecture for 2 weeks
Learn to install and manage Windows 95. Students will get a top-line overview of what to expect from the new operating system and an understanding of what Windows 95 can do for either the power or novice user. Materials fee is required. Course may be taken three times. (2)

BIS 41E—Windows 95—Beginning Course — ½ unit

4 hours lecture for 2 weeks
Learn to manage and interact with Windows 95. Students will be introduced to the Windows 95 operating system—its capabilities and its support mechanisms for hardware and software. WordPad, Paint, and backup applications will also be explored. Materials fee is required. Course may be taken three times. (2)

BIS 41F—Windows 95—Advanced Course — ½ unit

Prerequisites: BIS 41E.
4 hours lecture for 2 weeks
Students will learn to understand, customize, and use the Windows Explorer, gain information on the use of Microsoft Exchange, and explore HyperTerminal, Drivespace, and CD+ support. Materials fee is required. Course may be taken three times. (2)

BIS 43A—Spreadsheets—Lotus 1-2-3 for Windows — 2 units

1 hour lecture, 3 hours lab weekly
Course offers instruction in 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. Materials fee is required. Course may be taken two times. (2)

BIS 43C—Microcomputers: Spreadsheets—Microsoft EXCEL — 2 units

1 hour lecture, 3 hours lab weekly
Course provides instruction using a hands-on approach to develop expertise in Microsoft EXCEL. Materials fee is required. (2)

BIS 44C—Database—Microsoft ACCESS — 2 units

Advisory: BIS 41C.
1 hour lecture, 3 hours lab weekly
Using a database, such as ACCESS, allows users to manage data with a personal computer. ACCESS helps with the designing of forms and reports for retrieving and viewing the information necessary to run an organization. The built-in Wizard templates enable students to build attractive and useful database objects with no programming knowledge necessary. Materials fee is required. Course may be taken two times. (2)

BIS 45—Computerized Accounting — 3 units

Prerequisites: Bus 1 and BIS 40.
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. Materials fee is required. (2)

BIS 98A-Z—Short Courses in Business Information Systems — ½-10 units

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. Materials fee may be required. (2)

BIS 151—Introduction to Information Processing Systems — 3½ units

3 hours lecture, 1½ hours lab weekly
Comprehensive introduction to principles of computers and electronic data processing (special emphasis on business applications). In addition to considering the historical development of computers and some social implications of the computer revolution, students will be introduced to terminology and concepts relating to computer hardware and data communications technology, programming languages, data organization and the software/systems development process. Limited hands-on training with college mainframe and microcomputers is included. (2)
Transfer credit: UC, CSU

BIS 152—Problem Solving and Programming Principles — 3 units

Prerequisites: BIS 151 or equivalent or concurrent enrollment in BIS 151.
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. Structured 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—BASIC Programming I — 4 units

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—BASIC Programming II — 4 units

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

BIS 154A—COBOL Programming I — 4 units

Prerequisites: BIS 151, 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—COBOL Programming II 4 units

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—PASCAL Programming for Business Applications 4 units

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—C Programming for Business Applications 4 units

Prerequisites: BIS 151, Math 11; 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—Computer Operations 3½ units

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 multiprocessing capabilities. (2)
Transfer credit: CSU

BIS 161A—Systems Analysis & Design I 3 units

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—Systems Analysis & Design II 3 units

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—Management Information Systems 3 units

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—Data Base Management 4 units

Prerequisites: BIS 154A, 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 mainframe data base management system. (2)
Transfer credit: CSU

BIS 164—Computer Modeling 3 units

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—Configuration Management, Policies and Procedures 3 units

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—Software Configuration Management 3 units

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—Data Management 3 units

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—Technical Documentation Application — 3 units

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—Technical Documentation — 3 units

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 180A—Computer Information Access — 1 unit

2 hours lecture weekly for 8 weeks
An overview of telecommunications services, data services and wide-area computer networking services. Particular emphasis is placed on electronic mail, commercial data services and services provided by the Internet and how these services can be accessed by businesses and individuals. (2)
Transfer credit: CSU

BIS 189A-Z—Topics in Business Information Systems — ½-10 units

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 190A—Internship in Information Processing — 1-3 units

Prerequisites: BIS 153A or BIS 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 190B—Office Automation Internship — 1-6 units

3-18 hours lab weekly as required by unit formula
Students will receive hands-on experience in office automation to enhance their opportunity for success by bridging the gap between educational theory and on-the-job practice. Course may be taken two times. (1)
Transfer credit: CSU

BIS 198A-Z—Short Courses in Business Information Systems — ½-10 units

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 199—Directed Studies in Information Processing Systems — 1-3 units

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. Course may be taken two times.
Transfer credit: UC, CSU

Chemistry

Chem 100A—Elementary Chemistry — 5 units

Prerequisites: Math 11 or 1 year HS algebra or equivalent.
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—Elementary Organic and Biological Chemistry — 5 units

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—General Chemistry I — 5 units

Prerequisites: Chem 100A or high school chemistry, and Math 14.
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—General Chemistry II — 5 units

Prerequisites: Chem 101.
3 hours lecture, 6 hours lab weekly
Continuation of Chem 101 with emphasis on solution equilibria, kinetics, electrochemistry, radiochemistry, transition metal chemistry, and descriptive chemistry of the elements. Lab includes qualitative analysis, thermochemistry, and kinetic studies, and further develops inorganic preparative techniques. Computers are utilized for data acquisition and reduction. (2)
Transfer credit: UC, CSU (CAN: Chem 4)

Chem 106—Organic Chemistry I — 5 units

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—Organic Chemistry II — 5 units

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—Elementary Organic Chemistry — 3 units

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—Organic Chemistry Laboratory — 2 units

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—Introduction to Chicano Studies — 3 units

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—History of the Mexican People in the United States — 3 units

3 hours lecture weekly
Historical survey of Mexican/Chicano from pre-Columbian 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—Sociology of the Chicano Community — 3 units

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)
Transfer credit: UC, CSU

ChSt 114—Psychological Issues of the Mexican People in the Southwest — 3 units

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 114)
Transfer credit: UC, CSU

Child Development

CD 10—Field Work in Child Development — 1 unit

3 hours lab 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. Negative TB test is required. Course may be taken four times. (1)

CD 11—Field Experience in Lab Schools — 3 units

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 20—Programs for Infants — 1 unit

¾ 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 21—Programs for Toddlers — 1 unit

¾ hours lecture, ¾ hours lab weekly
Course covers normal development throughout the 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 39—Health and Safety Issues for Child Care Professionals — ½ unit

½ hour lecture weekly
Course covers the recognition, management, and prevention of infectious diseases including immunizations. Prevention of childhood injuries will also be covered. Materials in this class are related to family child care settings and centers. This course meets licensing requirements for all child development personnel for 7 of the 15-hour requirements. Completion of a Pediatric CPR and first aid course will meet the additional 8 hours. Course may be taken four times. (1)

CD 40—Lesson Planning with a Theme ½ unit

1 hour lecture weekly for 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. (1)

CD 41—Programs for School-Age Children ½ unit

1 hour lecture weekly for 9 weeks

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. (1)

CD 42—Identifying and Working with the Abused ½ unit

1 hour lecture weekly for 9 weeks

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. (1)

CD 43—Young Children with Handicapping Conditions ½ unit

1 hour lecture weekly for 9 weeks

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. (1)

CD 44—Nutrition for Young Children ½ unit

1 hour lecture weekly for 9 weeks

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. (1)

CD 45—Creative Activities for Children ½ unit

1 hour lecture weekly for 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—Teacher/Parent Communication ½ unit

1 hour lecture weekly for 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. (1)

CD 47—Children and Discipline ½ unit

1 hour lecture weekly for 9 weeks

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. (1)

CD 48—Science and Math for Children ½ unit

1 hour lecture weekly for 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—Programs for Infants and Toddlers ½ unit

1 hour lecture weekly for 9 weeks

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. (1)

CD 50—Family Day Care Today 1½ units

7 hours lecture weekly for 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—Managing Children's Behavior 1 unit

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—Program Development in Early Childhood Education 1 unit

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—Family Child Care for Professionals 1½ units

Prerequisites: CD 50.

3 hours lecture weekly for 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—Short Courses in Child Development ½-10 units

Lecture and/or lab as required by unit formula

Specialized topics designed to inform or update interested persons in Child Development.

CD 102—Human Development 3 units

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—Programs for Young Children 3 units

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—Child, Family, and Community 3 units

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—Cross-Cultural Experiences with Children and Families 3 units

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—The Exceptional Child 3 units

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—Child Development Principles and Practicum I 3 units

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—Child Development Principles and Practicum II 3 units

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—Programs for Infants and Toddlers 3 units

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—Programs for School-Age Children 3 units

3 hours lecture weekly
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—Management for Child Development Programs: Administration and Supervision 3 units

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—Management and Administration of Programs for Young Children 3 units

Prerequisites: CD 115, experience as a supervisor or equivalent.
3 hours lecture weekly
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 120—Parent Education 1 unit

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. Course may be taken four times.
Transfer credit: CSU

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

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—Parent/Child Interaction 3 units

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—Art in Early Childhood 3 units

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—Science in Early Childhood 3 units

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—Language Arts in Early Childhood 3 units

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—Movement and Music in Early Childhood 3 units

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—Topics in Child Development ½-3 units

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—Short Courses in Child Development ½-10 units

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 199—Directed Studies in Child Development ½-3 units

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. Course may be taken two times.

Transfer credit: CSU

Dental Hygiene

This program has received accreditation eligible status.

DH 1—Pre-Dental Hygiene 1 unit

1 hour lecture weekly

Introduction to the profession of dental hygiene outlining licensure requirements, ethics, professionalism and patient care philosophies. Emphasis on communication and critical thinking skills along with the clinical techniques (psychomotor skills) required for the practice of dental hygiene. Materials fee is required.

DH 10—Oral Biology 3 units

Prerequisites: Acceptance in the Dental Hygiene Program.
3 hours lecture, 1 hour lab weekly

Study of embryology and histology of oral structural formation, clinical recognition of normal oral structures, the physiological and structural functions of teeth and supporting tissues, and oral anatomy relative to proper dental hygiene procedures.

DH 11—Oral Radiology 3 units

Prerequisites: Acceptance in the Dental Hygiene Program.
2 hours lecture, 3 hours lab weekly

Course teaches the fundamentals of radiation safety and the operation of dental radiology equipment, along with the clinical application of procedures involved in exposing, processing, mounting and interpreting dental roentgenograms.

DH 12—Head and Neck Anatomy 2 units

Prerequisites: Acceptance in the Dental Hygiene Program.
2 hours lecture, 1 hour lab weekly

Course studies the anatomical structures of the head and neck regions and relates these structures to the clinical practice of Dental Hygiene.

DH 13—Dental Health Education Seminar 1 unit

Prerequisites: Acceptance in the Dental Hygiene Program.
1 hour lecture weekly

Course teaches the principles and practices of prevention and control of dental disease with emphasis on nutrition, plaque control, motivation, and chairside patient education.

DH 14—Introduction to Dental Hygiene Practice 2 units

Prerequisites: Acceptance in the Dental Hygiene Program.
2 hours lecture weekly

Introduction to all theoretical and didactic components of dental hygiene practice.

DH 15—Introduction to PreClinic/Clinic 2 units

Prerequisites: Acceptance in Dental Hygiene Program.
6 hours lab weekly

Introduction to all clinical procedures and skills needed for dental hygiene practice. Materials fee is required.

DH 20—Local Anesthesia and Nitrous Oxide 2 units

Prerequisites: Successful completion of all first semester Dental Hygiene Program courses.
1 hour lecture, 3 hours lab weekly

Course teaches the pharmacology and physiology of local anesthetic agents and proper use of same. Teaches the anatomy of the

Trigeminal nerve, physiology of nerve conduction and how anesthesia works. Teaches prevention of emergencies and management of same if they occur.

DH 21—General and Oral Pathology **4 units**

Prerequisites: Successful completion of all first semester Dental Hygiene Program courses.
4 hours lecture weekly

Study of the pathological processes of inflammation, immunology defense, degeneration, neoplasm, developmental disorders, and healing and repair. Recognition of abnormalities in the human body with a special emphasis on normal and abnormal conditions in the oral cavity.

DH 22—Pharmacology **2 units**

Prerequisites: Successful completion of all first semester Dental Hygiene Program courses.
2 hours lecture weekly

Classification and study of drugs according to origin, physical and chemical properties, therapeutic effect and values particularly of drugs used in dentistry.

DH 23—Clinical Practice I **3 units**

Prerequisites: Successful completion of all first semester Dental Hygiene Program courses.
9 hours lab weekly

Course provides beginning clinical experience in the treatment of adult and child patients. Various clinical procedures utilizing scaling and polishing techniques, extra-oral and intra-oral inspections, cancer screening, dental and periodontal charting, plaque control instructions and topical fluoride application will be put into supervised practice.

DH 24—Clinic I Seminar **3 units**

Prerequisites: Successful completion of all first semester Dental Hygiene Program courses.
3 hours lecture weekly.

Course provides an expanded learning through lectures, demonstrations, and guest speakers.

DH 25—Periodontics I **2 units**

Prerequisites: Successful completion of all first semester Dental Hygiene Program courses.
2 hours lecture weekly

Course in periodontics teaching identification of the normal periodontium and recognition of deviations from normal; the etiology and principles of periodontal diseases, examination procedures, treatment and preventive measures.

DH 30—Special Patients/Geriatrics **1 unit**

Prerequisites: Successful completion of all first and second semester Dental Hygiene Program courses.
1 hour lecture weekly

Course teaches characteristics of individual patients, motivation, and management of same and interpersonal communication. Treatment of the compromised patient and myofunctional therapy is presented.

DH 31—Nutrition in Dentistry **1 unit**

Prerequisites: Successful completion of all first and second semester Dental Hygiene Program courses.
1 hour lecture weekly

Course provides basic principles of nutrition and their relationship to dental health. Students perform dietary surveys on clinic patients and plan nutritional dietary programs.

DH 32—Dental Materials **2 units**

Prerequisites: Successful completion of all first and second semester Dental Hygiene Program courses.
1 hour lecture, 3 hours lab weekly

Course teaches the composition and use of various materials used in dental procedures, and the fundamentals of chairside assisting while using dental materials. The concepts of the entire dental team in performing responsibilities in the care of oral dentition are covered.

DH 33—Clinic II Seminar **2 units**

Prerequisites: Successful completion of all first and second semester Dental Hygiene Program courses.
2 hours lecture weekly

Course expands knowledge of comprehensive dental hygiene care through lectures and group discussions.

DH 34—Clinical Practice II **4 units**

Prerequisites: Successful completion of all first and second semester Dental Hygiene Program courses.
12 hours lab weekly

Course provides intermediate experience in the treatment of dental hygiene patients to expand on the procedures and techniques introduced in Introduction to Clinic and Clinical Practice I and provides additional experience on more difficult cases.

DH 35—Periodontics II **2 units**

Prerequisites: Successful completion of all first and second semester Dental Hygiene Program courses.
2 hours lecture weekly

Course to enhance assessment skills applicable in the treatment of patients with advances periodontal disease. To teach the dental hygienist ethical and clinical responsibility in periodontal disorders and to teach the relationship of the specialty practice of periodontics within the broad scope of dentistry and the legal ramifications thereof.

DH 36—Community Oral Health I **2 units**

Prerequisites: Successful completion of all first and second semester Dental Hygiene Program courses.
2 hours lecture weekly

This course introduces students to the principles and practices of dental public health. The emphasis is placed on the role of the dental hygienist as an innovator of and educator in community health programs. Public health issues will be introduced and discussed.

DH 40—Advanced Clinical Topics **2 units**

Prerequisites: Successful completion of all first, second, and third semester Dental Hygiene Program courses.
1 hour lecture, 3 hours lab weekly

Course teaches students to perform proficiently in soft tissue diagnosis and evaluation. Students will develop clinical proficiency under supervision by performing curettage and soft tissue management procedures.

DH 41—Practice Management **1 unit**

Prerequisites: Successful completion of all first, second, and third semester Dental Hygiene Program courses.
1 hour lecture weekly

Course in office practice management; ethical and legal aspects of dentistry and dental hygiene, and business matters relating to dental hygiene practice.

DH 42—Clinic III Seminar **2 units**

Prerequisites: Successful completion of all first, second, and third semester Dental Hygiene Program courses.
2 hours lecture weekly

Continued enhancement of dental hygiene knowledge incorporating student clinical experiences.

DH 43—Clinical Practice III **4 units**

Prerequisites: Successful completion of all first, second, and third semester Dental Hygiene Program courses.
12 hours lab weekly

Course provides students with the opportunity to become more proficient in the clinical skills learned and practiced in previous clinical courses and prepares them for success on their state and national board examinations.

DH 44—Community Oral Health II **1 unit**

Prerequisites: Successful completion of all first, second, and third semester Dental Hygiene Program courses.
3 hours lab weekly

Laboratory practice in a community setting of the principles of dental public health as they relate to both children and adult populations.

DH 45—Ethics and Jurisprudence **2 units**

Prerequisites: Successful completion of all first, second, and third semester Dental Hygiene Program courses.
2 hours lecture weekly

Study of the fundamental factors necessary to be employed and practiced within the ethical and legal framework of the state Dental Practice Act and the Code of Ethics of the American Dental Association.

DH 98A-Z—Short Courses in Dental Hygiene **½-10 units**

Lecture and/or lab as required by unit formula

Specialized topics designed to inform or update interested persons in various disciplines within the Dental Hygiene field. Length of course determines unit credit.

Diesel Mechanics

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

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—Engine Tune-Up and Troubleshooting **3 units**

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—Electrical System Theory **3 units**

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—Power Trains **2 units**

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—Introduction to Hydraulics **3 units**

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—Introduction to Diesel Engines **3 units**

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—Diesel Engines **3 units**

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—Diesel Engine Mechanics **12 units**

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—Diesel Equipment Mechanics **12 units**

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—Short Courses in Diesel Mechanics **½-10 units**

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—The Modern American Economy **3 units**

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—Principles of Macroeconomics **3 units**

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—Principles of Microeconomics **3 units**

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—Introductory Statistics for Business and Economics **3 units**

Advisory: Math 14.
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. Students introduced to use of computer software (MINITAB) in data analysis. (2)

Transfer credit: UC, CSU

Econ 103L—Introductory Statistics for Economics and Business Lab — 1 unit

Advisory: Econ 103 or concurrent enrollment; Math 14 with a grade of C or better, or equivalent recommended.
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. Materials fee is required. Course may be taken two times. (2)

Transfer credit: CSU

Econ 199—Directed Studies in Economics — 1-3 units

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. Course may be taken two times.

Transfer credit: UC, CSU

Electronics

El 1—Math for Electronics I — 5 units

5 hours lecture weekly

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

El 2—D-C Fundamentals and Solid State Devices — 4 units

3 hours lecture, 3 hours lab weekly

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

El 3—Introduction to Digital Concepts — 4 units

3 hours lecture, 3 hours lab weekly

Students will be introduced to the basic fundamentals of digital electronics. Included are binary and hexadecimal conversions, logic gates, truth tables, Boolean algebra, Karnaugh maps, arithmetic units and flip-flops.

El 4—A-C Fundamentals and Solid State Circuits — 4 units

Prerequisites: El 1 or equivalent and El 2.
3 hours lecture, 3 hours lab weekly

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

El 5—Digital Circuits — 4 units

Prerequisites: El 1 or equivalent, El 3 and El 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.

El 6—Electro-Mechanical Systems — 4 units

Prerequisites: El 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.

El 7—Electronic Circuits — 4 units

Prerequisites: El 1 or equivalent, El 3 and El 4.
3 hours lecture, 3 hours lab weekly

Study of basic electronic circuits including rectifiers, regulators, power supplies, small and large signal amplifiers, and various oscillators. Also examined are modulation, wave propagation, transmission lines and antennas.

El 8—Electronics for C.E.T. Exam — 4 units

Prerequisites: El 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.

El 9—Electronic Measurements — 4 units

Prerequisites: El 1 or equivalent and El 4.
3 hours lecture, 3 hours lab weekly

Students will be introduced to test equipment and other instruments used in the electronics industry. Included are the study of analog and digital meters, oscilloscopes, signal generators, frequency and SWR meters.

El 10—Electronic Assembly — 4 units

3 hours lecture, 3 hours lab weekly

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.

El 11—Micro-Electronics Assembly — 4 units

Prerequisites: El 10.
3 hours lecture, 3 hours lab weekly

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.

El 12A—Small Electronic Equipment Repair I (Radios) — 4 units

Prerequisites: El 10 or El 50 or equivalent.
2 hours lecture, 6 hours lab weekly

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.

El 12B—Small Electronic Equipment Repair II (Televisions) — 4 units

Prerequisites: El 12A or El 10 or El 50 or equivalent.
2 hours lecture, 6 hours lab weekly

Course familiarizes students with an understanding of the television receiver and black and white, color and video monitors, as well as recognize symptoms, schematic circuits, block diagrams, use of the test equipment, troubleshooting and location of defective components. All the theory will be discussed in a very practical manner for easy understanding.

El 12C—Small Electronic Equipment Repair III (VCRs) — 4 units

Prerequisites: El 10, El 50 or equivalent.
2 hours lecture, 6 hours lab weekly

Course offers theory and practice of repair, preventative maintenance and calibration of video cassette recorders (VCRs). Special emphasis is given to safety procedures and the use of test equipment and tools. Students will study common circuit configurations, adjustments, signal tracing, troubleshooting and repair.

El 26—National Electrical Code (N.E.C.) — 3 units

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.

El 50—Introduction to Applied Electronics **4 units**

Prerequisites: El 10 or equivalent.
3 hours lecture, 3 hours lab weekly

Classroom study of DC theory, Ohm's law, series and parallel circuits, voltage dividers, basic math and algebra required for Kirchoff's law, superposition and Thevenin's theorems, calculator use and practice problems, capacitors, inductors, and 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.

El 51—Electrical/Mechanical Drawing **4 units**

3 hours lecture, 3 hours lab weekly

Study of electrical and mechanical schematics, drawings, and blueprints. Includes both reading and drawing of commonly used symbols for electronic and mechanical equipment.

El 52—Industrial Electronics/AC **4 units**

Prerequisites: El 50 or El 51.
3 hours lecture, 3 hours lab weekly

Course includes application of electronics in the industrial and manufacturing setting. Numerical controls, heat sensing, and switching systems covered. Lab experiments. Field trips may be required.

El 53—Industrial Electronics Projects **3 units**

Prerequisites: El 50 and El 51 or equivalent.
2½ hours lecture, 1½ hours lab weekly

Course familiarizes students with common electronic laboratory practices. Covers color codes, circuits, Ohm's law, and use of measuring devices. Field trips may be required.

El 98A-Z—Short Courses in Electronics **½-10 units**

Lecture and/or lab as required by unit formula

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

El 99—Directed Studies in Electronics **1-3 units**

Prerequisites: El 3, El 4.
Lecture and/or lab hours as required by unit formula

Designed for students interested in furthering their knowledge of electronics on an independent study basis. (2)

Engineering

Engr 100—Introduction to Engineering **1 unit**

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—Introduction to Engineering Design **3 units**

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 of engineering graphics, such as views, projections, sections, intersections developments, symbols used in mechanical and electrical drawings, materials and parts specifications, dimensioning, fits and tolerances. Freehand sketching and computer-aided design and drafting (CADD) systems are used.

Transfer credit: UC, CSU

Engr 110—Engineering Materials **3 units**

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—Engineering Statics and Strength of Materials **4 units**

Prerequisites: Math 121, Engr 110.
4 hours lecture weekly

Course covers 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. Course uses vector analysis and calculus.

Transfer credit: UC, CSU

Engineering Technology

EngrTec 100—Engineering Tech Math **4 units**

3 hours lecture, 3 hours lab weekly

This course helps prepare the student to solve many math problems that are vital to engineers. Included are elements of basic mathematics, algebra, natural and common logarithms, decibels, trigonometry, and polar to rectangular coordinates. (2)

Transfer credit: CSU

EngrTec 101—Engineering Fundamentals **4 units**

Prerequisites: EngrTec 100.
3 hours lecture, 3 hours lab weekly

This course introduces the student to those areas of engineering that are common to all fields of engineering. These include statics, kinematics, fluids, thermodynamics, energy conversion, materials, and measurement. (2)

Transfer credit: CSU

EngrTec 110—Direct Current Engineering **4 units**

3 hours lecture, 3 hours lab weekly

This course helps prepare the student for the more rigorous studies of direct current electrical engineering found at four-year engineering schools. Students will use various engineering techniques to design, draft, construct, test and evaluate direct current circuits. The course also helps prepare those seeking employment as engineering technicians. (2)

Transfer credit: CSU

EngrTec 111—Alternating Current Engineering **4 units**

Prerequisites: EngrTec 110.
3 hours lecture, 3 hours lab weekly

This course helps prepare the student for the more rigorous study of alternating current electrical engineering found at four-year engineering schools. Students will use various engineering techniques to design, draft, construct, test, and evaluate alternating current circuits. The course also helps prepare those seeking employment as engineering technicians. (2)

Transfer credit: CSU

EngrTec 112—Digital Engineering **4 units**

3 hours lecture, 3 hours lab weekly

This course helps prepare the student for the more rigorous study of digital engineering found at four-year engineering schools. Students will use various engineering techniques to design, draft, construct, test and evaluate digital circuits. The course also helps prepare those seeking employment as engineering technicians. (2)

Transfer credit: CSU

EngrTec 113—Circuits Engineering 4 units

Prerequisites: EngrTec 111.
3 hours lecture, 3 hours lab weekly

This course helps prepare the student for the more rigorous study of circuits engineering found at four-year engineering schools. Students will use various engineering techniques to design, draft, construct, test and evaluate electronic circuits. The course also helps prepare those seeking employment as engineering technicians. (2)

Transfer credit: CSU

English

Engl 1—Basic Skills 3 units

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. Course may be taken four times. (2)

Engl 4—Sounds and Patterns of Written English 3 units

Advisory: Working knowledge of English vocabulary of 1,000 words; ability to carry on a simple conversation in English; ability to read at grade 2-3 level.
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 four times. (2)

Engl 5—Reading and Study Skills 4 units

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 7—Intermediate Reading Comprehension and Vocabulary 3 units

Advisory: Engl 5.
3 hours lecture weekly

Designed to raise reading and vocabulary levels. Emphasis given to advanced word attack skills, interpreting graphic information, idiomatic expressions and inferential reading. Suitable for advanced ESL students. Course may be taken two times. (2)

Engl 9—Developmental Vocabulary 3 units

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—Basic English Grammar and Usage 3 units

Advisory: Ability to write a simple sentence in English.
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—Basic Composition 5 units

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—Basic Composition 3 units

Advisory: Satisfactory grade in 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—Intermediate Composition 5 units

Prerequisites: Engl 11.
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—Word Power/Advanced Vocabulary 3 units

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—College Reading Skills 3 units

Advisory: Reading ability commensurate with high school level.
3 hours lecture weekly

Emphasis on college-level reading materials with training in reading for major details, main ideas, drawing inferences and conclusions; considering the nature of evidence and knowledge; interpreting author's tone and purpose. Advanced vocabulary training, rapid reading techniques with adequate comprehension; formal evaluation used to individualize instruction. Reading equipment will be used.

Engl 20ABCD—Individualized Reading ½-1-1½-2 units

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—Writing for Pleasure: Beginning Creative Writing 3 units

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—Technical Report Writing 3 units

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—Techniques of Learning and Studying 2 units

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—Principles of Spelling **2 units**
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—English Skills **½-3 units**
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—Comprehension Development **1 unit**
Engl 30ET—Writing Answers to Essay Test Questions **1 unit**
Engl 30EVABC*—Vocabulary Development for Limited English Speakers **1-3 units**
Engl 30GP*—Grammar and Punctuation Brush-Up **½-1½ units**
Engl 30LR—Using Library Resources **1 unit**
Engl 30N—Notetaking **½ unit**
Engl 30OTT—Objective Test Taking **1 unit**
Engl 30P—Phonics **1 unit**
Engl 30RP—Writing a Research Paper **1 unit**
Engl 30SP*—Spelling **1-2 units**
Engl 30SR—Speed Reading **1 unit**
Engl 30SS—Study Skills **1 unit**
Engl 30TR—Tactics in Reading **1 unit**
Engl 30TT—Techniques of Tutoring **1 unit**
Engl 30V*—Vocabulary **1-2 units**
Engl 30WR—Writing Resumes **1 unit**

Engl 30ENA—ESPIGA Naturalization A **2 units**
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—ESPIGA Naturalization B **2 units**
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—ESPIGA Naturalization C **2 units**
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—ESPIGA Naturalization D **2 units**
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—Basics of Communication **3 units**
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—Intermediate Communications **3 units**
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. (2)

Engl 76—Vocational English Lab **1 unit**
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—Essential Learning Skills for Vocations **1 unit**
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—Short Courses in English **½-10 units**
Lecture and/or lab as required by unit formula
Specialized topics designed to inform or update interested persons in English.

Engl 101—College Composition **4 units**
Prerequisites: Satisfactory grade in Engl 14 or Engl 140.
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—Critical Thinking and Composition Through Literature **3 units**
Prerequisites: Engl 101.
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—Creative Writing **3 units**
Prerequisites: Engl 14 or Engl 140.
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—Survey of English Literature I — 3 units

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—Survey of English Literature II — 3 units

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—Introduction to Fiction — 3 units

Advisory: Eligibility for 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—Survey of American Literature I — 3 units

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—Survey of American Literature II — 3 units

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—African-American Literature — 3 units

Prerequisites: Engl 14.
3 hours lecture weekly
Analytical, in-depth study of the literature of the African-American experience in the United States. (2)
Transfer credit: UC, CSU

Engl 110—Women in Literature — 3 units

Prerequisites: Engl 14.
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—Shakespeare — 3 units

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—Far and Near: The Literature of the Far East — 3 units

Prerequisites: Engl 14.
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—Hispanic American Literature in Translation — 3 units

Advisory: Eligibility for Engl 101.
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—Literature of the Western World I — 3 units

Prerequisites: Engl 101.
3 hours lecture weekly
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—Literature of the Western World II — 3 units

Prerequisites: Engl 101.
3 hours lecture weekly
Course surveys in translation European literary masterpieces from the Renaissance to modern times. (2)
Transfer credit: UC, CSU

Engl 117—Mexican Literature in Translation — 3 units

Advisory: Eligibility for Engl 101.
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—Introduction to Poetry — 3 units

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—Introduction to Theatre — 3 units

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—Literature of Children — 3 units

Advisory: Eligibility for Engl 101.
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—Introduction to the Literature of Ethnic Communities — 3 units

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—Chicano/a Literature — 3 units

Prerequisites: Engl 101.
3 hours lecture weekly
A chronological and thematic survey of the literature of the Chicano/a people. Works studied are drawn from a variety of genres: poetry, non-fiction prose, short stories, novels and drama. Emphasis is on contemporary (post 1968) literature. (2)
Transfer credit: UC, CSU

Engl 123—The Literature of the Bible — 3 units

3 hours lecture weekly
An historical and thematic introduction to Biblical literature, focusing on the literary portions of the Old and New Testaments in English translation. Topics covered include stories of origins, heroic narrative, lyric and nature poetry, love poetry and satire. (2)
Transfer credit: CSU (UC pending)

Engl 130—Television Writing — 3 units

Advisory: 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—Cinema and Culture: A Literary View — 3 units

Advisory: 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—Cinema and Culture: A Historical View — 3 units

Advisory: 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—Composition for ESL Students — 5 units

Prerequisites: Engl 11.
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—Introduction to Literature — 3 units

Advisory: Engl 14.
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—Major British Authors I — 3 units

Advisory: Engl 14.
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. Students cannot receive credit in both Engl 151 and Engl 104. (2)
Transfer credit: UC, CSU

Engl 152—Major British Authors II — 3 units

Advisory: Engl 14.
3 hours lecture weekly
Intended for non-English majors, this course offers a survey of works by major British authors from 1800 to present. The course will include works by authors such as Wordsworth, Coleridge, Keats, Tennyson, Dickens, Browning, Yeats, and Eliot. Students cannot receive credit in both Engl 152 and Engl 105. (2)
Transfer credit: UC, CSU

Engl 153—Major American Authors I — 3 units

Advisory: Engl 14.
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. Students cannot receive credit in both Engl 153 and Engl 107. (2)
Transfer credit: UC, CSU

Engl 154—Major American Authors II — 3 units

Advisory: Eligibility for Engl 101 or concurrent enrollment in Engl 14.
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. Students cannot receive credit in both Engl 154 and Engl 108. (2)
Transfer credit: UC, CSU

Engl 155—Survey of Poetry — 3 units

Advisory: Engl 14.
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. Students cannot receive credit in both Engl 155 and Engl 118. (2)
Transfer credit: UC, CSU

Engl 156—Survey of Fiction — 3 units

Advisory: Engl 14.
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. Students cannot receive credit in both Engl 156 and Engl 106. (2)

Transfer credit: UC, CSU

Engl 189—Topics in Literature — 3 units

Advisory: Eligibility for Engl 101 or Engl 102.
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—The World of Mystery Fiction — 3 units

Advisory: Eligibility for Engl 101 or Engl 102.
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—Literature of Mysticism, Meditation, and Madness — 3 units

Advisory: Eligibility for Engl 101 or Engl 102.
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—Contemporary Pop Literature — 3 units

Advisory: Eligibility for Engl 101 or Engl 102.
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—Art of Writing Short Stories — 3 units

Advisory: Eligibility for Engl 101, Engl 102, or Engl 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 199—Directed Studies in English — 1-3 units

Prerequisites: Engl 101.
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. Course may be taken two times.

Transfer credit: UC, CSU

Environmental Engineering Technology

EET 120—Regulatory Institutions — 3 units

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—Pollution Sources and Control — 3 units

Prerequisites: EET 120.
3 hours lecture weekly

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—Environmental Instrumentation — 2 units

Prerequisites: Chem 20, EET 140, Math 105, Ph 101.
1 hour lecture, 3 hours lab weekly

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—Applied Environmental Practicum — 3 units

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)

Environmental Technology

ET 100—Introduction to Environmental Technology — 3 units

3 hours lecture weekly

Course is designed to give the student a general overview of the hazardous 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

ET 101—Hazardous Waste Generation/Reduction/Treatment — 3 units

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

ET 102—Health Effects of Environmental Hazardous Materials — 3 units

3 hours lecture weekly

Course covers the acute and chronic health effects produced by exposure to chemical, physical, and biological agents. Emphasis will be on those hazardous materials commonly associated with industrial operations, waste disposal and remediation sites. Topics will include routes of entry, toxic effects, risk assessment, permissible exposure limits, medical surveillance, control methods for reducing exposure, and understanding an MSDS.

Transfer credit: CSU

ET 103—Hazardous Waste Management Applications — 4 units

3 hours lecture, 3 hours lab weekly

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

ET 104—Safety and Emergency Response — 4 units

3 hours lecture, 3 hours lab weekly

Hands-on instruction in safety and emergency response to chemical and physical exposures in industrial and field settings. Topics include: hazard analysis, contingency planning, housekeeping and safety practices, including proper use and selection of PPE, site control and evaluation, handling drums and containers, field sampling and monitoring, proper use of instruments, incident response planning, emergency response including field exercises in the use of APR and SCBA, and an understanding of ICS system. This course satisfies the requirements for generalized employee training under OSHA (1910.120).

Transfer credit: CSU

ET 105—Hazardous Materials Management Applications — 4 units

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

ET 106—Site Assessment and Remediation — 3 units

3 hours lecture weekly

Course is designed for business leaders or professionals who need specific information about the process involved in the 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—Fire Protection Organization* — 3 units

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.

Transfer credit: CSU

FT 52—Fire Prevention Technology* — 3 units

Prerequisites: FT 51.
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—Fundamentals of Personal Fire Safety and Emergency Action* — 3 units

Prerequisites: FT 51.
3 hours lecture weekly

Designed to provide basic skills in assessing fire dangers, handling common fire situations in the home and/or industry, basic CPR, and standard first aid.

Transfer credit: CSU

FT 54—Fire Behavior and Combustion* — 3 units

Prerequisites: FT 51.
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—Fire Protection Equipment and Systems* — 3 units

Prerequisites: FT 51.
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—Fundamentals of Fire Protection* — 3 units

Prerequisites: FT 51.
3 hours lecture weekly

Theory and fundamentals of fire protection including fire protection laws, water systems and public fire protection systems, fire protection in buildings and open areas.

Transfer credit: CSU

FT 57—Wildland Fire Control — 3 units

Prerequisites: FT 51.
3 hours lecture weekly

Course is designed to provide the employed firefighter or fire technology major with a fundamental knowledge of the factors

affecting wildland fire behavior, fire prevention, and fire suppression techniques.
Transfer credit: CSU

FT 57L—Wildland Fire Control Lab — 1½ units

Corequisites: FT 57.
1 hour lecture, 1½ hours lab weekly
Course covers the practical and hands-on skills required of a Firefighter I, seasonal employee with the California Department of Forestry. Successful completion of FT 57 and FT 57L will result in issuance of a FF-I certificate by C.D.F.
Transfer credit: CSU

FT 60—Fire Tactics and Strategy — 3 units

Prerequisites: FT 51.
3 hours lecture weekly
Principles of fire control through utilization of firefighters, equipment, and extinguishing agents on the fireground.
Transfer credit: CSU

FT 61—Building Construction* — 3 units

Prerequisites: FT 51.
3 hours lecture weekly
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—Related Codes and Ordinances — 3 units

Prerequisites: FT 51.
3 hours lecture weekly
Familiarization and interpretation of national, state, and local codes, ordinances, and laws which influence the field of fire prevention.
Transfer credit: CSU

FT 63—Fire Hydraulics — 3 units

Prerequisites: FT 51.
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—Fire Company Organization and Management — 3 units

Prerequisites: FT 51.
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—Hazardous Materials — 3 units

Prerequisites: FT 51.
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—Fire Service Records and Reports — 3 units

Advisory: FT 51 or equivalent.
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.
Transfer credit: CSU

FT 67—Fire Apparatus and Equipment — 3 units

Prerequisites: FT 51.
3 hours lecture weekly
Fire apparatus design, specifications, and performance capabilities; effective utilization of apparatus in fire service emergencies.
Transfer credit: CSU

FT 68—Fire Investigation — 3 units

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—Emergency Medical Technician I* — 8 units

Advisory: FT 53 or equivalent or hold a current standard first aid card.
8 hours lecture weekly
Course covers the techniques of emergency medical care presently considered to be within the responsibilities of ambulance attendants and others engaged in the delivery of emergency services. This course is approved by the California State Department of Emergency Services. Upon successful completion of the course, the student will be eligible to sit for the written and skills certifying examinations administered by the County of Ventura Emergency Medical Services. A non-credit 10 hour clinical component is required in addition to the classroom time. Materials fee is required. Course may be taken four times. (2)
Transfer credit: CSU

FT 69B—Emergency Medical Training I/Recertification — 1½ units

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 pre-sent students with updated and new technology in areas of emergency pre-hospital care. Course may be taken four times.

FT 70—Firefighter I Academy — 16 units

Advisory: FT 51, FT 52, FT 54, FT 56, FT 61.
10 hours lecture, 18 hours lab weekly
Provides information about fire service employment opportunities. The following topics are also covered: technical and manipulative training in basic concepts of fire department apparatus, tools and equipment, tactics and strategy, extinguishers and fire protection equipment, hazardous materials, petroleum fire control, fire service ladders and ladder evolutions, structural ventilation and salvage operations, wildland fire control, inspection and maintenance of fire department stations and equipment, fire characteristics, apparatus and equipment inspection, fire organization, fire control, equipment operation, hose, nozzles, fittings, hose evolutions, salvage, breathing apparatus, communication systems and ropes, knots and hitches. Materials fee is required.

FT 71—Reserve Firefighter Academy — 2 units

Prerequisites: Must provide all protective clothing and equipment required by the Ventura County Fire Department. Must provide evidence of physical fitness.
8 hours lecture for 6 weeks
Introduction to fire department equipment and use; reserve firefighter standards; firefighter safety and first aid.

FT 72—Spanish for Firefighters/First Responders — 2 units

2 hours lecture weekly
Course develops basic Spanish language communication skills for emergency personnel. It emphasizes elementary structure, correct pronunciation, practical and emergency vocabulary and expressions used in filling out forms, first aid procedures, reassuring victims, crowd control, and responding to emergency



Fire Academy photo

Oxnard College's Fire Academy Class of 1997.

calls involving Hispanics with limited English language proficiency. Hispanic culture and sensitivity training are included. Course may be taken two times. (2)

NOTE: The following courses are State Regional Fire Academy Courses that can lead to Fire Officer Certificate:

FT 80A—Fire Prevention IA **2½ units**

Advisory: FT 51.
2½ 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. Materials fee is required. (2)

FT 80B—Fire Prevention IB **2½ units**

Prerequisites: FT 80A.
2½ 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. Materials fee is required. (2)

FT 80C—Fire Prevention IC **2½ units**

Prerequisites: FT 80A and FT 80B.
2½ hours lecture weekly

Key topics include physical properties of flammable liquids and gases, outside storage and handling of bulk flammable liquids 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. Materials fee is required. (2)

FT 81A—Fire Investigation IA **2½ units**

2½ hours lecture weekly

Course covers fire behavior; building construction; techniques required for incendiary, accidental, fatal, vehicle, wildland and juvenile fire investigation; report writing, evidence collection and proper custodial procedures for evidence. Materials fee is required. (2)

FT 81B—Fire Investigation IB **2½ units**

Prerequisites: FT 81A.
2½ 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. Materials fee is required. (2)

FT 82—Fire Management I **2½ units**

Advisory: FT 51.
2½ hours lecture weekly

Fundamental course covers such topics as key concepts of supervision and management, decision-making for supervisors, leadership styles and techniques, development of policies and procedures, time management, stress management, and personnel appraisal and counseling guidelines. Materials fee is required. (2)

FT 83A—Fire Command IA **2½ units**

Advisory: FT 51.
2½ 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. Fees required. (2)

FT 83B—Fire Command IB **2½ units**

Prerequisites: FT 83A.
2½ 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. Materials fee is required. (2)

FT 84A—Fire Instructor IA **2½ units**

Advisory: FT 51.
2½ hours lecture weekly

Topics include occupational analysis, course outlines, concepts of learning, levels of instruction, behavioral objectives, using lesson plans, the psychology of learning, evaluation of effectiveness, and student teaching demonstrations. Materials fee is required. (2)

FT 84B—Fire Instructor IB **2½ units**

Prerequisites: FT 84A.
2½ 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, and student teaching demonstrations. Materials fee is required. (2)

FT 85A—Fire Apparatus Driver/Operator IA **2½ units**

2½ hours lecture weekly

Course is designed to provide the student with information on driver techniques for emergency vehicles and techniques of basic inspection and maintenance of emergency vehicles, including actual driving exercises under simulated emergency conditions. Fee required for certification. (2)

FT 85B—Fire Apparatus Driver/Operator IB **2½ units**

2½ hours lecture weekly

Course provides the student with information, theory, methods, and techniques for operating fire service pumps. Subjects include types of pumps, engine and pump gauges, maintenance, unsafe pumping conditions, pressure relief devices, cooling systems, water supplies, drafting, field hydraulics, and pumping operations. Fee required for certification. (2)

FT 86A—Hazardous Materials IA - Basic Chemistry **2½ units**

2½ hours lecture weekly

Course provides an intensive introduction to the nature and behavior of inorganic and organic chemicals. Various laws of chemistry are discussed as they apply to organic compounds, flammable liquids and gases and other types of hazardous materials. Fee required for certification. (2)

FT 86B—Hazardous Materials IB - Applied Chemistry **2½ units**

Prerequisites: FT 86A.
2½ hours lecture weekly

Course deals with the application of information learned in Module IA. Students will be introduced to field monitoring and detection devices, sample collection equipment, and field identification testing procedures for verifying, identifying and classifying unknown materials. Fee required for certification. (2)

FT 86C—Hazardous Materials IC - Safety Considerations **2½ units**

Prerequisites: FT 86B.
2½ hours lecture weekly

Course provides an introduction to the Hazardous Materials Incident Command System and an in-depth look at protective equipment considerations, use of monitoring equipment and protective actions. Fee required for certification. (2)

FT 86D—Hazardous Materials ID - Tactical Field Operations, Tools and Equipment **2½ units**

Prerequisites: FT 86C.
2½ hours lecture weekly

Course provides the student with practical "hands on" training in tactical field operations with various tools and specialized equipment. Fee required for certification. (2)

FT 86E—Haz-Mat Incident Commander/Scene Manager **2½ units**

2½ hours lecture weekly

Course is designed to provide participants with an increased capability to assume the role of an Incident Commander/Scene Manager during hazardous materials events with specific emphasis on personnel safety and management of the Haz Mat scene. A field exercise emphasizes unified management of a typical Haz Mat incident. This course is targeted and helpful for anyone who may assume an ICS Command or general staff role on a Haz Mat incident. Fee required for certification. (2)

FT 93A—Fire Command 2A **2½ units**

Prerequisites: FT 83A.
2 ½ hours lecture weekly

Course prepares the officer to use management techniques and the Incident Command System when commanding multiple alarms or large suppression forces. Fees required. (2)

FT 98A-Z—Short Courses in Fire Technology **1-10 units**

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—Conversational French **3 units**

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—Conversational French **3 units**

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—Elementary French 5-5 units

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—Elements of Physical Geography 3 units

3 hours lecture weekly
Physical geography as a spatial study investigates the "human/environment" interaction process incorporating the elements of the atmosphere, lithosphere, hydrosphere, and biosphere. Global environmental issues will also be reviewed. (2)
Transfer credit: UC, CSU (CAN: Geog 2)

Geog 101L—Physical Geography Lab 1 unit

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—World Cultural Geography 3 units

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—Introduction to Weather and Climate 3 units

3 hours lecture weekly
An introduction to the earth's atmosphere, the methods employed in analyzing and understanding weather phenomena are investigated. Global changes in climate patterns and human modification and impact of weather systems are also examined. (2)
Transfer credit: UC, CSU

Geog 104—Geography of California 3 units

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—Physical Geology 3 units

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—Physical Geology Laboratory 1 unit

Prerequisites: Geol 101 or concurrent enrollment.
3 hours lab weekly
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—Earth's History 3 units

Prerequisites: Geol 101 or Geol 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—Introduction to Oceanography 3 units

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. (Co-listed with MSt 103) (2)
Transfer credit: UC, CSU

Geol 103L—Introduction to Oceanography Laboratory 1 unit

Prerequisites: Geol 103 or concurrent enrollment
3 hours lab weekly
Laboratory and field studies of the basic methods of data collection and interpretation in physical oceanography. Field trips and boat fees may be required. (Co-listed with MSt 103L)
Transfer credit: CSU (UC pending)

Geol 104—Geology of the National Parks and Monuments 3 units

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—Geology of California 3 units

Prerequisites: Geol 101 or Geol 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 106A—Field Geology of the Southwest I — 2 units

Prerequisites: Geol 101, Geol 104, or Geol 105.
24 hours lecture, 24 hours lab for one week

Field investigation of geologic phenomena with emphasis on the origin and development of the geology of selected areas of the Southwest. Principle component of this course is a multi-day field trip scheduled during the vacation periods. Students are responsible for providing camping equipment and food. Materials fee is required. (2)

Transfer credit: CSU

Geol 106B—Field Geology of the Southwest II — 2 units

Prerequisites: Geol 106A.
24 hours lecture, 24 hours lab for one week

Field investigation with emphasis on recognition of geologic phenomena. Principle component of this course is a multi-day field trip scheduled during the vacation periods. Students are responsible for providing camping equipment and food. Materials fee is required.

Transfer credit: CSU

Geol 107—Geologic Hazards — 3 units

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—Mineralogy — 5 units

Prerequisites: Geol 101, Geol 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 178—Geological Marine Resource Management — 1 unit

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. (Co-listed with MSt 178) (2)

Transfer credit: CSU

Geol 199—Directed Studies in Geology/Oceanography — 1-3 units

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. Course may be taken two times. (2)

Transfer credit: UC, CSU

German

Ger 101—Elementary German I — 5 units

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 (CAN: Germ 2)

Ger 102—Elementary German II — 5 units

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 (CAN: Germ 4)

Ger 199—Directed Studies in German — 1-3 units

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. Course may be taken two times. (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—Cardiopulmonary Resuscitation — ½ unit

½ hour lecture weekly

Training in the life-saving techniques 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. Materials fee is required. Course may be taken four times. (2)

HS 11—Fitness Assessment — ½ unit

½ hour lecture weekly

Provides instruction which will aid the participant 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. Materials fee is required. Course may be taken four times. (1)

HS 98A-Z—Short Courses in Health Science ½-10 units

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—Health and Society — 2 units

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 102—Lifetime Physical Fitness, Nutrition, and Wellness — 3 units

3 hours lecture weekly

A study of the knowledge and skills required to make wise decisions about personal lifetime fitness, nutrition, and health life styles. Topics include definition and importance of physical fitness components; health related physical fitness self-appraisal; nutrition for health and wellness; principles of exercise program design; designing an individualized physical fitness program; assessment of current personal life style and risk factors; health and fitness consumer awareness and decision-making; exercise benefits and potential exercise risks; exercise options; and AIDS and STD's. Materials fee may be required. (2)

Transfer credit: UC, CSU

HS 103—Women's Health — 3 units

3 hours lecture weekly

Consideration of the nature and function of women's health in our society; an analysis of major female health problems designed to contribute to students' understanding of women's role as individuals and contributing members of the community's efforts to implement advances in medicine and health sciences. Materials fee may be required. (2)

Transfer credit: UC, CSU

HS 104—Family and Personal Health — 3 units

3 hours lecture weekly

A broad study of the knowledge and skills necessary for family and personal health and wellness. Course covers the prevention, assessment, and treatment of common health problems. Topics include health and wellness; communication; substance abuse; human sexuality, behavior, reproduction, STD's, and parenting; sexually transmitted diseases; stress and stress management; mental health, nutrition, fitness, and weight control; aging, dying, death, and health care; and communicable and non-communicable diseases. Materials fee may be required. (2)

Transfer credit: UC, CSU

HS 105—First Aid and Personal Safety — 3 units

3 hours lecture weekly

Develops safety awareness and positive reactions to emergency situations. Course covers 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, shock and identification and prevention of sexually transmitted diseases, and preventative drug education. Students successfully completing course receive American Red Cross Standard First Aid Card and Community CPR Cards. Materials fee is required. (2)

Transfer credit: UC, CSU

HS 106—The Trainer and Athletic Injuries — 2 units

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—History of the United States I — 3 units

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—History of the United States II — 3 units

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—History of California — 3 units

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—Introduction to Western Civilization I — 3 units

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—Introduction to Western Civilization II — 3 units

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—History of the Mexican People in the United States — 3 units

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—African-American History — 3 units

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—The History of Mexico **3 units**
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—History of the Middle East **3 units**
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—Science and Culture in the Western Tradition **3 units**
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—Great American Women **3 units**
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—Classical Asia **3 units**
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. (2)
Transfer credit: UC, CSU

Hist 114—Modern Asia **3 units**
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—History of the Americas I **3 units**
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—History of the Americas II **3 units**
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—History of American Women **3 units**
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—Modern Russia: An Introduction **3 units**
3 hours lecture weekly
A survey of the history of Russia and the Soviet Union with an interdisciplinary focus on the religious, cultural, social, economic, political, military and diplomatic sources of change and continuity in Russia society. The causes of socialist revolution and the role of the Soviet Union in the world history of the 20th century will be examined. Perestroika and contemporary challenges will be viewed from an historical perspective. (2)
Transfer credit: UC, CSU

Hist 119—Modern Africa **3 units**
3 hours lecture weekly
Course is designed to trace some of the major themes of the historical development of African societies, cultures and the evolution of African nations from the early 15th century to the present. Major themes addressed include the effects of the construction of world economic systems on African cultures and civilizations, the evolution of imperialistic dominate systems that drew Africa into European imperial systems, the weakening of the system and the control Europe exercised over Africa and Africans, the development of African nations and their eventual independence, and the problems and issues facing individual African nations since independence and the inter- and intra-group relations on the continent in contemporary times. (2)
Transfer credit: CSU

Hist 199—Directed Studies in History **1-3 units**
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. Course may be taken two times.
Transfer credit: UC, CSU

Hotel and Restaurant Management

HRM 98A-Z—Short Courses in Hotel & Restaurant Management **½-10 units**
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—Introduction to the Hospitality Industry **2 units**
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 ACFEI, AHMAEI, and EFNRA. (2)
Transfer credit: CSU

HRM 102A—Quantity Food Preparation — 7 units

Prerequisites: Negative TB test.
Advisory: HRM 100.
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 ACFEI and EFNRA. (2)
Transfer credit: CSU

HRM 102B—Food Preparation Management — 4 units

Prerequisites: HRM 102A, 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. (2)
Transfer credit: CSU

HRM 102E—HRM Foods Lab — 2 units

Prerequisites: Negative TB test.
Advisory: HRM 102A.
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 four times. (1)
Transfer credit: CSU

HRM 102G—Catering — 4 units

Prerequisites: HRM 100, HRM 102A; negative TB test.
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. (2)
Transfer credit: CSU

HRM 102I—Food Theory — 3 units

Prerequisites: HRM 100, HRM 102A, 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. (2)
Transfer credit: CSU

HRM 103A—Baking Techniques — 4 units

Prerequisites: HRM 100, HRM 102A, 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. (2)
Transfer credit: CSU

HRM 103B—Advanced Baking — 4 units

Prerequisites: HRM 103A or equivalent.
2 hours lecture, 6 hours lab weekly
Course provides instruction in methods and procedures of convenience and retail baking used in both hotels and restaurants, as well as retail bakeries. Advanced level skills in baking are taught. (2)
Transfer credit: CSU

HRM 104—Sanitation and Environmental Control — 3 units

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 ACFEI and EFNRA. (2)
Transfer credit: CSU

HRM 105—Gourmet Cooking and Garde Manger — 4 units

Prerequisites: HRM 102A, HRM 102B 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—Nutrition in Food Service — 2 units

Prerequisites: HRM 100, HRM 102A.
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 ACFEI and EFNRA. (2)
Transfer credit: CSU

HRM 107—Dining Room Service — 3½ units

Prerequisites: HRM 100, HRM 102A.
2 hours 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)
Transfer credit: CSU

HRM 108—Facilities and Equipment — 3 units

Prerequisites: HRM 100, 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—Management by Menu — 3 units

Prerequisites: 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—Food Purchasing and Receiving — 3½ units

Prerequisites: HRM 100, HRM 102A.
Corequisites: HRM 102B.
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 ACFEI and EFNRA. (2)

Transfer credit: CSU

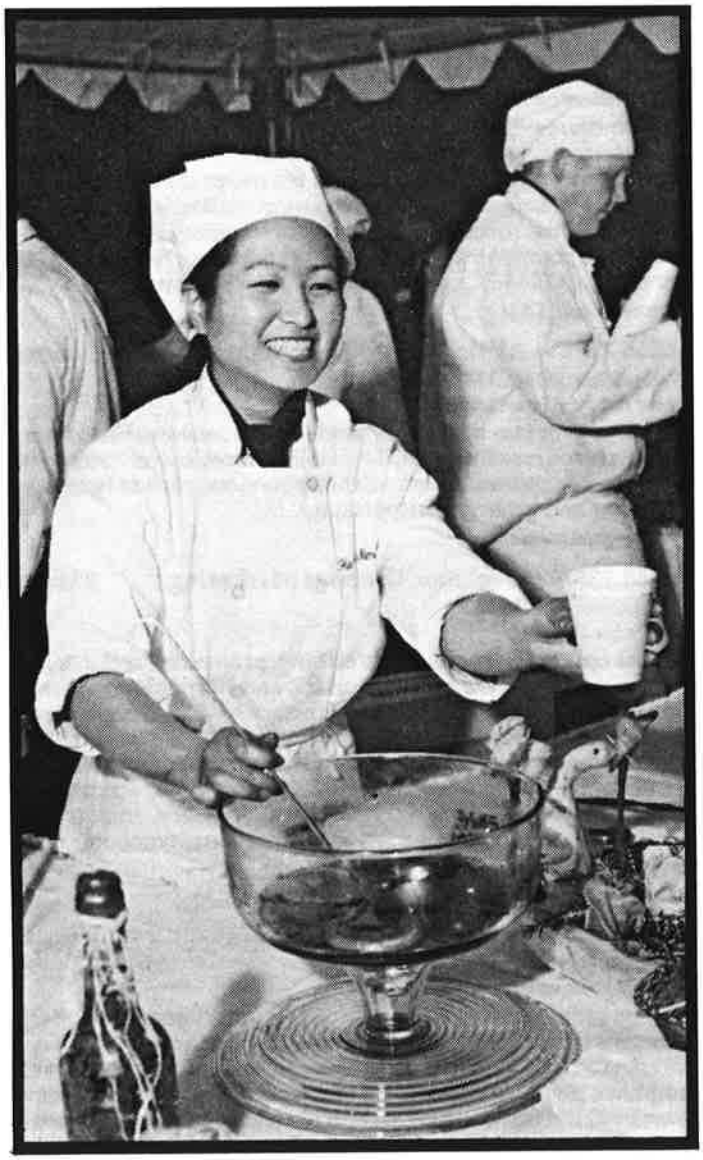


photo by Jim Englund

Hotel and Restaurant Management students.

HRM 112—Restaurant Operations — 2 units

Prerequisites: HRM 100, HRM 102A.
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—Bar and Beverage Management — 3 units

Prerequisites: HRM 100.
Advisory: HRM 102A, HRM 109.
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—Supervision in the Hospitality Industry — 3 units

Prerequisites: HRM 100, HRM 102A.
Advisory: HRM 102B.
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—Marketing of Hospitality Services — 3 units

Prerequisites: HRM 100.
Advisory: HRM 102A, Bus 132.
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 116A—Basic Accounting for the Hospitality Industry — 3 units

Prerequisites: HRM 100.
Advisory: Bus 1 or Bus 101A.
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 116B—Advanced Accounting for the Hospitality Industry — 3 units

Prerequisites: HRM 116A or equivalent.
3 hours lecture weekly

Course builds upon fundamentals of hospitality industry accounting, emphasizing interpretation of hotel financial statements, revenue and expense accounting, inventory methods, payroll, internal controls and other accounting functions unique to the needs of the hospitality industry. Required course for AHMAEI and EFNRA. (2)

Transfer credit: CSU

HRM 117—Front Office Procedures — 3 units

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—Housekeeping Management — 2 units

Prerequisites: HRM 100, 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—Hospitality Law — 3 units

Prerequisites: HRM 100.
Advisory: Bus 111A.
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—Facilities Management — 3 units

Prerequisites: HRM 100 and HRM 108.
Advisory: 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

TRAVEL AND TOURISM

HRM 130—Introduction to Travel and Tourism — 3 units

Advisory: HRM 100.
3 hours lecture weekly

Survey course covering the tourism business, a series of interrelated businesses serving the traveler both here and abroad, linking people, travel modes, accommodations, and facilities. (2)

Transfer credit: CSU

HRM 131—Selling Destinations: Geography for the Travel Professional — 3 units

Prerequisites: HRM 130 or current employment in the travel industry.
3 hours lecture weekly

Course studies geography from a travel industry perspective. Important tourist destinations receive detailed discussion, and students will gain the knowledge needed to be a travel professional. Students will learn how to match clients to destinations and services. Course may be taken two times. (2)

Transfer credit: CSU

HRM 132A—Domestic Airline Reservations and Ticketing — 3 units

Prerequisites: HRM 130.
3 hours lecture weekly

Course covers domestic air and ticketing procedures, fare calculations, tariffs and taxes. Includes the use of the *Official Airline Guide (OAG)* and reference materials used by the travel industry. (2)

Transfer credit: CSU

HRM 132B—International Airline Reservations and Ticketing — 3 units

Prerequisites: HRM 132A.
3 hours lecture weekly

Course covers the planning of worldwide travel, the ticketing procedures, including rules, regulations, tariffs, fare construction and currency regulations. Includes the use of the *Official Airline Guide, Worldwide Edition* and reference materials used by the travel industry. Access to international information and fares in the Apollo computer system will be available in a hands-on manner using an IBM-PC computer simulation system. (2)

Transfer credit: CSU

HRM 132C—Airline Computer Training — 2 units

Prerequisites: HRM 132A and HRM 132B.
1 hour lecture, 3 hours lab weekly

Intensive program of lecture/hands-on lab sessions; basic reservation record creation, flight availability, fares, travel itineraries, document preparation, and auxiliary services, such as hotel reservations and ground transportation. (2)

Transfer credit: CSU

HRM 133—Travel and Tourism Marketing — 3 units

Prerequisites: HRM 130.
3 hours lecture weekly

Course covers all aspects of advertising, promotion, and marketing techniques in the travel, tourism, and hospitality industry. Students will study everything necessary to plan, develop, and implement a complete advertising and marketing campaign. The psychology of advertising and human behavior is studied. Students will learn how to write and design ads, scripts, and press releases for airlines, cruise lines, railroads, motorcoach companies, car rentals, tour operators, tourism promotion, hotels and motels, and restaurants. (2)

Transfer credit: CSU

HRM 134—Tour Management — 3 units

Prerequisites: HRM 130.
3 hours lecture weekly

Course provides a solid foundation for understanding all of the elements that go into producing and directing a group tour. Topics covered include planning, developing and costing a tour with emphasis given to conducting a tour from the time it leaves home base until it returns. Students will learn how to plan and implement foreign independent tours (F.I.T.). (2)

Transfer credit: CSU

HRM 135—Operating a Successful Travel Agency — 3 units

Prerequisites: HRM 130.
3 hours lecture weekly
Course covers all aspects of managing a travel agency, including interviewing and hiring personnel, training, compensation, building and maintaining morale, performance evaluations, and handling problem employees. Case studies that simulate real-life situations encountered in travel agencies are used. (2)
Transfer credit: CSU

HRM 136—Travel Agency Accounting Procedures — 3 units

Prerequisites: HRM 130.
3 hours lecture weekly
An introduction to the accounting and budgeting roles performed in travel agencies. Course presents special problems that arise, focuses on the preparation of the weekly "ARC" report, and discusses profit-oriented budgeting. A multi-step approach to preparing a travel agency's annual budget in a few sequenced steps is studied along with an easy-to-use method of determining the profitability of each commercial account. (2)
Transfer credit: CSU

HRM 190—Hospitality Industry Internship — 3 units

Prerequisites: Completion of a total of 18 units of HRM courses to include HRM 100 and HRM 117.
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. (2)
Transfer credit: CSU

HRM 191—Travel and Tourism Internship — 3 units

Prerequisites: Completion of at least 12 units in the HRM 130 series.
9 hours lab weekly
A course designed to give students an opportunity to obtain practical experience in their career major. Students will gain experience by working in the travel and tourism industry. (2)
Transfer credit: CSU

Information Processing Systems

Please refer to the Business Information Systems (BIS) section. Information Processing Systems classes are listed under BIS 40 - BIS 164.

Interdisciplinary Studies

IS 101AB—History of Ideas and Evolution of Culture — 3-3 units

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—Science, Technology, and Human Values — 3 units

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—Frontiers of Thought — 3 units

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—Topics in Interdisciplinary Studies — ½-10 units

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—Roman Culture/Latin Language — 3-3 units

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—Cross-Cultural Experiences with Migrant Children — 3-3-3 units

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—Short Courses in Interdisciplinary Studies — ½-10 units

Lecture and/or lab as required by unit formula
Courses and/or workshops in selected areas of Interdisciplinary Studies to meet specific needs of college or community as requested or required. Field trips may be required. (2)
Transfer credit: UC, CSU

IS 199—Directed Studies in Interdisciplinary Studies — ½-3 units

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. Course may be taken two times.
Transfer credit: UC, CSU

Interpretation

Int 101—Introduction to ASL/English Interpretation — 3 units

3 hours lecture weekly

Course will introduce students to the field of ASL/English interpretation and will be of specific interest to those who are considering becoming interpreters or those who are purchasers/users of interpreting services. Topics will include perceptions of the Deaf community, role of the interpreter, the RID code of ethics, certifications, legal mandates, history of the field, and employment issues. (2)

Transfer credit: CSU (UC pending)

Int 102—Comparative Cultural Analysis — 3 units

Prerequisites: SL 105, Soc 103, Int 101.
3 hours lecture weekly

Students will explore the similarities and differences between their own culture(s) and the culture of the American Deaf community as it relates to the role of the interpreter. Course will introduce "third culture," values, norms, identities and traditions as they relate to the concept of the interpreter as cultural mediator. Portions of the course will be taught in ASL. Course may be taken two times. (2)

Transfer credit: CSU (UC pending)

Int 103—Translation: ASL and English — 3 units

Prerequisites: Int 102; Engl 101 or concurrent enrollment.
3 hours lecture weekly

Course will introduce students to the practice of translation between American Sign Language and English texts. Discourse and text analysis will be introduced and emphasized throughout the course. As the first step toward simultaneous interpreting, translation enables students to discover meaning and render a translation without the time constraints of real-time interpretation. Students will produce final translations in both English and ASL. Course may be taken two times.

Transfer credit: CSU (UC pending)

Japanese

Japn 1—Basic Japanese Conversation I — 3 units

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—Basic Japanese Conversation II — 3 units

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—Elementary Japanese I — 5 units

5 hours lecture weekly

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—Elementary Japanese II — 5 units

Prerequisites: Japn 101.
5 hours lecture weekly

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 199—Directed Studies in Japanese — 1-3 units

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. Course may be taken two times. (2)

Transfer credit: UC, CSU

Journalism

Journ 98A-Z—Short Courses in Journalism — ½-3 units

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—Introduction to Mass Communications — 3 units

3 hours lecture weekly

Introductory survey course explores various modes and characteristics of mass communication media and critically appraises the nature, consumers, history, legal aspects and future of mass communications and the impact of mass media upon daily American life. (2)

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

Journ 101—News Writing and Reporting — 3 units

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. (2)

Transfer credit: CSU (CAN: Journ 2)

Journ 102—Intermediate News Writing and Reporting — 3 units

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—Beginning News Editing — 3 units

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—Journalistic Layout and Design **3 units**
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—Magazine Production **2 units**
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. (2)
Transfer credit: CSU

Journ 108—Introduction to Feature Writing **3 units**
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 111—Broadcast Journalism **3 units**
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. (2)
Transfer credit: CSU

Journ 120—Newspaper Desktop Publishing with Pagemaker **2 units**
6 hours lab weekly
An introduction to newspaper design using desktop publishing techniques. In a laboratory setting, students will learn techniques for using Aldus Pagemaker. (2)
Transfer credit: CSU

Journ 121—Newspaper Photography Lab **2 units**
6 hours lab weekly
Hands-on experience in newspaper photography techniques, including composition, darkroom procedure, reproduction technology. Students will work as photographers for the student newspaper. Course may be taken two times. (2)
Transfer credit: CSU

Journ 122—Graphics and Art for Newspapers Lab **2 units**
6 hours lab weekly
Practical work in use of graphics and artwork in newspapers. Course will focus on charts, info-graphics, cartoons, and line art. Student's work will appear in the student newspaper. Course may be taken two times. (2)
Transfer credit: CSU

Journ 123—Observer Staff Lab **2 units**
6 hours lab weekly
Specialized instruction in the preparation of the college newspaper. Course may be taken four times. (2)
Transfer credit: CSU

Journ 133—Advertising **3 units**
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)
Transfer credit: CSU

Journ 141—Introduction to Public Relations **3 units**
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—Public Relations Strategies **3 units**
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 186—Survey of International Mass Media **3 units**
3 hours lecture weekly
Course examines both global and national media and evaluates such issues as government regulation, advocacy, and the impact of technology. The course also explores differences of print, broadcast, and other media around the world. (Co-listed with Bus 186)
Transfer credit: UC, CSU

Journ 190—Public Relations Internship **3 units**
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 Journ 142. (Co-listed with Bus 190A) (2)
Transfer credit: CSU

Journ 199—Directed Studies in Journalism **1-3 units**
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. Course may be taken two times. (2)
Transfer credit: CSU

Leadership

Ldr 100—Student Leadership **2 units**
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—Assessment of Learning Skills **3 units**
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—Assessment of Learning Skills Lab **½ unit**
1½ hours lab weekly
Course designed to provide information regarding students' academic achievement, modality strengths and weaknesses, and learning styles. Eligibility to receive educational support services as a learning disabled student, as defined by the Chancellor's Office of the California Community Colleges, may result from completion of this course. Materials fee is required. Course may be taken two times. (1)

LS 2—Improving Learning Potential **3 units**
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—Study Skills for Learning Disabled Students **3 units**
3 hour 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 4—Memory and Mnemonic Strategies **3 units**
3 hours lecture weekly
Course is designed to teach students with disabilities the practical and necessary memory skills required to memorize large bodies of information, to assist them in developing a system for approaching any material which must be learned and to help in transferring acquired skills to different areas of learning. Course may be taken four times. (2)

LS 5—Auditory Skills **3 units**
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—Techniques in Problem Solving **2 units**
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—Spelling Improvement for Learning Disabled Students **3 units**
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—Personal Development **3 units**
3 hours lecture weekly
Course provides an opportunity for persons with disabilities to move beyond the traditional educational setting in making plans for their lives. Small groups and lecture formats are used as students review goal-setting, decision-making, disability-related law, problem-solving and personal advocacy. Course may be taken four times.

LS 10—Vocabulary Building **3 units**
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—Math for Learning Disabled Students **3 units**
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—Basic Reading Skills for Learning Disabled Students **3 units**
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—Improving Written Language Skills **3 units**
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—Short Courses in Learning Skills ½-10 units
Lecture and/or lab as required by unit formula
Selected topics in learning skills area designed to meet the needs of learning disabled students. Field trips may be required.

Legal Assisting

NOTE: Prerequisite for the program is Engl 101 or equivalent. LA 1 and English 101 can be taken concurrently.

LA 1—Legal Assisting Fundamentals **3 units**
3 hours lecture weekly
Course covers paralegalism as a career and includes relationship of attorney and paralegal in decision-making and systems procedures, introduction to law, legal terminology, bibliography, and brief history of law. (2)

LA 2A—Torts **3 units**
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—Contracts — 3 units

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—Legal Research and Drafting I — 3 units

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—Legal Research and Drafting II — 3 units

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—Civil Litigation — 3 units

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—Law Office Operations — 1½ units

Prerequisites: LA 7.
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. (2)

LA 9—Evidence for Legal Assistants — 3 units

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—Crimes and Criminal Procedures — 3 units

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—Real Estate Law — 3 units

Prerequisites: LA 1, LA 2B.
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.

LA 12—Legal Ethics and Professional Responsibility — 2 units

Prerequisites: LA 1.
2 hours lecture weekly

This course is an introduction to the issues and rules that govern the legal profession, oriented to the paralegal or legal assistant. Students will gain an appreciation for the importance of ethics to the law, understand the major issues in ethics and the rules governing those issues and apply that developing ethical sensitivity and knowledge to a variety of situations. (2)

LA 13—The Law of Sex Discrimination — 3 units

3 hours lecture weekly

Course studies and evaluates the evolution of sex-based laws in the United States in terms of the preferences they reflect and the rationales used to justify them. (2)

LA 14—Immigration Law for Legal Assistants — 3 units

Prerequisites: LA 1.
3 hours lecture weekly

Course examines the rights of noncitizens of the United States (or "aliens") to enter and remain in this country as temporary visitors and as immigrants. (2)

LA 15—Family Law — 3 units

Advisory: 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—Probate — 3 units

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—Personal Injury Litigation for the Legal Assistant — 3 units

Prerequisites: LA 1, LA 2A, 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—Workers' Compensation Law — 3 units

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—Debtor-Creditor Relations — 3 units

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—Bankruptcy — 3 units

Advisory: 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—Short Courses in Legal Assisting — ½-10 units

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)

Marine Studies

MSt 103—Introduction to Oceanography — 3 units

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. (Co-listed with Geol 103) (2)

Transfer credit: CSU (UC pending)

MSt 103L—Introduction to Oceanography Laboratory — 1 unit

Prerequisites: MSt 103 or concurrent enrollment.
3 hours lab weekly

Laboratory and field studies of the basic methods of data collection and interpretation in physical oceanography. Field trips and boat fees may be required. (Co-listed with Geol 103L)

Transfer credit: CSU (UC pending)

MSt 108—Marine Biology — 3 units

3 hours lecture weekly

Survey of biological activities of marine organisms, including an introduction to physical oceanography, ecology, and energy flow within the marine environment, and some basic biological concepts using marine eco-systems as examples. Pollution and conservation of marine environment will be considered. Optional weekend field trips may be scheduled. (Co-listed with Biol 108) (2)

Transfer credit: CSU (UC pending)

MSt 108L—Marine Biology Laboratory — 1 unit

Prerequisites: MSt 108 or concurrent enrollment.
3 hours lab weekly

Laboratory and field studies of marine organisms and their environment. Field trips and boat fees may be required. (Co-listed with Biol 108L) (2)

Transfer credit: CSU (UC pending)

MSt 120—Basic SCUBA Diving — 2 units

2 hours lecture weekly

A basic course in skin and SCUBA diving that will cover the necessary knowledge for safe diving in Southern California. Topics will include the marine environment, equipment selection and maintenance, diving physics and physiology, and accident prevention. PADI SCUBA Diver Certification will be available to students who qualify after successful completion of both MSt 120 and MSt 120L. Fees will be required. Field trips may be required. Course may be taken four times. (2)

Transfer credit: CSU (UC pending)

MSt 120L—Basic SCUBA Diving Laboratory — 1 unit

Prerequisites: Ability to pass swim test, including underwater swimming recovering a ten-pound weight; medical history required of all students; parental release if student is under 18 years of age.
Corequisites: MSt 120.
3 hours lab weekly

An experimental course that will develop the necessary knowledge and skills for safe skin and SCUBA diving in Southern California. Equipment and transportation for off-campus lab sessions must be furnished by the student. Mask, snorkel, and fins required after third lesson. PADI SCUBA Diver Certification available to students who qualify after the successful completion of both MSt 120 and MSt 120L. Completion of or concurrent enrolment in MSt 120 is required. Fees will be required. Field trips are required. Course may be taken four times. (2)

Transfer credit: CSU (UC pending)

MSt 122—Aquaculture — 3 units

Advisory: College or high school biology and chemistry are recommended.
2 hours lecture weekly

The basic principles underlying the culture of organisms in aquatic habitats will be studied through lecture, outside reading, demonstrations, and field trips. Application of basic biological and ecological concepts and theories to the selection, planning and design of aquaculture systems. Field trips are required. Fees may be required. Course may be taken four times.

Transfer credit: CSU (UC pending)

MSt 122L—Aquaculture Laboratory — 1 unit

Advisory: Completion or concurrent enrollment in MSt 122 is recommended.
3 hours lab weekly

The basic methods, equipment and technology utilized in the aquaculture will be studied through laboratory exercises, demonstrations, and field trips. Field trips are required. Fees may be required. Course may be taken four times.

Transfer credit: CSU (UC pending)

MSt 175—Marine Sampling Techniques and Field Studies — 3 units

Advisory: Completion of another MSt course is recommended prior to enrollment.
3 hours lecture weekly

Study of ocean resources in natural setting aboard research vessels or in remote coastal locations. Oceanographic sampling and field techniques will be demonstrated. Travel off-campus is required. Some field trips will be extensive (more than two days). Fees may be required. Course may be taken four times. (2)

Transfer credit: CSU (UC pending)

MSt 177—Biological Marine Resource Management — 1 unit

Corequisites: MSt 178.
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. (Co-listed with Biol 177) (2)

Transfer credit: CSU (UC pending)

MSt 178—Geological Marine Resource Management — 1 unit

Corequisites: MSt 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. (Co-listed with Geol 178) (2)
Transfer credit: CSU (UC pending)

MSt 190—Experiential Education in Marine Studies — 1-6 units

Advisory: Completion or concurrent enrollment in MSt 103/103L (Geol 103/103L) or MSt 108/108L (Biol 108/108L) is recommended.
1-6 hours lecture weekly
Experiential learning on a marine-related project developed by the student and the supervising instructor or the director of the marine studies program (ORCA). Project topics will be chosen according to the student's individual educational interests but must include development of specific skills and techniques through hands-on learning. Projects may be based on campus and supervised by a faculty member or off-campus as internship work experiences. A list of suggested project topics and internship opportunities is available in the ocean studies program office. Instructor/program director consent required prior to registration. Course may be taken four times.
Transfer credit: CSU (UC pending)

MSt 195—Field Applications of Ocean Resource Conservation — 3 units

Advisory: Completion or concurrent enrollment in MSt 108 or MSt 103.
3 hours lecture weekly
Discussion and review of topics selected by each student on local ocean resources and their conservation. Student presentations of information gathered from library, professional and computer-accessed sources will be shared with community groups such as school classes, preschools, and senior centers. Course may be taken four times. (2)
Transfer credit: CSU (UC pending)

MSt 199—Directed Studies in Marine-Related Topics — 1-3 units

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 the marine environment and ocean resources on an independent study basis. All studies will require laboratory and library research, as well as written reports. Field trips may be required. Course may be taken two times.
Transfer credit: CSU (UC pending)

Mathematics

Math 9—Fundamentals of Arithmetic — 3 units

3 hours lecture weekly
Review of basic mathematical skills and fundamental operations as applied to integers, common and decimal fractions, and percentages; emphasis on understanding of arithmetic and mathematical processes. Course may be taken two times. (2)

Math 10—Pre-Algebra — 4 units

Prerequisites: Math 9 or satisfactory score on the Math Placement Test.
4 hours lecture weekly
This course bridges the gap between arithmetic and elementary algebra. It reviews whole numbers, introduces algebra, reviews fractions and mixed numbers, introduces solving equations and grouping and goes into decimals, proportions, unit analysis and percent. Proper notation, word problems, calculator use and study skills will be emphasized. Course may be taken two times. (2)

Math 11—Elementary Algebra — 5 units

Prerequisites: Math 9 or Math 10 or satisfactory score on the Math Placement Test.
5 hours lecture weekly
A first course in algebra. Operations with counting numbers, integers, rational, and real numbers; linear equations 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. Course may be taken two times. (2)

Math 11PS—Elementary Algebra Problem Solving — 1 unit

Prerequisites: Math 11 or concurrent enrollment.
1 hour lecture weekly
Course is a problem-solving 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 material 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. Course may be taken two times. (2)

Math 14—Intermediate Algebra — 5 units

Prerequisites: Math 11 or satisfactory score on the Math Placement Test.
5 hours lecture weekly
Second course in algebra emphasizing applications of mathematics to scientific and logical problems. Students learn to analyze and interpret problems, develop inductive and deductive logic abilities and apply these skills to solutions of verbal and quantitative problems. Topics include solutions of systems of linear equations; functions; factoring; complex numbers; solutions of equations of higher degree exponential and logarithmic functions; sequences and series. Course may be taken two times. (2)

Math 14PS—Intermediate Algebra Problem Solving — 1 unit

Prerequisites: Math 14 or concurrent enrollment.
1 hour lecture weekly
Course is a problem-solving 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 supplementary 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 computer in solving algebra and related problems. Course may be taken two times. (2)

Math 23—Geometry — 3 units

Prerequisites: Math 11 or satisfactory score on the Math Placement Test.
3 hours lecture weekly
Selected topics in Euclidean plane and solid geometry including the properties of lines, triangles, polygons, circles, coordinate systems, distance and area, methods of proof and constructions. (2)

Math 93—Overcoming Math Anxiety — 1 unit

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—Short Courses in Mathematics — ½-10 units

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 100L—Computer-Assisted Laboratory 1 unit

Prerequisites: Math 14 or appropriate score on the Math Placement Test.
3 hours lab weekly

This course is meant to serve as a computer supplement to any 100-level mathematics class. The student uses the computer as a tool, allowing access to software relevant to the class currently being taken. The student may become involved in drill work, projects, exercises, math games, or other training activities. This class affords the student an opportunity to deepen their knowledge to an extent not possible in the allotted regular class time. Materials fee is required. Course may be taken four times. (Co-listed with PhySci 100L) (2)

Transfer credit: CSU (UC pending)

Math 101—Mathematics for the Liberal Arts Major 3 units

Prerequisites: Math 14 or satisfactory score on the Math Placement Test.
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 (CAN: Math 2)

Math 102—Math for Elementary Teachers 4 units

Prerequisites: Math 14 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: UC, CSU

Math 103—Finite Mathematics 3 units

Prerequisites: Math 14 or satisfactory score on the Math Placement Test.
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—Introductory Statistics 4 units

Prerequisites: Math 14 or satisfactory score on the Math Placement Test.
4 hours lecture weekly

Descriptive and applied statistics for students of the social sciences, education, business, life sciences, and engineering. Included are discussions of measures of central tendency and variation, probability and sets, normal curves, hypothesis testing, regression and correlation, distribution, analysis of variance, and non-parametric tests.

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

Math 105PS—Introductory Statistics Problem Solving 1 unit

Prerequisites: Math 105 or concurrent enrollment.
1 hour lecture weekly

Course is a problem-solving session to accompany Math 105. It gives students the chance to gain a greater mastery of the topics covered in Math 105 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 105. This course may also include appropriate topics from the history of mathematics and opportunities to use a computer in solving algebra and related problems. Course may be taken two times. (2)

Transfer credit: CSU

Math 106—Mathematics for Business Applications 5 units

Prerequisites: Math 14 or satisfactory score on the Math Placement Test.
5 hours lecture weekly

Short course in calculus and analytic geometry for students in business, social and life sciences; topics include functions, limits, differentiation and curve sketching, related rates, maxima and minima, integration, and differential equations. Not recommended to mathematics and physical science majors. (2)

Transfer credit: UC, CSU (CAN: Math 30)

Math 115—College Algebra 3 units

Prerequisites: Math 14 or satisfactory score on the Math Placement Test.
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—College Algebra Problem Solving 1 unit

Prerequisites: Math 115 or concurrent enrollment.
1 hour lecture weekly

Course is a problem-solving 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. Course may be taken two times. (2)

Transfer credit: CSU

Math 116—College Trigonometry 3 units

Prerequisites: Math 14 or satisfactory score on the Math Placement Test.
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—College Trigonometry Problem Solving 1 unit

Prerequisites: Math 116 or concurrent enrollment.
1 hour lecture weekly

Course is a problem-solving 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. Course may be taken two times. (2)

Transfer credit: CSU

Math 118—Pre-Calculus Mathematics 5 units

Prerequisites: Math 14 or satisfactory score on the Math Placement Test.
5 hours lecture weekly

Course is designed to give calculus-bound students a solid foundation in college algebra, analytic geometry, and analytic trigonometry. (2)

Transfer credit: UC, CSU (CAN: Math 16)

Math 118PS—Pre-Calculus Mathematics Problem Solving 1 unit

Prerequisites: Math 118 or concurrent enrollment in Math 118.
1 hour lecture weekly

Course is a problem-solving session to accompany Math 118. It gives students the chance to gain a greater mastery of the topics covered in Math 118 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 118. 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.) Course may be taken two times. (2)
Transfer credit: CSU

Math 120—Calculus with Analytic Geometry I 5 units

Prerequisites: Math 115 and Math 116 or Math 116 and Math 118 or satisfactory score on the Math Placement Test.
5 hours lecture weekly
Elements of analytic geometry and calculus with applications; includes functions and limits, the derivative, continuity techniques and applications of differentiation, and introduction to anti-derivatives. (2)
Transfer credit: UC, CSU (CAN: Math 18)

Math 120PS—Calculus with Analytic Geometry I Problem Solving 1 unit

Prerequisites: Math 120 or concurrent enrollment .
1 hour lecture weekly
Course is a problem-solving 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 calculus and related problems. Course may be taken three times. (2)
Transfer credit: CSU

Math 121—Calculus with Analytic Geometry II 5 units

Prerequisites: Math 120.
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—Calculus with Analytic Geometry II Problem Solving 1 unit

Prerequisites: Math 121 or concurrent enrollment.
1 hour lecture weekly
Course is a problem-solving 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. Course may be taken two times. (2)
Transfer credit: CSU

Math 122—Calculus with Analytic Geometry III 5 units

Prerequisites: Math 121.
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 122PS—Advanced Calculus Problem Solving 1 unit

Prerequisites: Math 122 or Math 125 or concurrent enrollment.
1 hour lecture weekly
Course is a problem-solving session to accompany Math 122 or Math 125. It gives students the chance to gain a greater mastery of the topics covered in these courses by providing additional discussion and problem-solving opportunities. It also gives students a richer experience by introducing supplementary topics related to the core material of Math 122 or Math 125. This course may also include appropriate topics from the history of mathematics and opportunities to use a computer in solving calculus and related problems. Course may be taken three times. (2)
Transfer credit: CSU

Math 125—Differential Equations with Linear Algebra 5 units

Prerequisites: Math 121.
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 Laplace transformations.
Transfer credit: UC, CSU

Math 134—Linear Algebra 3 units

Prerequisites: Math 120.
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—Computer Programming, BASIC 3 units

Prerequisites: Math 14.
Corequisites: 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—Computer Programming, Supervised Practice 1 unit

Corequisites: 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—Computer Programming, FORTRAN 3 units

Prerequisites: Math 14.
Corequisites: 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 using ANSI-computers. (2)
Transfer credit: UC, CSU (CAN: CSCI 4)

Math 137L—Computer Programming, Supervised Practice — 1 unit

Corequisites: 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 will be required. (2)
Transfer credit: CSU

Math 138—Computer Programming, PASCAL — 3 units

Prerequisites: Math 14.
Corequisites: 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—Computer Programming, Supervised Practice — 1 unit

Corequisites: 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—Applied Differential Equations — 3 units

Prerequisites: Math 121 or equivalent.
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—Short Courses in Mathematics — ½-10 units

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 199—Directed Studies in Math — 1-3 units

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. Course may be taken two times. (2)
Transfer credit: UC, CSU

Music

Mus 101—Fundamentals of Music — 3 units

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—Music Theory I — 4 units

Prerequisites: Mus 101.
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. Designed for music majors and others with equivalent knowledge of fundamental music theory.
Transfer credit: UC, CSU (CAN: Mus 2)

Mus 102B—Music Theory II — 4 units

Prerequisites: Mus 102A.
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. Designed for music majors and others with musical background.
Transfer credit: UC, CSU

Mus 102C—Music Theory III — 4 units

Prerequisites: Mus 102B.
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. Designed for music majors and others of adequate musical background.
Transfer credit: UC, CSU

Mus 102D—Music Theory IV — 4 units

Prerequisites: Mus 102C.
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. Designed for music majors and others of adequate musical background.
Transfer credit: UC, CSU

Mus 103A—Music Appreciation I: Listening and Understanding — 3 units

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—Music Appreciation II: Masterpieces of Music Literature — 3 units

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—Music History and Literature I — 3 units

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—Music History and Literature II — 3 units

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—College Choir — 2½ units

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 107A—Class Piano I — 2 units

1 hour lecture, 3 hours lab weekly
Course starts 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 107B—Class Piano II — 2 units

Prerequisites: Mus 107A.
1 hour lecture, 3 hours lab weekly
Studies continue with additional major scales, cadence chord progressions, damper pedal technique, and further introductory/intermediate literature. (2)
Transfer credit: UC, CSU

Mus 107C—Class Piano III — 2 units

Prerequisites: Mus 107B.
1 hour lecture, 3 hours lab weekly
Studies in more intermediate piano literature, technique, improvisation, harmonization and sight-reading. (2)
Transfer credit: UC, CSU

Mus 107D—Class Piano IV — 2 units

Prerequisites: Mus 107C.
1 hours lecture, 3 hours lab weekly
Studies in more advanced piano literature, technique, improvisation, harmonization and sight-reading. (2)
Transfer credit: UC, CSU

Mus 108—Applied Music Study—Keyboard — 1 unit

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—Voice I: Fundamentals of Vocal Techniques — 3 units

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—Voice II: Vocal Development and the Art of Song — 3 units

Prerequisites: Mus 110A.
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—Voice III: Vocal Development and the Aria — 3 units

Prerequisites: Mus 110B.
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—Voice IV: Voice in Musical Theatre Workshop — 3 units

Prerequisites: Mus 110C.
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—Applied Music Study—Voice — 1 unit

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—Applied Music Study—Instruments — 1 unit

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—Concert Band — 1 unit

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—History of Rock Music — 3 units

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—Stage Band — 1 unit

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 118—Introduction to Guitar — 1 unit

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—History of Jazz **3 units**
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—Performance of Gospel Music **1 unit**
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—Vocal Ensemble **1 unit**
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—Choral Conducting **3 units**
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—Musical Theatre Rehearsal and Performance **2 units**
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—Black Experience in the Fine Arts **3 units**
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—Short Courses in Music **½-10 units**
Lecture and/or lab as required by unit formula
Short courses in selected areas of music to meet specific needs of college or community as required or requested by persons whose needs are not met by regular course offerings. Topics might include but are not limited to musical theatre, opera workshop, accompanying, piano teaching, conducting, church music, instrumental or choral techniques, master classes, diction, music education. (2)
Transfer credit: UC, CSU

Mus 199—Directed Studies in Music **1-3 units**
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. Course may be taken two times.
Transfer credit: UC, CSU

Office Automation

Please refer to the Business & Information Systems (BIS) section. Office Automation classes are listed under BIS 1-BIS 19.

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 1—Orientation: All About Oxnard College **½ unit**
½ hour lecture weekly
Course offers information about academic counseling, study skills, college activities and clubs, student services, vocational programs, and basic survival hints. Course may be taken two times. (1)

PG 2—Job Development **½ unit**
½ hour lecture weekly
Specialized workshops or services designed to upgrade student abilities in the area of job-seeking techniques, job resume preparation, and job interviewing methods; practical experiences in the actual resume writing processes, as well as personal interviewing practice. Course may be taken two times. (1)

PG 3—Academic Assessment **1½ units**
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—Peer Advisor Training **3 units**
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. (2)

PG 5—Career Search **1½ units**
3 hours lecture weekly for 9 weeks
Students will explore their values, aptitudes, interests, and temperaments and how they assess themselves in the various occupational choices they are making. Procedures for value clarification and decision making will be practiced. Test interpretation and personal counseling used to assist students in examining vocational options. (1)

PG 6—Vocational Assessment **½ unit**
½ hour lecture weekly
Assist students in career preparation, selection, and access. Individualized vocational testing and counseling to provide maximum input on vocational goals and future plans. Course may be taken three times. (1)

PG 7—Single Parent Issues **1 unit**
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—Short Courses in Personal Growth **½-10 units**
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—Career Development and Life Planning I — 3 units

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—Career Development and Life Planning II — 3 units

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—College Success — 3 units

3 hours lecture weekly

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—Introduction to Philosophy — 3 units

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—Introduction to Ethics — 3 units

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—Survey of World Religions: East — 3 units

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—Survey of World Religions: West — 3 units

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—The Great Philosophers I — 3 units

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—The Great Philosophers II — 3 units

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—Logic — 3 units

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—Mythology — 3 units

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—Modern Religious Movements in America — 3 units

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—Philosophy of Religions — 3 units

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—Thinking Critically and Analytic Writing — 3 units

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—Symbolic Logic and Set Theory — 3 units

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 algebra, and a description of axiomatic systems. (2)
Transfer credit: UC, CSU

Phil 114—Social Philosophy 3 units
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—Thinking Critically 3 units
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—Topics in Philosophy ½-3 units
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 199—Directed Studies in Philosophy 1-3 units
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. Course may be taken two times. (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—Short Courses in Physical Education ½-10 units
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—Swimming for the Non-Swimmer 1½ units
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—Swimming for Fitness 2 units
1 hour lecture, 3 hours lab weekly
Course 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—Beginning Swimming 1½ units
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—Intermediate Swimming 2 units
Prerequisites: PE 102A or equivalent.
1 hour lecture, 3 hours lab weekly
Swimming, diving, and water safety. Ability to pass the American Red Cross Intermediate Swimmer course will be a major aim. Course may be taken two times. (2)
Transfer credit: UC, CSU

PE 103—Senior (Advanced) Life Saving 1½ units
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—Water Safety Instructor 3 units
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—Rehabilitative Aquatic Exercise 1½ units
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—Creative Movement Activities for Children 3 units
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 experiences in the school, home, or various organizations. (2)
Transfer credit: CSU

PE 115—Rhythmic Dance for Athletes 1½ units
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, coor-

dination, 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—Beginning Modern Dance **1½ units**
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—Intermediate Modern Dance **2 units**
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—Beginning Ballet **1½ units**
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—Intermediate Ballet **2 units**
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—Beginning Modern Jazz **1½ units**
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—Intermediate Modern Jazz **2 units**
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—Mexican Folklorico Dance **1½ units**
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—Golf Green Approach and Putting **1½ units**
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. Course may be taken four times. (2)
Transfer credit: UC, CSU

PE 138—Handball **1½ units**
1 hour lecture, 2 hours lab weekly
Course designed to develop the knowledge and skills required to play handball, including beginning and more advanced skills, court etiquette, rules, game strategy, techniques, and safety. Course may be taken four times. (2)
Transfer credit: UC, CSU

PE 139—Bowling **1½ units**
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 140A—Golf **1½ units**
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—Intermediate Golf **2 units**
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—Tennis **1½ units**
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—Intermediate Tennis **2 units**
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 142—Racquetball **1½ units**
1 hour lecture, 2 hours lab weekly
Course covers the basic fundamentals of racquetball including game rules, proper use and purchase of equipment, court etiquette and safety. Course may be taken four times. (2)
Transfer credit: UC, CSU

PE 143—Running for Fitness **1½ units**
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—Walking to Restore Fitness **1½ units**
1 hour lecture, 2 hours lab weekly
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 activity. This course also includes two complete 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—Intermediate Walking to Restore Fitness — 1½ units

Prerequisites: PE 146A.
1 hour lecture, 2 hours lab weekly
Course designed to provide exercise and fitness training for the walking student population. Emphasis on individualized cardiovascular conditioning, muscle strength, and endurance related specifically to walking and power walking. Designed for students to participate in and achieve a more strenuous physical activity program. Course may be taken two times. (2)
Transfer credit: UC, CSU

PE 147—Mechanics of Isotonic Exercise — 1½ units

1 hour lecture, 2 hours lab weekly
Studies mechanics of isotonics with examination of movement, endurance, flexibility, and strength exercises. May include, but not limited to, analysis of proper nutrition, stress reduction, cardiovascular efficiency, high blood pressure, and optimum body weight. Useful for persons currently employed in or contemplating entering vigorous or stress-producing occupations. Appropriate physical activities to test concepts presented. (2)
Transfer credit: CSU

PE 148—Conditioning for Women — 1½ units

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—Circuit Training — 1½ units

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, flexibilitymaintenance,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—Weight Training and Body Conditioning — 1½ units

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—Adapted Aquatics — 1½ units

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—Adapted Movement Exploration — 1½ units

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—Adapted Individual, Dual and Team Sports — 1½ units

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—Adapted Weight Training/Body Conditioning — 1½ units

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—Beginning Basketball — 1½ units

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—Intermediate Basketball — 1½ units

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—Beginning Baseball — 1½ units

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—Intermediate Baseball — 2 units

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—Beginning Soccer — 1½ units

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—Intermediate Soccer — 1½ units

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—Co-Ed Softball — 1½ units

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—Beginning Volleyball **1½ units**

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—Intermediate Volleyball **1½ units**

Prerequisites: PE 161A or equivalent.
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—Track and Field **1½ units**

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—Varsity Cross-Country (Men) **3 units**
PE 167—Varsity Cross-Country (Women) **3 units**
PE 168—Varsity Volleyball **3 units**
PE 169—Varsity Soccer **3 units**
PE 170—Varsity Basketball (Men) **3 units**
PE 171—Varsity Basketball (Women) **3 units**
PE 172—Varsity Baseball **3 units**
PE 173—Varsity Tennis **3 units**
PE 174—Varsity Track & Field (Men) **3 units**
PE 175—Varsity Track & Field (Women) **3 units**
PE 176—Varsity Golf **3 units**
PE 177—Varsity Softball **3 units**

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—Men's Sports Officiating **2½-2½ units**

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—Women's Sports Officiating **2½-2½ units**

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—Basketball Theory **2 units**

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—Baseball Theory **2 units**

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—Soccer Theory **2 units**

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—Techniques in Fitness Assessment **2 units**

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—Topics in Physical Education **½-10 units**

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 199—Directed Studies in Physical Education **1-3 units**

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. Course may be taken two times.

Transfer credit: UC, CSU

Physical Science

PhySci 100L—Computer-Assisted Laboratory **1 unit**

Prerequisites: Math 14 or appropriate score on the Math Placement Test.
3 hours lab weekly

This course is meant to serve as a computer supplement to any 100-level physical science class. The student uses the computer as a tool, allowing access to software relevant to the class currently being taken. The student may become involved in drill work, projects, exercises, math games, or other training activities. This class affords the student an opportunity to deepen their knowledge to an extent not possible in the allotted regular class time. Materials fee is required. Course may be taken four times. (Co-listed with Math 100L)

Transfer credit: CSU (UC pending)

PhySci 112—Energy Conservation and Alternate Energy Sources — 3 units

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—College Physics — 5 units

Prerequisites: Math 116.
4 hours lecture, 3 hours lab weekly

Introduction to classical mechanics, thermodynamics, and vibrations and wave motion. The course involves substantial quantitative work, with emphasis placed on development of problem-solving skills. Demonstrations and labs reinforce content of the lectures. Methods of computer-assisted data analysis are introduced. Course is designed to meet the needs of medical, dental, optometry, and liberal arts students. (2)

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

Ph 102—College Physics — 5 units

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—Mechanics of Solids and Fluids — 5 units

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—Electricity and Magnetism — 5 units

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—Heat, Sound, Optics, and Modern Physics — 5 units

Prerequisites: Ph 112, Math 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 199—Directed Studies in Physics — 1-3 units

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. Course may be taken two times. (2)

Transfer credit: UC, CSU

Political Science

PSc 100—Introduction to Politics — 3 units

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—Government of the United States I—Institutions and Politics — 3 units

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—Government of the United States II—Institutions and Laws — 3 units

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—International Relations — 3 units

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—Current Issues in Domestic and Foreign Politics — 3 units

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—Political Aspects of Economic Problems — 3 units

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—Politics and Administration of State and Local Government — 3 units

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—Comparative Government: Varieties of Political Experience — 3 units

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—Topics in Political Science — ½-3 units

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—Great Debates and Elections — 3 units

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 199—Directed Studies in Political Science — 1-3 units

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. Course may be taken two times. (2)

Transfer credit: UC, CSU

Psychology

Psych 98A-Z—Short Courses in Psychology — ½-10 units

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—General Psychology — 3 units

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—Interpersonal Relations — 3-3 units

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—Beginning Statistics for Behavioral Science — 3 units

Prerequisites: Math 14, Psych 101.
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—Introduction to Experimental Psychology — 3 units

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 (CAN: Psy 8)

Psych 105—Introduction to Physiological Psychology — 3 units

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—Social Psychology — 3 units

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—Sex Roles — 3 units

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—Developmental Psychology — 3 units

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—Loss, Grief, and Death — 3 units

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—Human Sexuality **3 units**
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—The Exceptional Child **3 units**
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—Parent/Child Interaction **3 units**
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—Psychology of Maturity and Aging **3 units**
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 114—Psychological Issues of the Mexican People in the Southwest **3 units**
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 ChSt 114.)
Transfer credit: UC, CSU

Psych 120—Animal Behavior **3 units**
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—Introduction to Humanistic Psychology **3 units**
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 131—Abnormal Psychology **3 units**
3 hours lecture weekly
Class surveys the various definitions, causes, and treatment methods relative to abnormal behavior. This course covers both psychological and biological theories of abnormal behavior. Topics include diagnosis of abnormal behavior, the clinical syndromes, and the various forms of intervention.
Transfer credit: UC, CSU

Psych 189A-Z—Current Topics in Psychology ½-3 units
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 198A-Z—Short Courses in Psychology **½-10 units**
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 199—Directed Studies in Psychology **1-3 units**
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. Course may be taken two times.
Transfer credit: UC, CSU

Reading

Reading courses are listed under English.

Real Estate

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

Sign Language

SL 50—English Grammar for the Deaf **2 units**
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—Short Courses in Sign Language ½-10 units
Lecture and/or lab as required by unit formula
Specialized topics designed to inform or update interested persons in sign language.

SL 101—Beginning American Sign Language I 3 units

3 hours lecture weekly

Introduction of American Sign Language (ASL), the natural language of the deaf to beginning students. Provides basic vocabulary and preparation for visual/gestural communication including information relating to deaf culture. Students will acquire comprehension skills along with fundamentals of grammatical structures. Course may be taken two times. (2)

Transfer credit: UC, CSU

SL 102—Beginning American Sign Language II 3 units

Prerequisites: SL 101 or equivalent.
3 hours lecture weekly

Continuation of the study of the fundamentals of American Sign Language (ASL). Focus on improvement of comprehension skills, vocabulary, and grammatical structures. Practice in the expressive aspects of the language and exposure to deaf culture. Course may be taken two times. (2)

Transfer credit: UC, CSU

SL 103—Intermediate American Sign Language I 3 units

Prerequisites: SL 102 or equivalent.
3 hours lecture weekly

Course will provide the students with the opportunity to practice conversational American Sign Language with emphasis on increasing both expressive and receptive fluency. The course will include vocabulary building, introduction of ASL idioms and introduction to interpreting for deaf and hard-of-hearing persons. Course may be taken two times. (2)

Transfer credit: UC, CSU

SL 104—Intermediate American Sign Language II 3 units

Prerequisites: SL 103 or equivalent.
3 hours lecture weekly

Course will emphasize proficiency in both expressive and receptive fluency of American Sigh Language and increase conversational skills, with continued focus on grammatical and interpretive fundamentals. Course may be taken two times. (2)

Transfer credit: UC, CSU

SL 105—Advanced American Sign Language 3 units

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—Topics in Sign Language ½-10 units

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 199—Directed Studies in Sign Language 1-3 units

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. Course may be taken two times.

Transfer credit: CSU

Sociology

Soc 101—Introduction to Sociology 3 units

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—Social Problems 3 units

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.

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

Soc 103—Racial and Ethnic Group Relations 3 units

3 hours lecture weekly

Analysis of racism and prejudice in the U.S., discussing similarities and differences in racial and ethnic group experiences; emphasis on majority-minority group relations among major racial and cultural groups.

Transfer credit: UC, CSU

Soc 104—Sex Roles 3 units

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; psychosocial aspects of both sex roles are emphasized. (Co-listed with Psych 107.)

Transfer credit: UC, CSU

Soc 105—Aging in the United States 3 units

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 U.S. Emphasis upon interrelationships between social attitudes, economic system, and political system on lifestyle of the aged, using cross-cultural comparisons.

Transfer credit: CSU

Soc 106—Contemporary Family in American Society 3 units

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—Sociology of the Black Community 3 units

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.

Transfer credit: UC, CSU

Soc 108—Sociology of the Chicano Community 3 units

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—Futurology 3 units

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.

Transfer credit: CSU

Soc 110—Sociological Analysis: Internships in Organizations and Social Services 3 units

Advisory: Recommend Soc 101 or Soc 102 or concurrent enrollment in either course.

2 hours lecture, 3 hours lab weekly

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.

Transfer credit: CSU

Soc 111—Sociological Analysis 3 units

Prerequisites: Soc 101.

2 hours lecture, 3 hours lab weekly

Discussion of the logic and procedures of scientific analysis of social phenomena. Practice in conceptualizing and operationalizing social variables and in testing hypotheses. Students will have the opportunity to examine role of qualitative and quantitative techniques through participant observation using internships, survey research and design or in assessing community attributes using questionnaires. Final project includes an analysis of research data and presentation of results.

Transfer credit: UC, CSU

Soc 112—Great American Women 3 units

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—Social Psychology 3 units

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—Social Philosophy 3 units

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—Sociology of Religion 3 units

3 hours lecture weekly

Objective sociological analysis of the relationship between religion and society. Focuses particularly on the U.S., stressing the distinctiveness of American religion and its intimate connection with what is most central to American society.

Transfer credit: UC, CSU

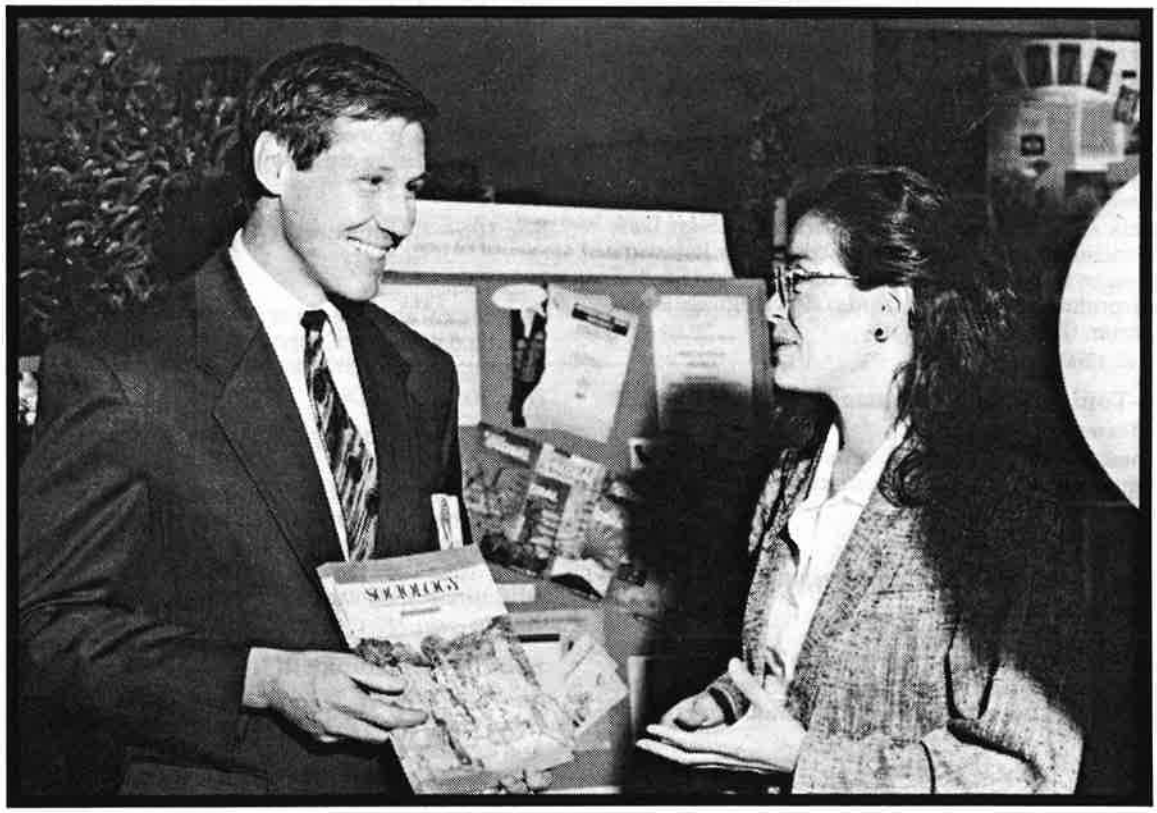


photo by Jim Englund

Philosophy Instructor Chris Horrock presenting program information.

Soc 116—Crime and Society 3 units

3 hours lecture weekly

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—Introduction to Human Services 3 units

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 121—Sociology: A Global Perspective 3 units

3 hours lecture weekly

Analysis of the relationship between social systems and human behavior using cross-cultural examples. Emphasizes the interaction of socialization with class, race, and gender within a global context. Provides students with a deeper understanding of life in the United States by looking beyond our borders.

Transfer credit: UC, CSU

Soc 199—Directed Studies in Sociology 1-3 units

Advisory: 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. Course may be taken two times.

Transfer credit: UC, CSU

Spanish

Spn 98A-Z—Short Courses in Spanish ½-10 units

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—Elementary Spanish 1, 1st Course 3 units

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—Elementary Spanish 1, 2nd Course 3 units

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—Elementary Spanish 2, 1st Course 3 units

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—Elementary Spanish 2, 2nd Course 3 units

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—Elementary Spanish 5 units

5 hours lecture weekly

First year (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. (2)

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

Spn 102—Elementary Spanish 5 units

Prerequisites: Spn 101 or equivalent.
5 hours lecture weekly

First year (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. (2)

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

Spn 103—Intermediate Spanish 5 units

Prerequisites: Spn 102 or equivalent.
5 hours lecture weekly

Second year (third semester) 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 104—Intermediate Spanish 5 units

Prerequisites: Spn 103 or equivalent.
5 hours lecture weekly

Second year (fourth semester) 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 10)

Spn 105-106—Spanish for the Spanish Speaking 5-5 units

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—Hispanic Culture and Civilization 3 units

Prerequisites: Spn 101 or equivalent.
Advisory: Ability to read and write in Spanish highly recommended.
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—Spanish Grammar and Composition 5 units

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—Hispanic-American Literature 3 units

Advisory: Advanced knowledge of Spanish reading and writing, Spn 104 or Spn 108 or the equivalent highly recommended.
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 199—Directed Studies in Spanish 1-3 units

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. Course may be taken two times.
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—Survey of Disabilities 3 units

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—Independent Living Skills 3 units

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—Language Development 1 unit

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—Analyzing Language Ability ½ unit

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—Language Development for the Deaf 3 units

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—English Grammar for Deaf Students 3 units

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—Contemporary Issues for the Deaf 3 units

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—Career Evaluation 1 unit

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—Pre-Employment Skills 2 units

2 hours lecture weekly
For students with disabilities who have no or very little work experience. An introduction to the world of work, including the vocabulary of employment, social skills, personal presentation, identification of strengths and needs in an employment setting. Course may be taken four times.(2)

SE 32—Job Seeking Strategies 2 units

2 hours lecture weekly
Course for students with disabilities 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 completing applications, and employer/employee responsibilities. Course may be taken four times. (2)

SE 33—Career Exploration 1½ units

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 in regard to current legislation. Assignments will include job shadowing and job try-outs. The culminating experience is placement in a work environment. Job coaching will be available, if required. Course may be taken four times. (2)

SE 34—Vocational Testing ½ unit

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—Vocational Adjustment 3 units

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—Short Courses in Special Education ½-10 units

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—Introductory Speech—Bilingual Mode 3 units

Advisory: Basic level skill in spoken and written 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—Basic Speech 2 units

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—Introduction to Oral Communication 3 units

Advisory: Engl 101 or equivalent.
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—Advanced Oral Communication 3 units

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—Voice and Diction 3 units

3 hours lecture weekly

This course is designed as an elementary voice class introducing the student to the mechanics of voice production and the various elements of speech: relaxation, quality, rate, and pitch, the communicative process involving reasoning, discovery, critical evaluation, reading, and listening will be demonstrated in speaking and writing assignments. (Co-listed with ThA 104)

Transfer credit: UC, CSU

Spch 105—Oral Interpretation of Literature 3 units

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—Critical Analysis of Speeches 3 units

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—Argumentation and Debate 3 units

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—ESL Oral Communication Skills 3 units

Advisory: Engl 14 or equivalent highly recommended.
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—Readers' Theatre 3 units

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—Forensics: Tournament Speaking 1 unit

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 199—Directed Studies in Speech **1-3 units**
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. Course may be taken two times.
Transfer credit: UC, CSU

Television

TV 101—Broadcast Studio Operation **3 units**
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—Television Production Workshop **3 units**
Advisory: 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—Television Directing and Editing **3 units**
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—Advanced Television Production **3 units**
Advisory: 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—Television Writing **3 units**
Advisory: 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—The Use of the Ethnic Minority in Film and Television **3 units**
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—Short Courses in Theatre Arts **½-10 units**
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—Introduction to Theatre **3 units**
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—Fundamentals of Acting **3-3 units**
2 hours lecture, 3 hours lab weekly
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—History of Theatre **3 units**
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—History of Theatre **3 units**
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—Voice and Diction **3 units**
3 hours lecture weekly
Course is designed as an elementary voice class introducing the student to the mechanics of voice production and the various elements of speech: relaxation, quality, rate, and pitch. The communicative process involving reasoning, discovery, critical evaluation, reading, and listening will be demonstrated in speaking and writing assignments. (Co-listed with Spch 104)
Transfer credit: UC, CSU

ThA 108—Acting for TV and Film **3 units**
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—Readers' Theatre **3 units**
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 110A—Rehearsal and Performance I 3 units

2 hours lecture, 3 hours lab weekly

Students will be involved in techniques of auditioning, improvising and rehearsing to create original or scripted plays. In addition, technical work in sets, costumes, lighting, stage management, and box office will be developed for a performance before a live audience. Cast or staff assignment in current theatre arts production. (2)

Transfer credit: UC, CSU

ThA 110B—Rehearsal and Performance II 3 units

Prerequisites: ThA 110A.
2 hours lecture, 3 hours lab weekly

Students will develop techniques in dress and technical rehearsals with the final product of a polished live theatre production as the goal. Cast or staff assignment in current theatre arts production. (2)

Transfer credit: UC, CSU

ThA 110C—Rehearsal and Performance III 3 units

Prerequisites: ThA 110B.
2 hours lecture, 3 hours lab weekly

Actors, directors, and technical designers will coordinate research and production techniques to create a live theatre production. Cast or staff assignment in current theatre arts production. (2)

Transfer credit: UC, CSU

ThA 110D—Rehearsal and Performance IV 3 units

Prerequisites: ThA 110C.
2 hours lecture, 3 hours lab weekly

Ensemble acting and well-developed technical support will be presented to a live theatre audience. Cast or staff assignment in current theatre arts production. (2)

Transfer credit: UC, CSU

ThA 112—Chicano Teatro 3 units

2 hours lecture, 3 hours lab weekly

Course treats technical and organizational practices of theatrical productions, writing for the Chicano Teatro and presenting Spanish-speaking productions in barrios and at the college. (2)

Transfer credit: UC, CSU

ThA 115—Directing for the Stage 3 units

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—Children's Theatre and Creative Dramatics 3 units

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—Stage Production 3-3 units

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—Stagecraft—Stage Design 3-3 units

Prerequisites: ThA 120 recommended; ThA 121A for ThA 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 122—Stage Make-Up 3 units

2 hours lecture, 3 hours lab weekly

Students will learn to develop basic stage make-up for use in current productions. Make-up use in historical periods will require detailed analysis and research. Speciality make-up used in fantasy performance will play a secondary role. Course may be taken two times. (2)

Transfer credit: UC, CSU

ThA 127—Black Experience in the Theatre Arts 3 units

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—Short Courses in Theatre Arts ½-10 units

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 199—Directed Studies in Theatre Arts ½-3 units

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. Course may taken two times. (2)

Transfer credit: UC, CSU

Word Processing

Please refer to the Business Information Systems (BIS) section. Word Processing classes are listed under BIS 31G - BIS 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 Executive Vice President of Student Learning 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, Executive Vice President of Student Learning, 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 Executive Vice President of Student Learning 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 Executive Vice President of Student Learning 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 Executive Vice President of Student Learning may also procure information relating to the charge from the student and other persons or sources. Whenever appropriate, the Executive Vice President of Student Learning shall assess, or cause to have assessed, damage to property and injury to persons or other forms of misconduct.
   4. At this point, the Executive Vice President of Student Learning 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 Executive Vice President of Student Learning, the Executive Vice President of Student Learning 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 Executive Vice President of Student Learning 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 Executive Vice President of Student Learning's 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 Executive Vice President of Student Learning (for all programs and services controlled by this person) or the Vice President of College 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 Executive Vice President of Student Learning 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 Executive Vice President of Student Learning 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 Executive Vice President of Student Learning 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 re-

garding 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
Matriculation: Student Rights and Responsibilities

Student Responsibilities

A. Express at least a broad educational intent upon admission.
B. Declare a specific educational goal no later than the term after which you complete 15 semester units of degree applicable credit course work.
C. Diligently attend class and complete assigned course work.
D. Complete courses and maintain progress toward an educational goal; and
E. Cooperate in the development of a student educational plan with the assistance of a counselor.

Student Rights

A. Prerequisites or corequisites: Your rights entitle you to file a prerequisite/corequisite petition in the Office of Instruction (LRC 16) to challenge any prerequisite or corequisite if you believe one of the following:
   1. You will be subject to undue delay in attaining the goal of your educational plan because the prerequisite or corequisite has not been made reasonably available.
   2. The prerequisite or corequisite is not valid because it is not necessary for success in the course for which it is required.
   3. The prerequisite or corequisite is unlawfully discriminatory or it is being applied in an unlawfully discriminatory manner.
   4. You have the knowledge or ability to succeed in the course despite not meeting the prerequisite or corequisite.
B. Matriculation Procedure: You may also file a matriculation petition regarding the matriculation process in the Counseling Office (LRC 22). Grounds for that challenge include:
   1. Challenge any violation of the matriculation provisions which you believe has occurred.
   2. File a complaint if you believe that any matriculation practice has the purpose or affect of subjecting any person to unlawful discrimination.

In addition to the previous information, you have the right to discuss your placement recommendation. To review an English placement, meet with an advisor from the English department. To review a Math placement, meet with an advisor from the Math department.

Resolution of Complaints

Once a petition is received, the Matriculation Coordinator will convene a committee consisting of the Matriculation Coordinator and two members of the College Matriculation Committee. The committee will review the petition and provide written notification of any action to be taken to the student within five (5) working days. Students wishing to appeal the decision of this committee may do so by meeting with the Executive Vice President of Student Learning.

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 Executive Vice President of Student Learning 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 bank statement that verifies financial capability for the costs of attending college or an affidavit guaranteeing financial support from a citizen or permanent resident 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 in English 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 proof of freedom from tuberculosis in the form of either a negative Mantoux skin test or results of an X-ray which show freedom from tuberculosis.
   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, International students may not work during their first nine months of study (or two regular semesters), other than 20 hours per week on campus. After the first nine months of study, under certain conditions, they may apply for work through the International Student Office. This office will prepare the forms and submit them to Immigration. At no time, other than vacation periods, is a student allowed to work more than 20 hours per week either on or off campus.

Appendix X
Student Health Services

The Governing Board herby 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 Executive Vice President of Student Learning 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, extracurricular 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 Executive Vice President of Student Learning 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 Executive Vice President of Student Learning 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 to the Executive Vice President of Student Learning 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
Interim Sexual Harassment Complaint Procedure

I. INTRODUCTION

The Ventura County Community College District ("the District") is committed to providing a positive climate for study and work in which individuals are judged solely by relevant factors such as ability and performance and are free to pursue their academic and work activities in an atmosphere that is free from coercion and intimidation. The District strives to insure that its programs are available to all persons without regard to ethnic group identification, religion, age, sex, color or physical or mental disability. Sexual harassment of students by students, faculty, or other District employees and sexual harassment of employees by students, those in a position to affect their employment status or by other employees in the work unit is inimical to such an atmosphere and will not be condoned.

II. DEFINITION OF HARASSMENT

The District has adopted a definition of sexual harassment that will be applied in determining whether or not particular conduct constitutes sexual harassment. This definition parallels the definition of sexual harassment set forth in the Equal Employment Opportunity Commission Guidelines 29 C.F.R. § 1604.11 and the California Education Code § 212.5. Sexual harassment shall be defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature, made by someone from or in the work or educational setting when:

1. submission to the conduct is explicitly or implicitly made a term or condition of academic advancement or employment;
2. submission to, or rejection of, the conduct by the individual is used as a basis of academic or employment decisions affecting the individual;
3. the conduct has the purpose or effect of having a negative impact upon the individual's academic or work performance or of creating an intimidating, hostile, or offensive work or educational environment; or
4. submission to, or rejection of, the conduct by the individual is used as a basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Unlawful harassment may take many forms including but not limited to the following:

1. Making or threatening reprisal after rejection of a sexual advance;
2. Leering;
3. Making sexual gestures;
4. Displaying of sexually suggestive pictures, objects, cartoons, or posters;
5. Making or using derogatory comments, epithets, slurs or jokes;
6. Verbal sexual advances or propositions;
7. Verbal abuse of a sexual nature;
8. Graphic verbal comments about an individual's anatomy;
9. Sexual degrading words used to describe individual;
10. Suggestive or obscene letters, notes, invitations;
11. Touching;
12. Assault;
13. Impeding or blocking movement.

III. REPORTING SEXUAL HARASSMENT

Whether particular conduct constitutes unlawful harassment must be determined on a case-by-case basis, taking into account such factors as the type, extent, and circumstances of the conduct. For this reason, all employees and students are encouraged to bring to the prompt attention of the District any conduct which they believe to be unlawful harassment. Often unwelcome, harassing, or otherwise inappropriate conduct can be stopped promptly with notice and the opportunity for the District to address the situation.

Any incident of harassment by any District employee or student, or any other person, should be reported promptly to the following persons designated for receiving and investigating complaints:

Oxnard College -	Dr. Priscilla de Garcia Counselor and Coordinator Women's Re-entry Center (805) 986-5833 Tomás Sanchez Acting Vice President of Instruction (805) 986-5814 Araceli Soto Student Services Assistant (805) 986-5828
Moorpark College -	Brenda Shubert Nursing Coordinator (805) 378-1433 Dr. Rene Rodriguez Dean of Instructional Services (805) 378-1404 Lisa Putnam Administrative Aide (805) 378-1445
Ventura College -	Lauri Moore Coordinator/Women's Re-entry Center (805) 654-2476 Steve Tobias Dean for Health Science/Physical Education/Criminal Justice (805) 654-6382 Sandy Hajas Library Tech. Assistant (805) 654-6304
District Office -	Cheryl Shearer Director of Information Systems (805) 654-1214 Jerry Pauley Associate Vice Chancellor, Human Resources (805) 654-6419 Shelley Signor Human Resources Clerk (805) 654-6421

The role of these investigators is to investigate any complaints of sexual harassment and report the results of their investigation to the College President and the Deputy Chancellor. The College President and/or the Deputy Chancellor shall determine whether additional investigation is necessary and what remedial and/or disciplinary action is appropriate.

You are not required to complain to any one whom you believe is harassing you, or whom you feel may retaliate should you make such a report to that person. In such an event, please report the incident to one of the other designated persons. You may report your complaint to any of these individuals regardless of what campus or job location you study or work.

Complaints of harassment that are reported to the persons identified herein will be investigated in as thorough, prompt, effective, and confidential a manner as possible. In addition, the District will not tolerate retaliation against any employee or student for making a report or complaint pursuant to this policy.

At a minimum, when an employee or student complains about harassment, the District will:

1. Fully inform the employee or student of her/his rights to complain and redress the harassment; the employee or student must be informed of her/his own obligations to secure her/his rights and of any assistance available to her/him under the District's procedures;
2. Immediately conduct an impartial fact-finding investigation of the alleged harassment. The District must make a determination about whether unlawful harassment occurred, and communicate this alleged finding to the harasser and any other concerned party; and
3. If unlawful harassment is established, the District will take whatever measures it deems reasonable and appropriate to discipline the harasser and prevent further harassment.

IV. ADDITIONAL AVAILABLE STATE AND FEDERAL PROCEDURES AND REMEDIES

In addition to the District's process for reporting sexual or other prohibited harassment, both the State of California and the federal government have established processes by which student and employee claims of sexual harassment may be reported.

1. Employees

A. State Law Procedures

An employee may file a claim with the Department of Fair Employment and Housing ("DFEH"). Information regarding claims procedures may be obtained in this area from the following office:

Department of Fair Employment and Housing
1732 Palma Dr., Suite 200
Ventura, California 93303-6081
(805) 654-4512

Upon the filing of a claim, the DFEH will contact the employer and conduct a full investigation of the sexual harassment charge. Should the DFEH determine that sexual harassment occurred, it may attempt voluntary compliance through conciliation, or it may file an administrative lawsuit on behalf of the claimant. The DFEH may also issue a letter to the claimant, allowing that claimant to bring a civil action in state court against the employer with respect to the claim of sexual harassment.

B. Federal Law Procedures

In addition to the state reporting procedures available under the DFEH, an employee may seek redress under Title VII of the U.S. Civil Rights Act of 1964. An employee may file a claim with the Equal Employment Opportunity Commission ("EEOC"). Information regarding claims procedures may be obtained in this area from the following office:

Equal Employment Opportunity Commission
255 E. Temple St. 4th Floor,
Los Angeles, California 90012
(213) 894-1000

The EEOC works in conjunction with the State DFEH in investigating charges of harassment.

C. Remedies

A victim of unlawful harassment may be compensated in a number of ways, including: reinstatement or promotion in the event the victim has lost his or her job or a job opportunity; a court order that the harasser stop engaging in sexual harassment and/or discrimination; a court order that the employer develop training and education for supervisors and employees in the area of sexual harassment; and back pay. An award of back pay will generally compensate the victim for benefits lost during the discriminatory acts, minus whatever compensation was received by the victim during that period.

State and federal law further provide that a claimant may sue for damages attributable to emotional distress, and in egregious cases, may also recover punitive damages against the employer and/or harasser. Fines may also be assessed by the Fair Employment and Housing Commission.

2. Employees and Students

A. State Law Procedures

In addition to the internal reporting process described in Section III, employees or students who believe they have been subjected to unlawful harassment may file a formal complaint with the District Chancellor or his designee pursuant to California Code of Regulations Title 5, Article 3, § 59328 by contacting Jerry Pauley, Vice Chancellor, Human Resources at the District Office. The complaint reporting and investigation procedure is described more fully in the District's policy for investigating complaints of unlawful discrimination which may be obtained from Jerry Pauley at the District Office located at:

Ventura County Community College District
71 Day Road
Ventura, California 93003
(805) 654-6361

Complaints of sexual harassment may also be directed to:

California State Department of Education
721 Capital Mall
Sacramento, California 95814
(916) 657-4762

B. Federal Law Procedures

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in federally-funded education programs and provides a federal remedy for employees and students who are victims of sexual harassment. In addition to the District's internal reporting procedure described in Section III, employees and students may file complaints for violations of Title IX by contacting:

Department of Education's Office of Civil Rights
50 United Nations Plaza, Room 239
San Francisco, California 94102
(415) 437-7700

C. Remedies

Remedies available to students and employees under the California Code of Regulations Title 5, Article 3, 59328 and Title IX and may include monetary damages, as well as declarative or injunctive relief.

Appendix XIII
1997-98 Nonresident Tuition Fee Charges and Refund Schedule*

For the 1997-98 school year, tuition has been established at $117 per unit. In addition, students who are both citizens and residents of a foreign country will be assessed a surcharge of $14 per semester unit on the 1997-98 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	2nd Week Refund		3rd Week Refund		4th Week Refund
		Regular & Summer	Regular	Summer	Regular	*Summer	*Regular Only
0.5	58.50	58.50	43.88	29.25	29.25	14.63	14.63
1.0	117.00	117.00	87.75	58.50	58.50	29.25	29.25
1.5	175.50	175.50	131.63	87.75	87.75	43.88	43.88
2.0	234.00	234.00	175.50	117.00	117.00	58.50	58.50
2.5	292.50	292.50	219.38	146.25	146.25	73.13	73.13
3.0	351.00	351.00	263.25	175.50	175.50	87.75	87.75
3.5	409.50	409.50	307.13	204.75	204.75	102.38	102.38
4.0	468.00	468.00	351.00	234.00	234.00	117.00	117.00
4.5	526.50	526.50	394.88	263.25	263.25	131.63	131.63
5.0	585.00	585.00	438.75	292.50	292.50	146.25	146.25
5.5	643.50	643.50	482.63	321.75	321.75	160.88	160.88
6.0	702.00	702.00	526.50	351.00	351.00	175.50	175.50
6.5	760.50	760.50	570.38	380.25	380.25	190.13	190.13
7.0	819.00	819.00	614.25	409.50	409.50	204.75	204.75
7.5	877.50	877.50	658.13	438.75	438.75	219.38	219.38
8.0	936.00	936.00	702.00	468.00	468.00	234.00	234.00
8.5	994.50	994.50	745.88	497.25	497.25	248.63	248.63
9.0	1,053.00	1,053.00	789.75	526.50	526.50	263.25	263.25
9.5	1,111.50	1,111.50	833.63	555.75	555.75	277.88	277.88
10.0	1,170.00	1,170.00	877.50	585.00	585.00	292.50	292.50
10.5	1,228.50	1,228.50	921.38	614.25	614.25	307.13	307.13
11.0	1,287.00	1,287.00	965.25	643.50	643.50	321.75	321.75
11.5	1,345.50	1,345.50	1,009.13	672.75	672.75	336.38	336.38
12.0	1,404.00	1,404.00	1,053.00	702.00	702.00	351.00	351.00
12.5	1,462.50	1,462.50	1,096.88	731.25	731.25	365.63	365.63
13.0	1,521.00	1,521.00	1,140.75	760.50	760.50	380.25	380.25
13.5	1,579.50	1,579.50	1,184.63	789.75	789.75	394.88	394.88
14.0	1,638.00	1,638.00	1,228.50	819.00	819.00	409.50	409.50
14.5	1,696.50	1,696.50	1,272.38	848.25	848.25	424.13	424.13
15.0	1,755.00	1,755.00	1,316.25	877.50	877.50	438.75	438.75
15.5	1,813.50	1,813.50	1,360.13	906.75	906.75	453.38	453.38
16.0	1,872.00	1,872.00	1,404.00	936.00	936.00	468.00	468.00
16.5	1,930.50	1,930.50	1,447.88	965.25	965.25	482.63	482.63
17.0	1,989.00	1,989.00	1,491.75	994.50	994.50	497.25	497.25
17.5	2,047.50	2,047.50	1,535.63	1,023.75	1,023.75	511.88	511.88
18.0	2,106.00	2,106.00	1,579.50	1,053.00	1,053.00	526.50	526.50
18.5	2,164.50	2,164.50	1,623.38	1,082.25	1,082.25	541.13	541.13
19.0	2,223.00	2,223.00	1,667.25	1,111.50	1,111.50	555.75	555.75
19.5	2,281.50	2,281.50	1,711.13	1,140.75	1,140.75	570.38	570.38
20.0	2,340.00	2,340.00	1,755.00	1,170.00	1,170.00	585.00	585.00
20.5	2,398.50	2,398.50	1,798.88	1,199.25	1,199.25	599.63	599.63
21.0	2,457.00	2,457.00	1,842.75	1,228.50	1,228.50	614.25	614.25
		100% Refund	75% Refund	50% Refund	50% Refund	25% Refund	25% Refund

*No refunds permitted if withdrawal occurs after the 4th week of a regular semester or the 3rd week of summer session.

Appendix XIV
1997-98 Foreign Capital Outlay Surcharge and Refund Schedule

Units Enrolled	Surcharge Amount	1st Week Refund Regular & Summer	2nd Week Refund		3rd Week Refund		4th Week Refund *Regular Only
			Regular	Summer	Regular	Summer	
0.5	7.00	7.00	5.25	3.50	3.50	1.75	1.75
1.0	14.00	14.00	10.50	7.00	7.00	3.50	3.50
1.5	21.00	21.00	15.75	10.50	10.50	5.25	5.25
2.0	28.00	28.00	21.00	14.00	14.00	7.00	7.00
2.5	35.00	35.00	26.25	17.50	17.50	8.75	8.75
3.0	42.00	42.00	31.50	21.00	21.00	10.50	10.50
3.5	49.00	49.00	36.75	24.50	24.50	12.25	12.25
4.0	56.00	56.00	42.00	28.00	28.00	14.00	14.00
4.5	63.00	63.00	47.25	31.50	31.50	15.75	15.75
5.0	70.00	70.00	52.50	35.00	35.00	17.50	17.50
5.5	77.00	77.00	57.75	38.50	38.50	19.25	19.25
6.0	84.00	84.00	63.00	42.00	42.00	21.00	21.00
6.5	91.00	91.00	68.25	45.50	45.50	22.75	22.75
7.0	98.00	98.00	73.50	49.00	49.00	24.50	24.50
7.5	105.00	105.00	78.75	52.50	52.50	26.25	26.25
8.0	112.00	112.00	84.00	56.00	56.00	28.00	28.00
8.5	119.00	119.00	89.25	59.50	59.50	29.75	29.75
9.0	126.00	126.00	94.50	63.00	63.00	31.50	31.50
9.5	133.00	133.00	99.75	66.50	66.50	33.25	33.25
10.0	140.00	140.00	105.00	70.00	70.00	35.00	35.00
10.5	147.00	147.00	110.25	73.50	73.50	36.75	36.75
11.0	154.00	154.00	115.50	77.00	77.00	38.50	38.50
11.5	161.00	161.00	120.75	80.50	80.50	40.25	40.25
12.0	168.00	168.00	126.00	84.00	84.00	42.00	42.00
12.5	175.00	175.00	131.25	87.50	87.50	43.75	43.75
13.0	182.00	182.00	136.50	91.00	91.00	45.50	45.50
13.5	189.00	189.00	141.75	94.50	94.50	47.25	47.25
14.0	196.00	196.00	147.00	98.00	98.00	49.00	49.00
14.5	203.00	203.00	152.25	101.50	101.50	50.75	50.75
15.0	210.00	210.00	157.50	105.00	105.00	52.50	52.50
15.5	217.00	217.00	162.75	108.50	108.50	54.25	54.25
16.0	224.00	224.00	168.00	112.00	112.00	56.00	56.00
16.5	231.00	231.00	173.25	115.50	115.50	57.75	57.75
17.0	238.00	238.00	178.50	119.00	119.00	59.50	59.50
17.5	245.00	245.00	183.75	122.50	122.50	61.25	61.25
18.0	252.00	252.00	189.00	126.00	126.00	63.00	63.00
18.5	259.00	259.00	194.25	129.50	129.50	64.75	64.75
19.0	266.00	266.00	199.50	133.00	133.00	66.50	66.50
19.5	273.00	273.00	204.75	136.50	136.50	68.25	68.25
20.0	280.00	280.00	210.00	140.00	140.00	70.00	70.00
20.5	287.00	287.00	215.25	143.50	143.50	71.75	71.75
21.0	294.00	294.00	220.50	147.00	147.00	73.50	73.50
		100% Refund	75% Refund	50% Refund	50% Refund	25% Refund	25% Refund

*** No refunds permitted if withdrawal occurs after the 4th week of a regular semester or the 3rd week of a summer session.**

Administration

Ventura County Community College District Board of Trustees

John Tallman

Dr. Norman J. Nagel

Pete E. Tafoya

Robert Gonzales

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District Administration

Dr. Philip Westin, Chancellor

Michael D. Gregoryk, Deputy Chancellor

Anthony Tricoli, Associate Vice Chancellor, Instruction/Student Services

TBA, Vice Chancellor, Human Resources

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College Services

Ray Di Guilio, Vice President, College Services

Dave Abraham, Director of Maintenance & Operations

Executive Vice President, Student Learning

Instructional Services

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Delois J. Flowers, Dean, Library/Media Center/ Social Sciences

Tanya Burke, Dean, Business/Public Services/ Technology

TBA, Intern Dean, Institutional Services (Counseling & Evening Instruction)

Student Services

Ronald Jackson, Dean, Student Services

Full-Time Faculty

(Date) indicates year of employment at Oxnard College.

Andrich, John J. (1984)
Mathematics/Physics. B.S., California State Polytechnic University, Pomona; M.S., West Coast University

Archuleta, Teresa (1980)
EOPS Coordinator. B.A., California State University, Northridge; M.S., California State University, Sacramento

Arvizu, Steven F. (1997)
President. A.A., Bakersfield College; B.A., Fresno State College; M. A., Stanford University and CSU Sacramento; Ph.D., Stanford University

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 Polytechnical College; Ed.D., Brigham Young University

Brockett, Donald H. (1982)
Dean, 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., Ph.D., City University of New York

Burke, Tanya (1975)
Dean, 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., Ph.D., University of California, Davis

Castro, Frank (1977)
Automotive Technology

Chaparro, Linda (1987)
Psychology. B.A. California State University, Northridge; M.S.W., University of California, Berkeley; Ph.D., University of Michigan

Chatenever, Robert A. (1981)
Air Conditioning/Refrigeration. B.S., Stevens Institute of Technology

Corbett, P. Scott (1996)
History. B.A., M.A., Kent State University; M.Ph., Ph.D., University of Kansas

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-Rubenstein, 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

Di Guilio, Ray (1997)
Vice President, College Services. B.A., M.A., University of California, Berkeley

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, Valparaiso, 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

Eustice, Carole A. (1990)
Business Information Systems. B.S., California State University, Northridge; M.A., California State University, Los Angeles

Fauth, Lynn (1986)
English. A.A., Santa Monica College; B.A., United States International University; M.A., California State University, Los Angeles; 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)
Dean, Library/Media Center/Social Sciences. 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-Calderón, M. Carmen (1992)
Business Management/Marketing. A.A., Moorpark College; B.S., M.S., La Verne University

Hall, Steven C. (1996)
Mathematics. B.A., M.S., San Diego State 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)
Dean, Student Services. B.A., M.A., M.Ed., University of California, Santa Barbara

Jarvaise, 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, Mary J. (1995)
Student Health Services Coordinator. B.S., Salve Regina College; M.A., University of California, Los Angeles

Kamaila, Linda L. (1990)
Anthropology. B.A., M.A., Ph.D., Stanford 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

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

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

Ma, Yong Chun (1996)
Chemistry. B.S., Fudan University, China; M.S., University of Mississippi

Magallanes, David (1992)
Mathematics. B.S., California State University, Northridge; M.S., California State University, San Luis Obispo

McCarthy, Remy A. (1988)
Physical Education. A.A., Moorpark College; B.A., M.A., California State University, Northridge

McClurkin, Lawrence Ronald (1996)
Physical Education. A.A., El Camino College; B.A., M.A. (in progress), California State University, Dominguez Hills

Merrill, James A. (1985)
English. A.A., Oxnard College; 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'Neil, 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; Ed.D., University of La Verne

Parker, Maria (1992)
Mathematics. B.S., M.S., Purdue University

Peters, Irene (1985)
Mathematics. B.A., Eastern Michigan University; M.A., Wayne State University

Pinto-Casillas, Mary (1995)
Office Automation. A.A., Oxnard College; B.S., University of LaVerne

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; Ph.D., Union Graduate School, Ohio

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

Ryan, Kristine A. (1996)
Mathematics. B.S., M.S., California State University, Northridge

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., M.A., Ph.D., University of California, Santa Barbara

Sanchez, Matilde (1989)
English/ESL. B.A., 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

Sharp, Nicholas K. (1986)
Information Processing Systems. B.A., University of California, Santa Barbara

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Index

A
Academic Counseling, 18
Academic Policies, 14 - 17
Academic Renewal, 16
Accounting, 60, 87, 88
Accreditation, 7
Adaptive Computer Technology, 73
Administration, 159
Administrative Assistant, 69
Admission, Eligibility, 9
Admission Procedures, 9
Admissions Information, 9 - 13
Affirmative Action, 7
African-American Literature, 107
African-American Studies, 73
Air Conditioning / Refrigeration, 60, 73
Alcohol / Drug Studies, 61, 74
Algebra, 127, 128
Anatomy, 85, 86
Announcement of Courses, 71
Anthropology, 55, 75
Appendices, 148
Applied Electronics, 61, 104
Aquatics, 134
Area Studies, 77
Armed Services Training, 12
Art, 55, 77
Asian-American Studies, 82
Assessment, 10
Associate in Arts Degree, 41, 54
Associate in Science Degree, 41, 54
Associated Students, 21
Astronomy, 82
Athletics, 21
Attendance, 15
Auditing, 152
Auditing Classes, 17
Automotive Body and Fender Repair, 61
Automotive Body Repair and Paint, 82
Automotive Technology, 62, 83

B
Ballet, 135
Baseball, 136
Baseball, Varsity, 137
BASIC Programming, 94, 129
Basketball, 136
Basketball, Varsity, 137
Bilingual Program, 18
Bilingual / Cross-Cultural, 55
Biology, 56, 85
Board, Governing, 3
Bowling, 135
Business, 56, 87
Business Information Systems, 91
Business Law, 88
Business Management, 62
Business Math, 87
Business / Logistics, 62

C
Calculus, 129
California State University System, 47
Campus Map, 5
Campus Safety Statistics, 22
Career Center / Job Placement, 19
Career Counseling, 18
Ceramics, 81
Certificate of Achievement, 53
Certificate Programs, 53
Challenging a Prerequisite or Corequisite, 71
Cheating, 17
Chemistry, 96
Chicano Studies, 97
Child Development, 62, 97
Child Development Center, 23
Choir, 131
COBOL Programming, 94
College Administration, 159
College, History of the, 7
College, Mission of the, 6
College, Nature of the, 6
College, Philosophy of the, 6
College Transfer Curriculum, 44
Color and Design, 77
Communications, 56
Community Services, 7
Competency Requirements, 41
Computer Programming, 94, 129
  BASIC, 94, 129
  C, 95
  COBOL, 94
  FORTRAN, 129
  PASCAL, 95, 130
Configuration / Data Management Program, 63
Continuous Enrollment, 43
Counseling Services, 18
Course Descriptions, 73 – 147
Course Repetition, 15, 152
Courses, Announcement of, 71
Creative Writing, 105, 106
Credit by Examination, 16
Credit, Military, 12
Credit, Transfer, 11
Credit / No Credit Options, 14, 72
Critical Thinking Goal, 8
Cross-Country, Varsity, 137
CSU System, 47
Culinary Arts, 66
Curriculum, College Transfer, 44
Curriculum Patterns, 54 – 70

D
Dance, 134
Dean's List, 17
Debate, 145
Degree Information, 41 – 54
Degrees, Designated, 54
Dental Hygiene, 100
Description of Courses, 73 – 147
Design and Color, 77
Diesel Mechanics, 64, 102
Disability Support Services, 18
Disciplinary Action, 148
Dismissal, 17, 151
Double Counting, 44
Dramatics, 21
Drawing, 77, 78, 80, 104
Dropping a Course, 15

E
Economics, 56, 102
Electronics, 64, 103
Eligibility for Admission, 9
Employment Services, 19
Engineering, 104
Engineering Technology, 64, 104
English, 57, 105
Environmental Engineering Technology, 109
Environmental Technology, 65, 109
EOPS, 18
ESPIGA, 18
Examination, Credit By, 16
Examinations, Final, 17
Expulsion, 149

F
Facilities, Campus, 7
Faculty, 159 – 161
Fees, 12 - 13
Field Trips, 72
Final Examinations, 17
Financial Services, 19
Fire Technology, 65, 110
First Aid and Safety, 116
Fitness Management Specialist, 66
Foreign Capital Outlay Surcharge and Refund Schedule, 158
Foreign Students, 11, 153
FORTRAN Programming, 129
French, 113
Full-Time Student, 12

G
General Education Requirements
  Cal Lutheran, 52
  CSU, 47
  UCSB, 51
General Information, 6 - 8
Geography, 114
Geology, 114
Geometry, 127
German, 115
Golf, 135
Golf, Varsity, 137
Governing Board, 3
Grade Changes, 15
Grade Point Average, 14
Grades, Incomplete, 14
Grading Practices, 14
Grading System, 14
Graduation Application, 41
Graduation Requirements, 41
Grants, 19
Grievance, 149
Growth, Personal, 132
Guidance, 18
Guidelines for Additional Degrees, 43
Guitar, 131

H
Health Center, Student, 21
Health Science, 115
Health Services, 153
High School Admissions Program, 10
Hispanic-American Literature, 107
History, 57, 116
  African-American, 116
  American, 117
  Asia, 117
  California, 116
  Mexico, 117
  Middle Eastern, 117
  Russia, 117
  United States, 116
  Western Civilization, 116
  Women's, 117
History of the College, 7
Hotel and Restaurant Management, 66, 117

I
Incomplete Grades, 14
Industrial Safety, 68
Information Processing, 93
Information Processing Systems, 68, 121
Interdisciplinary Studies, 121
Intermediate Typewriting, 92
International Business, 57, 90
International Student Program, 19
Interpretation, 58, 122

J
Japanese, 122
Job Placement/Career Center, 19
Journalism, 58, 122

L
Language, English, 105
Late Registration, 9
Law, Business, 88
Leadership, 123
Learning Center, 23
Learning Skills, 124
Legal Assisting, 68, 124
Library, 19
Listening Devices, Use of, 17
Literature
  African-American, 107
  American, 107
  Chicano/a, 108
  Children's, 107
  Contemporary, 109
  English, 107
  Ethnic, 108
  Introduction, 108
  Mexican in Translation, 107
  Western, 107
  Women In, 107
Logistics, 89
Lower Division Requirements, 41

M
Majors, Transfer, 44
Maps, 5
Marine Studies, 126
Marketing, 69, 88, 90
Mathematics, 58, 127
Mathematics, Business, 87
Matriculation, 9, 151
Medical Office, 92, 93
Memberships, 7
Mexican Literature, 107
Microcomputers, 93
Military Credit, 12
Military Personnel Residency (Active), 11
Military Personnel Dependents, 11
Mission of the College, 6
Music, 130

N
Naturalization, 106
Nature of the College, 6
New Horizons Program, 20
Non-degree Applicable Courses, 41, 42, 71
Nonresident Fee, 11
Nonresident Tuition Fee Charges and Refund Schedule, 157

O
Occupational Curriculum Patterns, 60
Oceanography, 114, 126
Office Automation, 69, 91, 132
Office Microcomputers, 70
Office Technician, 69
Oral Communication, 145
Out-of-State Schools, 53

P
Painting, 78, 79, 80
Parking Fee, 13
PASCAL Programming, 95, 130
Patterns, Curriculum, 53, 54 - 70
Personal Counseling, 18
Personal Growth, 132
Philosophy, 58, 133
Philosophy of the College, 6
Physical Education, 134
Physical Science, 137
Physics, 138
Piano, 131
Plagiarism, 17
Policies, Academic, 14 - 17
Policies, Readmission, 17
Political Science, 59, 138
Prerequisites, Corequisites, and Recommended Preparation, 71
Privacy Rights, 154
Private Colleges and Universities, 52
Probation, 17, 148, 151
Procedures, Admission, 9
Program Information, 41 – 54
Programs, Certificate, 53
Programs, Degrees, and Transfer Information, 41–54
Programs List, 41
Psychology, 59, 139
Publications, 23
Puente Project, 20

R
Re-Entry Center, 20
Reading. *See* English
Readmission, 17, 151
Recording Devices, Use of, 17
Refrigeration, 60, 73
Refund Schedule, Nonresident Tuition, 157
Refund Schedule, Foreign Capital Outlay Surcharge, 158
Registration, 9
Registration, Late, 9
Remedial Limitations, 43
Repetition, Course, 15
Requirements
  Graduation, 41
  Lower Division, 41
  State University, 47
  UC System, 50
Residency Requirements, 11
Restaurant Management, Hotel and, 66, 117
Running, 135

S
Safety and First Aid, 116
Safety Statistics, Campus, 22
Scholarships, 19
Science, Health, 115
Science, Physical, 137
Science, Political, 59, 138
Sculpture, 81, 82
Sexual Harassment, Interim Complaint Procedure, 155
Shakespeare, 107
Shorthand, 92
Sign Language, 140
Soccer, 136
Soccer, Varsity, 137
Sociology, 59, 141
Softball, 136
Softball, Varsity, 137
Spanish, 60, 143
Special Education, 144
Special Programs, 23
Speech, 145
Standards of Student Conduct, 148
State College General Education Requirements, 47
Student Activities, 21
Student Conduct Code, 148
Student Employment, 19
Student Health Center, 21
Student Organizations, 21
Student Services, 18 - 22
Students, Foreign, 11
Supervision, 70
Suspension, 148
Swimming, 134

T
Television, 146
Television Station, 23
Tennis, 135
Tennis, Varsity, 137
Textbooks and Supplies, 13
Theatre Arts, 146
Title IX, 7
Total Quality Management, 89
Track and Field, 137
Track and Field, Varsity, 137
Transcripts, 13
Transcripts, Request for, 13
Transfer Center, 21, 44
Transfer Credit, 11
Transfer Information, 41 - 54
Transfer Majors, 44
Transfer Preparation, 44
Transferability of classes, 71
Transferability of Courses, 44
Travel & Tourism, 67, 120
Tuition, 11
Tuition Refunds, 11
Tutorial Services, 23
Typing, 91, 92

U
UC Transfer Requirements, 50
UCSB GED Requirements, 51

V
Varsity Sports, 137
Veterans' Services, 21
Vocational Counseling, 18
Volleyball, 137
Volleyball, Varsity, 137

W
Walking, 135
Withdrawal from Class, 15
Withdrawal from College, 15
Women in Literature, 107
Word Processing, 70, 93, 147
Work Study, 19
Writing, Creative, 105, 106



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