

## Campus Numbers

### Area Code (805)

General Information .....	986-5800
(Numbers not listed below)	
Addictive Disorders Studies .....	986-5800
.....	Ext. 1946
Admissions and Records .....	986-5810
Assessment/Orientation .....	986-5864
Athletic Program/Physical .....	986-5825
Education/Health	
Bookstore .....	986-5826
Business/Technology .....	986-5824
Careers & CalWORKS Services .....	986-5887
Career Center/Job Placement .....	986-5838
CARE .....	986-5827
Child Development Center .....	986-5801
Counseling .....	986-5816
Dental Hygiene Program .....	986-5823
Disabled Students Program/ .....	986-5830
Educational Assistance Center	
Economic Development/Community Init. ....	986-5888
EOPS .....	986-5827
Facility Use .....	986-5822
Financial Aid .....	986-5828
Fire Academy/Technology .....	384-8110
Health Center .....	986-5832
Human Resources .....	986-5860
International Students .....	986-5859
Institutional Research .....	986-5897
Instruction .....	986-5814
Learning Center .....	986-5839
Library .....	986-5819
Math, Science, & Health .....	986-5803
Matriculation .....	986-5864
Media Center .....	986-5845
Public Relations Office .....	986-5809
Off-Campus Programs .....	986-5888
OC-TV .....	986-5817
PACE Program .....	986-5800
.....	Ext. 2024
Re-Entry Program .....	986-5833
Registrar .....	986-5843
Scholarships .....	986-5978
Social Sciences & Letters .....	986-5804
Student Activities .....	986-5978
Student Business Office .....	986-5811
Student Services .....	986-5847
Transcripts .....	986-5810
TTY Telephone .....	488-8022
(For Deaf and Hearing Impaired)	
Tutorial Center .....	986-5846
Veterans Affairs .....	986-5810

## President's Welcome

Welcome to Oxnard College!

At OC we offer our students "Pathways to Excellence" opportunities to help shape your future. Whether you want to update skills, change careers, transfer to a four-year college or university, or just increase your knowledge in a variety of subjects - OC can offer you the educational experiences you are looking for.



Oxnard College is nationally recognized for its academic commitment and excellence. We offer our students the highest standards of educational quality. We are proud that in 2003 Oxnard College ranked sixth in California among like-size community colleges for transfer to the University of California system and fifth for transfer to California State University system. We constantly maintain and upgrade our articulation agreements with these institutions to aid you in achieving your higher education goals. These agreements guarantee that the courses you take at OC will be accepted by four-year colleges and universities. We offer quality education in small, intimate classroom settings which make it possible for students to receive the personal attention needed.

At Oxnard College we provide the training and skills development needed to enter or re-enter today's workplace. We work closely with business and industry to develop relevant training programs. The education you receive at Oxnard College will help you develop skills for the future, broaden your opportunities and increase your earning power and career options. Through unique training programs, such as Dental Hygiene, the Cisco Networking Academy and OC's Culinary Arts Program, you will be well positioned to enter today's job market in the field of your choice.

Oxnard College's faculty and staff are student centered. We are here to help you with classes that are comprehensive, tuition that is affordable and quality facilities that feature the latest technology. Start your investment in education today at Oxnard College - your "Pathway to Excellence."

Thank you for choosing OC!

Sincerely,

Lydia Ledesma-Reese, Ed.D.

President of Oxnard College

### Accuracy of the College Catalog

Oxnard College is committed to providing students the most accurate, current information available regarding the College's programs, courses, regulations and policies. However, there may be times when course changes concerning prerequisites, content, hours, or units of credit are determined after publication of the catalog or when district policy or state regulation dictates a change in current practice. When such a circumstance arises, every effort will be made through the class schedules, public media, and at time of registration to notify students of any changes in the course descriptions or college policies as presented herein. Students with questions or concerns about a specific course need to talk to a counselor or to call the appropriate division office. Questions or concerns regarding standard practice and process can be directed to the Office of Student Learning at (805) 986-5814.

# OXNARD COLLEGE

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

www.oxnardcollege.edu

## CATALOG

2005 - 2006



### This Catalog Can Help You:

- To more easily find what you are looking for in this catalog, use the **TABLE OF CONTENTS** on **page 3** and the **INDEX** beginning on **page 174**.
- To look up important dates, turn to the college **CALENDAR** on **page 2**. You'll find a listing or registration dates, the first and last day of each term, every holiday, Spring Break, the final examination dates, the last day you may drop classes, and more!
- To find out more information about any course, read detailed **COURSE DESCRIPTIONS** beginning on **page 64**.
- To assure you complete all requirements for an **ASSOCIATE DEGREE** or **CERTIFICATE OF ACHIEVEMENT** at Oxnard College, carefully read **GRADUATION REQUIREMENTS** beginning on **page 43**. To find out which courses fulfill **REQUIREMENTS FOR AN ASSOCIATE DEGREE**, turn to **page 44**.
- To find information about the requirements to **TRANSFER** from Oxnard College to any California State University (CSU) turn to **page 48**; for any University of California (UC) campus turn to **pages 52-53**. To find out which courses fulfill **CSU GENERAL EDUCATION REQUIREMENTS**, turn to **page 49**. To find out which courses fulfill **INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) Requirements**, turn to **page 51**.

# OXNARD COLLEGE ACADEMIC CALENDAR

## Fall Semester 2005 (August 15 – December 14, 2005)

August 13/14 .....	First day of semester-length Saturday/Sunday classes
August 15 .....	First day of semester-length traditional classes
August 26 .....	Last day to add a course (with add authorization code)
August 26 .....	Last day to drop a course and receive a refund
September 3 – 5 .....	Labor Day (No classes)
September 9 .....	Last day to drop classes without a "W"
September 16 .....	Deadline to select CR/NC grade option
October 14 .....	Deadline to petition for Degree (graduation)
October 14 .....	Deadline to petition for Certificate of Achievement
November 11 .....	Veteran's Day (No classes)
November 18 .....	Last day to drop classes with a "W"
November 24 – 27 .....	Thanksgiving (No classes)
December 8 – 14 .....	Final Exams

## Spring Semester 2006 (January 9 – May 17, 2006)

January 9 .....	First day of semester-length traditional classes
January 16 .....	Martin Luther King Day (No classes)
January 20 .....	Last day to add a course (with add authorization code)
January 20 .....	Last day to drop a course and receive a refund
February 3 .....	Last day to drop classes without a "W"
February 10 .....	Deadline to select CR/NC grade option
February 17 – 20 .....	Presidents' Days (No classes)
March 10 .....	Deadline to petition for Degree (graduation)
March 10 .....	Deadline to petition for Certificate of Achievement
April 7 .....	Self-Assigned Flex Day (No classes)
April 10 – 16 .....	Spring Break (No classes)
April 21 .....	Last day to drop classes with a "W"
May 11 – 17 .....	Final Exams

For short-term/summer class deadline dates contact the Admissions Office.

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# General Information

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## 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 (VCCCD) 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 (OC) 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: Liberal Arts Building housing 20 classrooms plus science and business laboratories and faculty office wings, and a Library/Learning Resources Center consisting of 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 Letters and Science Building was completed and occupied in 1997. A Community and Student Services Center was completed in Spring, 2003. Other campus buildings include two relocatable classroom buildings, a vocational shop building, a student services center, student activities center, and a food services facility.

The Ventura County Community College District and Oxnard College entered into an agreement in 1999 with the County of Ventura to house a Job and Career Center on campus. The Center provides local residents with career training and supportive social services necessary to achieve their career goals. The Center also housed the Oxnard College Economic Development Center. County offices as well as the Oxnard College Economic Development Center, EOPS and Student Services Offices moved into the Community & Student Services building in Spring, 2003.

Several new buildings and major renovation projects are scheduled to be completed within the next 10 years, due to the passage of Measure S, a \$356 million bond issue for construction projects District-wide. At Oxnard College, new projects include a long-awaited Performing Arts Center including a theater, a Fine Arts Building, a "one-stop" Student Services Complex with new bookstore and food services facilities, general classroom buildings, a Health Sciences Center, and a warehouse on campus. At the District's Camarillo Airport property, a High Tech Center and Fire Technology facilities will be constructed for OC use. Major remodeling projects on campus will include the Learning Resources Center, expansion of the Child Development Center, and renovation and expansion of athletic facilities.

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. The goal of completing the campus's physical plant has become achievable thanks to the willingness of Ventura county citizens to support the bond issue projects.

## Mission Statement, Vision, and Goals

### The Oxnard College Mission

Oxnard College embraces its diverse community by providing excellent and unique educational programs in a collaborative, nurturing safe environment that promotes student success and lifelong learning.

### Mission of California Community Colleges

NOTE: Our mission, while unique to Oxnard College, also enables us to accomplish the State-mandated mission for all California community colleges, which requires us to offer a variety of programs and services in the following areas:

#### Transfer Education

Standard collegiate courses at the lower division level for those students who plan to earn an associate degree and/or transfer to four-year colleges and universities

#### Vocational Education

Specialized vocational and technical education and training in selected occupational fields leading to job entry, advancement, retraining, certification, and associate degrees

#### General Education

Courses designed to contribute to associate degree programs; broaden knowledge and perspectives; develop critical thinking and communication skills; enhance cultural literacy; encourage a positive attitude toward learning; and equip students to participate in a complex, interdependent world.

#### Basic Skills Education

Courses in mathematics, reading, writing, and speaking for under prepared students, as well as other programs designed to enable those with special learning needs to reach their educational goals

#### Support Services

Comprehensive services that help students achieve their educational goals through assessment of skills and abilities, counseling and advisement, tutoring, financial aid, job placement, health services, student activities, student government, child care and personal development programs

## **Community Education**

Conveniently scheduled, state-supported noncredit classes and fee-supported educational, cultural, recreational, and occupational programs that enrich the lives of area residents and provide opportunities for lifelong learning

## **Economic Development**

Programs and services, including contract training, designed to meet the specific needs of business and industry in developing a trained workforce that can enhance the economic vitality of the community

## **The Oxnard College Vision**

The collaborative learning community of Oxnard College will:

- rely upon scholarly, comprehensive, and current knowledge in all areas of instruction and service;
- provide innovative, appropriate, and effective instruction for student success;
- facilitate and maximize students' use of services that enables their educational success;
- encourage students to enjoy self-reliant, lifelong learning;
- ensure student and staff access to technology and develop proficiency in all forms of communication, information retrieval, critical thinking and applied analysis;
- demonstrate and embrace respect for varied educational needs and cultural contributions;
- enhance our students' connections to the world by promoting leadership qualities, their understanding of global interdependence, their appreciation of vast diversity of human cultures, and their cross-cultural competencies;
- establish mutually beneficial relationships with the industries and communities we serve;
- provide leadership and resources for economic development and for improving the quality of life within the region;
- challenge students and the entire staff to a commitment in serving their communities and fellow human beings;
- promote a community culture of kindness, respect and integrity;
- secure sufficient resources - material, financial and otherwise - to facilitate the accomplishment of all of the above.

## **Oxnard College's Core Values**

We, the members of Oxnard College, are inspired by and will strive to exemplify through our collaborative actions the following core values:

### **Diversity and Commonality**

We value others and ourselves as unique individuals and embrace the commonalities and the differences that promote the best of who we are.

### **Excellence**

We value vision, creativity, risk taking and innovation to achieve and sustain excellence.

### **Integrity and Civility**

We value integrity, honesty and congruence in action and word by demonstrating kindness and respect in all our interactions.

### **Learning**

We value learning as a lifelong process in the pursuit of knowledge and personal growth.

### **Shared Decision Making**

We value shared decision making (shared governance) as the process that provides each of us the opportunity to build consensus.

## **Oxnard College Strategic Goals**

1. To develop and strengthen a positive college image in our community.
2. To obtain additional financial and human resources to strengthen the institution.
3. To provide facilities, technology, and other learning resources necessary to meet the educational and cultural needs of our growing community.
4. To enhance the economic, cultural, and social well-being of individuals and families in our community.
5. To use research and program review to assess program quality and guide institutional development.
6. To maximize student success.

## **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.

## **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.

## Accreditation

Oxnard College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education.

## Community Services

Community Services is a self-supporting outreach function of Oxnard College which provides the community with unique educational, recreational and personal development classes. It offers Traffic School classes in English and Spanish on a regular basis.

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 conferences, seminars and other events.

For information regarding any Community Services program or function call (805) 986-5822.

## 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."

## 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.

### OXNARD COLLEGE Student Profile

#### **Fall 2004 Enrollment:**

Full-time .....	32%
Part-time .....	68%
TOTAL .....	6,811

#### **Gender:**

Female .....	59%
Male .....	41%

#### **Age:**

19 or Less .....	26.8%
20-24 .....	31.9%
25-29 .....	12.3%
30-34 .....	7.8%
35-39 .....	6.6%
40-49 .....	9.4%
50 or more .....	5.1%

#### **Ethnicity:**

African American .....	3.9%
Asian .....	3.7%
Filipino .....	5.4%
Hispanic .....	61.8%
Native American .....	0.9%
Pacific Islander .....	0.6%
White .....	19.6%
Other & Unknown .....	4.0%

#### **2003/2004 Financial Aid**

Total financial aid awarded .....	\$5,938,415
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#### **Spring/Fall 2005 International Students**

Enrollment .....	66
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#### **Countries represented:**

Albania, Argentina, Belgium, Brazil, Canada, China, Colombia, Ecuador, El Salvador, Germany, Honduras, Japan, Korea, Nigeria, Philippines, Russia, Sweden, Taiwan, Trinidad, Tobago, Tunisia, Venezuela, Vietnam.

# OXNARD COLLEGE STUDENT RIGHT-TO-KNOW 2000 FACT SHEET

In compliance with the Student-Right-to-Know (SRTK) and Campus Security Act of 1990 (Public Law 101-542), it is the policy of the Ventura County Community College District and Oxnard College to make available its completion and transfer rates to all current and prospective students.

In Fall 2000, a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students is identified and tracked over a three-year period. SRTK rates do not represent the success rates of the entire student population at Oxnard College, nor do they account for student outcomes occurring after this three-year tracking period.

The **completion rate** is the percentage of students in the cohort who earned a degree or certificate, or could be considered “transferable” to a four-year institution (completed 56 or more transferable units with at least 2.0 GPA). The **transfer rate** is the percentage of students in the cohort who have been identified as having transferred to another California Community College or a four-year institution, but did not meet the criteria above to be classified as a “completer.” Federal law prohibits a student from being counted in more than one category; therefore, those students who are “completers” and have transferred to a four-year institution are only counted once as “completers,” and not as “transfers.”

The tables below present the SRTK rates for Oxnard College and statewide for the last five cohort years.

### Completion Rates

	1996	1997	1998	1999	2000
Oxnard	28.2	28.9	30.3	27.4	26.2
Statewide	32.0	32.7	30.6	34.8	33.7

### Transfer Rates

	1996	1997	1998	1999	2000
Oxnard	32.9	25.8	31.1	19.2	23.8
Statewide	25.1	25.5	27.0	23.6	22.1

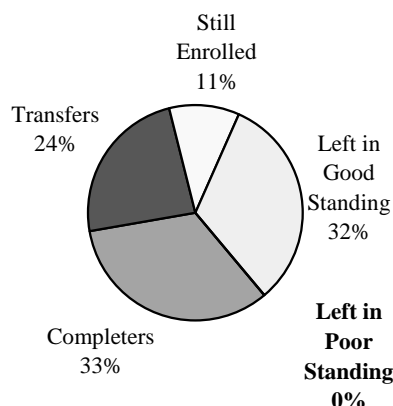
Unfortunately, the completion rates at Oxnard College have consistently been lower than those seen statewide except in 1998, when the gap was closed.

The transfer rates at Oxnard College were consistently higher than the statewide rates from 1995 through 1998, but dropped in 1999 to a level below that seen statewide. The Oxnard College rate returns to being above the statewide rate in 2000.

It should be noted that the cohort used for SRTK represents a very small proportion of the students at Oxnard College. The 2000 SRTK cohort of **84** students is only **1.1 percent** of the entire enrolled student population of 7,470 students, and only **6.4 percent** of the 1,317 first-time students enrolled that term. Many students attend Oxnard College with goals other than earning a degree or certificate or preparing to transfer to a four-year institution. In addition, the majority of Oxnard students attend on a part-time basis, thus excluding them from the SRTK cohort.

The chart below presents a more comprehensive, informative and representative picture of outcomes for Oxnard College students.

**Outcomes for 2000 SRTK Cohort**



The chart above indicates that **100 percent** of students achieved some level of success at Oxnard: 57 percent either completed a degree or certificate, became transfer-prepared, or transferred to another institution; 32 percent left the college in good academic standing; and 11 percent are still enrolled. **None** of students in this cohort left the college in poor academic standing. It should be noted that the completion percentage of 33% in this chart does not match the reported completion rate of 26% because six of the 28 total students who completed their programs, did not complete within 150% of the normal time for the program and therefore are not included in the calculation of the rate.

For additional copies contact Conni Bittinger, Research Assistant at [cbittinger@vcccd.net](mailto:cbittinger@vcccd.net). For more information on SRTK, please contact Dr. Darla Cooper, Director of Institutional Research at [dcooper@vcccd.net](mailto:dcooper@vcccd.net).

Oxnard College  
Office of Institutional Research

July 2004



# Admissions Information

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## 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.

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 online at [www.oxnardcollege.edu/webstar](http://www.oxnardcollege.edu/webstar).

### 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. If a student chooses not to use their Social Security number for an ID number, a 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 19.5 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 Student 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. Web schedule [www.oxnardcollege.edu/webstar](http://www.oxnardcollege.edu/webstar).

### Late Registration

Late registration will take place after the beginning of instruction, as stipulated in the pertinent class schedule.

### Confirmation Notices

Registration confirmation notices will no longer be mailed to students. To view your class schedule online go to [www.oxnardcollege.edu/webstar](http://www.oxnardcollege.edu/webstar), or call the STAR telephone line at (805) 384-8200.

### 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.

### Students Associated with the Armed Forces

**Students who are members of the armed forces** of the United States stationed on active duty in California shall be entitled to resident classification (Education Code 68075.1).

**Spouses, dependents** of military personnel shall be entitled to resident classification until they have resided in the state the minimum time necessary to become a resident (Education Code 68074). Further information regarding residency is available from the Admissions & Records Office.

### Selective Service Registration

Oxnard College, in accordance with AB 397 added by statutes 1997, c. 575, E.C.s 66500 & 69400, is alerting all male applicants for admission who are at least 18 years of age and born after December 31, 1959 to be aware of their obligation to register with the Selective Service. In order to receive Federal student aid, you must be registered with the Selective Service. For more information, refer to: [www.sss.gov](http://www.sss.gov).

## Matriculation Services Promote Student Success

The primary goal of Matriculation is to assist all students in attaining academic success. The college and each individual student work together combining several activities and processes to develop a Student Educational Plan (SEP). The SEP is a schedule of recommended courses for two semesters. Within the Matriculation process both college and student responsibilities are defined.

### **College Responsibilities Include:**

**Admissions and Records** - provide an admissions and records process that will enable the college to collect state required information on students.

**Assessment** - provide an assessment process using multiple measures to determine students' academic readiness in English, Reading, Math, and English as a Second Language.

**Orientation** - provide an orientation process designed to acquaint students with college programs, services, facilities and grounds, academic expectations, and college policies and procedures.

**Counseling/Advisement** - provide counseling services to assist students in course selection, development of an individual student educational plan, and use of campus support services; provide additional advisement and counseling to assist students who have not declared an educational goal, are enrolled in basic skill courses, are on academic probation/dismissal, or have been identified as high-risk.

**Follow-Up** - establish an Early Alert process to monitor a student's progress and provide necessary assistance toward meeting educational goals; provide students with (or direct them to) written district procedures for challenging matriculation regulatory provisions.

***NOTE:** Alternative services for the matriculation process are provided for ethnic and language minority students and students with disabilities.*

### **Student Responsibilities Include:**

1. Submit official transcripts from high schools and colleges attended.
2. Acquire and read the college catalog, class schedules, handouts, and other student materials which detail college policies and procedures.
3. Indicate at least a broad educational goal upon admission.
4. Declare a specific educational goal after completing a minimum of 15 units.
5. Participate in orientation, assessment, advisement groups and other follow-up support services deemed necessary by the college in order for students to complete their stated educational goals.
6. Attend all classes and complete all course assignments.
7. Complete courses and maintain progress toward their educational goals.

### **Matriculation Exemption Policy\***

**\*College Math, English, and Reading courses require assessment prior to registration.**

All students are encouraged to participate in the matriculation process at Oxnard College. You may be exempt from the process if you meet the criteria listed below:

1. Students who have already earned an AA/AS degree or higher from a regionally accredited institution and **CAN DEMONSTRATE THIS WITH DOCUMENTATION.**
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 and **CAN DEMONSTRATE THIS WITH DOCUMENTATION.**
4. 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.

## 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 insurance discounts and dependent 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 employment:** 12 units (generally); 6 units or less if eligible for CalWORKs, DSPS, EOPS, or FWS.

## High School Students 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 students are responsible for payment of the mandatory Health Fee, Student Representation, and Student Center Fees.

An approved special part-time high school admissions form, signed by the student's parent/guardian and school principal (or designee) is required before a student is permitted to register. This petition is available in the Admissions & Records Office at Oxnard College or in the student's high school counseling office. **IF YOU ARE BELOW THE 11TH GRADE, you must also provide a letter from your parents and principal stating how you will benefit from the class. Parent and student must make an appointment to interview with the Dean of Student Services, 986-5847.**

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.

## International Students

An international student is a person who is a permanent resident of another country, and is in the United States on a visa.

It is recognized that there are educational and social values for international students enrolling in U.S. colleges. Oxnard College is happy to welcome international students to its campus.

The District's policy on international students is included in Appendix IX. For information go to [www.oxnardcollege.edu](http://www.oxnardcollege.edu), (805) 986-5859.

## Residency Requirements

California state law requires each student applying to a California community college to provide the information and evidence to determine residency or non-residency status. Requirements are as follows:

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.

## 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.

## Military Personnel Dependents

There is ongoing non-resident tuition exemption for military personnel dependents whose spouses' are assigned to California bases.

## 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 third week of the regular semester nor beyond the second 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.

## 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.

### 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.

All examinations require a score of 3, 4, or 5.

Examination	College Credit	OC Course Equivalencies
American Government	3 Units	POLS R101
American History	6 Units	HIST R102 & R103
Art History	6 Units	ART R102 & 3 units Humanities
Art Studio Drawing	6 Units	3 units Fine Arts & 3 units Humanities

Art Studio General	6 Units	3 units Fine Arts & 3 units Humanities
Math Calculus AB	5 Units	MATH R120
Math Calculus BC	5 Units	MATH R121
Biology	6 Units	BIOL R120 (no lab)
Chemistry	5 Units	CHEM R120
English Language and Composition	4 Units	ENGL R101
English Language and Literature	3 Units	ENGL R102
European History	3 Units	HIST R106
Physics B or C	6 Units	PHYS R101
Spanish Language	10 Units	SPAN R101 & R102
Spanish Literature	10 Units	SPAN R103 & R104

### 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.

## Student Fees

The following student fees are listed for your information, and are subject to change. Most fees are required by California law. All fees are due immediately and must be paid at the time of registration. A student who does not pay, or arrange payment of, mandatory fees within a limited time period may be dropped from all classes and will not receive grades, transcripts, diplomas, or permission to enroll for future academic terms. A student who owes fees from prior semesters will not be permitted to register for classes until all obligations have been paid in full. All fees may be paid at the Student Business Office. The Business Office accepts Visa or Mastercard. Payments on Webstar accept Visa, Mastercard, American Express or Discover Cards.

## Mandatory Fees

### 1. Enrollment Fee

The enrollment fee is set by the California Legislature is subject to change and may be retroactive. The basic fee is \$26 per unit, \$13 per ½ unit, \$6.50 per ¼ unit. California residents who are receiving benefits under CalWORKs, SSI/SSP, or General Assistance, or who meet certain income standards may be eligible for a Board of Governors' Fee Waiver (BOGW). Contact the Financial Aid Office for further information. High school students are exempt from this fee, unless they are taking 12 or more units.

### 2. Health Fee

A mandatory \*\$14 per semester (\*\$11 summer session) Health Fee is charged. This fee entitles students to the services of the Student Health Center.

*\*pending board approval*

In accordance with the California Education Code and Board Policy, you are required to pay a health fee, regardless of units taken, unless you meet one of the exemptions listed below pursuant to Ed Code §76355:

- You qualify for the Board of Governors Fee Waiver (BOGW) or are identified by the Financial Aid Office as qualifying for exemption under §76355.
- You depend exclusively on prayer for healing in accordance with the teachings of a bona-fide religious sect, denomination or organization. Documentation of such an affiliation is required.
- You are attending college under an approved apprenticeship training program.

### 3. Student Representation Fee

The Student Representation Fee of \$1 provides support for student representatives to lobby for legislation affecting California Community Colleges. However, students may for religious, political, financial, or moral reasons refuse to pay the Student Representation Fee by indicating their reason on the Student Representation Fee Waiver form, which is obtained in the Financial Aid Office.

### 4. Student Center Fee

The Student Center Fee was established by a vote of the students to build a Student Center. The fee is \$1 per unit with a maximum of \$10 per academic year. Students receiving benefits under CalWORKs, SSI/SSP, or General Assistance may be exempt from this fee by documenting participation in these programs through the Financial Aid Office.

### 5. Nonresident Tuition (Non-California residents)

The Ventura County Community College District Governing Board has adopted the state-mandated nonresident tuition fee at \$155 per unit for students who are non-California residents. This fee is in addition to the enrollment fee.

State law provides limited exemptions from payment of nonresident tuition for students as follows:

- a. Students taking noncredit classes (Ed Code §76380)
- b. Student apprentices taking supplemental instruction (Ed Code §76350)
- c. Students who are in the military stationed in California on active duty (Ed Code §68075)
- d. Students who are natural or adopted children or stepchildren of members of the military or dependent spouses of members of the military (Ed Code §68074)
- e. Students who are job transferees, under certain conditions (Ed Code §76143)
- f. Nonresident students who are taking classes for high school credit only (Calif. Const. Art. 9, §5)
- g. Students who are dependents of any person killed in the September 11, 2001, terrorist attacks, under certain conditions (Ed Code §68121)

#### h. AB540 Students

In accordance with Ed Code §68130.5 any student, other than a nonimmigrant alien under Title 8 U.S.C. 1101(a) (15) is exempt from paying nonresident tuition after completing a questionnaire form available from Admissions & Records Office if he or she:

1. Attended high school in California for three years or more, and
2. Graduated from a California high school or attained the equivalent thereof.

For further details please contact the Admissions & Records Office at (805) 986-5810.

### 6. Nonresident Tuition (International Students)

The Ventura County Community College District Governing Board has adopted the state-mandated nonresident tuition fee at \$169 per unit for international students, \$14 of which is a foreign capital outlay surcharge. These fees are in addition to the enrollment fee.

You are required to pay the capital outlay surcharge unless you meet one of the exemptions listed below pursuant to Ed Code §76141:

- You must demonstrate economic hardship, or
- You must be a victim of persecution in the country in which you are a resident.

### 7. Application Fee (International Students)

International Students pay a non-refundable \$50 fee to apply for admission to Oxnard College. This fee covers the cost of federally-mandated documentation.

You are required to pay this fee unless you meet one of the exemptions listed below pursuant to Ed Code §76142:

- You must demonstrate economic hardship, or
- You must be a victim of persecution in the country in which you are a resident.

## 8. Materials Charge

Students who enroll in certain courses are charged for required course materials necessary for successful course completion. Materials may include, but are not limited to, textbooks, tools, equipment, clothing, and materials necessary for the student's vocational training and employment.

## 9. Returned Checks/Returned Credit Card Charges

Students who pay student fees, book purchases, or other transactions with a check or credit card that is returned by the bank for non-sufficient funds will be charged \$10.00 for each returned item.

## 10. Refund or Credit

Students who drop their classes within the deadline for refund or credit and who are eligible for a refund, will be charged \$10 to process the refund if one is requested. Students who have a credit balance on account may apply the balance toward other student fees and charges, either in the current term or in a future term.

## Optional Fees

Optional fees are identical for day and evening students. They may be paid at the Student Business Office.

### 1. Parking Fee

- a. Regular Semester Fees (12 weeks or longer):
  - (1) Automobiles: Regular semester— \$40
  - (2) Motorcycles: Regular semester— \$28
- b. Short-term Fees (less than 12 weeks):
  - (1) Six to eleven weeks: Auto— \$28;  
Motorcycle— \$16
  - (2) One to five weeks: Auto— \$12;  
Motorcycle — \$8
- c. Summer Intersession: Auto— \$19;  
Motorcycle— \$12
- d. Second Vehicle Permit: \$8 for regular semester; \$7 for summer
- e. Replacement Permit: \$7 for regular semester; \$5 for summer
- f. Single-day permit: \$1 (purchased at the Parking Permit Machine on South Campus Road)

Parking permits may be purchased at the Student Business Office. They are required for all parking lots on campus.

Students who are receiving benefits under CalWORKs, SSI/SSP, or General Assistance or who have qualified for the Board of Governors Fee Waiver (BOGW) are exempt from parking fees in excess of \$20 per semester.

Students who certify they have two or more passengers regularly commuting to the college in the student's vehicle may qualify for a reduced parking fee of \$30 for fall/spring semesters and \$10 for summer session. Students may apply at the Student Business Office.

### 2. Child Care

Students who use the services of the Child Development Center for the care of children while attending classes will be charged a fee by the Center based on the number and ages of the children and the number of hours of care provided.

## 3. College Photo Identification/ASB 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 ensure maximum benefits. Funds from the purchase of cards support the operations and activities of student government and, in turn, various college programs. There is a \$5 replacement charge for a lost card.

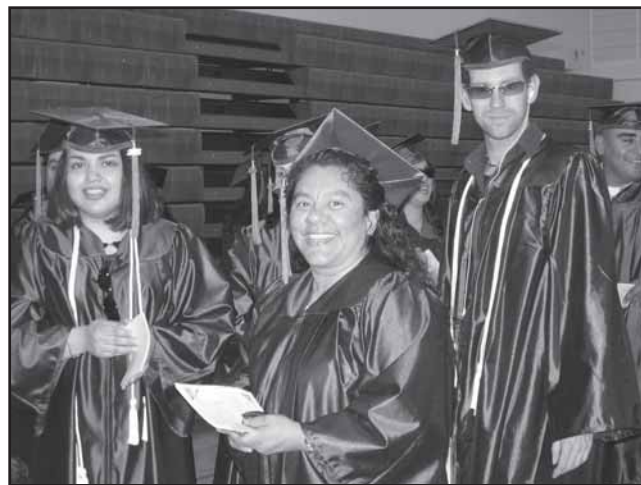
## 4. Textbooks and Supplies

Textbooks and/or supplies may be purchased at the Oxnard 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.

## 5. Transcripts

Oxnard College students receive their first two college transcripts at no cost. A fee of \$3 is charged for each additional official transcript. A fee of \$5 is charged for transcripts requiring next-day service. A \$1 fee is charged for unofficial transcripts requested through the Admissions Office. If you are a current student, online unofficial transcripts are located at [www.oxnardcollege.edu/transcripts](http://www.oxnardcollege.edu/transcripts) for your convenience. If you are mailing a letter requesting a transcript please include your name(s), address, phone number, date of birth, ss# or ID, dates of attendance, address where you would like it sent. The request must include your written signature. You may include a check with your request or pay by Visa or Master Card by contacting the Student Business Office at (805) 986-5811.



Oxnard College  
2005 Graduation

photo by Cathy Garnica

# Academic Policies

## 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, 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.

## 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," "W," and "MW," 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. This time limit can be less than one year. However, the "I" may be made up no later than one year following the end of the term in which it was assigned.

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

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

### 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.

### MW = Military Withdrawal

Occurs when a student who is a member of an active or reserve U.S. military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol may be assigned of "MW." Military withdrawals shall not be counted in progress probation or dismissal calculations.

## 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. 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.

## 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 Student Learning.

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.

## Final Examinations

Final examinations are given at the end of each semester. Summer-session final examinations are typically given on the last day of class. 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 Student Learning. Petitions for late examinations will not be considered if the student leaves prior to the last three weeks of the semester.

## 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 \$15 per unit (plus a \$13 health fee during the regular semester or a \$10 health fee during Summer session).

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 period. The petition form 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 the 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.

## Withdrawal from Class

**It is a student's responsibility to initiate a withdrawal if they so desire. Students may withdraw online at [www.oxnardcollege.edu/webstar](http://www.oxnardcollege.edu/webstar). Students may also withdraw in person at the Admissions Office where forms for this purpose are available.**

A withdrawal initiated through the end of the fourth week of instruction for full-semester classes, or during the first 30 percent of a class meeting less than a semester in length, results in no record of dropped classes on students’ academic records (transcript). A withdrawal initiated after the fourth week, but prior to 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, shall be recorded as “W” on students’ academic records (transcript).

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 College

It is the student's responsibility to formally withdraw from all classes if he or she intends to withdraw from college ([www.oxnardcollege.edu/webstar](http://www.oxnardcollege.edu/webstar)). 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.

## 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 following special circumstances. Courses taken at any college in which a grade of "D," "F," "NC," or other substandard grade has been earned may be repeated once for the purpose of improving a recorded grade. 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, an "E" appears 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 courses 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).

Another special circumstance includes students with disabilities. Special classes can be repeated above and beyond ordinary course repetition standards for credit courses. For more information, contact the Educational Assistance Center, (805) 986-5830.

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, including particular skills where appropriate, 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 Student Learning 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 that has been developed for the course being challenged; 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.

## **Probation, Dismissal, and Readmission**

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.

## **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.

## **Academic Honors/Recognition**

### **Graduation with Honors**

Students who maintain a high scholarship average are eligible for honors at graduation. There are three types of graduation honors: highest honors, high honors, and honors.

### **Graduation with Highest Honors**

The highest honors designation is placed on the transcript and diploma of the graduate who has achieved an overall grade point average (GPA) of 4.0. The highest honors graduate must have completed at least 30 units of coursework at Ventura County Community College District of which 18 units or more must be letter grades. All letter grades must be A.

### **Graduation with High Honors**

The high honors designation is placed on the transcript and diploma of the graduate who has achieved an overall grade point average (GPA) of 3.75. The high honors graduate must have completed at least 30 units of coursework at Ventura County Community College District of which 18 units or more must be letter grades.

### **Graduation with Honors**

The honors designation is placed on the transcript and diploma of the graduate who has achieved an overall grade point average (GPA) of 3.5. The honors graduate must have completed at least 30 units of coursework at Ventura County Community College District of which 18 units or more must be letter grades.

## **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 Student Learning.

# Student Services

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**NOTE: See Support Services Directory, page 23-24 for hours, location, and telephone numbers for these programs.**

## CalWORKs/TANF Services

In California, TANF (Temporary Assistance to Needy Families) was implemented and named CalWORKs (California Work Opportunities and Responsibility to Kids). As a result, additional resources and services have been made available to TANF recipients attending Community Colleges. To be eligible for college TANF services, students must register in the CalWORKs/TANF Services Office.

Services may include: Individual Academic/Career Counseling, On-campus Child Care, Job Placement, Advocacy, Vocational Testing, Work-Study opportunities, and Entry-Level Proficiency Modules which are short-term, job related courses, such as: Automotive Technology, Administrative Assistant, Child Development, Customer Service, Hotel & Restaurant Management, Human Services, & Office Occupations. All of these programs include on-the-job training experiences.

Oxnard College CalWORKs/TANF Services are located in the new CSSC building just North of the campus library in the Community Initiatives Offices.

## Career Center

Need help in choosing a career? The Career Center has research materials to assist you in personal decision-making. These include interest inventories, and personality type indicators. Campus and outside employment opportunity listings are maintained by the center, along with information on job-related matters such as labor outlook information, resume writing, job search skills, and job placement services for students.

## Counseling Services

Attention to the individual needs of each student is particularly vital in the community college, where the open door policy attracts students of widely-diversified backgrounds, interests, abilities and needs. The close cooperation of instructors and counselors is extremely important in aiding students in self-assessment and goal orientation. Several areas for potential cooperation exist:

### Counseling Philosophy

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

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

## Academic Information

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

## Career/Life Planning

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

## Personal Concerns

Trained professionals are available for personal counseling. Through a self-help holistic approach, counselors will help students explore immediate alternatives for crisis situations or assist in the decision-making to provide for maximum student success while in attendance at Oxnard College. When further assistance is necessary, counselors can provide students with referral services for personal and social problems. Personal Counselors are available through the Health Office (986-5832).

## Educational Assistance Center (EAC) (formerly DSP&S)

The Educational Assistance Center (EAC) offers support services to insure inclusion, integration and full participation of people with disabilities. The Educational Assistance Center works to meet both federal and state accessibility requirements required by law related to persons with disabilities.

The purpose of the Educational Assistance Center is to provide mandated support services and accommodations to qualified students with verified disabilities. EAC promotes the educational and vocational potential of students with mobility, visual, hearing, speech, learning, acquired brain injuries, developmental, and/or other disabilities.

Our office promotes student success by offering the following services: early registration, tutoring referrals, note takers, interpreters for deaf students and computer classes designed to meet the needs of our students. Word processing and computer-assisted instruction are also available in our High Tech Center. Specific adaptive equipment includes screen readers, enlarged print, speech synthesizers, keyboard adaptations, optical character recognition and voice-activated computers. We offer classes in basic reading, spelling, math, vocabulary development, improving written language skills, and memory strategies.

The Educational Assistance Center offers counseling to accommodate specific needs of our students including: academic advisement, personal counseling, career counseling, university transfer assistance and job placement through the WorkAbility III Program.

## Extended Opportunity Programs and Services (EOPS)

EOPS provides services to educationally and economically disadvantaged students. The objective of EOPS is to give EOPS students the opportunity and assistance necessary to successfully complete their transfer and/or vocational program at Oxnard College.

How do I Qualify for EOPS/CARE:

- Eligible for a Board of Governor's Fee Waiver A or B
- Full-time (12 units)
- Less than 70 units of degree applicable credit
- Educationally Disadvantaged

PROGRAMS under the umbrella of EOPS

- CARE (Co-operative Agencies, Resources for Education) provides specialized services to single heads of households, CalWORKS, with at least one child under the age of 14. (All CARE students are EOPS students)
- Teen Parent provides specialized services for teen parent student residents of La Colonia, Pleasant Valley Village, Squires, and other City of Oxnard Public Housing Developments.

SERVICES for all EOPS eligible students

### Counseling

- Academic/Personal Counseling
- Career Guidance
- University Transfer Assistance
- CalWORKS Counseling

### Funds\*

- Books
- Grants
- Meal Vouchers\*\*
- Parking permits\*\*

### Additional Services

- Workshops
- Field trips
- Tutoring
- Peer advising
- College success class
- Orientations
- Pre-registration

\*Dependent on: Available funds, compliance with EOPS/CARE responsibilities, other criteria set forth by program.

\*\*Only for CARE & Teen Parent eligible students.

## ESPIGA (Bilingual Program)

*Suspended for Academic Year, 2005-2006.*

## Financial Aid

Oxnard College is committed to providing financial assistance to qualified students who cannot afford to pay their educational expenses without help. Financial aid at Oxnard College provides more than 40% of our students with some form of financial assistance.

Oxnard College participates in a variety of Federal and State financial aid programs designed to assist undergraduate students in meeting college costs. Grants are funds that do not have to be repaid and are usually based on need. Students must meet Federal/State eligibility criteria to qualify.

Federal Pell Grant: The Pell Grant program is an entitlement program that is based on financial eligibility and enrollment. Grants range from \$200 - \$4,050 per academic year.

Federal Supplemental Educational Opportunity Grant (FSEOG): FSEOG is a grant available to students who qualify for a Pell Grant. FSEOG is a campus-based program (limited funds). Awards are contingent on availability of funds and awarded to students with the greatest financial need. Grants range from \$100 - \$800 per academic year.

Federal Work Study (FWS): FWS is a self-help program that provides part-time employment (generally on campus) to undergraduate and graduate students. FWS is a campus-based program. Awards are based on need and contingent on availability of funds. Grants range from \$500 - \$3,000 per academic year.

State Cal Grants: California State grant programs for undergraduate students. The recent expansion of the Cal Grant Program now includes Cal Grant A and B Entitlement, Cal Grant A and B Competitive, California Community College Transfer Entitlement, Cal Grant C, and Cal Grant T. Students must be a California resident attending an eligible educational institution in California. Grants range from \$150 - \$1551 per academic year.

### New Cal Grant Programs

Beginning with the 2000-2001 graduating class, every high school senior who meets the academic requirements (3.0 GPA for Cal Grant A; 2.0 GPA for Cal Grant B), falls within established income and asset ceilings, and applies on time will receive a Cal Grant A or B Entitlement award. Every community college student who meets the admissions requirements for California State University, is under 24 years old, meets other program requirements and applies on time will receive a California Community College Transfer Entitlement award. Cal Grant T is only for students planning to attend a teaching credential program and includes a teaching service requirement.

Cal Grant A: Cal Grant A awards help middle and low-income students with tuition and fees at a four-year college. Students that receive a Cal Grant A but choose to attend a community college first can reserve their award for up to two years until they transfer.

Cal Grant B: Cal Grant B provides a living allowance (and sometimes tuition/fee assistance) for very low-income students. Awards at the community college are limited to assisting with living expenses, books, supplies, and transportation.

**Cal Grant C:** Cal Grant C is awarded to students enrolled in career education programs (Certificate of Achievements/AS Degrees) and have no plans to transfer. The award is to cover books, tools and equipment.

**Cal Grant T:** Cal Grant T awards cover one year of tuition and fees for a program of professional teacher preparation. Recipients must teach at a low-performing school for one year for each \$2,000 in grant money they receive for up to four years.

**Community College Transfer Entitlement Grant:** Every community college student who meets the admissions requirements for an accredited four-year institution, is under 24 years old and meets other program requirements will receive a Cal Grant A or B to attend a four-year college. This becomes active for the 2002-2003 academic year.

NOTE: New Federal regulations effective October 2000.

Students who receive Title IV funds and subsequently withdraw from ALL of their classes prior to the 60% point in the semester be required to repay all or a portion of unearned funds received. The college may also be required to repay a percentage of the assessed enrollment/tuition fees. This new regulation stresses the importance of posting an official withdrawal date by the student or the college.

#### **Alternative Loans**

Many banks offer alternative loans for students who do not qualify for federal aid and need additional funding to meet college costs. They generally use credit information to determine eligibility. A co-signer may also be required.

#### **New Federal Regulations on Withdrawal**

New Federal regulations require that students stay enrolled or face a repayment of financial aid received.

Students who withdraw from all classes prior to completing more than 60% of the semester will have their financial aid recalculated based on the percentage of the semester completed, and will be required to repay any unearned financial aid they received.

#### **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; however, financial need may be evaluated for consideration.

#### **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 Bureau of Citizenship and Immigration Services (BCIS - formerly INS).

This program 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 an F-1 visa must check in with this program before admittance to the college. Assistance in obtaining housing is provided by a private contractor.

#### **Library/Learning Resources Center**

This complex houses the College Library, Learning Center, Academic Skills Lab & Open Access Lab, Media Center, Math Center, Tutorial Center & Writing Center. These services are located in the northern wing of the LRC Building on the first floor and mezzanine level.

#### **Library**

<http://www.oxnardcollege.edu/library/index.asp>

The Oxnard College Library supports the curriculum by providing a collection of 33,000 books, 87 hard-copy periodicals and online databases to meet the diverse information needs of students, faculty, staff, and the community. The online databases available to the Oxnard College community are Biography Resource Center, CQ Researcher, Health & Wellness, FACTS.com and ProQuest. Off-site access to our electronic collection is available to currently registered students, faculty, and staff. To access the databases from home:

1. Point Browser to <http://www.oxnardcollege.edu/library/index.asp>
2. Click on "Online Databases".
3. Click on "Oxnard College Library Remote Access Login".
4. Enter your social security number or student I.D. number and PIN as directed.
5. Select database from "Oxnard College Library On-Line Resources" list.

The staff reserves the right to set priority for academic research. The Learning Center located on the library mezzanine provides an Open Access Computer Laboratory. Inquire at the Circulation Desk for lending policies, library cards, reserve books, and questions of a general nature. The loan period for circulating materials is three weeks. Reserve materials may be requested by course number at the Circulation Desk. Inquire at the Reference Desk for book information, reference questions, assistance with class assignments or placing interlibrary loans. Other services available in the library are library tours and orientations. Printing and copying services are also available. Professional librarians and staff are on duty both day and evening to assist you. Students are encouraged to make optimum use of the Library and its resources.

You may direct questions to the Library staff, by calling (805) 986-5820/5819 or 986-5800 ext. 1971.

#### **Learning Center**

The Learning Center at Oxnard College is located on the mezzanine level of the Library and Learning Resources Building (LRC). Through a variety of programmed learning materials, covering many disciplines, the Learning Center provides a broad range of services to supplement classroom instruction across the curriculum and encourage individualized independent study. A variety of services are available for students, faculty, staff and members of the community.

Credit individualized instructional modules are available in reading (for speed and comprehension), writing, spelling, vocabulary, note-taking, library resources, study skills, essay and objective test taking, grammar and punctuation brush-up and research paper writing. Courses offer students the opportunity to learn at their own pace. Multi-media and self-instructional materials are also available to supplement classroom instruction or for independent study.

Instructors are scheduled to assist students in skill areas and other disciplines throughout the day and evening. Tele-course video series such as--Business Law, Shaping America, Economics USA, Sociological Imagination, Marketing, Anthropology (Faces of Culture) and others are available for student viewing.

Computers are available for web star access, word processing, accessing on-line assignments and/or on-line academic research. Printing is available for 10 cents per page. Print Cards are available for purchase in the back of the Library (next to the copy machine) for 50 cents (you must place \$1.00 in the machine) and you will receive 50 cents of credit toward printing. Students recharge their cards as necessary.

Orientations and/or tours are provided and encouraged by appointment. Make-up test-taking services are available. Call the Learning Center for operational hours during the semester. Summer hours may vary. The Learning Center is closed weekends and all academic holidays. The LC @ OC has a staff eager to provide your academic resource needs. You may direct questions to the Learning Center staff, by calling (805) 986-5800 ext. 1974 or (805) 986-5839.

### **Tutorial Services**

The Oxnard College Tutorial Center, located on the mezzanine level of the college Library in the Learning Resources Building, provides free tutoring services to all enrolled students who want to strengthen their academic ability and skills. Tutoring is offered by college students on a drop-in basis through one of the two main centers. The Writing Skills Center to assist with writing/research projects across the curriculum at any stage of the writing process, and the Math Skills Center to assist in science courses, and from basic math to Calculus.

Tutors have outstanding academic records and are selected on the basis on their performance in the subject they tutor, communications skills, and their ability to relate to other students in a positive supportive manner.

The mission of the Oxnard College Tutorial Center is to assist students to become independent learners through the use of study skills and strategies that will help them succeed in classes across the curriculum. These services provided by the Tutorial Center are not intended to take the place of direct instruction given by the instructors, but are designed to enhance studying and learning habits for students.

Stop by the Tutorial Center or call us for more information at 986-5846. Our friendly staff will be glad to assist you.

### **Puente Project**

*Suspended for Academic Year, 2005-2006.*

### **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**

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 if you are an enrolled student.

### **General Health Services:**

- Immunizations - Tetanus\*, Measles, Mumps, Rubella, \*Hepatitis A & \*Hepatitis B
- TB Tests\*
- Emergency care for cuts, burns, etc.
- Tests: Pregnancy\*, Cholesterol\*, Diabetes\*, etc.
- Evaluation by Family Practice Physician
- Blood Pressure, vision, and hearing screening

### **Specialty Services:**

- Dermatologist (acne, moles, etc.)
- Women's Health (family planning, STD treatment, etc.)
- Personal Counseling. 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.***

\*Additional fee required.

## **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 ASOC President. 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**

Activities provided include student government, campus clubs and organizations, club fairs, leadership and personal growth workshops, 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.

An additional service provided 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 13-member Western State Conference. The college fields men's teams in soccer, basketball, track, cross country, and baseball; women's teams compete in basketball, soccer, volleyball, track, and cross country.

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 Oxnard College.

## 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."

## 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. Veterans may also qualify for financial aid.

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 adopted 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.



Oxnard College 2005 Graduation

photo by Cathy Garnica

# Support Services Directory

<b>Student Support Services</b>	<b>Hours</b>	<b>Contact Person</b>	<b>Telephone</b>	<b>Bldg.</b>
General Information College Website: <a href="http://www.oxnardcollege.edu">www.oxnardcollege.edu</a>			986-5800	
Admissions & Records (Registration, Grade Changes, Credit/No Credit, Problems, Transcripts, Veterans Affairs)	M – 8-7; T – 8-5; WTh – 10-7; F – 8-noon	Staff	986-5810	LRC
Bookstore	M-Th – 7:30-7:30; F – 7:30-2	Staff	986-5826	OE
Campus Safety (accidents, parking, escorts, crimes)	Open 24-Hours	Campus Police	986-5805	SS
CARE Program (Educational Resources for single parents)	M-Th – 8-7; F – 8-5		986-5827	CSSC
Careers/Job Placement (Career Center, research materials, job placement services)	M-F – 8-5	Reggie Talili	986-5838	CSSC
Child Development Center (Offers developmental infant, toddler, and preschool programs, ages 24 months through 5 years)	M-F – 7:30-4	Kim Karkos	986-5801	CC
EOPS (Extended Opportunity Programs and Services)	M-Th – 8-7; F – 8-5	Ana Maria Valle	986-5827	CSSC
Federal Work Study		Staff	986-5828	LRC
Financial Aid (Grants and Federal Work-Study)	MW – 8-6:30; T - 10-6:30; Th - 8-4:30; F – Closed	Staff	986-5828	LRC
International Students	For appointments call 986-5859	A & R Staff	986-5859	LRC
Student Business Office	M-Th – 8-7:30; F – 8:30-3	Masi Lashkari	986-5811	OE
Educational Talent Search	M-Th – 8:30-5	Staff	986-5978	CSSC
University Transfer Center (Academic and Admissions Information)	M-F – 8-4:30	Olivia Menchaca	986-5837	LRC
Work & Family Office (CalWORKs/TANF Careers in Child Development Project)	M-F – 8-5	Felicia Torres	986-5887	CSSC



## Support Services Directory (Cont.)

<b>Counseling/Careers &amp; Health Services</b>	<b>Hours</b>	<b>Contact Person</b>	<b>Telephone</b>	<b>Bldg.</b>
Counseling (Academic, Personal, Career and Personal Assessment, Graduation Requirements)	MW – 8-7; T – 8-5; Th – 10-7; F – 8-noon	Staff	986-5816	LRC
Re-Entry Center	Call for hours	Staff	986-5833	CSSC
Health Center (General Health, Specialty Services)	MW – 1-7; TTh –9-3; F – closed	Staff	986-5832	SS
Dental Hygiene Clinic	Appointments	Staff	986-5823	DHC
<b>Learning Support Services</b>	<b>Hours</b>	<b>Contact Person</b>	<b>Telephone</b>	<b>Bldg.</b>
Assessment/Orientation (Matriculation)	MW – 8-7; TTh – 8-5; F – 8-noon	Staff	986-5864	LRC
Deaf Student Services	M-F – 8-5	Ila Sachs	488-8022 (TTY) or 986-5830	SS
Disability Services/Educational Assistance Center	M-F – 8-5 ( <i>other appointments by arrangement</i> )	Veronica Allen Robin Drew	986-5830	SS
Learning Center	M-Th – 8-9; F – 8-5	Sandra Allen	986-5839	LRC
Library (Library usage, reference and research; closed weekends and all academic holidays)	M-Th – 8-9; F – 8-5	Tina Sasaki Ray Acosta Colleen Wilson Harmony Rodriguez Tom Stough	986-5818-Admin. 986-5819-Circulation 986-5820 -Reference	LRC
Media Center	M-F – 8-5	Sherry Williams	986-5845	LRC
Tutorial Center	M-F – 8-5	Jose Cornelio	986-5846	LRC

*Oxnard College 2005 Graduation*



*photo by Cathy Garnica*

# Información General

## Historia del Colegio

Históricamente las comunidades de Oxnard, Camarillo y Port Hueneme, así como la mesa directiva y el Distrito de la Administración de Colegios Comunitarios del Condado de Ventura, (VCCCD) habían reconocido la necesidad de crear un colegio comunitario en la planicie de Oxnard, desde la fundación del distrito en 1962.

De acuerdo con el entendimiento establecido en esos primeros años, en 1968 se adquirieron 118 acres. En 1969, se ofrecieron las primeras clases bajo el concepto de Centro de Oxnard, en la escuela Ramona en Oxnard.

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

El Plan Maestro de Educación Año 2000 d.c. con el fuerte apoyo del área de Oxnard/Port Hueneme, en la primavera de 1974 se enfocó 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 sus 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 varios 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, ésta fue la mayor inscripción de estudiantes para un primer año de clases del que se tenga conocimiento en los colegios de la comunidad de California.

En el otoño de 1979, los primeros dos edificios permanentes fueron utilizados: el edificio de Artes Liberales que contiene 20 salas de clases, laboratorios de ciencia y negocios, oficinas para el profesorado, y un Centro de Recursos de Aprendizaje y Bibliotecario en el que se ubican la Biblioteca del Colegio, el Centro de Aprendizaje, salas de clases y oficinas administrativas y de servicio para estudiantes.

El edificio más recientemente construido, el de Educación Ocupacional, alberga el centro de procesamiento de información, los programas de refrigeración y aire acondicionado, hotelería, electrónica y programas de el 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 gimnasio 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. Un Centro Comunitario y Servicios para Estudiantes fue terminado en la primavera del 2003. Otros edificios en el colegio incluyen dos salones de clases móviles, un salón vocacional, un centro de actividades estudiantiles, un centro de servicios para estudiantes y una cafetería.

El Distrito del Colegio Comunitario del Condado de Ventura firmó un convenio en 1999 con el Condado de Ventura para mantener un Centro de Empleos y Carreras en el Campus. El Centro provee a los residentes del Condado con el entrenamineto para carreras y los servicios sociales necesarios para obtener sus objetivos profesionales. En el Centro se encuentran también el Centro de Desarrollo Económico del Colegio de Oxnard. Las Oficinas del Condado, así como el Centro de Desarrollo Económico, EOPS, las oficinas de Servicios Estudiantiles se mudaron al edificio Comunitario y de Servicios Estudiantiles en el otoño del 2003.

Un número de nuevos edificios y proyectos de renovación serán terminados en los próximos 10 años, debido a la aprobación de la Medida S, y un bono de \$356 millones de dólares dirigidos para la construcción de proyectos en todo el Distrito. En el Colegio de Oxnard estos nuevos proyectos incluyen el ansiado Centro de Artes de

Música y Teatro que incluyen un teatro, un centro de administración y servicios a estudiantes, tres edificios para salas de clase, un edificio para Ciencias de la Salud y una bodega para este campus. En la propiedad del Distrito en el Aeropuerto de Camarillo, serán construidos un Centro de Alta Tecnología y un Centro de Tecnología de Incendios. Las principales renovaciones en el campus serán el Centro de Recursos de Aprendizaje, la expansión del Centro de Desarrollo Infantil y la remodelación y expansión del complejo atlético.

El Centro de Oxnard continúa con su compromiso de desarrollar un programa educacional comprensivo, como también mantener un ambiente comprensivo para los estudiantes del área de servicio. La meta de completar las instalaciones del campus ha sido posible gracias a la voluntad de los residentes del Condado de Ventura en apoyar con su voto los proyectos en el bono.

## Declaración de Misión, Visión y Metas

### La Misión del Colegio e Oxnard

El Colegio de Oxnard acoge a su comunidad diversa proporcionándole programas excelentes e insólitos en un ambiente seguro de apoyo colaborativo que promueve el éxito estudiantil y el aprendizaje perpetuo.

### La Misión de los Colegios Comunitarios de California

NOTA: Nuestra misión es insólita al Colegio de Oxnard, y nos lleva a cumplir con la misión exigida por el Estado de los colegios comunitarios de California, la cual nos requiere ofrecer una variedad de programas y servicios en las áreas siguientes:

#### Educación de Transferencia

Cursos equiparables a los de los primeros dos años universitarios para estudiantes con metas de recibir un título asociado y/o transferirse a un colegio de cuatro años o universidad.

#### Educación Vocativa

Educación y entrenamiento especializado vocacional y técnico en selectos campos ocupacionales que preparan al estudiante a iniciarse, avanzar, re-entrenarse, certificarse o recibir un título asociado para el empleo.

#### Educación General

Cursos diseñados para contribuir a programas de título asociado; ampliar conocimientos y perspectivas; desarrollar el pensamiento crítico y las habilidades comunicativas; aumentar conocimientos culturales; motivar una actitud positiva de aprendizaje; y equipar al estudiante para participar en un mundo complejo e interdependiente.

Educación en Habilidades Básicas: Cursos en matemáticas, lectura, escritura, y comunicación oral para el estudiante con escasa preparación, como también, otros programas diseñados para capacitar al estudiante con necesidades especiales en el aprendizaje a lograr sus metas educativas.

#### Servicios de Apoyo

Servicios comprensivos que ayudan al estudiante a lograr sus metas educativas por medio de diagnósticos en destrezas y habilidades, consejería y asesoramiento, tutoría académica, ayuda financiera, ubicación de empleo, servicio de salud, actividades estudiantiles, gobierno estudiantil, guardería y programas de desarrollo personal.

#### Educación Comunitaria

Clases apoyadas por el Estado que no otorgan crédito y ofrecidas a horarios convenientes, como también programas apoyados por cuotas estudiantiles que son educativos, culturales, recreativos, y ocupacionales que enriquecen la vida de los residentes locales y proporcionan oportunidades de aprendizaje perpetuo.

#### Desarrollo Económico

Programas y servicios, incluso entrenamiento contractual, diseñado para cumplir con las necesidades específicas del negocio y la industria para desarrollar una fuerza laboral entrenada que pueda reforzar la vitalidad económica de la comunidad.

## La Visión del Colegio de Oxnard

La comunidad colaborativa de aprendizaje del Colegio de Oxnard:

- Se apoyará en los conocimientos académicos, comprensivos y actuales de todos los campos de instrucción y servicio;
- Proporcionará instrucción inovativa, apropiada y efectiva para el éxito del estudiante;
- Facilitará y maximizará el uso estudiantil de servicios que permitan su éxito educativo;
- Motivará al estudiante a disfrutar del aprendizaje independiente y perpetuo;
- Asegurará acceso estudiantil y del personal a la tecnología y desarrollará proficiencia en toda forma de comunicación, recuperación de información, pensamiento crítico y análisis aplicado.
- Demostrará y acogerá el respeto hacia la variedad de necesidades educativas y aportaciones culturales;
- Ampliará las conexiones entre nuestros estudiantes y el mundo, promoviendo cualidades de liderazgo, su comprensión de la interdependencia global, su apreciación por la gran diversidad de culturas humanas, y sus competencias interculturales;
- Establecerá beneficiosas relaciones mutuas con la industria y la comunidad a las que ofrece sus servicios;
- Proporcionará liderazgo y recursos para el desarrollo económico y para mejorar la calidad de vida dentro de la región;
- Retará a los estudiantes y a todo el personal al compromiso servicial para su comunidad y su prójimo ser humano;
- Promoverá una cultura comunitaria de amabilidad, respeto e integridad;
- Asegurará suficientes recursos – material, financiera u otra índole – para facilitar el logro de todo lo mencionado.

## Valores fundamentales del Colegio de Oxnard

Nosotros, los miembros del Colegio de Oxnard, nos inspiramos por y nos proponemos a ejemplificar, por medio de nuestras acciones colaborativas, los siguientes valores fundamentales:

### Diversidad y Comunalidad

Valoramos a otros y a nosotros mismos como individuos insólitos y acogemos las comunalidades y las diferencias que nos promueven a ser lo mejor posible.

### Excelencia

Valoramos la visión, la creatividad, los retos y la innovación para lograr y sostener la excelencia.

### Integridad y Civilidad

Valoramos la integridad, honestidad y congruencia en acción y palabra por medio de demostrar amabilidad y respeto en todas nuestras interacciones.

### Aprendizaje

Valoramos el aprendizaje como proceso de la vida entera en adquirir conocimiento y desarrollo personal.

### Decisiones Mutuas

Valoramos las decisiones mutuas (gobierno compartido) como el proceso que nos proporciona a cada uno la oportunidad de construir consenso.

## Metas Estratégicas del Colegio de Oxnard

1. Desarrollar y fortalecer una imagen colegial positiva en nuestra comunidad.
2. Obtener adicionales recursos financieros y humanos para fortalecer a la institución.
3. Proporcionar las instalaciones, tecnología, y otros recursos de aprendizaje necesarios para cumplir con las necesidades educativas y culturales de nuestra comunidad en desarrollo.
4. Enriquecer el bienestar económico, cultural y social de individuos y familias en nuestra comunidad.
5. Utilizar la investigación e inspección programal para evaluar la calidad programal y guiar el desarrollo institucional.
6. Maximizar el éxito estudiantil.

## Filosofía del Colegio

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

—Sócrates.

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

El colegio planea programas que reflejen el cambio en las necesidades locales, nacionales, e internacionales. Profesionistas dedicados crean un ambiente que estimula la curiosidad intelectual, fomenta el aprendizaje y desarrolla el conocimiento de la sociedad y como puede el individuo influir en sus funciones. Los estudiantes desarrollan auto-comprensión, persiguen objetivos educacionales y fundamentalmente asumen responsabilidad de su propio progreso.

El Colegio de Oxnard aprecia la diversidad y el entendimiento cultural en todos los niveles del colegio. Las actividades culturales y estéticas de hoy día son relevantes a nuestra sociedad 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 al pasado para entender el presente y luego forjar un próspero futuro. Igualmente, se empeña en mantener un espíritu innovador y responder a las exigencias de la comunidad; así como también, a las necesidades de la sociedad en general.

## Naturaleza del Colegio

El Colegio de Oxnard es una institución pública localmente administrada, que ofrece dos años de cursos a nivel de colegio/universidad. 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 se han graduado de estudios secundarios o son mayores de 18 años de edad y capaces de asimilar la instrucción.

## Acreditación

El Colegio de Oxnard está acreditado por la Comisión de Acreditación de los Colegios Comunitarios de la Asociación Occidental de Escuelas y Colegios, una institución reconocida por la Comisión de Reconocimiento de Acreditación Postsecundaria del Departamento de Educación de los Estados Unidos.

## Servicios Comunitarios

Los Servicios Comunitarios es una función apoyada por sí misma del Colegio de Oxnard que le proporciona a la comunidad cursos insólitos educativos, recreativos y de desarrollo personal, incluso clases de Escuela de Tráfico en inglés y español.

Adicionalmente, autorizada por el Decreto del Centro Cívico, la Oficina programa y coordina el uso de instalaciones del colegio para diferentes individuos y organizaciones para hospedar conferencias, talleres y otros eventos. Para información acerca de cualquier programa o función de los Servicios Comunitarios, llame al (805) 986-5822.

## Meta del Razonamiento Analítico

El Colegio de Oxnard ofrece en sus aulas un ambiente abierto a las ideas, en forma independiente y analítica. Las clases están estructuradas para enfatizar los fundamentos del aprendizaje de una manera profunda. Se espera que los estudiantes asuman la responsabilidad por su propio aprendizaje. Esto significa que los estudiantes aprenderán el arte de estudiar autodidácticamente y desarrollarán un firme hábito intelectual como lo son: claridad, precisión y agudeza de pensamiento; razonamiento justo y conclusivo derivado de hechos y principios, en lugar de prejuicios, distorsión o falacia.

Los cursos ayudan a los estudiantes a desarrollar y aplicar habilidades del pensamiento crítico a las varias áreas de aprendizaje en el colegio y a transferir estas habilidades a los problemas en las varias disciplinas estudiadas y a los problemas complejos en sus vidas. Se promueve el pensamiento analítico para que los estudiantes practiquen lo dicho por Robert Ennis: “el pensamiento razonable y reflexivo que esté enfocado en decidir que creer o hacer.”

## 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.

# Información para Admisión

## Elegibilidad

El Colegio de Oxnard admite a personas graduadas de la Preparatoria (High School), o que hayan obtenido el certificado equivalente de estudios (GED), o a personas 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 de cuotas de inscripción.

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. Los estudiantes que no han calificado para admisión en otras instituciones deben de 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, a la oficina de Inscripciones [www.oxnardcollege.edu/webstar](http://www.oxnardcollege.edu/webstar).

### 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 elige no usar su 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 documentos de estudios de preparatoria cursados en los últimos tres años.
2. Todos los estudiantes que sean veteranos de guerra y reciben ayuda financiera deben presentar documentos de los cursos completados en otros colegios y universidades.
3. Todos los estudiantes que se inscriban en cualquier curso de matemáticas, deben presentar documentos de los cursos de matemáticas que hayan completado, ya sean de preparatoria y/o universidad, de otros colegios a los que hayan asistido durante los últimos tres años.
4. Todos los candidatos a Diplomas (Associate Degrees) y/o

- Certificados en estudios vocacionales deben mandar documentos de todos los cursos completados en otros colegios y universidades.
5. Los programas con requisitos especiales de admisión exigen que el estudiante proporcione todos los documentos 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 documentos de los estudios de preparatoria, así como los de otros colegios y universidades a que hayan asistido.

## Unidades de trabajo Académico

El número de unidades académicas para el trabajo escolar es de quince (15) unidades por semestre para obtener un progreso académico adecuado hacia el grado de AA/AS y los requisitos de transferencia.

Los estudiantes que deseen tomar un sobre cargo- más de 19.5 unidades pero menos de veintidós(22) deben obtener la aprobación del consejero. Los estudiantes que deseen tomar veintidós (22) unidades o más deben tener la aprobación del Decano de Estudiantes y la aprobación del Consejero.

## Inscripción

Los horarios de clases serán publicados antes de las intersecciones de verano, otoño y primavera. Favor de seguir las instrucciones indicadas en los horarios. Web - [www.oxnardcollege.edu/webstar](http://www.oxnardcollege.edu/webstar).

## Inscripción Tarde

Las inscripciones extemporáneas tendrán lugar al comenzar las clases de los semestres de otoño y primavera según se estipule en los horarios de las clases.

## Aviso de Confirmación

Ya no se le enviará al estudiante el aviso para confirmar su inscripción en clases. Para ver su horario de clases en la red, puede accederlo en [www.oxnardcollege.edu/webstar](http://www.oxnardcollege.edu/webstar), o llamar a la línea telefónica de STAR (805) 384-8200.

## Cursos abiertos para inscripción

Cada curso ofrecido por el Distrito de Colegios Comunitarios del Condado de Ventura está completamente abierto para la inscripción y participación de cualquier persona admitida al colegio y que cumpla con los prerequisites al curso o programa, a menos que esté específicamente exento por ley.

## Estudiantes asociados a las Fuerzas Armadas

**A los estudiantes que sean miembros de las Fuerzas Armadas** de los Estados Unidos, estacionados en servicio activo en California, se les otorgará clasificación de residente (Código Educativo 68075.1). **A las esposas y dependientes** de personal militar se les otorgará clasificación de residente hasta que hayan residido en el estado el tiempo mínimo necesario para hacerse residentes (Código Educativo 68074). Más información respecto a la residencia esta disponible en la Oficina de Admisión y Records.

## Registración en Servicio Selectivo

El Colegio de Oxnard, de acuerdo con AB 397 suplementado por los estatutos 1997, c. 575, E.C.s.66500 & 69400, está alertando a todo solicitante varón de la edad de 18 años o más y nacido después del 31 de diciembre, 1959 que esté enterado de su obligación a registrarse con el Servicio Selectivo. Para recibir ayuda financiera Federal, usted tiene que estar registrado en el Servicio Selectivo. Para más información, refiérase a: [www.sss.gov](http://www.sss.gov).

## Servicios de Matriculación Promueven el Exito del Estudiante

La meta principal de Matriculación es la de ayudar a que todos los estudiantes obtengan éxito académico. El colegio y cada uno de los estudiantes trabajan juntos combinando varias actividades y métodos para desarrollar un Plan Estudiantil Educativo (SEP). El SEP es un horario de cursos recomendado de dos semestres. Dentro del proceso de Matriculación, las responsabilidades del Colegio y el estudiante están bien definidas.

## La Responsabilidades del Colegio incluyen:

**Admisión y Documentación** – proveer un proceso de admisión y documentación que permita al colegio adquirir la información requerida sobre los estudiantes.

**Evaluación** – proveer un proceso de evaluación utilizando métodos múltiples para determinar la preparación académica del estudiante en Inglés, Lectura, Matemáticas e Inglés como Segunda Lengua.

**Orientación** – proveer un proceso de orientación diseñado a familiarizar al estudiante con los programas, servicios, áreas, expectativas académicas y reglamentos del colegio.

**Asesoramiento** – proveer servicios de asesoramiento/consejería para ayudar a los estudiantes en la selección de cursos, desarrollo de un plan educativo individual y el uso de servicios de apoyo en el campus; proveer asesoramiento adicional para los estudiantes que no han declarado una meta educativa, que estén inscritos en cursos de habilidades básicas, que estén en período de prueba/destituidos, o hayan sido identificados como estudiantes de alto riesgo.

**Estudio complementario** – establecer un proceso de alerta para seguir el progreso del estudiante y proveer la asistencia necesaria para lograr sus metas educativas, proveer a los estudiantes con (o dirigirlos a) procedimientos escritos del distrito para entender medidas regulatorias de matriculación.

**NOTA:** Se proveen servicios alternativos para el proceso de matriculación a los estudiantes de minorías étnicas, o de lenguaje y estudiantes con incapacidades.

### Las Responsabilidades de los Estudiantes Incluyen:

1. Entregar documentación oficial de notas/calificaciones de la escuela Preparatoria y colegios a los que han asistido.
2. Adquirir y leer el catálogo del colegio, el horario de clases, folletos, y otro material estudiantil que detallen los procedimientos y reglamentos del colegio.
3. Indicar al menos un objetivo educacional general al momento de ser admitido.
4. Declarar un objetivo educacional específico después de haber completado un mínimo de 15 unidades.
5. Participar en los grupos de orientación, evaluación y otros servicios de ayuda necesarios estipulados por el colegio para que el estudiante cumpla su objetivo educacional.
6. Asistir a todas las clases y completar las tareas asignadas.
7. Completar los cursos y mantener un progreso hacia su objetivo educacional deseado.

### Normas de Exención de Matriculación\*

**\*Los cursos de Matemáticas, Inglés y Lectura requieren una evaluación al estudiante, antes de ser inscrito en esos cursos.**

Todos los estudiantes están invitados a participar en el proceso de matrícula. Usted puede estar exento del proceso si cumple con el siguiente criterio:

1. Los estudiantes que ya han obtenido un Título de AA/AS o mayor de una institución regional acreditada y **PUEDEN DEMOSTRARLO CON LA DOCUMENTACIÓN NECESARIA.**
2. Los estudiantes que han completado su evaluación de cursos de habilidades básicas o cursos de prerequisites en otros colegios y **PUEDEN DEMOSTRARLO CON LA DOCUMENTACIÓN NECESARIA.**
3. Los estudiantes que están inscritos en otro colegio del distrito simultáneamente, o en un colegio de cuatro años o universidad, y que han completado menos de 16 unidades de colegio y **PUEDEN DEMOSTRARLO CON LA DOCUMENTACIÓN NECESARIA.**
4. Los estudiantes que han completado menos de 16 unidades y cuyo objetivo educacional están entre los siguientes:
  - a. Avance y progreso actual de sus habilidades de trabajo.
  - b. Mantenimiento de un certificado (por ejemplo, enfermería, corredor de propiedades.)
  - c. Desarrollo educacional.
  - d. Interés personal.

### Estudiante a Tiempo Completo

A un estudiante se le designa a Tiempo Completo si está inscrito en 12 o más unidades por semestre regular o 4 unidades por sesión de verano.

### Requisitos de Unidades para Beneficios y Actividades

Para calificar para ciertos beneficios y actividades se tiene que mantener el requisito del mínimo de unidades para el fin del semestre.

**Beneficios a Veteranos y huérfanos de Guerra bajo el GI Bill:** 12 o más unidades completadas para el fin del semestre, subsistencia completa; 9-11 unidades, subsistencia de tres-cuartos; 6-8 unidades, media subsistencia.

**Beneficios de Seguro Social:** 24 unidades por año académico (no se pagará beneficio si la cantidad de unidades en las que usted está inscrito baja a menos de 12 por semestre).

**Descuento para Seguro de Automóvil:** 12 unidades.

**Ayuda Financiera y Servicios de EOPS:** 12 unidades.

**Eligibilidad Atlética:** 12 unidades.

**Gobierno Estudiantil:** 6 unidades para puestos oficiales principales; 3 unidades para miembros de Consejo.

**Empleo estudiantil:** 12 unidades (generalmente); 6 unidades o menos si es elige para CalWORKs, DSPS, EOPS, o FWS.

### Programa de Admisión para Estudiantes de Secundaria

De acuerdo al Código Educacional del Estado de California, los estudiantes de escuela Preparatoria que son “juniors” o “seniors” son permitidos a inscribirse en cursos del colegio. Las cuotas de inscripción son exentas para los estudiantes que están simultáneamente inscritos en la escuela Preparatoria; sin embargo, las Cuotas de Salud, de Representación Estudiantil, y del Centro Estudiantil son obligatorias y deben ser pagadas por el estudiante.

El alumno debe entregar una forma especial aprobada para estudiantes de la Preparatoria de tiempo parcial; firmada por los padres o tutor del estudiante y por el director de la escuela Preparatoria. Esta petición está disponible en la Oficina de Admisión y Documentación en el colegio de Oxnard o en la escuela secundaria del estudiante. **Si la persona está en un grado inferior al 11, éste debe proveer una carta de los padres y director explicando el beneficio que el estudiante obtendrá de las clases. Los padres y el estudiante deben hacer una cita con el Decano de Servicios Estudiantiles, 986-5847.**

Los Estudiantes menores de 18 años que no están inscritos en una escuela pública pueden pedir a sus padres que pidan al Inscriptor (Registrar) ser admitidos como alumnos especiales de tiempo completo. Si la petición se aprueba, estos estudiantes pueden inscribirse en cursos vocacionales o académicos.

### Los Estudiantes Internacionales

Un estudiante internacional es una persona que es residente permanente de otro país, y está en los Estados Unidos bajo Visa.

Se reconoce el valor de los estudiantes internacionales inscritos en los colegios en los Estados Unidos de Norteamérica. El Colegio de Oxnard se complace en dar la bienvenida a los estudiantes internacionales a su campus.

Los reglamentos del Distrito concerniente a estudiantes internacionales, se incluye en Apéndice IX.

### Requisitos de Residencia

El derecho de cualquier estudiante de asistir a un colegio comunitario en California está condicionado a ciertos requisitos de residencia. La ley del estado de California indica lo siguiente:

Con el objeto de establecer residencia legal en California para propósito de admisión, colegiatura, el estudiante debe haber vivido en California al menos un año antes que preceda al semestre y fecha que determina la residencia para calificar como “estudiante residente”. La fecha de residencia para un semestre dado es el día antes de la fecha en que comienza el semestre.

Es la responsabilidad del estudiante demostrar su presencia física e intención de establecer residencia permanente en California. Presencia e intención pueden ser demostrados de diferentes formas.

Debido a la complejidad en estas leyes, los estudiantes que tengan

dificultad en determinar su residencia deben contactarse con el Inscriptor (Registrar) en la Oficina de Admisión y Documentación.

Los estudiantes clasificados como "no residentes", tendrán que pagar una colegiatura fijada cada año por la Legislatura del Estado de California. El costo es publicado en el Horario de Clases cada semestre y debe ser pagado antes de poder matricularse en el colegio.

### Residencia del Personal Militar (Activo)

El Código Educativo 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 educativos 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 una exención para los dependientes del personal militar cuyos esposos(as) estén asignados a las bases de California.

### Cuota de Colegiatura para No-Residentes

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

### Reembolso de Colegiatura

La elegibilidad para y la cantidad del reembolso por cobros de colegiatura será determinada por el número de unidades para las que hubo cargos financieros y la fecha del retiro oficial del curso.

La porción de reembolso está basada en una escala reduciendo que no devuelve fondos después de la tercera semana de un semestre regular ni después de la segunda semana de una sesión de verano. La Oficina de Admisiones y Archivos computará y aprobará la cantidad del reembolso y le notificará a la Oficina de Negocios Estudiantiles por escrito. Los reembolsos serán expedidos por cheque por la Oficina de Negocios Estudiantiles dentro de un periodo de tiempo razonable después de la notificación oficial.

### Crédito Transferible

#### Evaluación de Los Colegios y Universidades Acreditadas

A 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 documentos certificados. Estos documentos 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.

#### Colegios o Universidades Extranjeras

Los estudiantes que se transfieran a los colegios del Condado de Ventura de un colegio o universidad extranjera deben tener sus documentos 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 documentos oficiales a la agencia y pedir que la agencia envíe la evaluación oficial de los documentos al colegio. Los cursos estudiados serán normalmente los que se llaman "lower division" cursos básicos universitarios. Petición por crédito equivalente será evaluado individualmente por la Oficina de Admisiones. Esto estará basado en las recomendaciones del servicio de evaluaciones y el departamento apropiado del colegio.

### Colocación Avanzada del Estudiante

Los estudiantes que hayan completado cursos avanzados en la Escuela Preparatoria y que hayan obtenido un total de 3,4,5, en el Examen de Admisión a la Universidad antes de graduarse de la Preparatoria, recibirán crédito en los Colegios del Condado de Ventura si estos resultados son reportados a la Oficina de Admisión. Los estudiantes que reciban crédito por Colocación Avanzada no podrán inscribirse en los mismos cursos universitarios. El profesorado determinará el equivalente de los cursos. Otros colegios o universidades pueden tener diferentes reglamentos.

All examinations require a score of 3, 4, or 5.

Examination	College Credit	OC Course Equivalencies
American Government	3 Units	POLS R101
American History	6 Units	HIST R102 & R103
Art History	6 Units	ART R102 & 3 units Humanities
Art Studio Drawing	6 Units	3 units Fine Arts & 3 units Humanities
Art Studio General	6 Units	3 units Fine Arts & 3 units Humanities
Math Calculus AB	5 Units	MATH R120
Math Calculus BC	5 Units	MATH R121
Biology	6 Units	BIOL R120 (no lab)
Chemistry	5 Units	CHEM R120
English Language and Composition	4 Units	ENGL R101
English Language and Literature	3 Units	ENGL R102
European History	3 Units	HIST R106
Physics B or C	6 Units	PHYS R101
Spanish Language	10 Units	SPAN R101 & R102
Spanish Literature	10 Units	SPAN R103 & R104

### 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 éste no es una duplicación de trabajo previo.

El personal del servicio militar recibirá crédito por cursos ofrecidos por escuelas militares de los Estados Unidos y recomendados en la Guía de Evaluación por Experiencias Educativas en las Fuerzas Armadas del Consejo Americano de Educación. El crédito máximo que se considerará para el total de los requisitos del colegio será de 12 unidades.

El personal del servicio militar recibirá crédito avanzado por los cursos estudiados bajo los auspicios de (DANTES) o el (USAFI), Instituto de las Fuerzas Armadas de los Estados Unidos según aparece recomendado en la Guía de Evaluación de Experiencias Educativas en los Servicios Armados del Consejo Americano de Educación. El personal del servicio 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 documentos mostrando los créditos permitidos para obtener un diploma, de la misma manera que si el estudiante hubiese sido un estudiante civil y no militar.

### Cuotas Estudiantiles

Las siguientes cuotas estudiantiles, para su información, están sujetas a cambiar.

La mayoría de las cuotas se requieren por la ley de California. Todas las cuotas tienen que ser pagadas inmediatamente al momento de inscribirse. El estudiante que no paga, o hace un acuerdo de pago por las cuotas obligatorias, dentro de un periodo de tiempo limitado, será bajado de todos sus cursos y no recibirá calificaciones, expedientes académicos, diplomas ni permiso de inscribirse en futuras sesiones académicas. Un estudiante que debe cuotas de semestres previos no será permitido a inscribirse en cursos hasta haber pagado toda deuda por completo. Todas las cuotas pueden ser pagadas en la Oficina de Negocios Estudiantiles. La Oficina de Negocios acepta Visa o Mastercard. Los pagos por medio de Webstar se aceptan en cuentas de crédito de Visa, Mastercard, American Express o Discover.

## Cuotas Obligatorias

### 1. Cuota de Inscripción

La Cuota de Inscripción se fija por la Legislación de California, está sujeta a cambiar y puede ser retroactiva. La cuota básica es de \$26 por unidad, \$13 por ½ unidad, \$6.50 por ¼ unidad. Los residentes de California que reciben beneficios bajo CalWORKs, SSI/SSP, o Asistencia General, o quienes cumplen ciertas normas de ingreso pueden ser elegibles para la Exención de Cuota de la Mesa de Gobernantes (BOGW). Comuníquese con la Oficina de Ayuda Financiera para más información. Los estudiantes de Preparatoria están exentos de esta cuota, a menos que estén tomando 12 o más unidades.

### 2. Cuota de Salud

Una cuota obligatoria de \$14 por semestre (\$11 sesión de verano) se cobra. Esta cuota hace accesible al estudiante los servicios del Centro Estudiantil de Salud. De acuerdo al Código Educativo y Póliza de la Mesa, a Ud. se le requiere pagar la cuota de salud sin importar la cantidad de unidades en las que se inscriba, a menos que cumpla con alguna de las exenciones que aparecen a continuación de acuerdo con el Código Educativo §76355:

- Ud. califica para la Exención de Cuota de la Mesa de Gobernantes (BOGW) o está identificado por la Oficina de Ayuda Financiera como calificador para la exención bajo el Código Educativo §76355.
- Ud. depende exclusivamente del rezo para sanar de acuerdo con las enseñanzas de un secto religioso, denominación u organización auténticas. Documentación de dicha afiliación será requerida.
- Ud. está asistiendo al colegio bajo un programa de entrenamiento para aprédictes.

### 3. Cuota para Representación Estudiantil

La Cuota de Representación el Estudiante de \$1 proporciona apoyo para que los estudiantes representativos puedan abogar por la legislación que afecta a los Colegios Comunitarios de California. Sin embargo, los estudiantes pueden, por motivos religiosos, políticos, económicos, o morales refutar el pago de la Cuota de Representación Estudiantil con indicar su motivo en el formulario de exención de la Cuota de Representación Estudiantil, que se puede obtener en la Oficina de Ayuda Financiera.

### 4. Cuota del Centro Estudiantil

La Cuota del Centro Estudiantil fue establecida por medio del voto de los estudiantes para construir un Centro Estudiantil. La cuota es de \$1 por unidad con un máximo de \$10 por año académico. Los estudiantes que reciben asistencia de CalWORKs, SSI/SSP, o Asistencia General pueden ser exentos de esta cuota con documentar su participación en estos programas en la Oficina de Ayuda Financiera.

### 5. Colegiatura de no-residente (No-residentes de California)

La Mesa Gobernante del Distrito de Colegios Comunitarios del Condado de Ventura ha adoptado la cuota de colegiatura requerida por el estado de \$155 por unidad para estudiantes que son no-residentes de California. Esta cuota se cobra además de la cuota de inscripción.

La ley estatal permite limitadas exenciones de pago por colegiatura de estudiantes no-residentes de acuerdo a lo siguiente:

- a. Estudiantes que toman cursos sin credito (Código Ed §76350)
- b. Estudiantes aprendices que toman instrucción supplemental (Código Ed §76350)

- c. Estudiantes del servicio military estacionados en California bajo mando activo (Código Ed §68075)
- d. Estudiantes que son hijos naturales o adoptivos de miembros de militares o esposos/as dependientes de miembros de militares (Código Ed §68074)
- e. Estudiantes que son transferidos de empleo, bajo ciertas circunstancias (Código Ed §76143)
- f. Estudiantes no-residentes que toman cursos para recibir crédito de preparatoria solamente (Art. de Const. 9, §5).
- g. Estudiantes que son dependientes de una persona fallecida el 11 de septiembre, 2001, en los ataques terroristas, bajo ciertas condiciones (Código Ed §68121)

### h. Estudiantes de AB540

De acuerdo con el Código Ed §68130.5 cualquier estudiante, que no sea no-inmigrante indocumentado bajo el Título 8 U.S.C. 1101(a) (15) es exento de pagar cuotas de colegiatura de no-residente despues de completar un formulario disponible en la Oficina de Admisión y Archivos si él o ella:

1. Asistió a la preparatoria (High School) en California por tres años o más, y
2. Se graduó de una preparatoria de California u obtuvo el equivalente del mismo.

Para más información por favor comuníquese con la Oficina de Admisiones y Archivos.

### 6. Colegiatura de No-residentes (Estudiantes Internacionales)

La Mesa Directiva del Distrito de Colegios Comunitarios del Condado de Ventura ha adoptado la cuota requerida por el estado de \$169 por unidad para estudiantes internacionales, \$14 de la cual es un sobrecargo de capital extranjero. Esta cuota se cobra además de la cuota de inscripción.

Ud. será requerido pagar la cuota de sobrecargo extranjero a menos que cumpla una de las exenciones que aparecen a continuación de acuerdo al Código Ed §76141:

- Ud. tiene que demostrar escasez económica.
- Ud tiene que ser víctima de persecución en el país del cual es residente.

### 7. Cuota de solicitud (Estudiantes Internacionales)

Los estudiantes internacionales pagan una cuota no-reembolsable de \$50 para solicitar admisión al Colegio de Oxnard. Esta cuota cubre el costo de la documentación requerida federalmente.

A Ud. se le requiere pagar esta cuota a menos que cumpla con una de las exenciones que aparecen a continuación de acuerdo al Código Ed §76142:

- Ud. tiene que demostrar escasez económica, o
- Ud. tiene que ser víctima de persecución en el país del cual es residente.

### 8. Cobros de materiales

A estudiantes que se inscriben en ciertos cursos se les cobrará por materiales necesarios que se requieren para completar el curso exitosamente. Los materiales pueden incluir, pero no se limitan a, libros de texto, instrumentos, equipo, ropa, y materiales necesarios para el entrenamiento vocacional y de empleo.

### 9. Cheques Devueltos/Cargos Devueltos de Tarjeta de Crédito

A los estudiantes que pagan cuotas estudiantiles, compras de libros, u otros cargos con cheque o tarjeta de crédito que se devuelve por el banco por fondos insuficientes, se les hará un sobrecargo de \$10.00 por cada devolución.

### 10. Reembolso o Crédito

A los estudiantes que abandonan sus cursos dentro de la fecha límite para recibir una devolución o crédito, y que son elegibles para recibir un reembolso, se les cobrará \$10 para tramitar el reembolso si el estudiante lo pide. Los estudiantes que tengan un balance de crédito en su cuenta estudiantil podrán aplicar ese crédito hacia otras cuotas y cargos estudiantiles, en el mismo semestre o en uno futuro.

## Cuotas Opcionales

Las cuotas 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 \$40
- (2) Motocicletas: Semestre regular \$28
- b. Cuotas por Término Corto (menos de 12 semanas):
  - (1) 6 a 11 semanas: Automóvil \$28; Motocicleta \$16
  - (2) 1 a 5 semanas: Auto \$12; Motocicleta \$8
- c. Sesión de Verano: Auto \$19; Motocicleta \$12
- d. Permiso para segundo vehículo: \$8; \$7 para el verano
- e. Permiso duplicado: \$7; regular \$5 durante el verano
- f. Permiso por un día: \$1 (comprado en la máquina del estacionamiento en South Campus Road)

El permiso de estacionamiento se puede comprar en la Oficina de Negocios Estudiantiles. Estos permisos se requieren para estacionamiento en todo el Campus. Los estudiantes que reciben beneficios de CalWORKs, SSI/SSP o asistencia general, o que califican para la Mesa de Gobernadores (BOGW) están exentos de pagar la cuota en exceso de \$20 por semestre.

Los estudiantes que pueden comprobar que regularmente traen dos o más pasajeros en su coche, pueden calificar para una reducción en su cuota de estacionamiento, \$30 en el semestre de otoño y primavera y \$10 para el semestre de verano.

## 2. Guardería de Niños

Los estudiantes que utilicen los servicios del Centro de Desarrollo Infantil para el cuidado de sus niños durante el tiempo que asisten a sus clases, pagarán cuotas según el número de niños, la edad de los niños y según el tiempo que estén en la guardería.

## 3. 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.

## 4. Libros de Texto y Útiles

Los libros de textos o útiles 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.

## 5. Expedientes Académicos

Los estudiantes del Colegio de Oxnard reciben sus primeros dos expedientes académicos gratuitamente. Una cuota de \$3 se cobra por cada copia oficial adicional. Una cuota de \$5 se cobra por expedientes pedidos para el día siguiente. Una cuota de \$1 se cobra por expedientes no oficiales pedidos en la Oficina de Admisión. Si Ud. está inscrito actualmente, puede acceder su expedientes no oficiales en [www.vcccd.net/webstar](http://www.vcccd.net/webstar) para su conveniencia. Si Ud. envía una carta pidiendo sus expedientes, por favor incluya su(s) nombre(s), domicilio, número de teléfono, fecha de asistencia, domicilio a donde desea que se le envíen. El pedido debe incluir su firma escrita. Ud. puede incluir un cheque con su pedido o pagar con Visa o Master Card con sólo comunicarse a la Oficina de Negocios Estudiantiles al (805) 986-5801.

# Reglamentos Académicos

## Asistencia a Clases

Todos los estudiantes admitidos al Colegio de Oxnard deben asistir a sus clases regularmente por dos razones: porque la continuidad de asistencia es necesaria para el progreso individual y del grupo en cualquier clase, y porque el apoyo financiero que recibe el colegio depende de la asistencia de estudiantes a clases.

Ausencia por cualquier razón no excusa al estudiante de sus responsabilidades de completar todos los requisitos de sus clases.

Es la responsabilidad del estudiante de informarse cada semestre de los reglamentos de asistencia y ausencia que cada maestro tiene en cada clase en que esté inscrito. Cuando la ausencia del estudiante es más de 18% del total de horas de contacto para cada sesión (ej., la ausencia en una clase semestral que iguale o doble el número de horas

que reúna una clase en una semana), el profesor(a), después de una advertencia al estudiante, puede pedir a la Oficina de Admisiones y Registros que anule al estudiante de la lista oficial y que se asigne la calificación de acuerdo con el reglamento para dejar una clase.

## Calificaciones

Trabajo en todos los cursos aceptables como los requisitos para "Associate Degrees," certificados, diplomas, licencias, o trabajo al nivel de bachillerato será evaluado de acuerdo a las reglas adaptadas por la Mesa Directiva del Distrito para las siguientes secciones que se relacionan a la escala de grados de letra, la opción de crédito o no crédito por examinación.

## Sistema de Calificaciones

### Escala de Grados de Letra

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

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

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

### Símbolos No-evaluativos

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

### I=Incompleto

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

### IP=En Progreso

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

### RD=Reporte Atrasado

El símbolo "RD" puede ser asignado únicamente por el registrador.



Se usa cuando hay un retraso en el reporte de la calificación del estudiante debido a circunstancias fuera del control de éste. Es una anotación temporal que será reemplazada por un símbolo permanente tan pronto como sea posible. "RD" no se usará para calcular un promedio de calificaciones.

### **W=Withdrawal (Dejar una clase)**

El estudiante puede dejar una clase hasta el último día de la catorceava semana de instrucción en las clases de semestre, o hasta terminar el 75 por ciento de una clase que sea menos de un semestre en duración. El record del estudiante que permanece en una clase por más tiempo que éste, deberá mostrar una calificación que no sea una "W". Cuando el estudiante deja una clase dentro de las primeras cuatro semanas del curso o dentro de 30% del mismo, (lo que ocurra primero) ninguna anotación deberá 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" deberá aparecer en su record.

### **Opciones de Crédito/No Crédito**

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

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

La segunda categoría de cursos con la opción de Crédito/No Crédito incluye cursos designados por el colegio donde cada estudiante puede elegir, antes del fin del primer 30 por ciento del período de clases, si la evaluación ha de hacerse a base de Crédito/No Crédito o calificación. Una vez que el primer 30 por ciento de la duración del curso haya pasado, la petición no se puede cambiar. Es la responsabilidad del estudiante notificar al instructor de su intento de ser calificado a base de Crédito/No Crédito y de llenar la forma apropiada; de otra manera se le asignará una letra de calificación.

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

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

Unidades de "Crédito" no pueden usarse para requisitos de especialización o 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 tratan de obtenerse y por las cuales se hace una anotación de NC se tomarán en cuenta en casos de prueba condicional o procedimientos de expulsión.

El estudiante debe estar consciente de que otros colegios o universidades pueden restringir la aceptación de cursos que se han tomado a base de Crédito/No Crédito, especialmente para satisfacer requisitos de especialización.

### **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 fe, 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.

### **Exámenes Finales**

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

### **Para asistir como oyente a una clase**

A los estudiantes inscritos en cursos para recibir diez unidades semestrales o más se les permitirá asistir de oyentes a no más de tres unidades semestrales sin pagar cuota. Los estudiantes inscritos en menos de diez unidades de crédito semestrales podrán asistir de oyentes a no más de tres unidades de una cuota de \$15 por unidad (más una cuota de seguro de salud de \$13 por semestre regular, o una cuota de seguro de salud de \$10 por semestre de verano).

La prioridad de inscripción en cursos se les dará a estudiantes que deseen tomar el curso para recibir crédito hacia un certificado o título. Por lo tanto, los estudiantes que deseen asistir de oyentes a un curso podrán inscribirse para el curso bajo estatus de oyentes sólo por medio de una petición especial en los últimos dos días del periodo de agregar cursos. El formulario de petición está a su alcance en la Oficina de Admisión y Records. Esta petición requiere el permiso del instructor. Cursos de laboratorio normalmente no permiten estatus de oyente. A los estudiantes inscritos de oyentes no se les permitirá cambiar su inscripción en ese curso para recibir crédito por el curso.

A los estudiantes asistiendo a un curso de oyentes no se les permite tomar exámenes en la clase, ni se les permitirá disputar la calificación. El instructor no está bajo ninguna obligación de calificar los trabajos de un alumno asistiendo de oyente. Los requisitos de asistencia para oyentes son los mismos que para los demás alumnos, como está descrito en el catálogo del colegio.

### **Para abandonar un curso**

**Si un estudiante desea abandonar un curso, es su responsabilidad iniciar el trámite de darla de baja. El estudiante puede excluirse del curso por la red: [www.oxnardcollege.edu/webstar](http://www.oxnardcollege.edu/webstar). También puede tramitarlo en persona en la Oficina de Admisión donde completará el formulario necesario.**

Si se abandona un curso entre el principio y el fin de la cuarta semana de instrucción para cursos de semestre entero, o durante el primer 30 por ciento de un curso que se reúne menos de un semestre de largo, no resultará en el expediente o record del estudiante. Si se abandona un curso después de la cuarta semana, pero antes del último día de la semana catorce para cursos de semestre entero, o hasta el 75 por ciento de un curso que sea de menos de un semestre de largo, se documentará como "W" en el expediente del estudiante.

El expediente del estudiante que permanece en un curso más de este tiempo, tendrá que reflejar una calificación que no sea "W". La "W" no se utilizará para calcular el promedio en calificaciones, pero

demasiadas "W" se utilizarán como factores en procedimientos de destituir a un estudiante del colegio o ponerlo en periodo de prueba.

## Separación del Colegio

Es la responsabilidad del estudiante formalmente dejar todas sus clases si es su intención retirarse del colegio ([www.oxnardcollege.edu/webstar](http://www.oxnardcollege.edu/webstar)). 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.

## Repetición de un Curso

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

Cursos en cualquier colegio en los que se ha obtenido una calificación de "D", "F", "NC", u otra baja notación pueden ser repetidas con el propósito de mejorarlas. Esta política puede aplicarse más de una vez a cualquier curso. Un curso tomado en otra institución en el cual se ha obtenido una calificación baja, puede repetirse en los colegios del Distrito de Colegios de la Comunidad del Condado de Ventura sujeto a esta política. Para identificar equivalencias aceptables, equivalencia de cursos será determinada principalmente por contenido, como está definido en la descripción de cursos en el catálogo, y no por título o unidad. Se requiere aprobación para repetición de cursos. La petición para este propósito "Petición para Repetición de Curso", está disponible en la Oficina de Consejeros.

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

Los estudiantes deben entender que otros colegios y universidades pueden no aceptar crédito por trabajo que represente una repetición de trabajo de escuela Preparatoria. 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

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

El estudiante puede pedir, solo una vez, que se eliminen los promedios y calificaciones de porciones selectas de su trabajo previo en el colegio que no reflejan su presente habilidad. El estudiante puede solicitar reanudación académica seleccionando una de las siguientes opciones: (1) descartar el máximo de 15 unidades de cualquier curso con grado 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 concederá solamente a estudiantes que estén matriculados en por lo menos un curso de crédito en el colegio; hayan completado por lo menos 12 unidades en residencia en los colegios del Distrito de Colegios de la Comunidad del Condado de Ventura; hayan sometido documentos de todo trabajo en el colegio; hayan esperado dos años desde que el trabajo que será descartado fue completado; y hayan subsecuentemente completado por lo menos 30 unidades semestrales con el mínimo de 2.40 de promedio académico.

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

La petición para este propósito "Reanudación Académica" está disponible en la Oficina de Consejeros. Al conceder 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 alguna experiencia previa, entrenamiento o instrucción es el equivalente a un curso específico que sea impartido en el colegio. Si un examen indica que el estudiante posee la equivalencia y la maestría adecuada de la materia, el crédito se otorga. Todos los cursos estarán abiertos para crédito por examinación a menos que estén específicamente exentos. Cada división del colegio determinará los cursos por los cuales se puede otorgar crédito por examen y la Oficina de Instrucción mantendrá una lista al día de los cursos excluidos de este reglamento. Para el propósito de este reglamento, un curso significará un área organizada de instrucción como se describe en el catálogo del colegio. Los créditos que se ganan bajo este reglamento no contarán 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 examen 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 para cumplir con estipulaciones de la Ley del Estado de California. Crédito por examen se podrá otorgar únicamente 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 expedientes académicos 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 examen 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 aprueban el examen para 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 examen por un curso sólo una vez. Lo máximo que un estudiante puede obtener bajo este reglamento cuando está estudiando para obtener un "Associate Degree" o Certificado Vocacional son 12 unidades o cuatro clases. El total de unidades concedidas por este método de examen no contará para el mínimo de las 12 unidades requeridas para la residencia en el colegio. El crédito por examen puede darse solamente en un curso, de una secuencia de cursos, tal como está determinado por los requisitos. No será concedido en un curso que es requisito para la clase en la que el estudiante está actualmente 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 examen se dará por más de un curso en una secuencia de cursos requeridos, cuando se aprueba por un oficial administrativo responsable de programas técnico-vocacionales.

La petición para este propósito "Petición para Crédito por Examen" es iniciado en la Oficina de Consejeros. Peticiones aprobadas deben estar archivadas con el profesor dando el examen, a más tardar, el viernes de la décima semana del semestre. El examen se administrará antes del último día del período de exámenes finales.

El crédito ("CR") se asigna por un trabajo que tenga la calidad suficiente para obtener una calificación de "C" o mejor. Las anotaciones en los expedientes académicos especificarán si el crédito se obtuvo por examen 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 examen para el propósito de transferencia.

### **Admisión, Expulsión, Readmisión y A Prueba**

Las normas y procedimientos de admisión, expulsión, readmisión y a prueba académica han sido designadas para ayudar a los estudiantes a marcar progreso hacia sus metas vocacionales y educacionales. Los estudiantes que deciden matricularse deben ser alentados para que aprovechen la oportunidad de desarrollar todo su potencial. Limitaciones relacionadas con programas, cursos, y números de unidades son consistentes con la filosofía de proveer una oportunidad para tener éxito. La declaración completa del reglamento adoptada por la Mesa Directiva del Distrito en Admisión, Expulsión, Readmisión y A Prueba, aparece en el apéndice de este catálogo.

### **Fraude o Plagio**

Los instructores tienen la responsabilidad y la autoridad para tratar con casos de fraude y plagio que ocurren en sus clases. La política del Distrito de Colegios de la Comunidad del Condado de Ventura dice que un instructor puede despedir de la clase a un estudiante por tal comportamiento deshonesto con una calificación de "F". Es más, el miembro de la facultad puede dirigir el caso al Vice Presidente de Servicios Estudiantiles para acción disciplinaria.

### **Lista de Honor**

A los 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 si por lo menos nueve de las 12 unidades son de clases que se califiquen con grado de letra.

Estudiantes que asisten al Colegio de Oxnard y al mismo tiempo están 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 escoger el colegio en el que deseen participar en la Lista de Honor.

### **Reconocimiento de Honores Académicos**

#### **Reconocimiento de Honores Académicos**

Los estudiantes que han mantenido calificaciones altas, son elegibles para graduarse con honores. Hay tres tipos de honores: los más altos honores, honores altos y honores.

#### **Graduación con los Honores mas altos**

La designación de honores más altos aparecerá en el documento y diploma del graduado quien ha obtenido un promedio de 4.0 (GPA). El graduado con honores altos deberá haber completado al menos 30 unidades en uno de los colegios de la comunidad del Distrito del Condado de Ventura, 18 o más de esas unidades deben haber recibido una calificación del letra (A,B,C,etc.)

#### **Graduación con Honores altos**

La designación de honores aparecerá en el documento y diploma del graduado quien ha obtenido un promedio de 3.75 (GPA). El graduado deberá haber completado al menos 30 unidades en uno de los colegios de la comunidad del Distrito del Condado de Ventura, 18 o más de esas unidades deben haber recibido una calificación de letra (A,B,C,etc.)

#### **Graduación con Honores**

La designación de honores aparecerá en el documento y diploma del graduado que ha obtenido un promedio de 3.5 (GPA). El graduado deberá haber completado al menos 30 unidades en uno de los colegios de la comunidad del Distrito del Condado de Ventura, 18 o más de esas unidades deben haber recibido una calificación de letra (A,B,C,etc.)

### **Regulación de Grabadoras en Clase**

Los 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, quien notificará a la Oficina de Aprendizaje.

## **Servicios al Estudiante**

### **Servicios de Cal/WORKs/TANF**

En California, TANF (Asistencia Temporal para Familias Necesitadas) fue implementado y nombrado CalWORKs (Oportunidades de Empleo y Responsabilidad para Jóvenes). A resultado de ello, se han hecho disponibles recursos y servicios adicionales a recipientes de TANF que asisten a Colegios Comunitarios. Para ser elegible par los servicios de TANF, el estudiante tiene que registrarse en la Oficina de Servicios de CalWORKs/TANF.

Los servicios pueden incluir: Consejería individual académica/de carrera, Guardería en el mismo campus, Ubicación de empleo, Apoyo, Oportunidades de empleo/estudio, y Diagnóstico vocacional o proficiencia para cursos relacionados al trabajo, como Tecnología Automotriz, Asistente Administrativo, Desarrollo Infantil, Servicio al Consumidor, Administración de Hoteles y Restaurantes, Servicios Humanos, y Ocupaciones de Oficina.

Todos estos programas incluyen experiencia de entrenamiento en el empleo. La Oficina de Servicios de Cal/WORKs/TANF se ubica en el nuevo edificio CSSC al lado norte de la biblioteca del colegio en las Oficinas de Iniciativas Comunitarias.

### **Centro de Carreras**

¿Necesita Ud. ayuda en seleccionar una carrera? El Centro de Carreras tiene materiales de investigación que le ayudarán en tomar su decisión personal. Esto incluye inventarios de intereses e indicadores de tipos de personalidad. Listas de oportunidades de empleo en el campus y de afuera se mantienen a su disposición en el Centro, como también información sobre posibilidades de empleo, el escribir su historial del empleo, habilidades para procurar empleo, y servicios de ubicación de empleo para estudiantes.

### **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 forjar 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 asistirá al hacer su decisión para que tenga mayores probabilidades de éxito mientras asiste al Colegio de Oxnard. Si necesitan 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.

### Centro de Ayuda Educativa (EAC, previamente DSP&S)

El Centro de Ayuda Educativa (EAC) ofrece servicio de apoyo para asegurar la inclusión, integración y participación completa de personas con incapacitaciones. El Centro de Ayuda Educativa trabaja para cumplir con ambos requisitos federales y estatales de accesibilidad que se requieren por ley para las personas incapacitadas.

El propósito del Centro de Ayuda Educativa es de proporcionar servicio de apoyo y cumplir con todas las necesidades de estudiantes calificados con incapacidades verificadas. EAC promueve el potencial educativo y ocupacional de estudiantes con impedimentos de movilidad, visual, auditivos, de comunicación, aprendizaje, heridas cerebrales, incapacidades de desarrollo y más.

Nuestra oficina promueve el éxito del estudiante ofreciéndole los siguientes servicios:

Inscripción temprana, referencia de tutoría académica, intérpretes para estudiantes sordo-mudos y clases de computación designadas para cumplir con las necesidades de nuestros estudiantes. Procesamiento de palabras e instrucción de ayuda con computadoras también están disponibles en nuestro Centro de Tecnología. Equipo adaptivo específico incluye lectores de pantalla, imprenta engrandecida, sintetizadores de habla, adaptaciones de teclado, computadoras con reconocimiento de teclas ópticas y activadas a la voz. Ofrecemos clases en lectura básica, deletreo, matemáticas, desarrollo en vocabulario, mejoramiento en destrezas de language y estrategias de memorización.

El Centro de Ayuda Educativa ofrece asesoría para acomodar las necesidades específicas de nuestros estudiantes inclusive: asesoría académica, consejo personal, asistencia para transferencia a universidad y ubicación en empleo por medio del WorkAbility III Program.

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

El programa EOPS está diseñado para reclutar, retener y proporcionar servicios a estudiantes en desventaja de acuerdo con ciertos criterios educacionales y económicos. El objetivo del Programa EOPS es el de darle al estudiante la oportunidad y asistencia necesaria para poder completar su programa académico y/o vocacional en el Colegio de Oxnard. Para lograr este objetivo, EOPS ofrece servicios adicionales al programa educativo regular del colegio. Para poder ser elegible, los estudiantes deben calificar para la beca BOGG (Nueva Mesa Directiva de Becas e Incentivos a Estudiantes), debe estar matriculado por tiempo completo, y no debe de haber completado más de 70 unidades (créditos aplicables hacia su título). Una vez elegibles, se les ofrecerá una orientación, servicios de tutores, consejeros, becas, préstamos de emergencia y/o para libros, y otros servicios adicionales.

Para más información póngase en contacto con el departamento de EOPS que está ubicado en el edificio de Servicios Estudiantiles o llame al (805) 986-5827.

### Agencia Cooperativa de Recursos para la Educación (C.A.R.E.)

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

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

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

suspendido para el año académico, 2005-2006.

### INGLES COMO SEGUNDO IDIOMA (ESL)

Las clases de *Inglés Como Segundo Idioma* (ESL) se dividen en cuatro niveles de gramática y escritura, conversación, lectura, y vocabulario. Algunas clases se enseñan con metodología bilingüe para los hispanohablantes que prefieren ayuda en español en las clases de inglés.

La secuencia de las clases es la siguiente:

	Conversación (40's)	Lectura (50's)	Gramática/Escritura (60's)	Vocabulario
Nivel 1	ESL 40	ESL 50	ESL 60	ESL30A, 30B
Nivel 2	ESL 42	ESL 52	ESL 62	ESL30C
Nivel 3	ESL 44	ESL 54	ESL 64	ENGL30V, 30S
Nivel 4	ESL 46	ESL/ENGL 56	ENGL 66	ENGL 80
Clases no consideradas Inglés Como Segundo Idioma	SPCH 108	ENGL 95	ENGL 68	ENGL 30's
			ENGL 140 ENGL 96	ENGL 90

### CONVERSACION:

ESL R040 Conversación en Inglés 1/English Conversation 1  
 ESL R042 Conversación en Inglés 2/English Conversation 2  
 ESL R044 Conversación en Inglés 3/English Conversation 3  
 ESL R046 Habilidades de escuchar y hablar/  
 ESL Oral/Listening Skills

### LECTURA:

ESL R050 Lectura 1/Reading Skills 1  
 ESL R052 Lectura 2/Reading Skills 2  
 ESL R054 Lectura 3/Reading Skills 3  
 ENGL R056 Lectura 4/Reading Skills 4

### GRAMATICA Y ESCRITURA:

ESL R060 Gramática y Escritura 1/Grammar & Writing 1  
 ESL R062 Gramática y Escritura 2/Grammar & Writing 2  
 ESL R064 Gramática y Escritura 3/Grammar & Writing 3  
 ENGL R066 Gramática y Escritura 4/Grammar & Writing 4

## VOCABULARIO:

ESL R030A	Vocabulario Bilingüe 1/Bilingual Vocabulary 1
ESL R030B	Vocabulario Bilingüe 2/Bilingual Vocabulary 2
ESL R030C	Vocabulario Bilingüe 3/Bilingual Vocabulary 3
ENGL R030V	Vocabulario/Vocabulary
ENGL R030S	Ortografía/Spelling
ENGL R080	Desarrollo de Vocabulario/Developmental Vocabulary

Cursos generalmente enseñados de una manera bilingüe son:

### **AB R001-4 unidades**

**Introducción a la Carrocería (Nivel 2+)**

### **AB R002-4 unidades**

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

### **AT R010-3 unidades**

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

### **AT R014-4 unidades**

**Reparación de Frenos y Tren Delantero (Nivel 1+)**

### **ENGL R030EV ABC-1-1-1 unidades**

**Vocabulario Bilingüe (Niveles 1, 2, 3)**

### **MATH R009-3 unidades**

**Fundamentos de la Aritmética (Nivel 1)**

### **MATH R011-5 unidades**

**Álgebra Elemental (Nivel 2)**

### **PG R101AB-3 unidades**

**Planificación de Vida y Carrera (Nivel 2)**

### **PE R124-1 1/2 unidades**

**Baile Folklórico Mexicano**

### **SPAN R105-R106 -5 unidades**

**Español para el Hispanohablante**

### **SPAN R107-3 unidades**

**Cultura y Civilización Hispánica**

### **SPAN R108-5 unidades**

**Gramática Española y Composición**

### **SPAN R117-3 unidades**

**Literatura Hispanoamericana**

## **Servicios Financieros**

El Colegio de Oxnard está dedicado a proveer asistencia financiera a los estudiantes que califiquen y que no puedan pagar el costo de su educación. El Servicio Financiero del Colegio de Oxnard ayuda a más del 40% de sus estudiantes con algún tipo de ayuda financiera.

El Colegio de Oxnard participa en un número de programas Federales y Estatales, diseñados para asistir a los estudiantes con sus gastos en el colegio. Becas "Grants" son dineros que no tienen que pagarse y están basados en la necesidad económica del estudiante. Los estudiantes deben de calificar con ciertas reglas Federales/Estatales para poder calificar.

Federal Pell Grant: Este programa está basado en la necesidad financiera del estudiante y la inscripción. Esta ayuda varía de \$200 a \$4,050 por año académico.

Federal Supplemental Educational Opportunity Grant (FSEOG): FSEOG es un programa de ayuda para los estudiantes que califican para el PELL GRANT. FSEOG es un programa dentro del Campus (fondos limitados). La ayuda depende de los fondos disponibles y están designados para los estudiantes con mayor necesidad económica. La ayuda varía de \$100 a \$800 por año académico.

Programa Federal de Trabajo/Estudio (FWS): FWS es un programa de ayuda-propia que provee trabajo de medio tiempo (generalmente en el campus) a los estudiantes no graduados y a los graduados (undergraduate and graduate). FWS es un programa en el Campus. Los fondos se adjudican según la necesidad del estudiante y si hay fondos disponibles. La ayuda varía de \$500 a \$3,000 por año académico.

State Cal Grants: Los programas de becas del Estado de California, es para estudiantes no graduados (undergraduates). La reciente expansión de este programa, incluye: Cal Grant A&B, Cal Grant A&B Competitivo, Cal Grant C y Cal Grant T. Los estudiantes deberán ser residentes de California y asistir a una institución educativa elegible en California. La ayuda varía de \$150 a \$1,551 por año académico.

## **Nuevos Programas de Cal Grant**

Empezando con la clase de graduados del año 2000-2001, los estudiantes del cuarto año de Preparatoria y que satisfagan los requisitos académicos (3.0 GPA) para Cal Grant A; 2.0 GPA para Cal Grant B, y que estén dentro de cierto presupuesto económico y lo soliciten a tiempo, recibirán Cal Grant A o B. Todos los estudiantes de un colegio de la comunidad que satisfagan los otros requisitos del programa y lo soliciten a tiempo, recibirán un beneficio llamado "California Community College Transfer Entitlement" El Cal Grant T es solamente para estudiantes que planeen asistir a un programa para credencial de enseñanza e incluye un requisito de servicio de enseñanza.

Cal Grant A: Cal Grant A ayuda a los estudiantes de bajos recursos económicos con la colegiatura e inscripción a un colegio de 4 años. Los estudiantes que escogen asistir a un colegio de la comunidad podrán poner en reserva esta ayuda por 2 años hasta que se transfieran.

Cal Grant B: Cal Grant B provee un estipendio de vivienda (y algunas veces ayuda con la colegiatura de inscripciones) para estudiantes de bajos recursos económicos. Ayuda en el colegio de la comunidad está limitada para ayuda de vivienda, libros, materiales y transportación.

Cal Grant C: Cal Grant C es la ayuda para estudiantes inscritos en programas de carreras de educación (Certificado de Distinción/AS diplomas) y no tienen planes de transferirse. La ayuda es para pagar libros, materiales y equipo.

Cal Grant T: Cal Grant T cubre un año de inscripción y colegiatura para un programa de preparación profesional de maestro. Los recipientes deberán enseñar en una escuela de bajo nivel por un año por cada \$2,000 que reciban durante 4 años.

Grant de Colegio de la Comunidad para Transferirse: Todos los estudiantes que satisfagan los requisitos de admisión para una institución de 4 años, sea menor de 24 años y satisfaga otros requisitos del programa, recibirán un Cal Grant A o B para asistir a un colegio de 4 años. Esto se activó para el año académico del 2002 - 2003.

NOTE: Nuevos reglamentos Federales efectivos en octubre del 2000.

Los estudiantes que reciban fondos del Title IV y subsecuentemente dejen TODAS sus clases antes de completar el 60% del semestre, tendrán que pagar todos o parte de los fondos recibidos. El colegio posiblemente también tendrá que pagar un porcentaje de la colegiatura/ inscripción calculada. Este Nuevo reglamento enfatiza la importancia de dar a conocer la fecha de retiro, ya sea por el estudiante o el colegio.

## **Préstamos Alternativos**

Muchos de los bancos ofrecen préstamos alternativos a los estudiantes que no califican para la ayuda federal y necesitan fondos para costear los gastos del colegio. Regularmente utilizan la información de crédito para determinar elegibilidad. También pueden requerir la firma de otra persona.

## **Nuevos Reglamentos Federales para Retiro (Withdrawal)**

Nuevos reglamentos Federales requieren que los estudiantes permanezcan inscritos o se enfrenten con la obligación de pagar la ayuda financiera recibida. Los estudiantes que dejen TODAS sus clases antes de completar más del 60% del semestre, tendrán su ayuda financiera recalculada, basada en el porcentaje del semestre completado y tendrán que pagar una parte de la ayuda financiera recibida.

## **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 elegibilidad del estudiante para satisfacer los requisitos académicos y otros estipulados por los patrocinadores de las becas.

El programa de becas está dirigido por el Centro de Carreras. Detalles específicos acerca de elegibilidad 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 Miércoles: 8 a.m. - 4 p.m.

Martes y Jueves: 8 a.m. - 8 p.m.

Viernes: 8 a.m. - 12 p.m.

*Llame para hacer una cita.*

La cuota de salud que se le requiere 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 están disponibles en el Centro de Salud. Llame para hacer una cita si tiene preocupaciones que están interfiriendo con sus metas académicas.

El horario para los servicios profesionales varía cada semestre e incluye horas por las tardes. Por favor consulte el folleto del Centro de Salud Estudiantil para los horarios específicos. 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 internacionales, a realizar sus aspiraciones personales y metas educativas a medida que 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 con los reglamentos locales y leyes del estado y los requisitos federales de las leyes del departamento de servicios de inmigración (INS).

La oficina de este programa está localizada en el edificio LRC, contiguo a la oficina de Admisión y Registro escolar. El programa es responsable de preparar los formularios de inmigración I-20AB, necesarios para quienes son estudiantes extranjeros. Quienes poseen una visa F-1 deben verificar su permiso en esta oficina antes de proceder a su inscripción.

El programa le puede asistir con información para obtener hospedaje; y, le ofrece ayuda en la preparación de otros formularios necesarios.

### **Programa Puente**

*suspendido para el año académico, 2005-2006.*

### **Centro de Re-Ingreso**

El enfoque principal del Centro de Re-Ingreso es dar apoyo a individuos quienes han regresado a la escuela después de una interrupción en sus estudios. El Centro provee asesoría académica, de carrera y personal individualmente o en grupo, talleres, lecturas, videos educativos, e información en cuidado de niños, carreras, y desarrollo personal.

### **Servicios a Veteranos**

El Acta de Re-ajustamiento de 1966 (PL 89-358) proporciona asistencia educativa a veteranos que prestaron servicio activo por un periodo de más de 180 días.

La pensión básica mensual educativa para entrenamiento puede pagarse a tiempo completo (12 unidades), a tiempo de  $\frac{3}{4}$  (9 unidades), o a medio tiempo (6 unidades). Los veteranos también pueden calificar para recibir ayuda financiera.

A todo veterano recibiendo Beneficios Educativos de Veteranos se le requiere (1) entregar a la Oficina de Admisión y Archivos los expedientes de cada colegio asistido previamente, y (2) completar un Plan Educativo Estudiantil (SEP) con un consejero del colegio. Los cursos NO serán certificados para beneficios de VA hasta que esto se haya completado. Solamente los cursos que cumplan requisitos para su programa de estudio y objetivo de título que estén indicados en SEP serán certificados para pago. Si el objetivo educativo es cambiado, el estudiante tendrá que completar un SEP nuevo.

Los Veteranos deben pedir certificación de inscripción cada semestre si quieren continuar recibiendo los beneficios.

Además de las normas de probación y destitución aplicables a todo estudiante, la Administración de los Veteranos requiere que adopten normas de progreso para la Certificación de Beneficios Educativos. La Oficina de Admisión y Archivos le notificará a VA que el progreso satisfactorio no se está llevando a cabo y no certificara la elegibilidad si el veterano ha sido destituido por reglamentos de progreso académico.

Hay procedimientos en que el crédito puede obtenerse por medio de instituciones cooperativas que pueden aceptarse por el colegio por otras experiencias militares.

Bajo reglamentos existentes de la Administración de Veteranos, un estudiante que repite un curso no es elegible para recibir beneficios de veteranos en la mayoría de casos. Los veteranos deben, por lo tanto, consultar con el/la Asistente de Veteranos en la Oficina de Admisión y Archivos antes de repetir un curso.

### **Organizaciones y Actividades Estudiantiles**

La Asociación de estudiantes del Colegio de Oxnard (ASOC) fue fundada en 1975. Esta asociación tiene una gran responsabilidad con los estudiantes en general, clubes, y otras organizaciones.

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

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

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 lanzar su candidatura, el estudiante puede conseguir un formulario 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 la candidatura de presidente, vicepresidente, secretario o tesorero.

Se les invita a todos los estudiantes a participar en las actividades que elijan ya sea el gobierno estudiantil, eventos musicales, atletismo, o actividades de los clubes.

### **Actividades Estudiantiles**

Las actividades incluyen: gobierno estudiantil, clubes y organizaciones, ferias, talleres sobre desarrollo personal y liderazgo, y otros eventos de diversión. A todo estudiante se le invita a participar en cualquiera de nuestras actividades. Los clubes existentes invitan a la participación de nuevos miembros. Se ofrece también un servicio de intercambio de información sobre vivienda, con tarjetas actualizadas proveídas por individuos que buscan u ofrecen vivienda.

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.

### **Centro de Transferencia**

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

### **Biblioteca/Centro de Recursos de Aprendizaje**

En este edificio se ubican la Biblioteca del Colegio, el Centro de Aprendizaje, el Laboratorio de Destrezas Académicas y el Laboratorio de Acceso Abierto, el Centro de Medios, el Centro de Matemáticas, el Centro de Tutoría Académica y el Centro de Escritura.

#### **Biblioteca**

<http://www.oxnardcollege.edu/library/index.asp>

La Biblioteca del Colegio de Oxnard apoya el currículum con proporcionar 33,000 libros, 87 revistas impresas y bases informáticas para cumplir con las necesidades diversas de información de los estudiantes, profesores, personal y comunidad. Las bases informáticas accesibles a la comunidad del Colegio de Oxnard son Biography Resource Center, CQResearcher, Health & Wellness, FACTS.com y ProQuest. El acceso desde afuera del colegio a la colección electrónica está disponible a todo estudiante actualmente inscrito, al profesorado y al personal. Para acceder las bases informáticas desde su casa:

1. Señale el indicador a <http://www.oxnardcollege.edu/library/index.asp>
2. Click en "Online Databases".
3. Click en "Oxnard College Library Remote Access Login".
4. Escriba su número de seguro social o número de identificación estudiantil y PIN.
5. Seleccione la base informática de la lista de "Oxnard College Library On-Line Resources".

El personal reserva el derecho a fijar prioridad a la investigación académica. El Centro de Aprendizaje, ubicado en el segundo piso, ofrece un Laboratorio de Acceso Abierto de Computación. Infórmese en el Escritorio de Circulación sobre las reglas e prestación, tarjetas para el uso de la biblioteca, reservación de libros y preguntas de índole general. El periodo de prestación de materiales es de tres semanas. Los materiales de reserva se pueden pedir por el número del curso en el Escritorio de Circulación. El Escritorio de Referencia esta para asistirle en cuestiones de información sobre libros, referencia y trabajos asignados de clases o prestaciones de libros de otras bibliotecas. Otros servicios disponibles incluyen visitas de introducción y orientación a la biblioteca, como también la facilidad de imprimir o fotocopiar documentos. Los bibliotecarios profesionales están disponibles durante el día y las tardes para asistirle. Al estudiante se le recomienda utilizar al máximo la Biblioteca y sus recursos.

Puede dirigir sus preguntas al personal de la Biblioteca llamando al (805) 986-5820/5819 o 986-5800 ext.1971.

### **Centro de Aprendizaje**

El Centro de Aprendizaje (LC) en el Colegio de Oxnard está situado en el Segundo piso de la Biblioteca. Por medio de una variedad de materiales de aprendizaje programados, que abarcan muchas disciplinas, el Centro de Aprendizaje proporciona una gama enorme de servicios que suplementan la instrucción de cursos a través del currículum y promueven el estudio independiente individualizado. La variedad de servicios están a la disposición del estudiante, el profesorado, personal y miembros de la comunidad.

Módulos de instrucción individualizada están disponibles por crédito académico en la lectura (para aumentar la rapidez y comprensión), la escritura, el deletreo, vocabulario, tomar apuntes, recursos bibliotecarios, habilidades para el estudio, ensayos escritos y tomar exámenes objetivos, repaso de gramática y de puntuación, y escritura de trabajos investigativos. Los cursos le ofrecen al estudiante la oportunidad de aprender a su propio paso. Medios tecnológicos y materiales autodidácticos también están disponibles para suplementar la instrucción de las clases o para el estudio independiente.

Los instructores sostienen horarios para asistirle al estudiante en áreas de habilidades académicas y otras disciplinas a través del día y la tarde. Videos de cursos grabados como -Ley de Negocio, Formación de América, Economía EUA, Imaginación Sociológica, Mercadería, Antropología (Caras de Cultura) y otros están a la disposición visual del estudiante.

Las computadoras están disponibles para el acceso de web star, procesamiento de palabras, y para acceder trabajos asignados de clase o de investigación académica. Se permite imprimir por 10 centavos la página. Las Tarjetas para Imprimir se pueden comprar al fondo de la Biblioteca (al lado de la máquina fotocopidora) por 50 centavos. (Se deposita \$1.00 en la máquina y recibirá 50 centavos de crédito para imprimir. La tarjeta se puede volver a creditar cuantas veces se necesite.

Visitas de introducción se ofrecen y se recomiendan. Se proporciona servicio de recuperar exámenes. Llame al Centro de Aprendizaje para informarse de su horario durante el semestre. El horario de verano puede variar. El Centro de Aprendizaje permanece cerrado los fines de semana y todos los días festivos. El Centro de Aprendizaje del Colegio de Oxnard tiene un personal disponible a asistirle con sus necesidades de recursos académicos. Puede dirigir sus preguntas al personal llamando al (805) 986-5800 ext.1974 (805) 986-5839.

### **Servicios de Tutoría Académica**

El Centro de Tutoría Académica del Colegio de Oxnard, ubicado en el segundo piso de la Biblioteca en el Edificio de Recursos de Aprendizaje, proporciona servicios de tutoría académica gratuitos a todo estudiante inscrito que quiera fortalecer sus habilidades y destrezas académicas. La tutoría se ofrece por estudiantes del colegio por medio de uno de los centros principales; no hay necesidad de hacer cita por anticipación. El Centro de Destrezas en Escritura ayuda con proyectos de redacción/investigación en cualquier materia y a cualquier nivel del proceso de aprendizaje. El Centro de Destrezas en Matemáticas ayuda con cursos en ciencias y desde matemáticas básicas hasta cálculo.

Los tutores académicos tienen historiales académicos sobresalientes y son seleccionados a base de sus logramientos en la materia que manejan como tutores, habilidad en comunicación, y su manera de entender y apoyar a otros estudiantes positivamente.

La misión del Centro Tutorial del Colegio de Oxnard es de ayudarle al estudiante a aprender a llevar adelante sus estudios independientemente por medio del uso de destrezas de estudio y estrategias que le ayudarán a tener éxito en todos sus cursos. Estos servicios proporcionados por el Centro de Tutoría académica no tienen la intención de sustituir la instrucción directa dictada por los profesores, sino están diseñados a realzar los hábitos de estudio y aprendizaje del estudiante.

Visite el Centro de Tutoría o llámenos para más información al 986-5846. Nuestro personal atento estará contento de servirle.

# Programs, Degrees, and Transfer Information

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## GENERAL EDUCATION

### STATEMENT of PHILOSOPHY & RATIONALE

(Adopted 3/17/99)

#### OPENING STATEMENT

General Education is an essential part of the curriculum at Oxnard College. A rich variety of general education courses is arranged under the headings of Natural Sciences, Social and Behavioral Sciences, Humanities, Language and Rationality, Physical Education and Health, and Ethnic/Women's Studies. Each of these areas of study represents a distinctive process of learning developed by scholars using their discipline's accepted methods of research. Completion of the general education requirements listed under the Approved General Education Course List for A.A. and A.S. Designated Degrees is required for graduation from Oxnard College.

The framework of general education is based upon Title V requirements in the California Education Code and corresponds to the general education patterns of the University of California, California State University, and other four year colleges and universities throughout the nation. Several general education patterns including the IGETC format are listed in this Catalog. Students seeking to transfer to any four year school are advised to complete their general education before they transfer. Counseling assistance in planning general education choices is available.

The rationale for general education requirements is ancient and deeply rooted in a positive affirmation of human potential. Developing this potential has been linked to the study of the imaginatively-rich and culturally-diverse heritage of humanity. The academies of Greece and Rome and the early universities of Europe (Bologna, Paris, Salamanca, Oxford) and the universities established in the Americas (Mexico, San Marcos, Harvard) required their students to complete a liberal arts curriculum which is remarkably similar to present-day patterns of general education. The expectation then and now was that by completing a curriculum that included language arts, fine and performing arts, natural sciences, social sciences, mathematics, logic, analytical philosophy and physical education, a student would develop an honest, insightful, sensitive and moral capacity to think, communicate and live a fully human life. A well-educated human being would understand the value of participating in the civic life of the community and contributing to the well being of others.

These goals of general education are promoted and kept relevant by an on-going revision and expansion of the content of general education courses. In this way new research and vital perspectives on all the cultures evident in world history and human experience are included in the curriculum.

To simply regard general education as a set of burdensome requirements and limit one's own exploration of the general education curriculum is to short-change one's educational opportunities at Oxnard College. Students are advised to choose their general education courses with an imaginative sense of their own authentic interests and well-being. A liberal arts education can help a student develop an inner capacity for both thoughtful contentment and flexible perseverance in living through the changing cycles of human

experience. Through the assimilation of general education subjects and methods of inquiry, students can become wiser, more creative, more tolerant, happier, and more responsible participants in human history.

#### SPECIFIC AIMS

To promote a rich and effective general education program, the following aims have been defined by the faculty of Oxnard College:

#### GENERAL

To introduce students to several areas of academic discourse and the methods of inquiry developed in each area.

To illustrate the depth, breadth, and diversity of knowledge inherited from centuries of human effort to learn.

To offer universal access to a broad range of interesting and academically sound college-level courses to all members of the community, including those with specialized education needs.

To demonstrate the connections between ideas and historical reality and between ethical values and social experience.

To educate broad-minded and insightful students who are capable of reasoned and responsible decisions in many arenas of life.

#### TRANSFER EDUCATION

To enable students to complete, in an accessible, affordable and achievable way, the general education courses needed for transfer to a four-year institution.

To prepare students for the academic rigors of higher levels of education including professional schools.

To provide a diverse and well-rounded education for all transfer students as a foundation and supplement to their technical or specialized course work.

#### INDIVIDUAL GROWTH & CAREER DEVELOPMENT

To develop in students an awareness of their potential for learning and intellectual understanding based upon the skills and insights they can develop within themselves.

To awaken creativity, sensitivity, and communication skills in each student. This includes a capacity for confident access to all modes of information technology.

To enable students to make an informed judgment about the purpose and requirements for continuing their college education.

To encourage students to actively pursue life-long learning above and beyond the requirements of career education.

To develop in students the learning skills and the broad base of knowledge that will promote success in their chosen career or profession.

To enable students to participate both competitively and cooperatively in the work place and global economy of the 21st century.

To help students see the interdependence between their individual efforts to earn a living and the macro-dynamics of the global economy.



## CRITICAL THINKING SKILLS

To teach students how to recognize clear and defensible modes of reasoning as distinguished from fallacies and rationalizations.

To encourage students to articulate their own thoughts clearly and reasonably and to analyze fairly the statements and arguments of others.

To teach the distinction between facts and values, descriptive statements and prescriptive norms, relative values and absolute values in order to help students engage in scientific, social, and moral discourse more effectively.

To develop the critical thinking and problem solving skills which enhance the influence of students in work and community activities.

## MULTI-CULTURAL APPRECIATION

To introduce students to a wide range of cultures as presented in art, literature, religion, mythology, music, drama, dance, and social practice.

To encourage understanding and tolerance of the variety of viewpoints arising from both individual and cultural diversity.

To invite appreciation of the ideas and values implicit in the multi-cultural heritage of humanity.

To teach the relevance of multi-cultural sensitivity to a rewarding and effective life in the global community.

To encourage students to explore their own cultural identity and consider ways of transposing their cultural heritage into contemporary expressions of value.

To provide students with continuous opportunities to develop themselves through involvement in art, music, dance, drama, debate, and creative writing.

## COMMUNITY LIFE

To promote students' awareness of the educational and cultural activities in their community and to encourage them to become life-long supporters of public access to the arts.

To enhance general education at Oxnard College by inviting on campus a variety of speakers and groups to provide cultural and civic vitality to campus life.

## CIVIC RESPONSIBILITY

To develop informed and responsible citizens who understand and value the need for active participation in the public and political life of the community, the nation, and the world.

To help students understand that there are a great variety of ways to participate in civic life ranging from creative imagination and expression to direct action.

To teach students the fundamental concepts of authority, law, and justice that support constitutional and representative institutions of government.

To educate students about universal declarations of human rights and the world-wide aspirations for human freedom and opportunity expressed in such declarations.

To promote the understanding that cooperation and peaceful resolution of disputes are the most morally defensible and practical ways to work through conflicts at all levels of social experience.

To generate in students a desire to give something back to the society that has offered them the opportunity to educate themselves, choose a livelihood and settle into a life of family, religious and community interests.

## 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 courses, designated degrees and certificates, and license/permit preparation as indicated in the chart on the following page.

## Graduation Requirements

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

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

### Graduation Application Procedures

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

The Executive Vice President of Student Learning shall make determinations regarding major requirements and general education. The Dean of Student Services shall be the arbiter when questions of interpretation arise concerning courses from other colleges and universities, lower division transfer requirements, major requirements and all other questions which may arise involving graduation.

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

# OC Curriculum, Degrees and Certificates

	associate degree courses	certificate	permit/licensing
<b>Addictive Disorders Studies</b>			
• Addictive Disorders Studies	X	X	X
• Addictive Disorders Studies in the Criminal Justice System	X	X	X
<b>African-American Studies</b>	X		
<b>Air Conditioning &amp; Refrigeration</b>			
• Air Conditioning & Refrigeration	X	X	X
<b>American Sign Language</b>	X		
<b>Anthropology</b>			
• Anthropology	X	X	
<b>Area Studies</b>	X		
<b>Art</b>			
• Art	X	X	
• Art Two-Dimensional Studio	X	X	
• Art Three-Dimensional Studio	X	X	
<b>Asian-American Studies</b>	X		
<b>Astronomy</b>	X		
<b>Automotive</b>			
• Automotive Body Repair & Paint	X	X	X
• Automotive Technology	X	X	X
<b>Biological Sciences</b>			
• Anatomy	X		
• Biology	X	X	
• Botany	X		
• Microbiology	X		
• Physiology	X		
<b>Business</b>			
• Accounting	X	X	X
• Business	X	X	
• Business Management	X	X	X
• Marketing	X	X	X
<b>Chemistry</b>	X		
<b>Chicano Studies</b>	X		
<b>Child Development</b>			
• Child Development	X	X	X
• Family Day Care Provider Option	X	X	X
<b>Communications – Radio, Motion Picture and Television</b>			
• Television Production Option	X	X	
<b>Computer Information Systems</b>			
• Administrative Assistant	X	X	X
• Computer Information Systems	X	X	X
• Office Automation	X		
• Office Microcomputers	X	X	X
• Word Processing	X		
• Information Processing	X		

	associate degree courses	certificate	permit/licensing
<b>Computer Science</b>	X		
<b>Cooperative Work Experience</b>	X		
<b>Dental Hygiene</b>			
• Dental Hygiene	X	X	
<b>Disability Studies</b>	X		
<b>Economics</b>			
• Economics	X	X	
<b>Education</b>	X		
<b>Educational Assistance Center</b>			
• Assistive Computer Technology	X		
• Learning Skills	X		
<b>Employment Preparation</b>	X		
<b>Engineering</b>	X		
<b>Engineering Technology</b>			
• Computer Networking (CISCO Option)	X	X	X
• Engineering Technology	X	X	X
<b>English</b>			
• English	X	X	
<b>English as a Second Language</b>	X		
<b>Environmental Technology</b>			
• Environmental Technology	X	X	X
<b>Fire Technology</b>			
• Fire Technology (Pre-Service)	X	X	X
• Fire Technology (Administrative Fire Services)	X	X	X
• Fire Technology (In-Service)	X	X	X
<b>Geography</b>	X		
<b>Geology</b>	X		
<b>Health Education</b>	X		
• Health Information Technology		X	
<b>History</b>			
• History	X	X	
<b>Hotel &amp; Restaurant Management</b>			
• Culinary Arts	X	X	X
• Restaurant Management	X	X	X
• Hotel Management	X	X	X
<b>Interdisciplinary Studies</b>	X		
<b>Japanese</b>	X		
<b>Legal Assisting</b>			
• Legal Assisting	X	X	X
<b>Library Instruction</b>	X		
<b>Marine Studies</b>			
• Marine Studies	X		X
<b>Mathematics</b>			
• Mathematics	X	X	

## ASSOCIATE DEGREES

Awarded to students who have successfully completed a minimum of 60 semester units in general education courses with at least 18 units in one curriculum area.

## CERTIFICATES

Awarded to students who have successfully completed a minimum of 18 units in an occupational curriculum.

## LICENSE/PERMIT PREPARATIONS

Successful completion of course(s) prepares students to take necessary exams.

# OC Curriculum, Degrees and Certificates

	<div style="display: flex; justify-content: space-around; width: 100%;"> <span style="writing-mode: vertical-rl; transform: rotate(180deg);">associate degree courses</span> <span style="writing-mode: vertical-rl; transform: rotate(180deg);">permit/licensing certificate</span> </div>					
<b>Multimedia Studies</b>						
• Art/Graphics Option	X	X	X			
• Broadcast/Television Option	X	X	X			
• Business Option	X	X	X			
• Music Option	X	X	X			
• Programming Option	X	X	X			
• Web Design Option	X	X	X			
<b>Music</b>	X					
<b>Personal Growth/ Leadership</b>	X					
<b>Philosophy</b>						
• Philosophy	X	X				
<b>Physical Education</b>	X					
<b>Physical Science</b>	X					

	<div style="display: flex; justify-content: space-around; width: 100%;"> <span style="writing-mode: vertical-rl; transform: rotate(180deg);">associate degree courses</span> <span style="writing-mode: vertical-rl; transform: rotate(180deg);">Permit/licensing certificate</span> </div>					
<b>Physics</b>				X		
<b>Political Science</b>						
• Political Science				X	X	
<b>Psychology</b>						
• Psychology				X	X	
<b>Sociology</b>						
• Sociology				X	X	
<b>Spanish</b>						
• Spanish				X	X	
<b>Special Education</b>				X		
<b>Speech</b>				X		
<b>Television (see Communications)</b>						
<b>Travel &amp; Tourism</b>				X		

### ASSOCIATE DEGREES

Awarded to students who have successfully completed a minimum of 60 semester units in general education courses with at least 18 units in one curriculum area.

### CERTIFICATES

Awarded to students who have successfully completed a minimum of 18 units in an occupational curriculum.

### LICENSE/PERMIT PREPARATIONS

Successful completion of course(s) prepares students to take necessary exams.



*Oxnard College 2005 Graduation*

*photo by Cathy Garnica*

## Associate in Arts

## Associate in Science Degree

### Basic Requirements

1. **Units:** Complete 60 degree-applicable units of college level work.
2. **Scholarship:** A cumulative Grade Point Average (GPA) of not less than 2.0 (C) for all college level work attempted.
3. **Competency:** Demonstrated competency in reading, written expression, and mathematics as follows:

#### Language and Rationality

**Written Expression** - Minimum competency in writing is satisfied by completion of the requirements for the Associate Degree, including 3 units from Area D1: English Composition.

**Reading** - Minimum competency in reading is satisfied by completion of the requirements for the Associate Degree, including 6 units from Area D: Language and Rationality.

**Mathematics:** minimum competency in mathematics is satisfied by successful completion (A, B, C, or credit) of a mathematics course in elementary algebra (or a higher mathematics course) which includes demonstrated ability to:

- Perform operations with polynomials;
- Solve rational equations or quadratic equations;
- Perform operations with real numbers;
- Solve linear equations and inequalities of one variable;
- Solve problems containing ratios;
- Solve equations containing proportions; and
- Graph linear equations.

*Students will be advised to visit a counselor for information on options for meeting this Math requirement.*

4. **General Education:** Complete the general education pattern as required for the Oxnard College (OC) major.
5. **Major:** Completion of all of the courses required as specified in the college catalog. The major courses can also be counted to fulfill general education requirements.
6. **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 upon an individual student.

## Specific Major (A.A. or A.S.)

### General Education Requirements

- A. Natural Sciences**—a minimum of 6 units
  1. One course in a Biological Science
  2. One course in a Physical Science
- B. Social and Behavioral Sciences**—a minimum of 6 units
  1. One course in American History and Institutions
  2. One other course in Social and Behavioral Sciences
- C. Humanities**—a minimum of 6 units
  1. One course in Fine or Performing Arts
  2. One other course in Humanities
- D. Language and Rationality**—a minimum of 6 units
  1. One course in English Composition
  2. One course in Communication and Analytical Thinking
- E. Health/Physical Education**—a minimum of two courses
  1. One course in Health Education
  2. One course in Physical Activity

### General Liberal Arts and Sciences Degree

#### (A.A.)

### General Education Requirements

In addition to the general education requirements listed for the specific major A.A./A.S. degree, completion of at least 12 additional units selected as follows: 9 units from the natural sciences and/or social and behavioral sciences and/or humanities and/or language and rationality areas; and 3 units from the designated ethnic/women's studies course list (cannot be "double-counted"). Completion of the degree requires a total of at least 36 units in the four areas as well as two courses from the health/physical education area.

### Transfer Students—General Liberal Arts and Sciences Degree (A.A.)

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

1. Completion of the college's General Liberal Arts and Sciences AA degree pattern above; or,
2. Completion of at least 36 units of coursework selected from the general education/breadth pattern of a transfer institution plus the physical education/health requirements specified.
  - a. If the general education/breadth pattern of a transfer institution requires fewer than 36 units, additional courses may be selected from courses required in preparation for the student's selected major.
  - b. If the general education/breadth pattern of a transfer institution and the units required for the transfer major total fewer than 36 units, the student must select additional coursework from the approved course lists of general education courses specified for either the associate or the transfer degree.
  - c. At a minimum, general education courses must include: natural sciences (3 units); social and behavioral sciences (3 units); humanities (3 units); courses in language and rationality from English composition (3 units) and from communication and analytical thinking (3 units); one course in health education and one course in physical activity; and one course from ethnic/women's studies which cannot be "double-counted" to satisfy other general education requirements above.

## AA/AS REQUIREMENTS 2005-2006

**BASIC REQUIREMENTS:** Completion of 60 semester units of degree-applicable college work with not less than a 2.00 GPA and completion of residence and competency requirements. **Always check with your counselor for current information.**

**AA/AS GENERAL EDUCATION REQUIREMENTS:** The completion of at least 24 units of general education from A-D plus PE/Health, in addition to those units used to satisfy the requirements for the major.

<b>A – NATURAL SCIENCES (a minimum of 6 units with one course from sections 1 and 2.)</b>
<b>1. BIOLOGICAL SCIENCE:</b> ANAT R100, R100L; ANTH R101; BIOL R100, R100L, R101, R101L, R106, R106L, R120, R120L, R122, R122L, R130, R135, R135L, R140L, R145L, R150L R170; BOT R100, R100L; CHEM R132; MICR R100, R100L; MST R100, R100L, R122, R122L, R175, R190, R195; PHSO R100, R100L; PSY R105
<b>2. PHYSICAL SCIENCE:</b> AST R101, R101L; CHEM R100, R100L, R110, R112, R120, R122, R124L, R130, R132; GEOG R101, R101L, R103; GEOL R101, R101L, R102, R103, R103L, R104, R105, R107, R110; MST R103, R103L; PHYS R101, R102, R121, R122, R131, R132, R133; PHSC R170
<b>B – SOCIAL &amp; BEHAVIORAL SCIENCES (a minimum of 6 units with one course from sections 1 and 2.)</b>
<b>1. AMERICAN HISTORY/INSTITUTIONS:</b> AAS R101; CHST R107; HIST R102, R103, R107, R108, R117, R121; POLS R100, R101, R102, R107
<b>2. SOCIAL/BEHAVIORAL SCIENCE:</b> AAS R101; AFAM R101; ANTH R102, R103, R105, R106, R107, R108, R109, R110, R113, R114, R189B, R189C; BUS R110, R186; CD R102, R103, R106, R108, R130; CHST R101, R108, R114; ECON R100, R101, R102, R103; EDU R122; GEOG R102, R104; HIST R100A, R100B, R104, R109, R110, R111, R112, R113, R114, R115, R116, R118, R119, R120, R121; IDS R102, R150, R151; PHIL R109, R110, R114; POLS R101, R102, R104, R105, R106, R107, R108, R189A; PSY R101, R102A, R102B, R104, R106, R107, R108, R109, R110, R111, R112, R113, R114, R130, R131; SOC R101, R102, R103, R104, R105, R106, R107, R108, R109, R110, R111, R112, R113, R114, R115, R116, R118, R121, R122
<b>C – HUMANITIES (a minimum of 6 units with one course from sections 1 and 2)</b>
<b>1. FINE ARTS:</b> ART R100A, R101, R102, R103, R104A, R104B, R106A, R106B, R118, R150A, R152A, R152B, R152C, R189A; ENGL R112; MUS R101, R102A, R102B, R102C, R102D, R103A, R103B, R104, R105, R106, R107A, R107B, R107C, R107D, R110A, R115, R116, R119, R124, R189A; SPCH R104, R109; TV R102, R103, R104
<b>2. OTHER HUMANITIES:</b> ASL R101, R102, R103, R104, R105; ENGL R103, R104, R105, R106, R107, R108, R109, R110, R111, R112, R113, R114, R115, R116, R117, R118, R120, R123, R130, R131, R132, R150, R151, R152, R153, R154, R155, R156, R189A, R189D, R189H; HIST R100A, R100B, R105, R106, R109, R111, R118, R119; IDS R101A, R101B, R110; JAPN R101, R102; PHIL R101, R102, R103, R104, R105, R106, R108, R110; SPAN R101, R101A, R101B, R102, R102A, R102B, R103, R104, R105, R107, R108, R117, R118, R120; SPCH R101, R102, R104, R105, R108; TV R105
<b>D – LANGUAGE &amp; RATIONALITY (a minimum of 6 units with one course from sections 1 and 2.)</b>
<b>1. ENGLISH COMPOSITION:</b> BUS R104, R140; ENGL R096, R101, R102, R140
<b>2. COMMUNICATION/ANALYTIC THINKING:</b> ANTH R115; BUS R062, R140; CS R110, R122, R128, R142, R144; ECON R103; ENGL R101, R102, R130; IDS R110; LIB R100; MATH R014, R101, R102, R103, R105, R106, R115, R116, R118, R118A, R118B, R120, R121, R122, R125, R134, R139, R143; PG R101A, R101B, R102; PHIL R107, R111, R112, R121; PSY R103, R104; SPCH R101, R102, R104, R105, R108; TV R105
<b>E – PHYSICAL EDUCATION &amp; HEALTH (a minimum of 2 courses one course from section 1 and one course from section 2.)</b>
<b>1. HEALTH EDUCATION:</b> HED R101, R102, R103, R104, R105, R106
<b>2. PHYSICAL EDUCATION:</b> All Physical Education activity courses; MST R120L
<b>F – WOMEN'S STUDIES/ETHNIC STUDIES (choose one course)—General Liberal Arts &amp; Science Majors ONLY; not required for other degrees.</b>
AAS R101; AFAM R101; ANTH R105, R107, R109, R114, R189D; CD R107; CHST R101, R107, R108, R114; ENGL R109, R110, R112, R114, R117, R121, R122; HED R103; HIST R107, R108, R109, R112, R117, R120, R121; IDS R189C; INT R102; MUS R189A; PSY R107, R110, R114; SOC R103, R104, R107, R108, R112; SPAN R107, R117; TV R117
<b>G – FOR GENERAL LIBERAL ARTS &amp; SCIENCE MAJORS ONLY (Select 9 additional units from Areas, A, B, C, D)</b>

6/30/05

## 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 at any regionally accredited institution may earn an additional associate degree.
- B. A student who holds a higher degree from any regionally accredited institution may earn an additional associate degree in a specific major.
- C. General Education requirements earned for one degree may be applied toward another degree.
- 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.
- 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 Executive Vice President of Student Learning. 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, 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 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 international students.

## Remedial Limitations

The colleges of the Ventura County Community College District 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 required for a specific major is also on the list of approved general education courses, the course may be used to satisfy both major and general education requirements, if the student satisfies the minimum 18-unit requirement for the major.

## 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.

### Certificates of Completion

Instructional divisions may award Certificates of Completion to students who have satisfactorily completed a course or a sequence of courses designed to lead them to specific types of employment or to an upgrading of skills.

See page 41, 42 for a list of the certificates offered by Oxnard College.

### Curriculum Patterns

The Curriculum Patterns 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.

### General Liberal Arts and Sciences Major\*+

Required Courses:	Units
A. Natural Sciences Biological Science (one course) Physical Science (one course)	6
B. Social and Behavioral Sciences American History and Institutions (one course) Social and Behavioral Sciences (one other course)	6
C. Humanities Fine or Performing Arts (one course) Humanities (one other course)	6
D. Language and Rationality English Composition (one course) Communication and Analytical Thinking (one course)	6
E. Health/Physical Education (two courses) Health Education (one course) Physical Activity (one course)	2-3 .5-3
F. Ethnic/Women's Studies	3
G. General Liberal Arts and Sciences (from A, B, C &/or D)	9
	38.5 - 42

\*No Certificate of Achievement awarded.

### +Transfer Students

All transfer students may earn a General Liberal Arts and Sciences degree by completing one of the following patterns:

1. Completion of the associate degree pattern specified above;
- or
2. Completion of at least 36 units of coursework selected from the general education/breadth pattern of a transfer institution, plus the physical education/health requirements specified.
  - a. If the general education/breadth pattern of a transfer institution requires fewer than 36 units, additional courses may be selected from courses required in preparation for the student's selected major.
  - b. If the general education/breadth pattern of a transfer institution and the units required for the transfer major total fewer than 36 units, the student must select additional coursework from the approved course lists of general education courses specified for either the associate or the transfer degree.
  - c. At a minimum, general education courses must include: natural sciences (3 units); social and behavioral sciences (3 units); humanities (3 units); courses in language and rationality from English composition (3 units) and from communication and analytical thinking (3 units); one course in health education and one course in physical activity; and one course from ethnic/women's studies which cannot be "double-counted" to satisfy other general education requirements above.

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

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

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

- 1. The course meets lower-division requirements in the four-year college major.**
- 2. The course applies to one of four-year college general education requirements.** Oxnard offers the 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 the Counseling Office 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, located in the Learning Resources Center (LRC-1), 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.

### Transfer Admission Guarantee (TAGs) Programs

The Colleges of Ventura County Community College District have secured partnerships with several four-year institutions, providing qualified students with guaranteed admission, once specified general education requirements are met. Typically, TAG students need to earn a minimum number of transferable units, need to be general education certified and need to have met all lower-division preparation for the student's chosen major. In addition, students typically need to attain an average GPA of at least 2.60 with no transferable course having a grade lower than a "C". Each four-year institution has its own set of specific criteria, including if there is a limit on which majors are acceptable as part of the existing TAG program.

Currently, Oxnard College students can explore TAG Programs with Northridge (CSUN) as well as with University of California at Riverside, Santa Barbara and Santa Cruz and Cal Lutheran University. A counselor can help students take advantage of these transfer opportunities by clarifying each transfer institution's requirements and deadlines and by initiating appropriate paperwork. Call (805) 986-5816 or (805) 986-5837 to make a counseling appointment.

## 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 GE 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.

The IGETC 2005-2006 Certification Plan appears on page 51.



## California State University General Education

### Transfer Certification

Students who are specifically planning to transfer to one of the 23 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.

The OC/CSU General Education Certification Pattern is on the following page.

## Transfer General Education Requirements

### Admissions Information

#### California State University System

The California State University and College system has agreed to accept those courses classified by each community college as transferable. **All Oxnard College (OC) R100-level courses are transferable to the CSU system.**

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. A maximum of 70 semester units (105 quarter units) can be transferred for credit toward a degree at a senior institution.

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

Effective fall 1984 and thereafter, students NOT admissible on high school graduation must complete at a community college a minimum of 60 baccalaureate degree level semester units with a 2.0 grade point average. The state colleges and universities have instituted new graduation requirements in English and Math. Students are advised to check with the senior institution to which they are planning to transfer concerning these new graduation requirements. Oxnard College counselors are available to assist in understanding these new requirements. Students must demonstrate competency in writing skills as a baccalaureate requirement for graduation.

### Transfer Admission Requirements to:

#### California State University

1. Students who have completed fewer than 60 transferable semester units must have a grade point average of 2.0 (C) or better in all transferable units attempted, be in good standing at the last college attended and meet any of the following eligibility standards:
  - A. Transfer based on current admission criteria: Applicant meets the freshman admission requirements in effect for the term for which the application is being made; or

- B. Transfer based on high school eligibility: Applicant was eligible as freshman at the time of high school graduation and has been in continuous attendance in an accredited college since high school graduation; or
  - C. Transfer based on making up missing subjects: Applicant had a qualifiable eligibility index at the time of high school graduation and has made up any of the missing college preparatory subjects with a grade of C or better, and has been in continuous attendance in an accredited college since high school graduation.
2. Transfer applicants with 60 or more transferable semester units must have an overall grade point average of 2.0 or better (2.4 for nonresidents) in transferable units attempted, be in good standing at the last college or university attended and meet any of the following standards:
    - A. Complete all subject requirements in effect at the time of high school graduation (both high school and college course work may be used to meet the college preparatory course requirements), or
    - B. Complete with a grade of C or better in each course a minimum of 30 semester units selected from courses in English, arts and humanities, social science, science and mathematics or at least equivalent level to courses that meet CSU General Education, Breadth or Intersegmental General Education Transfer Curriculum (IGETC) requirements. All CSU general education requirements in communication in the English language (at least 9 semester units) and in mathematics (usually 3 semester units) must be completed as part of the 30-semester unit requirement. The remainder of the units can be selected from any of the designated areas.

### General Education Requirements for the Bachelor's Degree at the California State Universities and Colleges

The California Code of Regulations, 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.

### 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 23 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 East Bay, CSU Fullerton, CSU Humboldt, CSU Pomona, CSU Sacramento, CSU San Bernardino.

## California State University (CSU) 2005 - 2006

### TRANSFER GENERAL EDUCATION CERTIFICATION PLAN

Students transferring to a California State University are permitted to complete their lower division general education transfer courses by completing the plan of courses listed below. In addition a transfer student will have pre-major transfer courses to complete. Lower division pre-major courses can also be used as general education courses.

<p>AREA A – Communication &amp; Critical Thinking (Choose one course from each group. Grades lower than “C” are not accepted in Area A.)  <b>Group 1: Oral Communication:</b> SPCH R101, R102, R104  <b>Group 2: Written Communication:</b> ENGL R101  <b>Group 3: Critical Thinking:</b> ENGL R102; IDS R110; PHIL R107, R111, R112, R121</p>	<p>R106, R107, R108, R109, R111, R112, R113, R115, R116, R118, R121  <b>Group 1: Anthropology &amp; Archaeology:</b> AFAM R101; ANTH R102, R103, R105, R106, R107, R108, R109, R110, R113, R114, R189B, R189C; SOC R104  <b>Group 2: Economics:</b> ECON R100, R101, R102  <b>Group 3: Ethnic Studies:</b> AAS R101; AFAM R101; ANTH R107, R114, R189D; CD R107; CHST R101, R107, R108, R114; ENGL R109, R114, R117, R121, R122; HIST R107, R108, R109, R121; MUS R189A; PSY R114; SOC R103, R107, R108; SPAN R107, R117  <b>Group 4: Gender Studies:</b> ANTH R105; ENGL R110; HED R103; HIST R112, R117; PSY R110; SOC R112  <b>Group 5: Geography:</b> GEOG R102, R104; HIST R104  <b>Group 6: History:</b> AAS R101; CHST R107; HIST R100A, R100B, R102, R103, R104, R105, R106, R107, R108, R109, R110, R111, R112, R113, R114, R115, R116, R117, R118, R119, R120, R121; SOC R112  <b>Group 7: Interdisciplinary, Social, or Behavioral Science:</b> BUS R186; IDS R101A R101B, R102, R110; SOC R105, R108  <b>Group 8: Political Science, Government, Legal Institutions:</b> POLS R100, R101, R102, R104, R105, R106, R107, R108, R189A  <b>Group 9: Psychology:</b> CHST R114; PSY R101, R104, R106, R107, R108, R110, R114, R130, R131; SOC R104, R113</p>
<p>AREA B – Physical Universe &amp; It's Life Forms (Choose one course from each group. Grades lower than “C” are not accepted in Group 4.)  <b>Group 1: Physical Science:</b> AST R101; CHEM R100, R110, R112, R120; GEOG R101, R103; GEOL R101, R102, R103, R104, R105, R107, R110; MST R103; PHYS R101, R102, R121, R122, R131; PHSC R170  <b>Group 2: Life Science:</b> ANAT R100; ANTH R101; BIOL R100, R101, R106, R116, R120, R130, R135; BOT R100; MICR R100; MST R100; PHSO R100; PSY R105  <b>Group 3: Lab Experience:</b> ANAT R100L; AST R101L; BIOL R100L, R101L, R106L, R116L, R120L, R135L; BOT R100L; CHEM R100L, R110, R112, R120; GEOG R101L; GEOL R101L, R103L, R106A; MICR R100L; MST R100L, R103L, R108L, R116L; PHSO R100; PHYS R101, R102, R121, R122, R131; PHSC R170  <b>Group 4: Math:</b> MATH R102, R103, R105, R106, R115, R116, R118, R120, R121, R122, R125, R134, R136, R137, R143; PSY R103</p>	<p>AREA E – Lifelong Understanding &amp; Self-Development (3 units are required. Only one unit can be applied from P.E. activity courses or MST R120L.)  <b>ART</b> R104A, R106A, R150A, R157A; <b>CD</b> R130; <b>HED</b> R101, R102, R103, R104, R105; <b>MST</b> R120, R120L; <b>MUS</b> R107A, R108, R110A, R112, R114, R117; <b>PG</b> R101A, R102; <b>PE</b> R100, R101, R102A, R102B, R103, R104, R105, R115, R116A, R116B, R118A, R118B, R119A, R119B, R124, R130, R136, R138, R140A, R140B, R141A, R141B, R142, R143, R146A, R146B, R147, R148, R149, R150, R151, R152, R153, R154, R155A, R155B, R156A, R156B, R159A, R159B, R160, R161A, R161B, R163, R165, R166, R167, R168, R169, R170, R171, R172, R173, R174, R175, R177; <b>PSY</b> R101, R102A, R107, R108, R109, R112, R113, R130; <b>SOC</b> R104, R105, R106</p>
<p>AREA C – Arts, Literature, Philosophy and Foreign Language (One course from C1, one course from C2 and one course from either C1 or 2)  <b>Group 1: Arts (Art, Dance, Music, Theater):</b> ART R100A, R101, R102, R103, R118, R157B; ENGL R130; MUS R101, R102A, R102B, R102C, R102D, R103A, R103B, R104, R105, R106, R110A, R116, R119, R120, R121, R124, R125, R189A; SPAN R118; TV R105  <b>Group 2: Humanities (Literature, Philosophy, Foreign Language):</b> ART R108A; ASL R101, R103, R104; ENGL R102, R103, R104, R105, R106, R107, R108, R109, R110, R111, R112, R113, R114, R115, R116, R117, R118, R120, R121, R122, R123, R131, R132, R150, R151, R152, R153, R154, R155, R156, R189A, R189D; HIST R100A, R100B, R119, R120; JAPN R101, R102; PHIL R101, R102, R103, R104, R105, R106, R108, R109, R110, R114; SOC R114; SPAN R101, R101A, R101B, R102, R102A, R102B, R103, R104, R108, R120; SPCH R105</p>	<p>In addition to CSU GE certification, the CSU universities require one course in American History and one course in American Government. The following courses will meet the requirements and will also allow these courses to double count for Area D.  <b>U.S. History:</b> CHST R107; HIST R102, R103, R107, R108, R117  <b>U.S. Government:</b> POLS R100, R101, R102, R107</p>
<p>AREA D – Social, Political, and Economic Institutions &amp; Behavior: Historical Background. Choose one course from three different groups. (One course in US History and one in US Government is a CSU graduation requirement.)  <b>Group 0: Sociology &amp; Criminology:</b> CHST R108; HIST R112; PSY R106, R107; SOC R101, R102, R103, R104, R105,</p>	<p style="text-align: right;">6/30/05</p>

## 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 60-70 units; the completion of 60 transferable units qualifies students for "junior"-level standing upon transferring.

## Additional Requirements

Students are advised to consult their counselor and the catalog of the state college or university which they 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 transfer lists in this section designate courses which may be used to meet GE requirements; they are not a complete listing of all courses which transfer to CSU. Transferability of courses may be checked in the Counseling Office and the Transfer Center.

## Other Colleges

Students who plan to attend one of the campuses of the University of California 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 to be sent to the transfer institution.

## Associate Degree

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

## More Information

If you have any questions, check with a counselor.

## Intersegmental General Education Transfer Curriculum

The Intersegmental Committee of the Academic Senates approved the Intersegmental General Education Transfer Curriculum 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 provides an option to the California State University General Education Requirements.

The Intersegmental General Education Transfer Curriculum permits 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 GE 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.

The IGETC 2005-2006 Certification Plan is on the following page.

## Transfer Admission Requirements to:

### University of California

The following information refers to minimum eligibility requirements. It is important that students try to make themselves competitive to the UC system to have the best chance at being admitted to the campus and major of their choice. Meeting minimum eligibility does not guarantee admission.

1. Students who were eligible for the University of California from high school are eligible if they have a college grade point average of at least a 2.0 in transferable college courses.
2. Students who met the Scholarship Requirement but who did not complete all the Subject Requirements must take appropriate college courses in the missing subjects and earn a C or better in each course as well as an overall C average (2.0) in transferable courses.
3. Students who met the Scholarship Requirement but not the Examination Requirement must complete a minimum of 12 semester units of transferable work and earn an overall C average (2.0) in all transferable college coursework completed.

**Oxnard College**  
**University of California and California State University**  
**Intersegmental General Education Transfer Curriculum**  
**IGETC 2005-2006 CERTIFICATION PLAN**

**Check with your counselor for updated information to the IGETC Certification Plan.**

<p><b>1. English Communication (CSU – Complete groups A, B, and C. UC – Complete groups A and B.)</b> 1 course, minimum 3 semester units (4 - 5 quarter units.)  <b>A. English Composition:</b> ENGL R101.  <b>B. Critical Thinking–English Composition:</b> 1 course, 3 semester units (4 - 5 quarter units.) ENGL R102; PHIL R111  <b>C. Oral Communication (CSU Requirement only):</b> 1 course, 3 semester units. SPCH R101, R102</p>
<p><b>2. Mathematical Concepts &amp; Quantitative Reasoning</b> (One course, minimum 3 semester units (4 - 5 quarter units.)  <b>MATH</b> R103, R105, R106, R115, R118, R118B, R120, R121, R122, R125, R134, R143</p>
<p><b>3. Arts &amp; Humanities</b> (At least 3 courses, with at least one course from the Arts and one course from the Humanities, 9 semester units (12 - 15 quarter units.)  <b>A. Arts:</b> ART R100A, R101, R102, R103, R118; MUS R101, R102A, R102B, R102C, R102D, R103A, R103B, R104, R105, R116, R119, R189A; SPAN R118  <b>B. Humanities:</b> ANTH R105, R107, R108, R109, R110, R113, R189C; ENGL R104, R105, R106, R107, R108, R109, R110, R111, R112, R113, R114, R115, R116, R117, R118, R121, R122, R123, R131, R132, R150, R151, R152, R153, R154, R155, R156; HIST R100A, R100B, R105, R106, R108, R109, R110, R111, R112, R113, R114, R115, R116, R118, R119; IDS R101A, R101B, R102; PHIL R101, R102, R103, R104, R105, R106, R108, R109, R110, R114; PSY R107; SPAN R103, R104, R107, R117; SOC R104, R112, R114; SPCH R105</p>
<p><b>4. Social &amp; Behavioral Sciences</b> At least three courses from at least 2 disciplines or an interdisciplinary sequence; 9 semester units (12 - 15 quarter units)  <b>A. Anthropology and Archaeology:</b> AFAM R101; ANTH R102, R103, R105, R106, R107, R108, R109, R110, R113, R114, R115, R189C  <b>B. Economics:</b> ECON R100, R101, R102  <b>C. Ethnic Studies:</b> AAS R101; AFAM R101; ANTH R114; CHST R101, R107, R108, R114; HIST R107; PSY R114; SOC R108  <b>E. Geography:</b> GEOG R102, R104  <b>F. History:</b> CHST R107; HIST R100A, R100B, R102, R103, R104, R105, R106, R107, R108, R109, R110, R111, R112, R113, R114, R115, R116, R117, R118, R119, R120, R121; SOC R112  <b>G. Interdisciplinary, Social &amp; Behavioral Sciences:</b> IDS R101A, R101B, R102, R110  <b>H. Political Science, Government &amp; Legal Institutions:</b> POLS R100, R101, R102, R104, R105, R106, R108  <b>I. Psychology:</b> PSY R101, R104, R106, R107, R108, R110, R114, R130, R131; SOC R104, R113  <b>J. Sociology &amp; Criminology:</b> BUS R186; CHST R108; CD R102, R106; HIST R112; PHIL R114; PSY R107; SOC R101, R102, R103, R104, R106, R107, R108, R111, R112, R113, R114, R115, R116, R121</p>
<p><b>5. Physical &amp; Biological Sciences</b> (At least 2 courses, one Physical Science course and one Biological Science course; one of which must include a laboratory corresponding to selected lecture (circle appropriate laboratory); 7 - 9 semester units (9 - 12 quarter units).  <b>A. Physical Science:</b> AST R101, R101L; CHEM R100, R110, R112, R120, R122, R130, R132; GEOG R101, R101L, R103; GEOL R101, R101L, R102, R103, R103L, R105, R107, R110; MST R103, R103L; PHYS R101, R102, R121, R122, R131, R132, R133; PHSC R170  <b>B. Biological Science:</b> ANAT R100, R100L; ANTH R101; BIOL R100, R100L, R101, R101L, R106, R106L, R116, R116L, R120, R120L, R122, R122L, R130, R135, R135L; BOT R100, R100L; MICR R100, R100L; MST R100, R100L, R108, R108L, R116, R116L; PHSO R100, R100L; PSY R105</p>
<p><b>6. Languages other than English. (UC requirement only.)</b> Proficiency equivalent to two years of high school study in the same language with a C or better or complete one of the following courses with a C or better: ASL R101; JAPN R101; SPAN R101, R101A and R101B, R105</p>
<p><b>CSU graduation requirement in U.S. History, Constitution and American Ideals</b> (not part of IGETC; may be completed prior to transfer.)          6 units, one course from Group 1 and one course from Group 2. <b>Group 1-</b> POLS R100, R101, R102, R107. <b>Group 2 -</b> AAS R101, CHST R107, HIST R102, R103, R107, R108, R117.</p>

6/30/05

4. Students who were not eligible for the University of California from high school because they did not meet the Scholarship Requirement must:
- Complete 60 transferable units with a grade point average of at least 2.4, and
  - Complete the following course pattern, earning at least a C (2.0) or better in each course:
    - two transferable college courses in English Composition; and
    - one transferable college course in mathematical concepts and quantitative reasoning; and
    - four transferable college courses (3 semester units each) chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, the physical and biological sciences.

*Students who satisfy the Intersegmental General Education Transfer Curriculum prior to transferring to UC will automatically satisfy option 4B above.*

The University of California System Transferable Course List is on page 54-55.

## UCSB General Education 2005-2006

### 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 a 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:**

- 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 R101, R102

**Area B: Foreign Language—1 course required.**  
ASL R102; JAPN R102; SPAN R102, R102B, R106

**Area C: Science, Mathematics and Technology — 2 courses required**  
ANAT R100; ANTH R101; AST R101; BIOL R101, R116, R120; BOT R100; CHEM R110, 120; CS R110, R115; GEOG R101; GEOL R101, R103; MST R103, R116; MATH R105, R106, R120, R121; PHYS R101, R121, R131; PHSO R100

**Area D: Social Sciences—2 courses required**  
ANTH R102, R103, R107, R110; CHST R107; ECON R101, R102; GEOG R102; HIST R102, R103, R107, R108, R112, R117, R120; POLS R100, R101, R102, R104, R108; PSY R101, R106, R108, R131; SOC R101, R112, R113

**Area E: Civilization and Thought—1 two-course sequence required**  
HIST R100A, R100B, 105 and R106 or PHIL R105 and R106

**Area F: Arts—2 courses required for BA, 1 for BS**  
ART R101, R102, R103, R189A; MUS R101, R103A, R103B, R104, R105, R115, R116, R119; THA R102A, R103A, R103B, R127  
(not required for BFA, BM degrees)

**Area G: Literature—2 courses required for BA, 1 for BS, BM BFA Degrees**  
ENGL R104, R105, R107, R108, R109, R111, R113, R114, R115, R116, R117, R118, R121, R122, R123; SPAN R117

**Ethnicity Requirement—1 course required**  
AFAM R101; ANTH R107, R108, R114; AAS R101; CHST R101, R107, R108; ENGL R109, R121, R122; HIST R107, R108, R120; SOC R103, R107, R108; THA R127

**American History and Institutions—1 course required.**  
ANTH R107; CHST R107, R108; ENGL R107, R108; HIST R102, R103, R104, R107, R108, R112, R115, R116, R117, R120; PHIL R109; POLS R100, R101, R102; SOC R107, R108, R112

### 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:

- The completion in high school of the third year of a foreign language with at least a C average in the third year.
- A foreign language SAT II score of 500 or higher.
- An Advanced Placement Examination in foreign language, passed with a score of 3, 4, or 5.
- 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.
- 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:

- After transfer, passing a non-credit exam in this subject offered by the UCSB Department of History the first week of each quarter.
- A score of 3 or higher on the Advanced Placement Examination in American History or American Government.
- A score of 650 or higher on the SAT II test in American History.

## 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

Oxnard College students who did not meet the requirements for admission as a freshman during their high school years must complete the following requirements for transfer admission, listed as items A and B.

- A. Complete 60 semester or 90 quarter units of transferable college credit with a grade point average of at least 2.4 for California residents and at least 2.8 for non-residents (no more than 14 semester or 21 quarter units may be taken Pass/Not Pass).
- B. Complete the following courses pattern requirement (each course must be worth at least 3 semester or 4 quarter transferable units), earning a grade of C or better in each:
  1. Two courses in English composition.
  2. One course in mathematics beyond intermediate algebra, such as college algebra, pre-calculus, or statistics.
  3. Four courses from at least two of the three following areas:
    - Arts and humanities
    - Behavioral and social sciences
    - Biological and physical sciences

**Please note:** Students are **strongly encouraged** to begin taking English composition and mathematics coursework **early** in their academic careers. Early completion of the minimum requirements for admission makes an applicant more competitive for admission spaces available.

### 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.

## 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.

## 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.

California Lutheran University General Education Requirements are listed on page 56-57.



Oxnard College  
Multicultural Arts Day

photo by Cathy Garnica

## University of California System 2004-2005 Transfer Course Agreement

(2005-2006 UC Transfer Course Agreement not available at press time)

The University of California system has 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.**

<b>African-American Studies</b> AFAM R101
<b>American Sign Language</b> ASL R101, R102, R103, R104, R105
<b>Anatomy</b> ANAT R100, R100L
<b>Anthropology</b> ANTH R101, R102, R103, R105, R106, R107, R108, R109, R110, R113, R114, R115, R189B, R189C
<b>Area Studies</b> AS R102A-Z
<b>Art</b> ART R100A, R101, R102, R103, R104A, R104B, R106A, R106B, R106C, R107A, R107B, R107C, R108A, R108B, R108C, R109A, R109B, R109C, R110A, R110B, R110C, R112A, R112B, R112C, R113A, R113B, R114A, R114B, R114C, R115A, R115B, R116A, R116B, R117A, R117B, R118, R123A, R123B, R124A, R124B, R124C, R125A, R125B, R125C, R126A, R126B, R126C, R127A, R127B, R127C, R128A, R128B, R128C, R129A, R129B, R129C, R150A, R150B, R151A, R151B, R152A, R152B, R152C, R153, R154A, R154B, R155, R156A, R156B, R157A, R157B, R189A
<b>Asian-American Studies</b> AAS R101
<b>Astronomy</b> AST R101, R101L
<b>Biology</b> BIOL R100, R100L, R101, R101L, R106, R106L, R120, R120L, R122, R122L, R130, R135, R135L
<b>Botany</b> BOT R100, R100L
<b>Business</b> BUS R101A, R101B, R111A, R120, R121, R186
<b>Chemistry</b> CHEM R100, R100L, R110, R112, R120, R122, R130, R132
<b>Chicano Studies</b> CHST R101, R107, R108, R114
<b>Child Development</b> CD R102, R106
<b>Computer Information Systems</b> CIS R100, R101, R110A, R110B, R110C, R111A, R112A, R112B, R114A, R114B
<b>Computer Science</b> CS R110, R115, R122, R128, R142, R144
<b>Economics</b> ECON R100, R101, R102
<b>Engineering</b> ENGR R100, R105, R110, R115
<b>English</b> ENGL R101, R102, R103, R104, R105, R106, R107, R108, R109, R110, R111, R112, R113, R114, R115, R116, R117, R118, R121, R122, R123, R131, R132, R140, R150, R151, R152, R153, R154, R155, R156
<b>Geography</b> GEOG R101, R101L, R102, R103, R104
<b>Geology</b> GEOL R101, R101L, R102, R103, R103L, R105, R107, R110

## University of California System (Cont.)

<b>Health Education</b> HED R101, R102, R103, R104, R105, R106
<b>History</b> HIST R100A, R100B, 102, R103, R104, R105, R106, R107, R108, R109, R110, R111, R112, R113, R114, R115, R116, R117, R118, R119, R120, R121
<b>Interdisciplinary Studies</b> IDS R101A, R101B, R102, R110
<b>Japanese</b> JAPN R101, R102
<b>Journalism</b> JOUR R100, R186
<b>Library Instruction</b> LIB R100
<b>Marine Studies</b> MST R100, R100L, R103, R103L, R116, R116L
<b>Mathematics</b> MATH R102, R103, R105, R106, R115, R118, R118A, R118B, R120, R121, R122, R125, R134, R143
<b>Microbiology</b> MICR R100, R100L
<b>Music</b> MUS R101, R102A, R102B, R102C, R102D, R103A, R103B, R104, R105, R106, R107A, R107B, R107C, R107D, R108, R110A, R110B, R110C, R110D, R111, R112, R114, R115, R116, R117, R118, R119, R120, R121, R124, R125, R189A
<b>Philosophy</b> PHIL R101, R102, R103, R104, R105, R106, R107, R108, R109, R110, R111, R112, R114, R121
<b>Photography</b> PHOT R100
<b>Physical Education</b> PE R103, R104, R116A, R116B, R118A, R118B, R119A, R119B, R124, R183A, R183B, R184A, R184B, R185A, R185C, R185D
<b>Physical Science</b> PHSC R170
<b>Physics</b> PHYS R101, R102, R121, R122, R131, R132, R133
<b>Physiology</b> PHSO R100, R100L
<b>Political Science</b> POLS R100, R101, R102, R104, R105, R106, R108, R189A
<b>Psychology</b> PSY R101, R103, R104, R105, R106, R107, R108, R110, R114, R130, R131
<b>Sociology</b> SOC R101, R102, R103, R104, R106, R107, R108, R111, R112, R113, R114, R115, R116, R121
<b>Spanish</b> SPAN R101, R101A, R101B, R102, R102A, R102B, R103, R104, R105, R106, R107, R108, R117, R118
<b>Speech</b> SPCH R101, R102, R104, R105, R109
<b>Theatre Arts</b> THA R101, R102A, R102B, R103A, R103B, R104, R105, R106, R107, R108, R109, R110A, R110B, R110C, R110D, R112, R115, R120A, R120B, R121A, R121B, R122, R127
<b>Some restrictions on units may apply; see a counselor.</b>



# California Lutheran University

## General Education Requirements

Cal Lutheran accepts IGETC certification for either CSU or UC. Students must be IGETC certified with **prior to enrolling** at Cal Lutheran in order to get credit for IGETC certification. Students with IGETC certification will have their remaining general education courses at Cal Lutheran waived **except** speech, foreign language, and religion. Students with IGETC certification must also meet Cal Lutheran's GPA requirement. Cal Lutheran will need proof of the student's IGETC certification.

### Area I. Proficiencies

#### A. Written Communication

1. Freshman English. One course with a grade of C or higher.

**ENGL** R101

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** R101, R102, R105, R109

#### C. Foreign Language

1. Two sequential courses in one foreign language or successful completion of a foreign language course at the second semester level.

**ASL** R101, R102, R103, R104, R105; **JAPN** R101, R102; **SPAN** R101, R101A, R101B, R102, R102A, R102B, R103, R104

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 R014 is required for admission but units will not transfer.

**MATH** R101, R102, R103, R105, R106, R115, R116, R118, R118A, R118B, R120, R121, R122, R125, R134, R143

### Area II. Perspectives

#### A. Humanities

1. History—one course

**HIST** R100A, R100B, R102, R103, R104, R105, R106, R107, R108, R109, R110, R111, R112, R113, R114, R115, R116, R117, R118, R119, R120, R121

2. Literature—one course

**ENGL** R102, R104, R105, R106, R107, R108, R109, R110, R111, R112, R113, R114, R115, R116, R117, R118, R121, R122, R123, R150, R151, R152, R153, R154, R155, R156, R189D; **SPAN** R117

3. Philosophy—one course

**PHIL** R101, R102, R105, R106, R107, R108, R111, R112, R114, R121

#### B. Natural Sciences

1. Two courses from different disciplines, each with lab components

**ANTH** R101; **ANAT** R100, R100L; **AST** R101, R101L; **BIOL** R101, R101L, R106, R106L, R116, R116L, R120, R120L, R122, R122L, R130, R135, R135L; **BOT** R100, R100L; **CHEM** R100, R100L, R110, R112, R120, R122, R130, R132; **GEOG** R101, R101L, R103, R104; **GEOL** R101, R101L, R102, R103, R103L, R104, R105, R107, R110; **MST** R103, R103L, R116, R116L; **MICR** R100, R100L; **PHYS** R101, R102, R121, R122, R131, R132, R133; **PHSO** R100, R100L; **PHSC** R170

Transfers with 58 or more transferable units upon enrollment at CLU only need one lab.

#### C. Social Sciences

1. Two courses from different disciplines

**ANTH** R102, R105, R106; **CHST** R108, R114; **ECON** R101, R102; **GEOG** R102; **POLS** R100, R101, R102, R104, R105, R106, R107, R108, R189A; **PSY** R101, R102A, R102B, R104, R105, R106, R107, R108, R109, R110, R111, R112, R113, R114, R130, R131; **SOC** R101, R102, R103, R104, R105, R106, R107, R108, R109, R112, R113, R114, R115, R116, R118

# California Lutheran University

## General Education Requirements (Cont.)

### 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** R100A, R101, R102, R103, R104A, R104B, R105A, R105B, R106A, R106B, R106C, R107A, R107B, R107C, R108A, R108B, R108C, R109A, R109B, R109C, R110A, R110B, R110C, R112A, R112B, R112C, R113A, R113B, R114A, R114B, R114C, R123A, R123B, R123C, R124A, R124B, R124C, R125A, R125B, R125C, R126A, R126B, R126C, R127A, R127B, R127C, R128A, R128B, R128C, R129A, R129B, R129C, R150A, R150B, R151A, R151B, R152A, R152B, R152C, R155, R156A, R156B, R157A, R157B; **MUS** R101, R103A, R103B, R104, R105, R106, R107A, R107B, R107C, R107D, R108, R110A, R110B, R110C, R110D, R111, R112, R114, R115, R116, R117, R118, R119, R120, R121, R125, R189A

### E. Health and Well-Being

1. **HED** R102
2. Two activity courses
3. A second PE activity course or a course in health and well-being.  
A second PE activity course or **HED** R101-R105

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. U.S Diversity\*

1. One course. This course may also be used to meet a Perspectives requirement.  
**AAS** R101; **ANTH** R114; **CHST** R101, R107, R108, R114; **ENGL** R121, R122; **HIST** R107, R108, R112, R120; **SOC** R103, R107, R108, R112; **SPAN** R107, R117

### 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** R101 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) 493-3135.
6. Courses which are technical, vocational, or "personal enrichment" in nature are not transferable.
7. Courses that are transferable but do not meet Cal Lutheran's general education or major requirements will be credited as elective courses, and will be counted toward the total number of units needed for graduation.

# CALIFORNIA ARTICULATION NUMBER SYSTEM

**2003-2004**

**(2005-2006 CAN Agreement not available at press time)**

The California Articulation Number (CAN) System is a statewide numbering system independent from course numbers assigned by local colleges. A CAN number signals that participating California colleges and universities have determined that courses offered by other campuses are equivalent in content and scope to courses offered on their own campuses, regardless of their unique titles or local identifying numbers. Thus, if a schedule of classes or catalog lists a course bearing a CAN number, students on one campus can be assured that it will be accepted in lieu of the comparable CAN course noted in the catalog or schedule of classes of another campus. For example, CAN ECON 2 on one campus will be accepted as meeting the requirement of the designated CAN ECON 2 course on other participating community college or university campuses.

The CAN numbering system is obviously useful for students attending more than one community college and is applied to many of the transferable, lower division courses students needed as preparation for their intended major. Because these course requirements may change, however, and because courses are continually being redefined, qualified for or deleted from the CAN database, students should always check with their campus counselors, articulation officer, or the Transfer Center director to determine how CAN-designated courses fit into their educational plans for transfer.

Students should consult the ASSIST database at [www.assist.org](http://www.assist.org) for specific information on course agreements. The college staff will help students interpret this information.

CALIFORNIA ARTICULATION NUMBER	OC COURSE NUMBER	CALIFORNIA ARTICULATION NUMBER	OC COURSE NUMBER
CAN ANTH 2 .....	ANTH R101	CAN GEOL 2 .....	GEOL R101+R101L
CAN ANTH 4 .....	ANTH R102	CAN GEOL 6 .....	GEOL R101
CAN ANTH 6 .....	ANTH R103		
CAN ART 2 .....	ART R102	CAN HIST 2 .....	HIST R105
CAN ART 4 .....	ART R103	CAN HIST 4 .....	HIST R106
CAN ART 6 .....	ART R150A	CAN HIST 8 .....	HIST R102
CAN ART 8 .....	ART R106A	CAN HIST 10 .....	HIST R103
CAN ART 10 .....	ART R108A	CAN HIST SEQ A .....	HIST R105+R106
CAN ART 14 .....	ART R104A	CAN HIST SEQ B .....	HIST R102+R103
CAN ART 24 .....	ART R126A		
CAN ART SEQ A .....	ART R102+R103	CAN JOUR 2 .....	JOUR R101
		CAN JOUR 4 .....	JOUR R100
CAN BIOL 2 .....	BIOL R120 + R120L	CAN MATH 16 .....	MATH R118A+R118B
CAN BIOL 10 .....	ANAT R100+R100L	CAN MATH 18 .....	MATH R120
CAN BIOL 12 .....	PHSO R100 +R100L	CAN MATH 20 .....	MATH R121
CAN BIOL 14 .....	MICR R100 + R100L	CAN MATH 22 .....	MATH R122
		CAN MATH 24 .....	MATH R143
CAN BUS 2 .....	BUS R101A	CAN MATH 26 .....	MATH R134
CAN BUS 4 .....	BUS R101B	CAN MATH 30 .....	MATH R106
CAN BUS 8 .....	BUS R111A	CAN MATH SEQ C .....	MATH R120+R121+R122
CAN BUS SEQ A .....	BUS R101A+R101B		
		CAN PHIL 2 .....	PHIL R101
CAN CHEM 2 .....	CHEM R120	CAN PHYS 2 .....	PHYS R101
CAN CHEM 4 .....	CHEM R122	CAN PHYS 4 .....	PHYS R102
		CAN PHYS SEQ A .....	PHYS R101+R102
CAN DRAM 18 .....	THA R101		
CAN ECON 2 .....	ECON R101	CAN PSY 2 .....	PSY R101
CAN ECON 4 .....	ECON R102	CAN PSY 8 .....	PSY R104
CAN ENGL 2 .....	ENGL R101	CAN SOC 2 .....	SOC R101
CAN ENGL 6 .....	ENGL R103		
CAN ENGL SEQ A .....	ENGL R101+R102	CAN SPAN 8 .....	SPAN R103
CAN ENGL SEQ C .....	ENGL R107+R108	CAN SPAN SEQ A .....	SPAN R101+R102
CAN GEOG 2 .....	GEOG R101	CAN SPCH 4 .....	SPCH R101
CAN GEOG 4 .....	GEOG R102		
		CAN STAT 2 .....	MATH R105



Scenes from  
Oxnard College  
Multicultural Arts Day

photos by Cathy Garnica

Full-time English/ESL Instructor Matilde Sánchez  
(second from left) performs with other members of the  
Ballet Folklórico Mestizo Dance Group.

# Glossary of Terms

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Abbreviations commonly used at Oxnard College

**Academic Year:** Fall and spring semester. The academic year traditionally begins with fall semester.

**Add Authorization Code:** 4-digit number given to a student by the instructor of a closed class. Enables student to override the closed status using WebSTAR.

**Add Card:** A green card used to add classes during the first two weeks of instruction.

**Adding:** A student-initiated enrollment in a course, usually by use of an Add card, Authorization Code, or remote web access.

**Advisory:** An “advisory” is a note that relates to a particular course. It may be a recommendation for preparation the student is advised to have before enrolling in a course, though enrollment would not be blocked as it would be with a prerequisite.

**Articulation:** The process by which the elements of an educational program are interrelated. For example, an articulated course is one for which the educational requirements are the same at OC as at a four-year college or university, such as UCSB. Therefore, if a student takes a course at OC that has been articulated for transfer to UCSB, that course will be accepted as equivalent in content to a similar course at UCSB.

**Assessment Test:** Tests given to students prior to registration for classes. English and math skills are evaluated and the results are used to help students select appropriate classes.

## Associate Degree

**(AA or AS):** A degree granted by a community college which recognizes a student’s satisfactory completion of an organized program of at least 60 semester units, including the major and general education requirements.

**AA:** Associate in Arts (degree)

**AS:** Associate in Science (degree)

**ASG:** Associate Student Govt. The student government body at OC.

**Audit:** The method a student uses to enroll in a course for which authorized fees are paid but no units are earned. A student may not register as an auditor until the last two days of the program adjustment period.

**Bachelor’s Degree:** A degree granted by four-year colleges and universities.

**BOGG:** Board of Governors Grant – a form of financial aid that pays enrollment fees for eligible students.

**Cal Grant:** California financial aid program available to college-bound students based on high school academic achievement and family financial need.

**CAN:** California Articulation Number identifies courses that have been articulated as being essentially the same, and assigns a cross reference number that is recognized statewide.

**Catalog Rights:** The set of general education and other non-major requirements as established in a specific year's catalog. Catalog rights remain in effect as long as a student maintains continuous enrollment. e.g., If you first enrolled at OC in 2000 and are continuously enrolled until now, but the requirements for graduation have changed, you can graduate by completing the requirements that were in effect when you started in 2000.

**Certificate of Achievement:** A certificate awarded which recognizes a student's satisfactory completion of an organized program of vocational study, including a prescribed number of units in specified areas.

**Certificate of Completion:** A certificate that may be awarded by an individual instructor to a student for completion of a specific course, or courses, in a specialized area of study and usually in one semester.

**Challenge:** The process by which a student may meet a specific requirement through successful performance on a comprehensive exam. No units are awarded for challenge, but the requirement is met.

**College Work Study Program:** A program of federal financial aid which promotes funds for student jobs on campus.

**Co-requisite:** A course that is required to be taken at the same time or in conjunction with another.

**Course Load:** The number of units a student is taking in any given term. A full-time student is one who is enrolled in 12 or more course units of credit during a semester.

**Course Title:** The descriptive name of the course. It gives a general idea of the content of the course.

**CRN:** Course Reference Number listed in class schedule.

**CSU:** California State University

**Credit:** The award granted for completing a course, usually described in semester, term or quarter hours.

**Drop:** A withdrawal (drop) initiated by either a student, instructor, or administration from an enrolled course.

**Elective:** Any of a number of courses from which a student is allowed to select. A course not required in the curriculum which the student is following, but which is acceptable for credit.

**EOPS:** Extended Opportunity Programs & Services. A state-funded program which provides both financial and learning skills assistance to students who may not otherwise have been able to attend college because of cultural, economic, or educational background.

**EAC:** Educational Assistance Center. Provides services to disabled students.

**Faculty Central:** Faculty website includes schedule by day/time, summary class rosters, add authorization codes, census/instructor drop posting, list of administrative and student initiated drops, early alert activation, and grade posting. [faculty.vccd.net/webstar](http://faculty.vccd.net/webstar)

**Financial Aid:** Money available from the federal and state governments and various community sources to help meet college expenses. Financial Aid possibilities include grants, loans, scholarships, and work-study programs.

**Full-time Student:** 12 units for a regular semester, 4 units for summer session.

**GE:** General Education

**GPA:** Grade Point Average

Grades (evaluative symbols) which are given for course work are assigned numerical values. Your grade point average is the numerical average of the quality of the work done in all your courses for which grades are assigned.

**IGETC:** Intersegmental General Education Transfer Curriculum.

**Lab:** A study period during which students perform experiments or activities to help them understand and learn the material related to the course.

**Lecture:** A class meeting whose primary function is the dissemination of information.

**Lower Division:** Courses at the freshman and sophomore level of college.

**Major:** An organized program of courses in a specific area of study, leading to a Certificate of Achievement or an Associate degree.

**Matriculation:** A process which brings a college and a student who enrolls for credit into an agreement for the purpose of realizing the student's educational objective. A student is provided services including admission, orientation, assessment, counseling or advising, enrollment and follow-up to help ensure successful attainment of the stated educational goals.

**LRC:** Learning Resource Center (Library and learning resources, tutoring)

**Maximum Unit Load:** A student may enroll for up to 19.5 units in a regular semester.

**Open Entry/Open Exit:** Courses which are structured so that students may enroll at any time during the semester. Course content is usually self-paced. Open exit indicates that as soon as the student accomplishes the requirements for the course, the course is completed.

**Prerequisite:** The preliminary requirement that must be met before a certain course can be taken.

**Probation:** Probation is a warning status placed upon a student who is not performing satisfactorily. The student must improve scholastic achievement during this period.

**PACE:** Program for Accelerated College Education

**PIN:** Personal Identification Number. (password)

**Quarter:** A fourth of an academic year. There are three quarters in an academic year.

**Semester:** Half of an academic year. A semester is usually 16 to 18 weeks.

**Short-term Course:** A course that meets for less than the entire time frame for a regular-term course, generally 18 weeks for a Semester.

**Student Central:** WebSTAR - student website. [www.oxnardcollege.edu/webstar](http://www.oxnardcollege.edu/webstar).

**Telecourse:** Instructional television or video viewing courses, with some classroom attendance.

**Term:** An academic calendar unit; e.g., a quarter or semester.

**Transcript:** An official unabridged and certified list of courses taken by a student in an institution of higher education showing identification of the student, as well as units of credit, and final grades for all courses.

**Transfer Credit:** Credit accepted from another college for application toward a degree.

**Transfer Certification:** Designated transfer courses used to meet GE requirements at the universities.

**Unit of Credit:** A unit of academic credit used as a basis for evaluating the amount of college work accomplished. Generally, one unit is awarded for three hours work per week per term on the part of the student. In most college courses, one unit is awarded for a lecture course that meets for an hour each week, because the average student spends two hours in preparation for a lecture. One unit of credit is normally awarded for a laboratory, field work, drawing, music, practical arts, physical education or other type of course usually does not require the same amount of outside study or preparation.

**UC:** University of California

# Announcement of Courses

## Course Identification

A course identification is comprised of the course discipline abbreviation and course number (for example, BUS R001). All course numbers for Oxnard College will have a leading R (for Oxnard) preceding the actual course number. Courses numbered 1 (one) through 9 (nine) will also have two leading zeros preceding the actual number; courses numbered 10 (ten) through 99 (ninety-nine) will have a leading zero preceding the actual number. Sometimes an alphabetic character is appended to the course identification (for example, SPAN R101A).

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; **BUS** R003, R004, R041; **CD** R010, R011, R020, R045, R048, R051, R052, R053; **CIS** R003D, R007L, R020B, R021, R021A, R023, R023B, R026, R027B, R028C, R049; **DH** R050, R051; **DST**—all courses; **EMP** R004, R005; **ENGL** R012, R020, R022, All R030-series except R030T, R040, R042, R044, R050, R052, R054, R056, R060, R062, R064, R066, R068, R080; **ESL**—all courses; **FT** R094A; **HED** R010; **LS**—all courses; **MATH** R008, R009, R010, R093; **PG** R001, R002, R003, R004, R005, R006, R007; **SPED**—all courses.

## Definition of a Semester Unit

The semester unit value of the course is shown by a number (or numbers) following the course title. 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 Prerequisites, Corequisites, and Advisory

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 complete successfully 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, and/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 prerequisite or corequisite unless so designated. Students are expected to have completed the prerequisite course with a satisfactory grade—C or better or CR—and if applicable be enrolled in the corequisite requirement for all courses in which they enroll.

## Challenging a Prerequisite or Corequisite

If a student has equivalent past experience or course work and desires to challenge the validity of a prerequisite/corequisite, Education Code permits that process. The petition for the aforementioned challenge is available in the Counseling Office. The challenge process requires a student to show specific grounds for waiving the prerequisite or corequisite. The grounds upon which students may 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 was established in violation of the regulation or in violation of district-approved processes.
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.

Challenge forms with supporting documentation must be completed and submitted to the Counseling Office prior to the start of classes. Counselors will act on the challenge and notify the student of their decision prior to the first class meeting.

## 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.

## 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.

## Transferability

Courses that carry a number between R100 and R199 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 R001 and R099 may be transferable by some colleges and universities but the individual senior institution or a counselor should be consulted to determine the transferability of a specific course. Since most of these latter courses are not ordinarily offered in the university or four-year college, they may not be applicable to the requirements for the Baccalaureate degree.

## Offering of 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.

## Course Discipline Abbreviations

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:

ADS	Addictive Disorders Studies
AFAM	African-American Studies
AC	Air Conditioning & Refrigeration
ASL	American Sign Language
ANAT	Anatomy
ANTH	Anthropology
AS	Area Studies
ART	Art
AAS	Asian-American Studies
ACT	Assistive Computer Technology

AST	Astronomy
AB	Automotive Body Repair & Paint
AT	Automotive Technology
BIOL	Biology
BOT	Botany
BUS	Business
CHEM	Chemistry
CHST	Chicano Studies
CD	Child Development
CIS	Computer Information Systems Office Automation Word Processing Information Processing
COT	Cooperative Work Experience
CS	Computer Science
DH	Dental Hygiene
DST	Disability Studies
ECON	Economics
EDU	Education
EMP	Employment Preparation
ENGR	Engineering
ENGT	Engineering Technology
ENGL	English
ESL	English as a Second Language
ET	Environmental Technology
FT	Fire Technology
GEOG	Geography
GEOL	Geology
HED	Health Education
HIST	History
HRM	Hotel & Restaurant Management Culinary Arts Restaurant Management Hotel Management
IDS	Interdisciplinary Studies
JAPN	Japanese
LDR	Leadership
LS	Learning Skills
LA	Legal Assisting
LIB	Library Instruction
MST	Marine Studies
MATH	Mathematics
MICR	Microbiology
MM	Multimedia
MUS	Music
PG	Personal Growth
PHIL	Philosophy
PE	Physical Education
PHSC	Physical Science
PHYS	Physics
PHSO	Physiology
POLS	Political Science
PSY	Psychology
SOC	Sociology
SPAN	Spanish
SPED	Special Education
SPCH	Speech
TV	Television
TRVL	Travel & Tourism

For convenience, the course descriptions in this catalog are arranged alphabetically according to subject grouping.



# ADDICTIVE DISORDERS STUDIES

This C.A.A.D.E. (California Association for Alcohol/Drug Educators) approved program prepares students to enter the field of alcohol/drug counseling with responsibilities for doing intakes and assessments, motivational, supportive, and group counseling, crisis intervention, information and referral, and case write-ups.

Students completing this program will have the necessary educational and skills requirements to **APPLY** for credentialing through a number of professional organizations. The following private certifying organizations are registered with the State of California: (1) C.A.A.D.E. offers a Certified Addictions Treatment Specialist (C.A.T.S.) credential and application forms and information can be obtained by contacting: C.A.A.D.E., Donna Marks, P.O. Box 7152, Oxnard, CA 93031-7152; telephone or fax: 805-485-5247; email: marks@vcss.k12.ca.us; (2) C.A.A.D.A.C. (California Association of Alcohol and Drug Addiction Counselors), Credentialing Committee, 3400 Bradshaw Road, Suite A5, Sacramento, CA 95827, 916-368-9412. (3) C.A.A.R.R. (California Association of Alcohol Recovery Resources), 650 Howe Avenue, Suite 1060, Sacramento, CA 95824 (800-564-4927). (4) C.A.D.D.T.P. (California Association of Drinking Driver Treatment Programs), 685 Placerville Drive, #305, Placerville, CA 95667, 800-464-3597.

## Career Opportunities

Alcohol Counselor	Alcohol/Drug Treatment Spec. I-II
Addiction Counselor	Drug Counselor
Prevention Educator	Forensic Corrections Treatment Spec. I-II

## Faculty

Full-Time	Part-Time	
William Shilley	Vicki Bradley	JoAnne DelSardo
	Michael English	Donna Marks
	George Roach	Kathleen Staples
	Luis Tovar	Michael Webb

## ◆ Addictive Disorders Studies

### Associate in Science Degree Certificate of Achievement

Required Courses:		Units
ADS R101	Overview of Addictions	3
ADS R102	Intervention & Recovery	3
ADS R103	Pharmacology of Drugs	3
ADS R104	Case Management	3
ADS R105A	Group Leadership I	3
ADS R106	Adult Children of Alcoholics	3
ADS R108	Alcohol and Human Development	3
ADS R109	Marriage and Cultural Influences	3
ADS R110A	Field Experience I	3
ADS R110B	Field Experience II	3
ADS R113	Dual Diagnosis	3

**Total Core Requirements 33**

### Additional Required Courses:

Complete any one (1) of the following:		
PSY R102A	Interpersonal Relations	3
ADS R107A	Special Populations	3
ADS R107B	Treatment of Adolescents	3
ADS R111	Managing Alcohol Programs	3
ADS R112	Prevention	3
ADS R114	EAP Practice	3
ADS R115	Alcohol/Drugs/Nutrition	3
ADS R116	Alcohol/Drugs/Driving Laws	3

**Total Required Units 36**

## ◆ Addictive Disorders Studies in the Criminal Justice System

### Associate in Science Degree Certificate of Achievement

This certificate is designed to prepare students to enter the field of treatment providers of services to incarcerated clients in county, state, and federal correctional programs and those recently released from such institutions. Emphasis will be given to the special knowledge, skills, and attitudes required for those who choose to work in the criminal justice system or other related human services. Students with this certificate will also be trained to work in the adolescent and adult drug court systems, pre-release and after-care programs, and intensive probation models.

Graduates completing this program would be qualified to apply for a number of certifications: C.A.T.S. (Certified Addictions Treatment Specialists) available from C.A.A.D.E.; F.A.C.T. (Forensic Addictions Corrections Treatment Specialists) from the Addiction Transfer Center (ATC) at UCSD, etc.

Required Courses:		Units
ADS R101	Overview of Addictions	3
ADS R104	Case Management	3
ADS R106	Adult Children of Alcoholics	3
ADS R107B	Treatment of Adolescents	3
ADS R110A	Field Experience I	3
ADS R110B	Field Experience II	3
ADS R113	Dual Diagnosis	3
ADS R116	Alcohol/Drugs/Driving Laws	3
ADS R117	Treatment Modalities in the Criminal Justice System	3
ADS R118	Culture, Race, & Gender Considerations in CJS Treatment	3
ADS R119	Community as Treatment in the Criminal Justice System	3
ADS R120	Introduction to Alcohol & Drugs in the Criminal Justice System	3

**Total Core Requirements 36**

Unless already working in the Criminal Justice System, ADS R110A and ADS R110B **may not** be taken until ADS R113, R117, R118, R119, and R120 have been successfully completed.

## Addictive Disorders Studies Courses

### ADS R098—Short Courses in Alcohol Studies 1/2-10 units

*Lecture and/or lab hours 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 R101—Overview of Addictions 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).

*Transfer credit: CSU*

### ADS R102—Intervention & Recovery 3 units

*Prerequisites: ADS R101.*

*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.

*Transfer credit: CSU*

- ADS R103—Pharmacology of Drugs** **3 units**  
*Advisory: ADS R101.*  
*3 hours lecture weekly*  
 Fundamental principles of action of alcohol and other drugs studied. Pharmacological and physiological implications of tolerance, habituation, and excessive consumption emphasized. Psychological, physical, cultural, and social implications presented. Physiological and medical aspects of effects of alcohol on the human body during various stages of psychosexual development. Fulfills one 3-unit chemical core requirement for CAADE.  
*Transfer credit: CSU*
- ADS R104—Case Management** **3 units**  
*Prerequisites: ADS R101.*  
*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.  
*Transfer credit: CSU*
- ADS R105A—Group Leadership I** **3 units**  
*Prerequisites: ADS R101.*  
*Advisory: ADS R104.*  
*3 hours lecture weekly*  
 Course designed to familiarize students with group dynamics, especially groups involving recovering alcoholics. Also offers practicums in group leadership skills and examines various types of groups and specific group functions for alcoholics. Fulfills one 3-unit skills requirement for CAADE.  
*Transfer credit: CSU*
- ADS R105B—Group Leadership II** **3 units**  
*Prerequisites: ADS R105A.*  
*3 hours lecture weekly*  
 Course in group counseling is designed to give students knowledge and skills training in advanced group leadership techniques. It will offer supervised practicums for the experienced counselor and introduce students to the special dynamics involved in addressing difficult group behavior.  
*Transfer credit: CSU*
- ADS R106—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.  
*Transfer credit: CSU*
- ADS R107A—Special Populations** **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.  
*Transfer credit: CSU*
- ADS R107B—Treatment of Adolescents** **3 units**  
*3 hours lecture weekly*  
 Course integrates biological, psychological, and social factors into a comprehensive model for understanding and treating alcohol and drug problems and addiction in the adolescent population. In this context, students will learn necessary techniques of counseling and basic aspects of adolescent addiction.  
*Transfer credit: CSU*
- ADS R108—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.  
*Transfer credit: CSU*
- ADS R109—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.  
*Transfer credit: CSU*
- ADS R110A—Field Experience I** **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.  
*Transfer credit: CSU*
- ADS R110B—Field Experience II** **3 units**  
*Prerequisites: ADS R110A.*  
*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.  
*Transfer credit: CSU*
- ADS R111—Managing Alcohol Programs** **3 units**  
*Prerequisites: ADS R101, ADS R110A.*  
*3 hours lecture weekly*  
 Course focuses on five levels of alcohol program management: federal, state and local governments, and private and voluntary agencies. Emphasis on organization, inter- and intra-organizational relationships, communication, employee assistance programs, and management styles and their influence on services. Current and anticipated impact of alcohol and drug abuse on individual and community health problems and societal institutions and resources integrated into analysis of program management. Fulfills one 3-unit skills requirement for CAADE.  
*Transfer credit: CSU*
- ADS R112—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.  
*Transfer credit: CSU*

**ADS R113—Dual Diagnosis** **3 units**

*Prerequisites: ADS R108.*

*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.

*Transfer credit: CSU*

**ADS R114—EAP Practice** **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.

*Transfer credit: CSU*

**ADS R115—Alcohol/Drugs/Nutrition** **3 units**

*Prerequisites: ADS R101.*

*3 hours lecture weekly*

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

*Transfer credit: CSU*

**ADS R116—Alcohol/Drugs/Driving Laws** **3 units**

*Prerequisites: ADS R101 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.

*Transfer credit: CSU*

**ADS R117—Treatment Modalities in the Criminal Justice System** **3 units**

*3 hours lecture weekly*

This course is an examination of the treatment and intervention models in the Criminal Justice System (CJS) for treating the substance-abusing client. The focus will be on the various treatment approaches used at each phase of the justice continuum, that is, the pretrial phase, custodial phase, pre-release phase, and probation/parole supervision phase. The course will examine the concept of graduated sanctions for drug use violations and the various aspects of the community, courts, prison system, and probation/parole that affect the recovery goals of the client and treatment providers. Field trips may be required. (2)

*Transfer credit: CSU*

**ADS R118—Culture, Race, & Gender Considerations in CJS Treatment** **3 units**

*3 hours lecture weekly*

This course is designed to familiarize students with the theories of addiction and their application to incarcerated populations of men, women, and youth. Theories of criminology, diversity, and prevention of gang involvement, lethal criminal behavior, and recovery from addictions will be the emphasis of this course. The course will give special consideration to the impact of gender, race, and culture in the treatment of the prison population. Field trips may be required. (2)

*Transfer credit: CSU*

**ADS R119—Community As Treatment in the Criminal Justice System** **3 units**

*3 hours lecture weekly*

This course is designed to familiarize students with the various theories of rehabilitation for addicts in the Criminal Justice System from initial incarceration to reinstatement in the community. Students will be introduced to various therapeutic community models, the methodology involved in such models, and step-by-step explanations and illustrations of the entire process of life-style changes. Field trips may be required.

*Transfer credit: CSU*

**ADS R120—Alcohol and Drugs in the Criminal Justice System: Introduction to Alcohol and Drugs in the Criminal Justice System** **3 units**

*3 hours lecture weekly*

This course is an introduction to the treatment of alcohol and drug addicts living in the Criminal Justice System. It will include the history and evolution of the Justice System in the United States. It will survey crime, criminal behavior, the police, courts, and corrections. Field trips may be required. (2)

*Transfer credit: CSU*

## AFRICAN-AMERICAN STUDIES

### African-American Studies Courses

**AFAM R101—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 United States. Fieldwork in the local community will be part of the course. (Same as ANTH R114)

*Transfer credit: UC, CSU*

## 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.

### Career Opportunities

Sales	Manufacturing
Service and Repair	Plant Maintenance
Construction and Installation	

## Faculty

Full Time	Part-Time
Robert Chatenever	Alan Ainsworth
	Dirk DeKreek
	Nick Ioannidis
	Jack Smith
	Jack Stewart

## ◆ Air Conditioning/Refrigeration

### Associate in Science Degree

### Certificate of Achievement

Required Courses:		Units
AC R010	AC & Refrigeration I	3
AC R010L	AC & Refrigeration I Lab	2
AC R011L	AC & Refrigeration II Lab	2
AC R020	Electrical Systems I	3
AC R020L	Electrical Systems I Lab	2
AC R021L	Electrical Systems II Lab	2
AC R030	Airside Systems	3
AC R030L	Airside Systems Lab	2
AC R040	Heating Control Systems	3
AC R040L	Heating Control Systems Lab	2
<b>Total Required Units</b>		<b>24</b>

## Air Conditioning & Refrigeration Courses

### AC R001—Air Conditioning & 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 R010—Air Conditioning & Refrigeration I 3 units

*3 hours lecture weekly*

This course develops competency in the theoretical troubleshooting of mechanical problems in air conditioning and refrigeration systems through an understanding of the operating principles for refrigeration. It is recommended as a first semester course for persons who want to develop or improve job skills in the air conditioning, heating and refrigeration industry. Together with the lab course (AC R010L), this class targets the service technician who wishes to develop troubleshooting and repair skills. It is also applicable for students wishing to enter the industry in the capacity of installer, sales representative, maintenance technician, or designer. Field trips may be required.

### AC R010L—Air Conditioning & Refrigeration I Lab 2 units

*1 hour lecture, 3 hours lab weekly*

This course develops competency in the hands-on troubleshooting of mechanical problems in air conditioning and refrigeration systems through an understanding of the operating principles for refrigeration. It is recommended as a first semester course for persons who want to develop or improve job skills in the air conditioning, heating and refrigeration industry. Together with the lecture course (AC R010), this class targets the service technician who wishes to develop refrigeration troubleshooting and repair skills. It is also applicable for students wishing to enter the industry in the capacity of installer, sales representative, maintenance technician, or designer. Field trips may be required.

### AC R011L—Air Conditioning & Refrigeration II Lab 2 units

*1 hour lecture, 3 hours lab weekly*

This course develops additional competency in the hands-on troubleshooting of mechanical problems in air conditioning and refrigeration systems through an understanding of the operating principles for refrigeration. It is recommended as a second semester

course for persons who want to develop or improve job skills in the air conditioning, heating and refrigeration industry. Together with the first semester lab course (AC R010L), this class targets the service technician who wishes to develop refrigeration troubleshooting and repair skills. It is also applicable for students wishing to enter the industry in the capacity of installer, sales representative, maintenance technician, or designer. Field trips may be required.

### AC R020—Electrical Systems I 3 units

*3 hours lecture weekly*

This course develops competency in the theoretical troubleshooting of mechanical problems in air conditioning and refrigeration systems through an understanding of the operating principles for electrical wiring systems used in air conditioning and refrigeration installations. It is recommended for persons who want to develop or improve job skills in the air conditioning, heating and refrigeration industry. Together with the lab course (AC R020L), this course targets the service technician who wishes to develop skills in reading wiring diagrams, identifying electrical components, and electrical troubleshooting and repair skills. It is also applicable for students wishing to enter the industry in the capacity of installer, sales representative, maintenance technician, or designer. Field trips may be required.

### AC R020L—Electrical Systems I Lab 2 units

*1 hour lecture, 3 hours lab weekly*

This course develops competency in the hands-on troubleshooting of mechanical problems in air conditioning and refrigeration systems through an understanding of the operating principles for electrical wiring systems used in air conditioning and refrigeration installations. It is recommended for persons who want to develop or improve job skills in the air conditioning, heating and refrigeration industry through practice on live equipment. Together with the lecture course (AC R020), this course targets the service technician who wishes to develop skills in reading wiring diagrams, identifying electrical components, and electrical troubleshooting and repair skills. It is also applicable for students wishing to enter the industry in the capacity of installer, sales representative, maintenance technician, or designer. Field trips may be required.

### AC R021L—Electrical Systems II Lab 2 units

*1 hour lecture, 3 hours lab weekly*

This course develops additional competency in the hands-on troubleshooting of mechanical problems in air conditioning and refrigeration systems through an understanding of the operating principles for electrical wiring systems used in air conditioning and refrigeration installations. It is recommended for persons who want to continue their development of electrical troubleshooting job skills in the air conditioning, heating and refrigeration industry through practice on live equipment. Together with the introductory electrical lab course (AC R020L), this course targets the service technician who wishes to develop a higher skill level in reading wiring diagrams, identifying electrical components, and electrical troubleshooting and repair skills. It is also applicable for students wishing to enter the industry in the capacity of installer, sales representative, maintenance technician, or designer. Field trips may be required.

### AC R030—Airside Systems 3 units

*3 hours lecture weekly*

This course develops competency in the theoretical troubleshooting of air side problems in air conditioning systems through an understanding of the principles of air flow, the properties of air, theory of controls, reading of construction drawings, calculation of building loads. It is recommended for persons who want to develop or improve job skills in the air conditioning, heating and refrigeration industry. Together with the lab course (AC R030L), this course targets the service technician who wishes to develop skills in designing and troubleshooting building air conditioning systems and controls. It is also applicable for students wishing to enter the industry in the capacity of installer, sales representative, maintenance technician, or designer. Field trips may be required.

**AC R030L—Airsides Systems Lab****2 units***1 hour lecture, 3 hours lab weekly*

This course develops competency in the hands-on troubleshooting of air side problems in air conditioning systems through an understanding of the principles of air flow, the properties of air, theory of controls, reading of construction drawings, calculation of building loads. It is recommended for persons who want to develop or improve job skills in the air side segment of the air conditioning, heating and refrigeration industry through practice with live equipment and tools. Together with the lecture course (AC R030), this course targets the service technician who wishes to develop skills in designing and troubleshooting building air conditioning systems and controls. It is also applicable for students wishing to enter the industry in the capacity of installer, sales representative, maintenance technician, or designer. Field trips may be required.

**AC R040—Heating and Control Systems****3 units***3 hours lecture weekly*

This course develops competency in the theoretical troubleshooting of mechanical and electrical problems in heating systems through an understanding of the operating principles heating and furnace electrical control circuits. It is recommended for persons who want to develop or improve job skills in the heating segment of the air conditioning, heating and refrigeration industry. Together with the lab course (AC R040L), this course targets the service technician who wishes to develop skills in designing and troubleshooting heating systems and controls. It is also applicable for students wishing to enter the industry in the capacity of installer, sales representative, maintenance technician, or designer. Field trips may be required.

**AC R040L—Heating and Control Systems Lab****2 units***1 hour lecture, 3 hours lab weekly*

This course develops competency in the hands-on troubleshooting of mechanical and electrical problems in heating systems through an understanding of the operating principles heating and furnace electrical control circuits. It is recommended for persons who want to develop or improve job skills in the heating segment of the air conditioning, heating and refrigeration industry. Together with the lecture course (AC R040), this course targets the service technician who wishes to develop skills in designing and troubleshooting heating systems and controls. It is also applicable for students wishing to enter the industry in the capacity of installer, sales representative, maintenance technician, or designer. Field trips may be required.

**AC R080—Industry Survey/Repair****1 unit***Advisory: AC R010L, AC R030L, AC R040L 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.

# AMERICAN SIGN LANGUAGE

## Faculty

**Full-Time**

Julie Lovejoy

**Part-Time**

Matthew Beishline

Debra Kaskus

Antoinette Pineau

Ila Sachs

Durston Winesburg

## American Sign Language Courses

**ASL R101—Beginning American Sign Language I****3 units***3 hours lecture weekly*

Students with little or no prior knowledge of American Sign Language (ASL) will be introduced to the natural language of deaf people. Provides basic vocabulary and preparation for visual/gestural communication including information relating to deaf culture. Emphasis will be on comprehension skills and the fundamentals of ASL grammatical structures. Course may be taken two times. (2)

*Transfer credit: UC, CSU***ASL R102—Beginning American Sign Language II****3 units***Prerequisites: ASL R101, or equivalent.**3 hours lecture weekly*

Building on the skills acquired in the ASL R101 course, instruction will focus on ASL sentence types, time, numbers, pronominalization, classifiers, spatial referencing, pluralization, temporal and distributional aspects of the language. Additional information on deaf culture and community will be presented. Course may be taken two times. (2)

*Transfer credit: UC, CSU***ASL R103—Intermediate American Sign Language I****3 units***Prerequisites: ASL R102, or equivalent.**3 hours lecture weekly*

Course will continue the study of conversational American Sign Language with expanded information on ASL grammar syntax, spatial referencing, and vocabulary development. Dialogues, short stories, narratives, and short conversations will focus on discussion of deaf culture and detailed descriptions of people and surroundings. Course may be taken two times. (2)

*Transfer credit: UC, CSU***ASL R104—Intermediate American Sign Language II****3 units***Prerequisites: ASL R103, or equivalent.**3 hours lecture weekly*

Course will build on skills acquired in ASL R103, and includes more complex ASL grammatical features, vocabulary building in context, and comprehension and development of medium-length stories, narratives and dialogues. Discussion material will include topics which are culturally significant to the deaf community. Course may be taken two times. (2)

*Transfer credit: UC, CSU***ASL R105—Advanced American Sign Language****3 units***Prerequisites: ASL R104, or equivalent.**3 hours lecture weekly*

Course introduces students to signing beyond the conversational level. Receptive skills development focuses on increased comprehension of a variety of signing styles. Expressive skill development focuses on increased clarity, fluency, and speed. Includes student-led discussions, and reports on topics in deaf culture, society, and current affairs. Course may be taken two times. (2)

*Transfer credit: UC, CSU*

**NOTE:** The courses listed below have been temporarily suspended. For further information, please contact the Liberal Studies division office.

- SL 50 English Grammar for the Deaf
- SL 98A-Z Short Courses in Sign Language
- SL 189A-Z Topics in Sign Language
- SL 199 Directed Studies in Sign Language

# ANATOMY

See courses in Biological Sciences

# ANTHROPOLOGY

## Career Opportunities

Archivist	College Professor
Elementary Teacher	Environmental Archaeologist
Forensic Scientist	High School Teacher
International Business	Management Consultant
Medical Anthropologist	Museum Curator
Social Scientist	

## Faculty

<b>Full-Time</b>	<b>Part-Time</b>
Linda Kamaila	John Greer
	Holly Woolson

## ◆ Anthropology

### Associate in Arts Degree

Required Courses:	Units
ANTHR101 Physical Anthropology	3
ANTHR102 Cultural Anthropology	3
ANTHR103 Introduction to Archaeology	3
	<hr/> 9

### Required Additional Courses:

Complete a minimum of 9 units from the following:	Units
ANTHR104 Archaeological Field Methods	3
ANTHR105 Women, Culture and Society	3
ANTHR106 Culture and Personality	3
ANTHR107 Introduction to Native America	3
ANTHR110 People and Cultures of the World	3
ANTHR113 Ancient Civilizations of the Americas	3
ANTHR115 Introduction to Linguistics	3
ANTHR189C Magic, Religion, and Witchcraft	3
ART R102 Art History I	3
HIST R100A History of World Civilizations I	3
IDS R101A History of Ideas and Evolution of Culture I	3
IDS R102 Science, Technology, and Human Values	3
MATH R105 Introductory Statistics	4
PHIL R108 Mythology	3
PSY R103 Statistics for Behavioral Science	3
	<hr/> 9
<b>Total Required Units</b>	<b>18</b>

## Anthropology Courses

### ANTHR R101—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. (2)

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

### ANTHR R102—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. (2)

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

### ANTHR R103—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)

### ANTHR R104—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

### ANTHR R105—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

### ANTHR R106—Culture and Personality **3 units**

3 hours lecture weekly

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

Transfer credit: UC, CSU

### ANTHR R107—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

### ANTHR R108—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

### ANTHR R109—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

### ANTHR R110—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 R113—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 R114—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. (Same as AFAM R101)

Transfer credit: UC, CSU

**ANTH R115—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 R189—Topics in Anthropology** **1/2-3 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: CSU

**ANTH R189B—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 R189C—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 R189D—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 R198—Short Courses in Anthropology** **1/2-10 units**

Lecture and/or lab hours 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: CSU

**ANTH R199—Directed Studies in Anthropology** **1-3 units**

Prerequisites: A course in the specific field.

Lecture and/or lab hours 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: CSU

## AREA STUDIES

### Area Studies Courses

**AS R101A-Z—Introduction to Social Dynamics** **1/2-10 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 R102A-Z—Introduction to Culture, Fine Arts, and Literature** **1/2-4 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

## ART

The students who elect to major in the field of art have a variety of opportunities open to them.

### Career Opportunities

Art Dealer	Artist's Agent
Ceramicist	Painter
Sculptor	Watercolor Artist
Photographer	

### Faculty

<b>Full-Time</b>	<b>Part-Time</b>
Vince Flocco	Sydney Balbes
Christine Morla	Jacquelyn Cavish
	Sharon Coughran-Rayden
	Marsha Eakes
	Claudia Pardo
	M. Peggy Tranovich

## ◆ ART

### Associate in Arts Degree

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 R102	Art History	3
ART R103	Art History	3
Required Courses for general majors:		
ART R104AB	Beginning/Intermediate Color and Design (2+2)	4
ART R106AB	Beginning/Intermediate Drawing (3+3)	6
ART R108AB	Beginning/Intermediate Oil Painting (3+3)	6
ART R126AB	Beginning/Intermediate Figure Drawing (3+3)	6
<b>Total Units</b>		<b>28</b>

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

ART R104AB	Beginning/Intermediate Color and Design (2+2)	4
R106AB(C**)	Beginning/Intermediate Drawing (3+3) **Advanced Drawing recommended for Drawing Majors (3)	6
R108AB(C***)	Beginning/Intermediate Oil Painting (3+3) ***Advanced Painting recommended for Painting Majors (3)	6
ART R112AB	Beginning/Intermediate Watercolor (3+3)	6
ART R115AB	Abstract Concepts (3+3)	6
R126AB(C****)	Beginning/Intermediate Figure Drawing (3+3) ****Advanced Figure Drawing recommended for Drawing Majors (3)	6
ART R128AB	Figure Painting (3+3)	6
<b>Total Units</b>		<b>40</b>

#### Required Courses for Three-Dimensional Studio:

ART R150AB	Beginning Ceramics (3+3)	6
ART R151AB	Intermediate Ceramics (3+3)	6
ART R152AB	Ceramic Design (3+3)	6
ART R155AB	Beginning/Intermediate Sculpture (3+3)	6
<b>Total Units</b>		<b>24</b>

### Art Courses

#### ART R098—Short Courses in Art 1/2-10 units

Lecture and/or lab hours as required by unit formula

Specialized topics designed to inform or update interested persons in the various disciplines within art. (2)

#### ART R100A—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 R101—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 R102—Art History I 3 units

3 hours lecture weekly

Introduction and 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. Field trips and/or museum visitations may be required. Required of all art majors. First segment of ART R101 stops at the Gothic period. (2)

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

#### ART R103—Art History II 3 units

3 hours lecture weekly

Continuation of 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. Field trips and/or museum visitations may be required. Required of all art majors. Second segment concludes at present, 20th Century. (2)

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

#### ART R104A—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 (CAN: ART 14)

#### ART R104B—Intermediate Color and Design 2 units

Prerequisites: ART R104A.

1 hour lecture, 3 hours lab weekly

A further development from ART R104A 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 R105A—Beginning Design Rendering I 3 units

Prerequisites: ART R104B, ART R106B.

1 1/2 hours lecture, 4 1/2 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 R105B—Beginning Design Rendering II 3 units

Prerequisites: ART R105A.

1 1/2 hours lecture, 4 1/2 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 R106A—Beginning Drawing 3 units

1 1/2 hours lecture, 4 1/2 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 R106B—Intermediate Drawing 3 units**

*Prerequisites:* ART R106A.

*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 R106C—Advanced Drawing 3 units**

*Prerequisites:* ART R106B.

*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 R107A—Beginning Collage and Composite Drawing 3 units**

*Prerequisites:* ART R106A.

*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 R107B—Intermediate Collage and Composite Drawing 3 units**

*Prerequisites:* ART R107A.

*1½ hours lecture, 4½ hours lab weekly*

Following beginning segment ART R107A, 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 R107C—Advanced Collage and Composite Drawing 3 units**

*Prerequisites:* ART R107B.

*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 R108A—Beginning Oil Painting 3 units**

*Prerequisites:* ART R104B, ART R106B 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 R108B—Intermediate Oil Painting 3 units**

*Prerequisites:* ART R108A.

*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 R108C—Advanced Oil Painting 3 units**

*Prerequisites:* ART R108B.

*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 R109A—Beginning Collage Painting 3 units**

*Prerequisites:* ART R108A 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 R109B—Intermediate Collage Painting 3 units**

*Prerequisites:* ART R109A or equivalent.

*1½ hours lecture, 4½ hours lab weekly*

Moving from beginnings and accomplishments in ART R109A 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 R109C—Advanced Collage Painting 3 units**

*Prerequisites:* ART R109B or equivalent.

*1½ hours lecture, 4½ hours lab weekly*

During process of continued change from ART R109B, 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 R110A—Beginning Acrylic Painting 3 units**

*Prerequisites:* ART R104B, ART R106B 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 R110B—Intermediate Acrylic Painting 3 units**

*Prerequisites:* ART R110A.

*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 R110C—Advanced Acrylic Painting 3 units**

*Prerequisites:* ART R110B.

*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 R112A—Beginning Watercolor 3 units**

*Prerequisites:* ART R104B, ART R106B 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 R112B—Intermediate Watercolor** **3 units**  
*Prerequisites:* ART R112A.  
*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 R112C—Advanced Watercolor** **3 units**  
*Prerequisites:* ART R112B.  
*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 R113A—Color and Form I** **2 units**  
*Prerequisites:* ART R104B, ART R106B, ART R126B.  
*1 hour lecture, 3 hours lab weekly*  
 Introduction of 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. Field trips may be taken. (2)  
*Transfer credit:* UC, CSU
- ART R113B—Color and Form II** **2 units**  
*Prerequisites:* ART R113A.  
*1 hour lecture, 3 hours lab weekly*  
 Continuation of 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. Field trips may be taken. (2)  
*Transfer credit:* UC, CSU
- ART R114A—Beginning Landscape Painting** **3 units**  
*Prerequisites:* ART R104B, ART R106B 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 R114B—Intermediate Landscape Painting** **3 units**  
*Prerequisites:* ART R114A.  
*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 R114C—Advanced Landscape Painting** **3 units**  
*Prerequisites:* ART R114B.  
*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 R115A—Abstract Concepts I** **3 units**  
*Prerequisites:* ART R110B, ART R112B, ART R126B or equivalent.  
*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 R115B—Abstract Concepts II** **3 units**  
*Prerequisites:* ART R115A.  
*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 R116A—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 R116B—Intermediate Color Theory for Painters** **3 units**  
*Prerequisites:* ART R103A.  
*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 R117A—Materials and Methods of the Artist I** **3 units**  
*1½ hours lecture, 4½ hours lab weekly*  
 Fundamentals of materials and methods of the Artists, the practical understanding and knowledge of studio procedures in all the important basic practices necessary for anyone interested in an art-related career. Highly recommended for art majors. Field trips may be taken. (2)  
*Transfer credit:* UC, CSU
- ART R117B—Materials and Methods of the Artist II** **3 units**  
*Prerequisites:* ART R117A.  
*1½ hours lecture, 4½ hours lab weekly*  
 Following the practical and technical aspect of painting procedures in ART R117A, the emphasis in this class will include all the necessary materials, application, and practical experience in the presentation of art works of all types. Highly recommended for art majors. Field trips may be taken. (2)  
*Transfer credit:* UC, CSU
- ART R118—New Directions in Contemporary Painting** **3 units**  
*Prerequisites:* ART R103 and ART R108.  
*3 hours lecture weekly*  
 A study of specific painting movements in modern art (late 19th to 20th century) that historically and philosophically led to major changes, creating new directions in contemporary painting, focusing on three vital movements termed Neo-Impressionism, Neo-Expressionism, and Neo-Classicism. Course may be taken two times.  
*Transfer credit:* UC, CSU
- ART R120—Monotype** **3 units**  
*Prerequisites:* ART R108A.  
*1½ hours lecture, 4½ hours lab weekly*  
 This course teaches a hands-on contemporary printing method that deals with painting procedures. It involves a printing technique, using blocks, pads, and templates. The printing is by pressure rubbings or pressure mounted roller. Though it is called Monotype, additional prints can be made by re-saturating the base plate with additional painting medium. Field trips may be required.  
*Transfer credit:* CSU

**ART R123A—Beginning Watercolor in Collage 3 units**

*Prerequisites:* ART R112A 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 R123B—Intermediate Watercolor in Collage 3 units**

*Prerequisites:* ART R123A or equivalent.

*1½ hours lecture, 4½ hours lab weekly*

Moving from beginning accomplishments in ART R123A 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 R124A—Beginning Gouache Painting 3 units**

*Prerequisites:* ART R104A, ART R106A 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 R124B—Intermediate Gouache Painting 3 units**

*Prerequisites:* ART R124A 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 R124C—Advanced Gouache Painting 3 units**

*Prerequisites:* ART R124B 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 R125A—Beginning Figure Painting in Watercolor 3 units**

*Prerequisites:* ART R126C, ART R112C 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 R125B—Intermediate Figure Painting in Watercolor 3 units**

*Prerequisites:* ART R125A.

*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 R125C—Advanced Figure Painting in Watercolor 3 units**

*Prerequisites:* ART R125B 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 R126A—Beginning Figure Drawing 3 units**

*Prerequisites:* ART R106A 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 R126B—Intermediate Figure Drawing 3 units**

*Prerequisites:* ART R126A.

*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 R126C—Advanced Figure Drawing 3 units**

*Prerequisites:* ART R126B.

*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 R127A—Beginning Portraiture (Drawing) 3 units**

*Prerequisites:* ART R126A 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 R127B—Intermediate Portraiture (Drawing) 3 units**

*Prerequisites:* ART R127A.

*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 R127C—Advanced Portraiture (Drawing) 3 units**

*Prerequisites:* ART R127B.

*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 R128A—Beginning Figure Painting in Oil 3 units**

*Prerequisites:* ART R126C, ART R108C 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 R128B—Intermediate Figure Painting in Oil 3 units**

*Prerequisites:* ART R128A 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 R128C—Advanced Figure Painting in Oil 3 units**

*Prerequisites:* ART R128B.

*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 R129A—Beginning Figure in Composition Drawing, Pastels, and Others 3 units**

*Prerequisites:* ART R126A.

*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 R129B—Intermediate Figure in Composition Drawing 3 units**

*Prerequisites:* ART R129A.

*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 R129C—Advanced Figure in Composition Drawing 3 units**

*Prerequisites:* ART R129B.

*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 R130—Introduction to Commercial Art 2 units**

*Prerequisites:* ART R104A and ART R106A 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 R131A—Commercial Illustration I 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 R131B—Commercial Illustration II 3 units**

*Prerequisites:* ART R131A.

*1½ hours lecture, 4½ hours lab weekly*

A continuation of ART R131A; 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 R132A—Advanced Illustration/ Rendering/Techniques 3 units**

*Prerequisites:* ART R131B.

*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 R132B—Exploring and Creating New Illustrative Technology 3 units**

*Prerequisites:* ART R132A.

*1½ hours lecture, 4½ hours lab weekly*

A continuation of ART R132A; 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 R150A—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 (CAN: ART 6)

**ART R150B—Beginning Ceramics II 3 units**

*Prerequisites:* ART R150A.

*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 R151A—Intermediate Ceramics I** **3 units**

*Prerequisites:* ART R150B.  
*1½ hours lecture, 4½ hours lab weekly*

Intermediate class on wheel-thrown and coil-constructed pottery. Increased skill development in glaze application techniques. Course may be taken two times. (2)

*Transfer credit:* UC, CSU

**ART R151B—Intermediate Ceramics II** **3 units**

*Prerequisites:* ART R151A.  
*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 R152A—Ceramic Design I** **3 units**

*Prerequisites:* ART R151B.  
*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 R152B—Ceramic Design II** **3 units**

*Prerequisites:* ART R152A.  
*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 R152C—Ceramic Design III** **3 units**

*Prerequisites:* ART R152B.  
*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 R153—Glaze Formulation** **3 units**

*Prerequisites:* ART R152B.  
*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 R154A—Beginning Abstract Concepts in Clay** **3 units**

*Prerequisites:* ART R152C.  
*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:* UC, CSU

**ART R154B—Intermediate Abstract Concepts in Clay** **3 units**

*Prerequisites:* ART R154A.  
*1½ hours lecture, 4½ hours lab weekly*

Continuation of ART R154A 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:* UC, CSU

**ART R155—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 R156A—Intermediate Sculpture I** **3 units**

*Prerequisites:* ART R155.  
*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 R156B—Intermediate Sculpture II** **3 units**

*Prerequisites:* ART R156A.  
*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 R157A—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 R157B—Intermediate Ceramic Sculpture** **3 units**

*Prerequisites:* ART R157A.  
*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 R189—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:* CSU

**ART R189A—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 R198—Short Courses in Art** **½-10 units**

*Lecture and/or lab hours 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:* CSU

**ART R199—Directed Studies in Art** **1-3 units**

*Prerequisites:* A course in the specific field.  
*Lecture and/or lab hours 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:* CSU

# ASIAN-AMERICAN STUDIES

## Faculty

### Full-Time

Scott Corbett

## Asian-American Studies Courses

### AAS R101—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: UC, CSU

# ASTRONOMY

## Career Opportunities

(Post bachelors degree necessary)

Astronomer

Astrophysicist

## Faculty

### Part-Time

Gary Goodman

## Astronomy Courses

### AST R101—Introduction to Astronomy 3 units

3 hours lecture weekly

This course is an introduction to astronomy for both science and non-science students. The intent of the course is to familiarize each student with the terms, tools, and theories of modern astronomy. Topics covered include historical events and discoveries, personalities, and tools, as well as studies of the solar system, stars, galaxies, pulsars, and black holes. The scientific method is defined and expounded. This course satisfies transfer requirements to four-year universities. (2)

Transfer credit: UC, CSU

### AST R101L—Astronomy Laboratory 1 unit

Prerequisites: AST R101 or concurrent enrollment.

3 hours lab weekly

This laboratory reinforces principles learned in AST R101. Students obtain hands-on experience with telescopes, star charts, and other devices used in astronomy. Observations are made of the Moon, the planets, and the stars. Field trips to observatories, planetariums, and/or dark-sky sites may be required. Students are expected to be familiar with high-school algebra. This course satisfies transfer requirements to four-year universities. (2)

Transfer credit: UC, CSU

### AST R198—Short Courses in Astronomy 1/2-10 units

Lecture and/or lab hours as required by unit formula

This course is composed of 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. Field trips may be required. Course may be taken four times. (2)

### AST R199—Directed Studies in Astronomy 1-3 units

Prerequisites: AST R101.

Advisory: AST R101L.

Lecture and/or lab hours as required by unit formula

Designed for selected students interested in furthering their knowledge of astronomy on an individual studies basis. Field trips may be required. Course may be taken two times. (2)

Transfer credit: CSU

# AUTOMOTIVE

The automotive industry is a continually changing and growing field which offers many employment opportunities.

## Career Opportunities

Body and Fender Repair Trainee	Sales
Metalman; Frame-Specialist	Repair Estimator
Engine Repair Technician	Tune-Up Technician
Service and Parts Management	
Diesel Mechanics Technician	
Wheel Alignment and Brake Technician	

## Faculty

### Full-Time

Frank Castro

Jose Ortega

### Part-Time

Juan Perez

Henry Segura

Bruce Wendt

## ◆ Automotive Body and Fender Repair

### Associate in Science Degree

### Certificate of Achievement

#### Required Courses:

	Units
AB R001 Auto Body/Fender Repair I	4
AB R002 Auto Body/Fender Repair II	4
AB R003 Estimating Damage/Repair	4
AB R004 Collision Damage/Repair	4
AB R005A Painting/Refinishing I	2
AB R005B Painting/Refinishing II	4
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#### Required Additional Courses:

	Units
Complete a minimum of two units from the following:	
AB R007A Automotive Graphics	2
ATR010 Fundamentals of Auto Technology	3
AT R015 Automotive Electrical Systems	4
AT R020 ASE Mechanics Certification	3
BUS R030 Business Mathematics	3
BUS R111A Business Law I	3
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	2-4

**Total Required Units 24-26**

## Automotive Body Repair and Paint Courses

### AB R001—Auto Body/Fender Repair I 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 R002—Auto Body/Fender Repair II 4 units

Prerequisites: AB R001.

2 hours lecture, 6 hours lab weekly

This 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 R003—Estimating Damage/Repair 4 units

Prerequisites: AB R001 and AB R002 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 R004—Collision/Damage Repair 4 units

Prerequisites: AB R001 and AB R002 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 R005A—Painting/Refinishing I 2 units

1 hour lecture, 3 hours lab weekly

This course is designed to prepare students for entry-level positions in the automotive refinishing industry by providing training in painting and refinishing fundamentals. Topics to be covered include a history of the industry, shop safety, shop equipment and layout, required tools and materials, and surface preparation techniques. Course may be taken three times. (2)

### AB R005B—Painting/Refinishing II 4 units

Prerequisites: AB R001 or AB R005A or concurrent enrollment.

2 hours lecture, 6 hours lab weekly

This course continues training in automotive painting and refinishing. Topics to be covered include application of undercoats and top coats, spot repair procedures, paint job procedures, paint problems, and procedures for securing employment in the field. Course may be taken two times. (2)

### AB R007A—Automotive Graphics 2 units

1 hour lecture, 3 hours lab weekly

A comprehensive overview of automotive graphics including preparation and layout of pinstriping, touch-up, lettering and murals. Course also includes automotive graphics for commercial trucks and boats. Field trips may be required. Materials fee is required. Course may be taken two times. (2)

### AB R007B—Advanced Automotive Graphics 2 units

Prerequisites: AB R007A.

1 hour lecture, 3 hours lab weekly

This course provides instruction in advanced levels of automotive graphic design including color selection and mixing, customized murals, advanced commercial lettering applications, advanced outlines and shadowing, and customized quilts and applications. Field trips may be required. Materials fee is required. Course may be taken two times. (2)

## ◆ Automotive Technology

### Associate in Science Degree

### Certificate of Achievement

#### Required Courses:

	Units	
ATR004	Automotive Emission Control	3
ATR010	Fundamentals of Auto Technology	3
ATR013	Engine Performance	4
ATR013L	Engine Performance Lab	2
ATR015	Automotive Electrical Systems	4
ATR015L	Automotive Electrical Systems Lab	2
ATR016	Auto Electronics	3
ATR018	Automotive Brake Systems	4
ATR018L	Automotive Brake Systems Lab	2
ATR019	Steering & Suspension	2
ATR019L	Steering & Suspension Lab	2
ATR023	Fuel Systems	2
ATR023L	Fuel Systems Lab	2

#### Total Core Requirements 35

Complete a minimum of five units from the following:

ATR002	Starting & Charging Systems	2
ATR002L	Starting & Charging Systems Lab	1
ATR005	Computer Diagnostic Systems	4
ATR017	Automotive Wheel Alignment	2
ATR017L	Automotive Wheel Alignment Lab	2
ATR021	Bureau of Automotive Repair	4
ATR026	Automotive Engine Overhaul	4
ATR026L	Automotive Engine Overhaul Lab	2
ATR027	Cylinder Block Service	2
ATR027L	Cylinder Block Service Lab	2
ATR028	Cylinder Head Service	2
ATR028L	Cylinder Head Service Lab	2

#### Total Required Units 40

## Automotive Technology Courses

### AT R001—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 R001, but will be placed in classes totaling 15 units. Course may be taken two times.

### AT R002—Starting & Charging Systems 2 units

Advisory: AT R010.

Corequisites: AT R002L.

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 R002L—Starting & Charging Systems Lab 1 unit

Corequisites: AT R002 (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 R003A—Using Technical Manuals 3 units

3 hours lecture weekly

Course focuses on the modern automobile equipped with on-board 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 R004—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 R010—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 R012—Automotive Air Conditioning** **2 units**  
*Advisory: AT R010.*  
*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 R013—Engine Performance** **4 units**  
*Advisory: AT R010.*  
*Corequisites: AT R013L.*  
*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 R013L—Engine Performance Lab** **2 units**  
*Corequisites: AT R013 (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 R014—Advanced Engine Performance** **4 units**  
*Prerequisites: AT R013.*  
*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. Field trips may be required.
- AT R015—Automotive Electrical Systems** **4 units**  
*Corequisites: AT R015L.*  
*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 R015L—Automotive Electrical Systems Lab** **2 units**  
*Corequisites: AT R015 (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 R016—Auto Electronics** **3 units**  
*Advisory: AT R010 or AT R013.*  
*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 R017—Automotive Wheel Alignment** **2 units**  
*Corequisites: AT R017L.*  
*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 R017L—Automotive Wheel Alignment Lab** **2 units**  
*Corequisites: AT R017 (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 R018—Automotive Brake Systems** **4 units**  
*Corequisites: AT R018L.*  
*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 R018L—Automotive Brake Systems Lab** **2 units**  
*Corequisites: AT R018 (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 R019—Steering & Suspension** **2 units**  
*Corequisites: AT R019L.*  
*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 R019L—Steering & Suspension Lab** **2 units**  
*Corequisites: AT R019 (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 R020—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 R021—Bureau of Automotive Repair** **4 units**  
*Prerequisites: AT R004.*  
*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 R023—Fuel Systems** **2 units**  
*Corequisites: AT R023L.*  
*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 R023L—Fuel Systems Lab 2 units**

*Corequisites: AT R023 (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 R025—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 R026—Automotive Engine Overhaul 4 units**

*Corequisites: AT R026L.*

*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 R026L—Automotive Engine Overhaul Lab 2 units**

*Corequisites: AT R026 (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, disassembling, repairing and restoring to service engines commonly in use today. Preparation for ASE certification test included. Course may be taken two times.

**AT R027—Cylinder Block Service 2 units**

*Corequisites: AT R027L.*

*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 R027L—Cylinder Block Service Lab 2 units**

*Corequisites: AT R027 (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 R028—Cylinder Head Service 2 units**

*Corequisites: AT R028L.*

*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 R028L—Cylinder Head Service Lab 2 units**

*Corequisites: AT R028 (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 R098—Short Courses in Automotive Mechanics 1/2-10 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 auto repair industry. Length of course determines unit credit.

**NOTE:** The course listed below has been temporarily suspended. For further information, please contact the Occupational Ed. & Econ. Dev. division office.

AT R024 Small Engines

**◆ Diesel Mechanics****Associate in Science Degree****Certificate of Achievement**

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.

<b>Required Courses:</b>		<b>Units</b>
AT R010	Fundamentals of Auto Technology	3
DM R004	Engine Overhaul & Repair	4
DM R005	Engine Tune-Up & Troubleshooting	3
DM R008	Power Trains	2
DM R012	Introduction to Hydraulics	3
DM R019	Introduction to Diesel Engines	3
		18

<b>Required Additional Courses:</b>		<b>Units</b>
Complete a minimum of six units from the following:		
AT R024	Small Engines	2
AT R015	Automotive Electrical Systems	3
AT R020	ASE Mechanics Certification	3
BUS R122	Personnel Management	3
DM R006	Electrical System Theory	3
		18

**Total Required Units 24**

**NOTE:** The courses listed below have been temporarily suspended. For further information, please contact the Occupational Ed. & Econ Dev. division office.

DM R004	Engine Overhaul & Repair
DM R005	Engine Tune-Up & Troubleshooting
DM R006	Electrical System Theory
DM R008	Power Trains
DM R012	Introduction to Hydraulics
DM R019	Introduction to Diesel Engines
DM R020	Diesel Engines
DM R030	Diesel Engine Mechanics
DM R031	Diesel Equipment Mechanics
DM R098	Short Courses in Diesel Mechanics

## BIOLOGICAL SCIENCES

**Career Opportunities**

(Most careers require a bachelor and advanced degree)

Biological Technician	Public Health Biologist
Health Technician	Laboratory Technician
Clinical Lab Technologist	Research Technician
Marine Biology	Forestry & Wildlife Biology
Environmental Policy	Ecology
Biotechnology	Fisheries
Zoology	

**Faculty****Full-Time**

Michael Abram  
Louise Zitnik

Lorraine Buckley

**Part-Time**

Nicholaas Boshoff  
 Kimberly Jesu  
 Cori Newton  
 Jan Schienle

Joe Frantz  
 Regina Migler  
 Michael Nicholson  
 Neil Ziegler

**◆ Biology****Associate in Arts Degree**

<b>Core Courses:</b>		<b>Units</b>
BIOL R120	Principles of Biology I	4
BIOL R120L	Principles of Biology I Lab	1
BIOL R122	Principles of Biology II	4
BIOL R122L	Principles of Biology II Lab	1
BIOL R199	Directed Studies in Biology	2

**Required Units from Core Courses 12**

**Elective Courses: Units**

*Students must select at least 15 units from Group A and at least 13 units from Group B.*

**Group A:**

CHEM R120	General Chemistry I	5
CHEM R122	General Chemistry II	5
CHEM R130	Organic Chemistry I	5
MATH R105	Introductory Statistics	4
MATH R120	Calculus with Analytic Geometry I	5
MATH R121	Calculus with Analytic Geometry II	5
PHYS R131	Physics for Scientists & Engineers 1	5
PHYS R132	Physics for Scientists & Engineers 2	5

**Group B:**

BIOL R130	Biochemistry	3
BIOL R135	Molecular Biology	3
BIOL R135L	Molecular Biology Laboratory	2
BIOL R140L	Tissue Culture Laboratory	3
BIOL R145L	Applied Microbiology Laboratory	3
BIOL R150L	Biotechnology Laboratory	3
BIOL R170	Biological Marine Resource Management	1
MICR R100	Principles of Microbiology	3
MICR R100L	Principles of Microbiology Lab	2
PHSO R100	Human Physiology	3
PHSO R100L	Human Physiology Lab	2

**Required Units from Elective Groups A & B 28**

**Total Required Units 40**

**Anatomy Courses****ANAT R100—General Human Anatomy 2 units**

*Prerequisites: BIOL R101 or BIOL R120.*

*2 hours lecture weekly*

This course is an introduction to gross anatomy as well as organization and histology of human organ systems. It is appropriate and meets the requirements for students anticipating transfer to medical school, dental school or other health care and kinesiology programs. This course is fundamental for students entering studies in most general biology fields. Field trips may be required. (2)

*Transfer credit: UC, CSU (CAN: BIOL 10 (ANAT R100 + R100L))*

**ANAT R100L—General Human Anatomy Laboratory 2 units**

*Prerequisites: BIOL R101 or BIOL R120.*

*Corequisites: ANAT R100.*

*6 hours lab weekly*

This is a laboratory course to accompany ANAT R100. Laboratory experiments and demonstrations will be used to illustrate the principles and concepts of anatomy. Experiments include but are not limited to laboratory dissection of the cat and demonstration of the dissected human cadaver. Field trips may be required. (2)

*Transfer credit: UC, CSU (CAN: BIOL 10 (ANAT R100 + R100L))*

**Biology Courses****BIOL R098—Short Courses in Biology 1/2-10 units**

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

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

**BIOL R100—Marine Biology 3 units**

*3 hours lecture weekly*

This survey course includes an introduction to ecology, organism identification, anatomy, physiology, and conservation of marine organisms. Applications of the scientific method in marine biology are emphasized. Field trips may be required. (Same as MST R100) (2)

*Transfer credit: UC, CSU*

**BIOL R100L—Marine Biology Laboratory 1 unit**

*Prerequisites: BIOL R100 or concurrent enrollment.*

*3 hours lab weekly*

This survey course includes laboratory and field studies of marine organisms and their environment, the use of the scientific method, and basic biological skills. Optional field trips may be required. (Same as MST R100L) (2)

*Transfer credit: UC, CSU*

**BIOL R101—General Biology 3 units**

*3 hours lecture weekly*

This is a survey course that presents the major principles and phenomena governing biological systems. Topics include biological chemistry, the cellular basis of life, metabolism, nutrition, reproduction, genetics, DNA modification, evolution and recombinant DNA technologies. This course is designed for non-biology majors. It will satisfy the requirements for certain dental hygiene, nursing and physical therapy programs. Field trips may be required.

*Transfer credit: UC, CSU*

**BIOL R101L—General Biology Laboratory 1 unit**

*Prerequisites: BIOL R101 or concurrent enrollment.*

*3 hours lab weekly*

This is a laboratory course designed to be taken in conjunction with BIOL R101. The laboratory exercises deal with the scientific method, basic biochemistry, microscopy, cellular organization, cellular energy transformation, molecular genetics and evolution. Field trips may be required. (2)

*Transfer credit: UC, CSU*

**BIOL R106—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 R106L—Human Environment Laboratory 1 unit**

*Prerequisites: BIOL R106 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 R120—Principles of Biology I** **4 units**

*Prerequisites:* CHEM R120.

4 hours lecture weekly

The principles of molecular and cellular biology are presented. An emphasis will be placed on the diversity of organisms. This course is designed for biological science majors. It is intended to fulfill the requirements for the first year of the biology curriculum and to prepare students entering related science curricula. It is not intended for non-majors. Field trips may be required.

*Transfer credit:* UC, CSU (CAN: BIOL 2 (BIOL R120 + R120L))

**BIOL R120L—Principles of Biology I Lab: Intro to Cellular and Molecular Biology** **1 unit**

*Prerequisites:* BIOL R120 or concurrent enrollment.

3 hours lab weekly

This is a laboratory course designed to complement BIOL R120. The current methods employed by investigators in the biological sciences are presented. These include, but are not limited, to microscopy, differential centrifugation, chromatography, electrophoresis, spectrophotometry and nucleic acid hybridization. This course is recommended for biological sciences majors seeking transfer to university programs as well as students anticipating careers in a broad range of health care professions. Field trips may be required. (2)

*Transfer credit:* UC, CSU (CAN: BIOL 2 (BIOL R120 + R120L))

**BIOL R122—Principles of Biology II** **4 units**

*Prerequisites:* BIOL R120 and BIOL R120L.

4 hours lecture weekly

This course is 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 evolution of as well as the development, structure and functions of vertebrate organ systems. Ecosystem structure, population ecology and evolutionary concepts are presented. Field trips may be required.

*Transfer credit:* UC, CSU

**BIOL R122L—Principles of Biology II Lab** **1 unit**

*Prerequisites:* BIOL R120 and BIOL R120L or equivalent; BIOL R122 or concurrent enrollment.

3 hours lab weekly

This course is 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, population ecology, and evolutionary concepts are presented. Field trips may be required. (2)

*Transfer credit:* UC, CSU

**BIOL R130—Biochemistry** **3 units**

*Prerequisites:* CHEM R130 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 R135—Molecular Biology** **3 units**

*Prerequisites:* BIOL R130 or concurrent enrollment.

3 hours lecture weekly

Basic molecular biological properties of proteins and nucleic acids.

*Transfer credit:* UC, CSU

**BIOL R135L—Molecular Biology Laboratory** **2 units**

*Prerequisites:* BIOL R135 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 R140L—Tissue Culture Laboratory** **3 units**

*Prerequisites:* BIOL R120L.

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

**BIOL R145L—Applied Microbiology Laboratory** **3 units**

*Prerequisites:* MICR R100L.

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

**BIOL R150L—Biotechnology Laboratory** **3 units**

*Prerequisites:* BIOL R135L.

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

**BIOL R170—Biological Marine Resource Management** **1 unit**

*Corequisites:* GEOL R178.

3 hours lab weekly

Topics 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. Application of the scientific method to questions about marine resources. Field trips will be to natural areas where geological, biological, and oceanographic interactions can be observed. Course may be taken four times. (Same as MST R170) (2)

*Transfer credit:* CSU

**BIOL R198—Topics in Biology** **½-10 units**

*Lecture and/or lab hours 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:* CSU

**BIOL R199—Directed Studies in Biology** **1-3 units**

*Lecture and/or lab hours 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:* CSU

**Botany Courses****BOT R100—Principles of Botany** **4 units**

*Prerequisites:* BIOL R120.

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:* UC, CSU

# BUSINESS

Study in business leads to a wide range of opportunities in a variety of settings including banking, entertainment, education, and government. Students will be prepared for careers in management, accounting, marketing, and supervision.

## Career Opportunities

### A.A./Certificate Level

Account Clerk	Accounts Payable Clerk
Accounts Receivable Clerk	Management Trainee
Assistant Manager	Sales Trainee
Sales Representative	Buyer
Finance Operations	Fashion Director
Market Research Assistant	Manufacturer Representative

### B.A. Level

Cost Accountant	Assistant Controller
Controller/Treasurer	Human Resource Manager
Small Business Owner	Small Business Manager
Advertising Manager	Accountant
Manufacturers Representative	
International Business Management	
Sales Executive/Sales Management	

## Faculty

### Full-Time

Ed Bassey  
Robert Cabral  
Diane Eberhardy  
Carmen Guerrero

### Counselor

Daniel Goicoechea

### Part-Time

Joe Billingere  
Robert Foster  
Stephanie House  
Larry Kennedy  
John Reed

Carol Evans  
Patricia Greene  
Sandy Iverson  
Dennis Polen

## ◆ Accounting

### Associate in Science Degree Certificate of Achievement

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 R006A	Income Tax Accounting I	2
BUS R006L	Income Tax Accounting Lab	1
BUS R030	Business Mathematics	3
BUS R101A	Accounting Principles I	3
BUS R101B	Accounting Principles II	3
BUS R102	Managerial Accounting	3
BUS R111A	Business Law I	3
BUS R120	Introduction to Business	3
BUS R140	Business Communications	3
CIS R003B	Ten-Key Calculators	½
CIS R023A	EXCEL I	3

**Total Required Units 27½**

## BOT R100L—Principles of Botany Laboratory 1 unit

*Prerequisites:* BOT R100 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:* UC, CSU

## Microbiology Courses

### MICR R100—Principles of Microbiology 3 units

*Prerequisites:* BIOL R120 or both ANAT R100 and PHSO R100.

3 hours lecture weekly

This course is an introduction to the structure and metabolic activities of bacteria, fungi, algae, protozoa and viruses. The topics will include distribution, molecular genetics and the physical/chemical methods used in microbial control. The principles of disease transmission, prevention and immunity will also be presented. Field trips may be required. (2)

*Transfer credit:* UC, CSU (CAN: BIOL 14 (MICR R100 + R100L))

### MICR R100L—Principles of Microbiology Laboratory 2 units

*Prerequisites:* MICR R100 or concurrent enrollment.

6 hours lab weekly

This is a laboratory course designed for biological science majors and students interested in the health science professions. The exercises are intended to give the students experience in the manipulation of microorganisms and exposure to current microbial techniques. Topics covered will include microscopy, prokaryotic cell structure, microbial metabolism, distribution and genetics. (2)

*Transfer credit:* UC, CSU (CAN: BIOL 14 (MICR R100 + R100L))

## Physiology Courses

### PHSO R100—Human Physiology 3 units

*Prerequisites:* CHEM R110 or college-level equivalent, ANAT R100 and ANAT R100L.

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 (PHSO R100 + R100L))

### PHSO R100L—Human Physiology Laboratory 2 units

*Prerequisites:* CHEM R110 or equivalent; ANAT R100 and ANAT R100L.

*Corequisites:* PHSO R100 or successful completion of PHSO R100.

6 hours lab weekly

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

*Transfer credit:* UC, CSU (CAN: BIOL 12 (PHSO R100 + R100L))

**NOTE:** The course listed below has been temporarily suspended. For further information, please contact the Math, Science, Health & Athletics division office.

Biol 109 Plant and Animal Communities of California

## ◆ Business

### Associate in Arts Degree

This program is for students interested in transferring to a four-year college or university as a business major to obtain a Bachelor's degree.

For information regarding transfer to any four-year college or university, see your counselor.

Required Courses:	Units
BUS R101A Accounting Principles I	3
BUS R101B Accounting Principles II	3
BUS R111A Business Law I	3
ECON R101 Principles of Macroeconomics	3
ECON R102 Principles of Microeconomics	3
CIS R100 Introduction to Computer Information Systems	3
MATH R106 Mathematics for Business Applications	5
<b>OR</b>	
MATH R120 Calculus with Analytic Geometry I	5
<b>Total Required Units 23</b>	

## ◆ Business Management

### Associate in Science Degree

#### Certificate of Achievement

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 R101A Accounting Principles I	3
BUS R101B Accounting Principles II	3
BUS R111A Business Law I	3
BUS R120 Introduction to Business	3
BUS R121 Introduction to Management	3
BUS R122 Personnel Management	3
BUS R132A Marketing	3
BUS R140 Business Communications	3
PSY R102A Interpersonal Relations	3
Complete one of the following courses:	
BUS R030 Business Mathematics	3
CIS R100 Introduction to Computer Information Systems	3
ECON R101 Principles of Macroeconomics	3
ECON R102 Principles of Microeconomics	3
SPCH R101 Introduction to Oral Communication	3
<b>Total Required Units 30</b>	

## ◆ International Business\*

*\*This degree pattern has been temporarily suspended. For further information, please contact the Occupational Ed. & Econ. Dev. division office.*

### Associate in Arts Degree

#### Certificate of Achievement

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 R180 Introduction to International Business	3
BUS R181A International Marketing	3
BUS R181B Trade Finance	3
BUS R181C International Management	3

BUS R182 International Business Law	3
BUS R190B Internship in Business	1-3
CIS R020B Introduction to the Internet/WWW	1
GEOG R102 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 R184A Australia/New Zealand	1
BUS R184B Central/South America	1
BUS R184C China/Southeast Asia	1
BUS R184D Eastern/Central Europe	1
BUS R184E EU (European Unification)	1
BUS R184F NAFTA Countries	1
BUS R184G 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 R186/ International Mass Media	3
JOUR R186	
ECON R101 Principles of Macroeconomics	3
ECON R102 Principles of Microeconomics	3
POLS R104 International Relations	3
SOC R121 Sociology: A Global Perspective	3

## ◆ Marketing

### Associate in Science Degree

#### Certificate of Achievement

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 R101A Accounting Principles I	3
BUS R111A Business Law I	3
BUS R120 Introduction to Business	3
BUS R121 Introduction to Management	3
BUS R132A Marketing	3
BUS R133/ Advertising	3
JOUR R133	
CIS R100 Introduction to Computer Information Systems	3
ECON R101 Principles of Macroeconomics	3
<b>OR</b>	
ECON R102 Principles of Microeconomics	3

**Total Required Units 30**

Complete two of the following courses:

BUS R101B Accounting Principles II	3
BUS R122 Personnel Management	3
BUS R130 Sales Management	3
BUS R132B General Motors Marketing Internship	3
BUS R140 Business Communications	3

**Total Required Units 30**

Recommended Courses for Associate Degree Electives:

PSY R101 General Psychology	3
PSY R102A Interpersonal Relations	3

## Business Courses

### **BUS R001—Preparation for Accounting** 3 units

3 hours lecture weekly

A general overview of accounting, designed to give students the background necessary to take Accounting Principles (BUS R101A). Course covers the accounting cycle, including journalizing; posting; trial balance; work sheets; adjusting and closing entries; payroll; and financial statements. (2)

### **BUS R003—Business Arithmetic Review** 1 unit

3 hours lab weekly

This course is a review of basic arithmetic skills and fundamental operations including addition, subtraction, multiplication, and division of whole numbers, fractions, decimal fractions, and percentages using business applications in an individualized, self-paced environment. Not applicable for degree credit. Course may be taken four times. (1)

### **BUS R004—Preparation for Business English** 1 unit

1 hour lecture weekly

This is an introductory course designed to prepare students for Business English. By taking this preparatory course, students will be better prepared to handle the course content as well as the assignments required to successfully complete a Business English course. The information covered in this course includes basic Business English concepts, such as reference sources, parts of speech, sentence structure, and spelling techniques. Not applicable for degree credit. (2)

### **BUS R006A—Income Tax Accounting I** 2 units

Corequisites: BUS R006L.

2 hours lecture weekly

This course will provide an introduction to federal income tax theory. Field trips may be required. (2)

### **BUS R006B—Income Tax Accounting II** 2 units

Prerequisites: BUS R006A.

2 hours lecture weekly

This course will provide instruction in advanced federal income tax theory including alternative minimum tax, passive loss rules, and income from partnerships, S-corporations, and estates and trusts. This course will also introduce California tax laws. Field trips may be required. (2)

### **BUS R006L—Income Tax Accounting Lab** 1 unit

Advisory: Previous or concurrent enrollment in BUS R006A.

3 hours lab weekly

This course provides lab work on the forms needed in preparing individual federal and California state tax returns. Field trips may be required. Course may be taken four times. (2)

### **BUS R020—Introduction to the Medical Office** 1 unit

1 hour lecture weekly

This course will introduce students to the career of medical front office assistant. It will give a general overview of the medical office and an understanding of the medical office assistant's fundamental importance to the medical practice or institution. Field trips may be required. (2)

### **BUS R021—Medical Terminology** 3 units

3 hours lecture weekly

This course will include instruction in spelling, definition, and pronunciation of medical terms with emphasis on Greek and Latin prefixes, suffixes, word roots, and combining word forms. (2) (previously BIS R020)

### **BUS R030—Business Math** 3 units

3 hours lecture weekly

This course provides a review of math fundamentals and relates math principles and operations to business oriented problems such as payroll, invoicing, financial statements and ratios, markups and

markdowns, and interest. Business math is required for the following certificate and degree programs: Accounting, Retail Management, and Administrative Assistant. Field trips may be required. (2)

### **BUS R041—Basic Business English** 3 units

3 hours lecture weekly

This is a required course for the Office Occupations Preparation Program. This course develops competency in the fundamentals and mechanics of preferred Business English usage, including grammar, sentence structure, punctuation, and written expression. Students will be provided with a background to write general business documents. Field trips may be required. Not applicable for degree credit. (2)

### **BUS R051—Customer Service** 3 units

3 hours lecture weekly

This course provides an overview of the concepts and skills needed for success in delivering service to customers. It emphasizes creating a climate of service excellence by developing listening, verbal and non-spoken communicative skills; encouraging loyalty; dealing with difficult customers; and recovering and retaining customers. Also included is the impact of multi-cultural factors in the service delivery. Field trips may be required. (2)

### **BUS R062—Oral Communications** 3 units

3 hours lecture weekly

This course provides an overview of the speaking skills needed in business. It offers guidelines on speaking clearly, organizing speeches and presentations, and speaking informatively and persuasively for meetings, small and large groups, and one-to-one. It will also include conflict and problem-solving methods, listening skills, and proper phone procedures and techniques. (2)

### **BUS R098—Short Courses in Business** 1/2-10 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 R101A—Accounting Principles I** 3 units

Advisory: BUS R001.

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 SEQ A (BUS R101A + R101B))

### **BUS R101B—Accounting Principles II** 3 units

Prerequisites: Grade of C or better in BUS R101A.

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 SEQ A (BUS R101A + R101B))

### **BUS R102—Managerial Accounting** 3 units

Prerequisites: BUS R101A.

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 R104—Business English** 3 units  
3 hours lecture weekly

This course develops competency in the fundamentals and mechanics of college-level business communications skills, including grammar, sentence structure, punctuation, and written expression. English satisfies the English Composition (Area D1) requirement for the A.A. and A.S. General Education Course List. It is also a prerequisite for business communications, BUS R140. Business communications is required in the Accounting, Business Management, Marketing, Retail Management, Supervision, Computer Information Systems, Office Microcomputers, and Administrative Assistant A.S. and certificate curricula. Field trips may be required. (2)

*Transfer credit: CSU*

**BUS R110—Introduction to the American Legal System** 3 units

3 hours lecture weekly

This course is a survey of the history, development, and structure of the American legal system as it relates to business. Emphasis is on legal vocabulary, sources of law, structure of state and federal government and court systems, litigation processes, and alternative dispute resolution. Substantive areas of law and practice of law will also be covered. Field trips may be required.

*Transfer credit: CSU*

**BUS R111A—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 R120—Introduction to Business** 3 units

3 hours lecture weekly

This course examines important concepts of business including investments, management, marketing, finance, information technology, and laws affecting proprietorships, partnerships, and corporations, plus basic economic principles. Field trips may be required. This course may be offered as a TV or Internet course. (2)

*Transfer credit: UC, CSU*

**BUS R121—Introduction to Management** 3 units

3 hours lecture weekly

This transfer course examines the basic management functions of a business organization and middle management's responsibilities in planning, organizing, directing, controlling, coordinating, and executing the organizations' goals and objectives. Techniques of decision-making with emphasis on recent advances in areas directly related to management are also introduced. Field trips may be required. (2)

*Transfer credit: UC, CSU*

**BUS R122—Human Resource Management** 3 units

3 hours lecture weekly

This transfer course examines the concepts of human resource organization and management including finance, operation, compliance with federal government regulations, internal organization and the personnel practices of the organization as an employer and its role with employees. Working with labor organizations and collective bargaining will also be covered. Field trips may be required. (2)

*Transfer credit: CSU*

**BUS R125—Financial Planning & Management** 3 units  
3 hours lecture weekly

This course studies spending, borrowing, and investment practices of individuals to develop financial management tools and strategies. The course introduces the concepts, tools, and applications of individual finance and investments. The process of financial planning logic and underlying fundamentals that drive financial planning will be discussed. Other topics include credit, interest rates, time value of money, various forms of investments, taxes, insurance and estate planning. The use of various financial computer applications, as well as the use of the Internet, is explored.

*Transfer credit: CSU*

**BUS R130—Sales Management** 3 units

3 hours lecture weekly

The course provides an overview of the 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.

*Transfer credit: CSU*

**BUS R132A—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.

*Transfer credit: CSU*

**BUS R133—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. (Same as JOUR R133)

*Transfer credit: CSU*

**BUS R140—Business Communications** 3 units

*Prerequisites: BUS R104.*

*Advisory: ENGL R101, and word processing skills.*

3 hours lecture weekly

Business communications develops effective business and professional communication in written, oral, and non-verbal modes. This course includes business correspondence, report writing, listening, collaborative communication, and oral reports. Business communications is required in the Accounting, Business Management, Marketing, Retail Management, Supervision, Computer Information Systems, Office Microcomputers, and Administrative Assistant A.S. and certificate curricula. Field trips may be required.

*Transfer credit: CSU*

**BUS R141—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. (Same as JOUR R141)

*Transfer credit: CSU*

**BUS R142—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. (Same as JOUR R142)

*Transfer credit: CSU*

**BUS R170—Introduction to Logistics** **3 units**

*3 hours lecture weekly*

This course presents an introduction to principles and concepts of logistics functions. It includes the logistics process in the life-cycle of a system, from its conception to its disposal, including warehousing, transportation, inventory management, materials handling, personnel skill and training requirements, technical documentation and data collection, packaging and disposal and maintenance. Field trips may be required.

*Transfer credit: CSU*

**BUS R171—Logistics Design** **3 units**

*Prerequisites: BUS R170.*

*3 hours lecture weekly*

This course will acquaint students with the basic functions of designing logistics systems. It will introduce reliability and maintainability measurements, cost factors, and systems and equipment documentation for operational requirements. It will introduce logistics development including statistical and modeling techniques to evaluate the supportability of the system design and performance-based logistics (PBL). It will introduce effectiveness of the tailored process. The course includes an overview of current DoD policies, formal review processes, and revised government and industry standards affecting logistics support, such as requirements forecasting, control, work flows, configuration management, and technical support. It will examine the application of computer applications and data exchange techniques available to design, develop and support complex systems of equipment, software, and trained personnel to introduce and maintain cost-effective systems. Field trips may be required.

*Transfer credit: CSU*

**BUS R172—Spares Management** **3 units**

*3 hours lecture weekly*

This course will acquaint students with the disciplines and activities of spares management. The course provides an introduction to spares management and covers such topics as supply functions, maintenance concepts, determining requirements and reorder points, spares specification and selection, technical documentation, data management, provisioning, procurement, inventory management, initial and operational allowances, and performance-based logistics criteria. The course explains the planning involved with each functional sub-element in terms of cost, performance measurement, implementation, and determination of readiness impact. The course includes discussion of economic order quantity forecasting, equipment version control, workflows, configuration management, quality and inspection, and technical support resources. Field trips may be required.

*Transfer credit: CSU*

**BUS R173—Repair Management** **3 units**

*Prerequisites: BUS R170.*

*3 hours lecture weekly*

This course will acquaint students with the discipline and activities of repair management. It includes identification of requirements for total Repair program of such items as aircraft engines which are returned to a depot for repair. The course explains the planning involved with each functional sub-element of repair in terms of cost, implementation, and determination of readiness impact. The course includes discussion of repair workload forecasting, control, workflows, configuration management, quality and inspection, and technical support. Field trips may be required.

*Transfer credit: CSU*

**BUS R174—Technical Product Support Services and Training** **3 units**

*Prerequisites: BUS R170, BUS R171.*

*3 hours lecture weekly*

This course presents integrated logistics support functions, principles and concepts for digital and online technical product support

requirements. It includes the field support logistics activities, technical training development and implementation, and life-cycle support of a system, from its conception to its disposal. It will cover logistics technical support Military and Industry standards and data support organizations, structure, planning, budgeting, warranties, liabilities, and in-plant support. Unique logistics personnel skill and training requirements, technical documentation, data collection, packaging, disposal and maintenance operations will be presented from the "deployed system" perspective, often referred to a "Legacy System Support." Field trips may be required.

*Transfer credit: CSU*

**INTERNATIONAL BUSINESS**

**BUS R180—Introduction to International Business** **3 units**

*3 hours lecture weekly*

This course introduces students to the fundamentals of international business. Emphasis is placed on an understanding of international trade, including foreign investments, impact of financial markets, international marketing, and the operation of multinational companies. Field trips may be required. (2)

*Transfer credit: CSU*

**BUS R186—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. (Same as JOUR R186)

*Transfer credit: UC, CSU*

**BUS R189—Topics in Business** **1/2-3 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 R190A—Internship in Public Relations** **3 units**

*Prerequisites: JOUR R100, R101, R102, R141, R142.*

*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 R142/JOUR R142. (Same as JOUR R190)

*Transfer credit: CSU*

**BUS R198—Short Courses in Business** **1/2-10 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 R199—Directed Studies in Business** **1-6 units**

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

Directed Studies in Business is designed for students interested in furthering their knowledge of business on an independent basis. Unit credit is determined by the length of the course. Field trips may be required. (2)

*Transfer credit: CSU*



**NOTE:** The courses listed below have been temporarily suspended. For further information, please contact the Occupational Ed. & Econ. Dev. division office.

- BUS R066 Hazardous Materials Regulations
- BUS R067 Industrial Hygiene
- BUS R181A International Marketing
- BUS R181B Trade Finance
- BUS R181C International Management
- BUS R181D Basics of Exporting
- BUS R181E International Purchasing
- BUS R182 International Business Law
- BUS R183E Export Marketing Case Studies
- BUS R183G World Transportation
- BUS R183H International Distribution
- Business in International Markets:
- BUS R184A Australia/New Zealand
- BUS R184B Central/South America
- BUS R184C China/Southeast Asia
- BUS R184D Eastern/Central Europe
- BUS R184E EU (European Unification)
- BUS R184F NAFTA Countries
- BUS R184G Japan
- BUS R190B Internship in Business

The Industrial Safety program requirements have been temporarily suspended. For further information, please contact the Occupational Ed. & Econ. Dev. division office.

## BUSINESS INFORMATION SYSTEMS

See courses in Computer Information Systems

## CHEMISTRY

### Career Opportunities

#### B.S. Level

(Most careers require bachelors or graduate degree)

Chemist	Chemical Analyst
Laboratory Technician	Research Assistant
Research Scientist	Biochemist

#### Faculty

##### Full-Time

Luanne Crockett	Yong C. Ma
-----------------	------------

##### Part-Time

Terry Boan	Jay Crane
Joe Escobar	F.S. Skelton

## Chemistry Courses

### CHEM R100—Chemistry and Environment 4 units

*4 hours lecture weekly*

A college-level one-semester course in chemistry for non-science majors. This is an introductory course into fundamental chemical principles and the relationship these principles have on society and the environment. The impact of chemistry on technology, society, and the individual will be discussed. Topics include: scientific method, atomic and kinetic-molecular theories, states of matter, measurements, electronic structure, bonding periodicity, nomenclature, chemical reactions, energy production, thermodynamics, ionic equilibrium, pH, kinetics, as well as structures, classifications, and reactions of organic/bio-organic materials. Field trips may be required. (2)

*Transfer credit: UC, CSU*

### CHEM R100L—Chemistry and Environment Lab 1 unit

*Prerequisites: CHEM R100 or concurrent enrollment.*

*3 hours lab weekly.*

A laboratory course designed to complement CHEM R100. Basic laboratory and analytical problem solving skills are attained through both experimentation and demonstration. Not designed for science and engineering majors. Field trips may be required. (2)

*Transfer credit: UC, CSU*

### CHEM R110—Elementary Chemistry 5 units

*Prerequisites: MATH R011.*

*4 hours lecture, 3 hours lab weekly*

Introductory course in chemistry stressing basic principles of atomic and molecular structure, periodic table and states of matter, as well as quantitative techniques involved in elementary chemical calculations; some discussion of nuclear, organic, and bio-chemistry. Introduction to lab techniques with experiments illustrating principles covered in lectures. (2)

*Transfer credit: UC, CSU*

### CHEM R112—Elementary Organic and Biological Chemistry 5 units

*Prerequisites: CHEM R110 or equivalent.*

*4 hours lecture, 3 hours lab weekly*

A continuation of CHEM R110 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 R120—General Chemistry I 5 units

*Prerequisites: CHEM R110 or high school chemistry, and MATH R014.*

*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 R122—General Chemistry II** **5 units**

*Prerequisites:* CHEM R120.  
3 hours lecture, 6 hours lab weekly

Continuation of CHEM R120 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 R130—Organic Chemistry I** **5 units**

*Prerequisites:* CHEM R120 and CHEM R122.  
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 R132—Organic Chemistry II** **5 units**

*Prerequisites:* CHEM R130.  
3 hours lecture, 6 hours lab weekly

CHEM R132 is a continuation of CHEM R130 with introduction to macro-molecules, polymers, sugar chemistry, and biochemistry. Course will reinforce and broaden that learned in CHEM R130. Lab will give concrete examples of lecture materials. (2)

*Transfer credit:* UC, CSU

## CHICANO STUDIES

### Faculty

**Full-Time**

Linda Chaparro Tomas Salinas

**Part-Time**

Thomas Carrasco  
George Rodriguez

### Chicano Studies Courses

**CHST R101—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 R107—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. (Same as HIST R107) (2)

*Transfer credit:* UC, CSU

**CHST R108—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. (Same as SOC R108)

*Transfer credit:* UC, CSU

**CHST R114—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. (Same as PSY R114)

*Transfer credit:* UC, CSU

## 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.

Areas of speciality course work include Diversity Issues, Infant/Toddlers, Science, and Special Needs.

### Career Opportunities

Teacher Aide	Family Childcare Provider
Instructional Aide	Nanny
Preschool Teacher	Program Site Supervisor
Infant/Toddler Specialist	School Age Teacher
Cruise Ship Childcare Provider	
Early Childhood Program Director	

### Faculty

**Full-Time**

Patricia Mendez-Angeles Elvia Rivero

**Part-Time**

Reyna Dominguez	Kimberly Karkos
Clara Lawson	Betty Sahota
Bea Sandy	Cindy Sheaks-McGowan
Rosalie Wasef	

### ◆ Child Development

**Associate in Science Degree****Certificate of Achievement****Required Courses:**

		Units
CD R102	Human Development	3
CD R103	Programs for Young Children	3
CD R106	Child, Family, and Community	3
CD R111	Child Development Principles and Practicum	3
CD R112	Child Development Principles and Practicum II	3
CD R129	Child Nutrition, Health, and Safety	3

18

<b>Required Additional Courses:</b>		<b>Units</b>
Select a minimum of six units from the following:		
CD R131	Art in Early Childhood	3
CD R132	Science in Early Childhood	3
CD R133	Language Arts in Early Childhood	3
CD R134	Movement and Music in Early Childhood	3
		6
<b>Total Required Units</b>		<b>24</b>

### ◆ Family Day Care Provider Option

#### Associate in Science Degree

#### Certificate of Achievement

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.

<b>Required Courses:</b>		<b>Units</b>
CD R050	Family Day Care Today	1½
CD R053	Family Child Care for Professionals	1½
CD R102	Human Development	3
CD R106	Child, Family, and Community	3
CD R129	Child Nutrition, Health, and Safety	3
		12

<b>Required Additional Courses:</b>		<b>Units</b>
Complete one of the following courses:		
CD R131	Art in Early Childhood	3
CD R132	Science in Early Childhood	3
CD R133	Language Arts in Early Childhood	3
CD R134	Movement and Music in Early Childhood	3
Complete one of the following courses:		
CD R108	The Exceptional Child	3
CD R113	Programs for Infants and Toddlers	3
CD R114	Programs for School-Age Children	3
<b>Total Required Units</b>		<b>18</b>

## Child Development Center

Child Development Center  
(located at the north end of the campus)  
Phone (805) 986-5801  
Monday - Friday: 7:30 a.m. - 4:30 p.m.

Oxnard College's Child Development Center offers a developmental toddler, and preschool programs which are open to children ages 18 months through 5 years.

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 each child's learning experience.

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

## Child Development Courses

### CD R010—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. Field trips may be required. Not applicable for degree credit. Course may be taken four times. (1)

### CD R011—Field Experience in Lab Schools 3 units

*Prerequisites: CD R112 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, is covered. In-depth coverage of specialized children's needs and community trends is included. Opportunity is given for expanded practice with children ages birth through early school age. Negative TB test is required. Field trips may be required. Not applicable for degree credit. Course may be taken four times. (2)

### CD R020—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 is 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 are required to provide a snack for the children according to guidelines established by instructor. Materials fee is required. Negative TB test is required for adults. Field trips may be required. Not applicable for degree credit. Course may be taken two times. (2)

### CD R021—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 is on the 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 are required to provide a snack for children according to guidelines established by instructor. Material fee is required. Negative TB test for adults is required. Field trips may be required. Course may be taken three times. (2)

### CD R039—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. Field trips may be required. Course may be taken four times. (1)

### CD R040—Lesson Planning with a Theme ½ unit

*1 hour lecture weekly for 9 weeks*

Course teaches 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. Field trips may be required. Course may be taken four times. (1)

**CD R041—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. Field trips may be required. Course may be taken four times. (1)

**CD R042—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, as well as 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. Field trips may be required. Course may be taken four times. (1)

**CD R043—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. Field trips may be required. Course may be taken four times. (1)

**CD R044—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. Field trips may be required. Course may be taken four times. (1)

**CD R045—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. Field trips may be required. Not applicable for degree credit. Course may be taken four times. (2)

**CD R046—Teacher/Parent Communication** ½ unit*1 hour lecture weekly for 9 weeks*

Course teaches the art of 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. Field trips may be required. Course may be taken four times. (1)

**CD R047—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. Field trips may be required. Course may be taken four times. (1)

**CD R048—Science and Math for Children** ½ unit*1 hour lecture weekly for 9 weeks*

Course teaches 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. Field trips may be required. Not applicable for degree credit. Course may be taken four times. (2)

**CD R049—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. Field trips may be required. Course may be taken four times. (1)

**CD R050—Family Day Care Today** 1½ units*7 hours lecture weekly for 4 weeks*

This is a 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. Field trips may be required. Course may be taken two times. (2)

**CD R051—Managing Children's Behavior** 1 unit*1 hour lecture weekly*

Course is an overview of basic theories and applications of methods of child management. Techniques of adapting and applying theories to individual situations are covered. Difficult behaviors encountered by those living or working with children as well as techniques to cope with and solve these behaviors are included. Field trips may be required. Not applicable for degree credit. Course may be taken two times.

**CD R052—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 is 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 are required. Not applicable for degree credit. Course may be taken two times.

**CD R053—Family Child Care for Professionals** 1½ units*Prerequisites: CD R050.**3 hours lecture weekly for 8 weeks*

Course is designed for family day care providers extending their training in the specialized field of in-home care for children. Course 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. Field trips will be required. Not applicable for degree credit. (2)

**CD R098—Short Courses in Child Development** ½-10 units*Lecture and/or lab hours as required by unit formula*

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

**CD R102—Human Development** 3 units*3 hours lecture weekly*

This is a survey course of normal human development throughout 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 R103—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 are explored—both private and public. Curriculum areas are 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 are required.

*Transfer credit: CSU*

**CD R106—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 are explored. Field trips and negative TB tests are required.

*Transfer credit: UC, CSU*

**CD R107—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 are 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 are explored. Field trips and negative TB test are required.

*Transfer credit: CSU*

**CD R108—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. (Same as PSY R111) (2)

*Transfer credit: CSU*

**CD R111—Child Development Principles and Practicum I 3 units**

*Prerequisites: Completion or concurrent enrollment in CD R103, and one course in creative experiences (CD R131-R134).  
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 are covered. A variety of learning experiences considering environment, materials and equipment, and play routines in relation to child needs are discussed. Observation and limited participation in a preschool classroom are included. Field trips and negative TB test or chest X-ray are required.

*Transfer credit: CSU*

**CD R112—Child Development Principles and Practicum II 3 units**

*Prerequisites: CD R111.  
2 hours lecture, 3 hours lab weekly*

Course requires participation in a preschool classroom 3 hours per week. This is an opportunity for supervised practice in planning and guiding play, learning, and children's routine living activities. Emphasis is on experiences which lead to increasing skill in dealing effectively with group and individual behavior. Focus is on evaluation and prescribing for individual child's needs. Field trips and negative TB test or chest X-ray are required.

*Transfer credit: CSU*

**CD R113—Programs for Infants and Toddlers 3 units**

*Prerequisites: CD R102 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 R114—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 R115—Management for Child Development Programs: Administration and Supervision 3 units**

*Prerequisites: CD R103.*

*3 hours lecture weekly*

Course covers 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 R116—Management and Administration of Programs for Young Children 3 units**

*Prerequisites: CD R115, experience as a supervisor or equivalent.*

*3 hours lecture weekly*

Course covers the principles and practices of the 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 are discussed. Course offers the student the opportunity for in-depth study of areas covered in survey format in CD R115. The course will cover materials for programs from infant through school-age. Field trips and negative TB tests are required.

*Transfer credit: CSU*

**CD R117—Adult Supervision/Mentor Teacher 2 units**

*Prerequisites: CD R112.*

*2 hours lecture weekly*

This is a course that will study the methods and principles of supervising student teachers in early childhood classrooms. Emphasis is on the role of experienced classroom teachers who function as mentors to new teachers while simultaneously addressing the needs of children, parents and other staff. (2)

*Transfer credit: CSU*

**CD R120—Parent Education 1 unit**

*1 hour lecture weekly*

This course is for parents of children enrolled in the campus Child Development Center and others interested in parenting. It is 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 are required. Course may be taken four times.

*Transfer credit: CSU*

**CD R129—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 are required. Each student will receive a Red Cross multimedia first aid Red Cross card.

*Transfer credit: CSU*

**CD R130—Parent/Child Interaction**      **3 units**  
*3 hours lecture weekly*

Course explores the challenging role of a parent. It focuses 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. (Same as PSY R112)

*Transfer credit: CSU*

**CD R131—Art in Early Childhood**      **3 units**  
*3 hours lecture weekly*

Course is aimed at developing awareness and sensitivity of the nursery school teacher and understanding of stage-by-stage development of the preschool child. Teacher and student demonstrations, visual aids including films, and field trips are included in the course. Materials fee is required.

*Transfer credit: CSU*

**CD R132—Science in Early Childhood**      **3 units**  
*3 hours lecture weekly*

Methods of enriching the child's exposure to the natural and physical world are explored using basic science equipment and developing practical materials as well as reference materials for school and teacher included. Focus is 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 R133—Language Arts in Early Childhood**      **3 units**  
*3 hours lecture weekly*

Instruction is given in developing language arts and literature experiences for young children. It explores experiences which support and extend children's ability to use language as a means of communication, medium of creative expression, and tool in the development of logical thought. Games, puppetry, flannel board material, storytelling, and children's literature are included. Materials fee is required.

*Transfer credit: CSU*

**CD R134—Movement and Music in Early Childhood**      **3 units**  
*3 hours lecture weekly*

Course covers 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 are explored. Materials fee is required.

*Transfer credit: CSU*

**CD R189—Topics in Child Development**      **1/2-3 units**  
*Lecture and/or lab hours as required by unit formula*

These are courses considering specialized, specific topics in child development which are not covered in the general Child Development offerings.

*Transfer credit: CSU*

**CD R198—Short Courses in Child Development**      **1/2-10 units**  
*Lecture and/or lab hours as required by unit formula*

Courses and/or workshops in selected areas of Child Development are offered to meet specific needs of college or community as requested. Field trips may be required.

*Transfer credit: CSU*

**CD R199—Directed Studies in Child Development**      **1/2-3 units**  
*Prerequisites: A course in the specific field.*

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

Studies are designed for selected students interested in furthering their knowledge of child development on an independent basis. Problems assigned will involve library, lab, and field work. Course may be taken two times.

*Transfer credit: CSU*

## COMPUTER INFORMATION SYSTEMS

### Career Opportunities

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#### A.S./Certificate Level

Office Manager	Word Processor
Office Clerk	Administrative Aide
Receptionist	Data Entry Operator
Medical Office Assistant	Secretary
Junior Programmer	Microcomputer Specialist
Filing Clerk	Systems Analyst
Software Engineer	Tech Support Specialist
Applications Programmer	
Customer Service Support Representative	
Typist/Office Machines Operator	

#### B.S. Level

Computer Consultant	Corporate Trainer
Sales	Instructor
Information Systems Manager	

### Faculty

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#### Full-Time

Hank Bouma  
Diane Eberhardy  
Carmen Guerrero  
Maria Pinto-Casillas  
Vish Viswanatha

#### Part-Time

Aziz Awwad	Richard Carmichael
Billy Davis	Leonard Gilmore
Sandy Iverson	Carol Jablonicky
P.J. Manning	Gracia Marks
Dolly Montalvo	Joe Piantino
Kathlynn Spencer	Ray Tafoya
Cherri Ziegler	Alexandra Zuromski

## ◆ Administrative Assistant

### Associate in Science Degree Certificate of Achievement

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

Required Courses:	Units	
CIS R001A/B	Keyboarding I/II	1/1
CIS R002	Keyboarding Speed & Accuracy	2
CIS R003A	Filing	½
CIS R003B	Ten-Key Calculators	½
CIS R003K	Proofreading Skills	2
CIS R008	Machine Transcription	2
CIS R009	Office Procedures	3
CIS R020B	Introduction to the Internet/WWW	1
CIS R021A	Introduction to Windows	1
CIS R023A	Excel I	3
CIS R024A	Access	3
CIS R026B	Microsoft Word	3
BUS R030	Business Mathematics	3
BUS R140	Business Communications	3
<b>Complete a minimum of three units from the following:</b>		
BUS R001	Preparation for Accounting	3
BUS R101A	Accounting Principles I	3
CIS R023B	Excel II	3
CIS R025A	PowerPoint	2
CIS R026A	WordPerfect	3
BUS R020	Introduction to the Medical Office	1
BUS R021	Medical Terminology	3
BUS R120	Introduction to Business	3
<b>Total Required Units</b>		<b>32</b>

## ◆ Computer Information Systems

### Associate in Science Degree Certificate of Achievement

This program is designed for students interested in learning basic computer information systems concepts, principles, and techniques. Students will be prepared to enter the field of information systems technology as business applications specialists and junior programmers. This program is oriented to applying computer information systems skills to a business, industry, or government environment using microcomputer systems.

Required Courses:	Units	
BUS R101A	Accounting Principles I	3
BUS R120	Introduction to Business	3
BUS R140	Business Communications	3
CIS R024A	Access	3
CIS R100	Introduction to Computer Information Systems	3
CIS R101	Programming Principles and Design	3
CIS R110A	VISUAL BASIC Programming I	3
CIS R111A	C++ Programming for Business Applications	3
CIS R120	Systems Analysis & Design	3
CIS R020B	Introduction to the Internet/WWW	1
<b>Total Core Units</b>		<b>28</b>

Complete a minimum of three units from the following courses:

BUS R180	Introduction to International Business	3
BUS R181C	International Management	3
CIS R023A	Excel I	3
CIS R025A	Presentation Graphics Using PowerPoint	2
CIS R025L	Presentation Software Lab	1
CIS R027B	Web Pages with HTML	3
CIS R060	Networking Essentials	4
CIS R110B	VISUAL BASIC Programming II	3
CIS R110C	VISUAL BASIC for ACCESS	3

CIS R112A	JAVA Programming I	3
CIS R114A	COBOL Programming I	3

**Total Required Units 31 - 32**

## ◆ Office Microcomputers

### Associate in Science Degree Certificate of Achievement

This program is designed for students who wish to prepare for office positions as computer operators, word processors, or word processing administrative assistants. This program permits flexibility in specialization with accounting, office skills and/or advanced programming skills.

Required Courses:	Units	
CIS R001A/B	Keyboarding I/II	1/1
CIS R002	Keyboarding Speed & Accuracy	2
CIS R003K	Proofreading Skills	2
CIS R020B	Introduction to the Internet/WWW	1
CIS R021A	Introduction to Windows	2
CIS R023A	Excel I	3
CIS R024A	Access	3
CIS R026B	Microsoft Word	3
CIS R100	Introduction to Computer Information Systems	3
CIS R101	Programming Principles and Design	3
CIS R110A	VISUAL BASIC Programming I	3
BUS R140	Business Communications	3
Complete one of the following courses:		
CIS R110B	VISUAL BASIC Programming II	3
CIS R110C	VISUAL BASIC for ACCESS	3
BUS R101A	Accounting Principles I	3
<b>Total Required Units</b>		<b>33</b>

## ◆ Office Occupations Preparation Program

### Certificate of Completion

(Awarded by the Department)

Receive a Certificate of Completion after 15 units! The Office Occupations Program is designed for students interested in obtaining entry-level employment in an office. The program can be completed in 13 weeks! Keyboarding is a skill needed to succeed in the program. If a student does not type 20 wpm then enrollment in CIS R001A, Keyboarding I is required.

Required Courses:	Units	
BUS R041	Basic Business English	3
CIS R026B	Microsoft Word	3
CIS R021	Windows Basics	½
CIS R002	Keyboarding Speed & Accuracy	2
CIS R003A	Filing	½
CIS R003P	Job Skills	2
CIS R003D	Office Communications and Interpersonal Skills	2
CIS R023	Microsoft Excel Basics	½
CIS R003B	Ten-Key Calculators	½
CIS R007L	Office Preparation Lab	1
<b>Total Required Units</b>		<b>15</b>

For additional information on the program call 986-5800, Ext. 1979.

## Computer Information Systems Courses

### OFFICE AUTOMATION

#### CIS R001A—Keyboarding I 1 unit

½ hour lecture, 1½ hours lab weekly

This course provides instruction on letter, number, symbol, and special keys and develops fundamental skills in the operation of the keyboard. (2)

**CIS R001B—Keyboarding II** **1 unit**

*Prerequisites: CIS R001A.  
½ hour lecture, 1½ hours lab weekly*

This course provides instruction on the formatting of reports, business letters, envelopes, memos, and tables. It will also provide drill work to improve both speed and accuracy in keyboarding techniques. (2)

**CIS R002—Keyboarding Speed & Accuracy** **2 units**

*Prerequisites: CIS R001A.  
1 hour lecture, 3 hours lab weekly*

This course is designed to improve speed and accuracy in using the keyboard through development of proper techniques. It is for students who know the keyboard but need more work on speed and/or accuracy. Drills for speed development and accuracy will be self-paced. This course may be taken three times. (2)

**CIS R003A—Filing** **½ unit**

*½ hours laboratory weekly*

This course is a quick but thorough review of filing procedures and principles. Students will learn alphabetic and government filing procedures. (2)

**CIS R003B—Ten-Key Calculators** **½ unit**

*½ hours laboratory weekly*

This course includes practical business problems that can be solved on the ten-key calculator. Students will learn to operate the ten-key keyboard by touch through individualized instruction. Drill and review will round out the operator's training. (2)

**CIS R003C—Business Vocabulary** **½ unit**

*½ hours laboratory weekly*

This course gives instruction in learning to spell the words most commonly used in business and for mastering vocabulary for business communications. This course is required for the \*Office Technology Customer Service certificate and degree. (2)

**CIS R003D—Office Communications and Interpersonal Skills** **2 units**

*2 hours lecture weekly*

This course has been designed for students who want to learn effective communication and interpersonal skills to enhance on-the-job communication. Topics will include listening skills; non-verbal and face-to-face communications; e-mail, voice mail, and fax communications; Internet research; intercultural and diversity communications; ethical and legal guidelines in communication; development of skills necessary to deal with difficult people; conflict resolution; and the development of telephone communication skills. Not applicable for degree credit. (2)

**CIS R003K—Proofreading Skills** **2 units**

*Prerequisites: BUS R040 or ENGL R066 or equivalent.  
Advisory: CIS R001A and CIS R001B.  
2 hours lecture weekly*

This course provides skill development in proofreading with emphasis on finding and correcting typographical, grammatical, formatting, and content errors. This course is required for the Administrative Assistant, \*Office Technology Customer Service, and Office Microcomputers certificates and degrees. (2)

**CIS R003L—Telephone Techniques** **½ unit**

*½ hours lab weekly*

This course is designed to train students to use a telephone professionally and efficiently in a business environment. The emphasis is on the importance of positive telephone skills to develop and maintain a positive company image and provide reliable service. This course is required for the \*Office Technology Customer Service certificate and degree. (2)

**CIS R003P—Job Skills** **2 units**

*2 hours lecture weekly*

This course will teach students basic job skills such as attitude, work habits, interpersonal skills, decision-making techniques, proper dress, stress management, and promotion. This class is required for the \*Office Technology Customer Service certificate and degree. Field trips may be required. (2)

\*The Office Technology—Customer Service Curriculum program requirements have been temporarily suspended. For further information, please contact the Occupational Ed. & Econ. Dev. division office.

**CIS R007—Office Preparation** **1-12 units**

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

This course is for students with little or no previous business training who have immediate job goals in mind. The course offers training in various office skills (keyboarding, calculators, oral communications, business letter writing, filing, spelling, English, punctuation, math review, office procedures, and job search techniques) necessary for employment as an office clerk, a clerk typist, a receptionist, or other entry-level office occupation. The program is self-paced and operates on an open-entry, open-exit enrollment plan. A 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). Repetition is only for completing and learning new skills—no successfully completed subjects may be repeated. Contact Admissions Office for vacancy information. (1)

**CIS R007L—Office Preparation Lab** **1 unit**

*3 hours lab weekly*

This course is for students who need more time and additional instructor assistance to complete assigned course work from the Office Occupations Preparation Program. This course is also for students who need to complete unfinished course work in the program, e.g., returning students. Not applicable for degree credit. Course may be taken three times. (1)

**CIS R008—Machine Transcription** **2 units**

*Prerequisites: CIS R001B.  
Advisory: CIS R003K and a typing speed of 40 wpm.  
2 hours lecture weekly*

This course teaches transcription of dictation from cassettes to achieve mailable documents. It includes a brief review of grammar and spelling. This course is required for the Administrative Assistant certificate and degree. (2)

**CIS R009—Office Procedures** **3 units**

*Prerequisites: CIS R001B.  
Advisory: CIS R003K.  
3 hours lecture weekly*

This course provides instruction and practical applications in current office techniques including office organizations, time management, telephone procedures, origination of correspondence, records management, mail handling, job skills, human relations, and stress management. This is a good "finishing course" after having taken separate skill courses. Field trips may be required. (2)

**WORD PROCESSING**

**CIS R020A—Introduction to Microcomputers** **2 units**

*2 hours lecture weekly*

This course will provide beginning students with a basic understanding of the concepts and terminology relating to microcomputers and will provide them with a survey of popular microcomputer applications programs. Students will be introduced to and obtain hands-on experience with microcomputers, operating systems, word processing, spreadsheets, and database management applications. (2)



**CIS R020B—Introduction to the Internet/WWW 1 unit***1 hour lecture weekly*

This course provides an overview of Internet services, telecommunications services, data services, and wide-area computer networking services. Particular emphasis is placed on electronic mail, commercial data services, and Internet services, and how these services can be accessed and explored by businesses and individuals. Not applicable for degree credit. (2)

**CIS R021—Windows Basics ½ unit***½ hour lecture weekly*

This is an introductory course designed to provide an overview of the Microsoft Windows operating system. It is designed for the office professional or any personal computer user with no Windows experience. This course emphasizes Windows basics such as desktop management, Explorer, My Computer, and Control Panel. Field trips may be required. Not applicable for degree credit. (2)

**CIS R021A—Introduction to Windows 1 unit***1 hour lecture weekly*

In this course, students will learn to manage files and to use Windows tools, accessories, and applications. This course is suitable for students wishing to learn more about system software. Not applicable for degree credit. (2)

**CIS R021B—Windows Installation ½ unit***½ hour lecture weekly*

This course will teach students to install and manage a Windows based operating system. Students will get a top-line overview of what to expect from an operating system. An understanding of what Windows can do for either the power or novice user. (2)

**CIS R022A—Microsoft Office 3 units***Advisory: CIS R021A.**3 hours lecture weekly*

This is a survey course and is designed to teach the fundamentals of Microsoft Office; 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 problems and the integrated solutions to these problems through the use of object linking and embedding (OLE). (2)

**CIS R023—Microsoft Excel Basics ½ unit***½ hour lecture weekly*

This is an introductory level course designed to provide an overview of Microsoft Excel for Windows. This course is designed for the office professional or other serious personal computer user who has no Windows and/or spreadsheet experience. This course emphasizes preparation of basic spreadsheets. Not applicable for degree credit. (2)

**CIS R023A—Excel I 3 units***3 hours lecture weekly*

This course provides instruction in Microsoft Excel, concentrating on the development of an understanding and working knowledge of the business and practical applications of a spreadsheet. This course is a prerequisite for CIS R023B and the Microsoft Office User Specialist Certification Exam. (2)

**CIS R023B—Microsoft Excel II 3 units***Prerequisites: CIS R023A.**3 hours lecture weekly*

This course provides instruction using a hands-on approach to develop expertise in advanced Microsoft Excel applications such as database management, Visual Basic macro programming, workbook, map, and chart creation and interpretation, creation of hyperlinks and preparation for the Microsoft Office User Specialist Certification Exam. Not applicable for degree credit. (2)

**CIS R024A—Microsoft Access 3 units***Advisory: CIS R021A.**3 hours lecture weekly*

Students taking this course will use Access to design forms and reports for the retrieving and viewing of information commonly used to manage organizational data. Students will use built-in templates that enable them to build attractive and useful database objects. (2)

**CIS R025A—Microsoft PowerPoint 2 units***Advisory: CIS R021A.**2 hours lecture weekly*

This course instructs students in the creation of professional looking presentations such as overheads, electronic slides, and 35mm slides on a computer using features such as outlining, graphing, drawing, clip art, presentation management, and Wizards (a tutorial approach to creating presentations). (2)

**CIS R026—Preparation for Microsoft Word ½ unit***½ hour lecture weekly*

This is an introductory course designed to provide an overview of Microsoft Word for Windows. It is designed for the office professional or other serious personal computer user with little or no word processing experience. This course emphasizes using Microsoft Word to produce memos, letters, and reports. Not applicable for degree credit. (2)

**CIS R026B—Microsoft Word 3 units***Advisory: CIS R021A.**3 hours lecture weekly*

This course includes instruction and practical experience using basic Microsoft Word functions while learning job-related skills. Students will take advantage of the many new capabilities of word processing in a Windows environment. (2)

**CIS R027A—Web Page Development 1 unit***Advisory: CIS R020B.**1 hour lecture weekly*

This course provides instruction in the development of personal web pages using Corel Suite, Microsoft Office products, and Internet freeware. (2)

**CIS R027B—Web Pages with HTML I 3 units***Advisory: CIS R020B.**3 hours lecture weekly*

This course provides instruction in the development of HTML documents and creation of a web page using many of the HTML elements of design and publication. Not applicable for degree credit. (2)

**CIS R027C—Microsoft FrontPage 3 units***Advisory: CIS R020B.**3 hours lecture weekly*

This course provides instruction in the development of web pages using Microsoft FrontPage. Students will develop personal and commercial web pages as well as publish a web page to the World Wide Web. Ideal course for anyone wishing to publish a web page quickly and easily. (2)

**CIS R028A—Desktop Publishing 3 units***Prerequisites: CIS R026A or CIS R026B.**3 hours lecture weekly*

This course will include instruction and practical experience in using desktop publishing functions. Students will learn job-related skills up to modification of style sheets and page layouts. Creation of a publication, brochure, advertisements, charts, tables, and presentations will also be included in this course. The use of scanning techniques to produce publications and the generation of indexes and tables of contents will also be included throughout this course. (2)

**CIS R028B—Aldus PageMaker** **3 units**

*Prerequisites:* CIS R026B.

*Advisory:* CIS R021A.  
3 hours lecture weekly

This course offers instruction and practical experience in desktop publishing functions using Aldus PageMaker and job-related skills through the page composition step of a publishing system. (2)

**CIS R028C—Adobe Photoshop** **3 units**

*Advisory:* CIS R021A and CIS R027B.

3 hours lecture weekly

This course teaches the basic skills needed for web and graphic design using Adobe Photoshop and Image Ready. Students will learn basic image manipulation in a computer environment with an emphasis on mastering the fundamentals of color management, scanning, photo retouching, imaging, special effects, filters and masks. Students will also use the computer to modify and create page and web layouts, pictorial images and designs. Not applicable for degree credit. (2)

**CIS R040—PC Upgrade** **1½ units**

1 hour lecture, 1½ hours lab weekly

This course is designed for persons with little or no previous exposure to computers and whose goals include learning about and working with networks, personal computers, and computer components. The student will work with PC components in a laboratory environment. Topics include the history of computing, internal operations, alternative operating systems, Internet options, and networking. DOS commands will be used to demonstrate basic operations and configurations of a PC. Field trips may be required. (2)

**CIS R041—Computer Applications for Legal Assisting** **3 units**

3 hours lecture weekly

This course trains the legal assistant to use a variety of computer software packages. Students will become familiar with word processing, data bases, and spreadsheets. Retrieval, timekeeping, billing, document search, and time management software packages will be used also. This course covers topics related to a law practice and is best suited to legal assistants or research assistants. Field trips may be required. (2)

**CIS R042A—Computerized Accounting** **2 units**

*Prerequisites:* BUS R001 and CIS R020A.

*Corequisites:* CIS R042L.  
2 hours lecture weekly

This course will provide an in-depth study of financial accounting using microcomputer software systems. Students will learn to become occupationally competent in the use of at least one of several general ledger or write-up software systems currently available. (2)

**CIS R042L—Computerized Accounting Lab** **1 unit**

*Corequisites:* CIS R042A.

3 hours lab weekly

This course provides laboratory experience to accompany CIS R042A. (2)

**CIS R049—Computer Lab** **1 unit**

3 hours lab weekly

This course provides computer access for students enrolled in any courses other than computer-related courses as well as for those students who are enrolled in computer-related courses who would like to earn credit for the time they spend in a computer lab completing their work/assignments. This course cannot be substituted for courses that have a computer lab component associated with a computer-type class. Not applicable for degree credit. Course may be taken four times. (1)

**CIS R080—Introduction to Oracle: SQL** **3 units**

*Advisory:* CIS R021A.

3 hours lecture weekly

This course introduces students to relational database concepts and database design techniques, utilizing Oracle's database management product. This course concentrates on the nonprocedural

relational database language, SQL (Structured Query Language) and the SQL\*Plus environment. (2)

**CIS R081—Oracle PL/SQL Programming** **3 units**

3 hours lecture weekly

This is the second course in a series of courses designed to provide students with classroom and laboratory experience utilizing Oracle's PL/SQL, Programming Language/Structured Query Language. Programming PL/SQL procedures, functions, packages, triggers and object types in Oracle's SQL\*Plus and Procedure Builder environment. (2)

**CIS R090A—Office Automation Internship** **1-6 units**

*Prerequisites:* CIS R026A or CIS R026B.

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. Field trips may be required. Course may be taken two times. (1)

**CIS R098—Short Courses in Computer Information Systems** **½-10 units**

Lecture and/or lab hours as required by unit formula

This class offers courses in specialized topics designed to inform or update interested persons in various disciplines within the field of computer information systems. Unit credit determined by length of course. Field trips may be required. (2)

## INFORMATION PROCESSING

**CIS R100—Introduction to Computer Information Systems** **3 units**

3 hours lecture weekly

This is a computer literacy course presenting students with a comprehensive introduction to principles of computers and electronic data processing (with 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. Hands-on training with microcomputers is included. (2)

*Transfer credit:* UC, CSU

**CIS R101—Programming Principles and Design** **3 units**

*Prerequisites:* CIS R100.

3 hours lecture weekly

This is a language-independent introductory course in computer program design and development. Emphasis is 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. Field trips may be required. (2)

*Transfer credit:* UC, CSU

**CIS R110A—VISUAL BASIC Programming I** **3 units**

*Prerequisites:* CIS R021A and CIS R101.

3 hours lecture weekly

This is a beginning programming course. Students enrolled in VISUAL BASIC Programming I will use an object-oriented/event-driven approach to learning programming concepts. Students will develop objects such as dialog boxes, command buttons, menus, and list boxes commonly used in the Windows environment with an emphasis on creating well-structured program forms. (2)

*Transfer credit:* UC, CSU

**CIS R110B—VISUAL BASIC Programming II 3 units**

*Prerequisites: CIS R110A.*

*3 hours lecture weekly*

Students enrolled in VISUAL BASIC Programming II will use an object-oriented/event-driven approach to learning programming concepts. Students will develop and support objects such as menus, list boxes, forms, financial functions, timer controls, arrays, graphics control, and database control commonly used in the Windows environment. (2)

*Transfer credit: UC, CSU*

**CIS R110C—VISUAL BASIC for ACCESS 3 units**

*Prerequisites: CIS R024A, CIS R100, and CIS R110A.*

*3 hours lecture weekly*

This course is the study of the principles of design, implementation, and maintenance of a database management system. VISUAL BASIC for ACCESS (VBA) is used to generate application programs for creating, updating, and retrieving data from a microcomputer database management system. Emphasis is on systematic application development in Microsoft ACCESS using VBA statements, as well as writing, debugging, and maintaining multi-user applications. Course coverage includes using event-driven programming and ACCESS events; enhancing ACCESS applications through macros, menus, and toolbars; working with VBA modules, functions, and subroutines; using objects and methods in VBA; and protecting data integrity in a multi-user environment. (2)

*Transfer credit: UC, CSU*

**CIS R111A—C++ Programming for Business Applications 3 units**

*Prerequisites: CIS R101.*

*3 hours lecture weekly*

This course is designed to provide fundamental training in the use of the C++ programming language. Structured program design techniques are emphasized. Students will design and implement a series of business oriented, interactive, and file-based programming projects. Field trips may be required. (2)

*Transfer credit: UC, CSU*

**CIS R112A—JAVA Programming I 3 units**

*Prerequisites: CIS R101.*

*3 hours lecture weekly*

This course is intended for people who have no previous programming experience. The JAVA programming language is an object-oriented language and is the language of the World Wide Web. Because JAVA supports the programming of graphical interfaces and use of computer networks, students will develop web-based objects for personal and commercial use. Field trips may be required. (2)

*Transfer credit: UC, CSU*

**CIS R112B—JAVA Programming II 3 units**

*Prerequisites: CIS R112A.*

*3 hours lecture weekly*

This is the second course in the JAVA sequence of courses. Students taking this course will complete their knowledge and understanding of the programming language JAVA by using advanced applications such as the development of a graphical interface and Object-Oriented design. Field trips may be required. (2)

*Transfer credit: UC, CSU*

**CIS R120—Systems Analysis & Design 3 units**

*Prerequisites: CIS R100 and CIS R110A.*

*3 hours lecture weekly*

Students will learn 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. Field trips may be required. (2)

*Transfer credit: CSU*

**CIS R189—Topics in Computer Information Systems 1/2-10 units**

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

This class offers specialized topics designed to inform or update interested persons in various disciplines within the field of business and computer information systems. Unit credit is determined by length of course. Field trips may be required. (2)

*Transfer credit: CSU*

**CIS R190A—Internship in Computer Information Systems 1-3 units**

*Prerequisites: CIS R110A or CIS R111A.*

*3-9 hours lab weekly as required by unit formula*

Students will receive hands-on experience in computer operations and programming in the information processing system installation of a local business. Field trips will be required. Course may be taken two times. (1)

*Transfer credit: CSU*

**CIS R198—Short Courses in Computer Information Systems 1/2-10 units**

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

This class offers courses in selected areas of business and computer information systems to meet specific needs of college or community as required or requested by persons whose needs are not met by regular course offerings. (2)

*Transfer credit: CSU*

**CIS R199—Directed Studies in Computer Information Systems 1-3 units**

*Prerequisites: Completion of at least one full semester of a computer programming language or a minimum of 12 units in computer applications.*

*3-9 hours lab weekly as required by unit formula*

This course is designed for students interested in furthering their knowledge of computer information systems on an independent study basis. Assignments may include writing programs for campus use. Field trips may be required. Course may be taken two times. (1)

*Transfer credit: CSU*

**NOTE:** The courses listed below have been temporarily suspended. For further information, please contact the Occupational Ed. & Econ. Dev. division office.

BIS R163 Data Base Management

CIS R007B Office Preparation, Bilingual

CIS R114A COBOL Programming I

CIS R114B COBOL Programming II

# COMPUTER SCIENCE

## Computer Science Courses

**CS R110—Programming with JAVA 4 units**

*Corequisites: MATH R115 or MATH R118B (may be taken previously)*

*3 hours lecture, 3 hours lab weekly*

Programming with JAVA is an introductory course to computer programming. The basic components, syntax, and semantics of the Java programming language are covered. This course uses the Java computer language to introduce basic programming concepts such as algorithms, data and control structures, debugging, documentation, and object oriented programming.

*Transfer credit: UC, CSU*

**CS R115—Programming C++ 4 units**

*Prerequisites: MATH R115 or MATH R118B.*

*3 hours lecture, 3 hours lab weekly*

This course explores concepts and techniques of object-oriented programming using C++. Topics include introduction to computers, history of programming languages, statements, functions, classes, pointers, arrays, overloading, file processing, preprocessor, and inheritance. Although designed to meet transfer requirements for Computer Science majors, this course is open to all students. (2) (previously MATH R139)

*Transfer credit: UC, CSU*

**CS R122—Architecture & Assembly Language 4 units**

*Prerequisites: CS R110.*

*3 hours lecture, 3 hours lab weekly*

Architecture & Assembly Language covers basic computer organization, assembly language programming, input-output programming, and interrupt handlers.

*Transfer credit: UC, CSU*

**CS R128—Data Structures & Program Design 4 units**

*Prerequisites: CS R110.*

*3 hours lecture, 3 hours lab weekly*

In Data Structures and Program Design, object-oriented programming methods will be applied to abstract data types such as stacks, queues, trees, and graphs. The concepts of pointer variables, linked lists, list processing, recursion, simulation, algorithms, and dynamic programming will also be introduced.

*Transfer credit: UC, CSU*

**CS R142—Computer Organization 3 units**

*Prerequisites: CS R122 and CS R128.*

*3 hours lecture weekly*

Computer Organization is an introduction to the structure and organization of computer systems. The topics covered include digital logic, microprogramming, micro architectures, machine languages and their interpretation, operating systems, virtual memory and cache memory.

*Transfer credit: UC, CSU*

**CS R144—Concepts of Programming Languages 4 units**

*Prerequisites: CS R122 and CS R128.*

*3 hours lecture, 3 hours lab weekly*

In Concepts of Programming Languages, basic concepts of programming languages will be discussed including storage management, syntax, Bakus-Naur form (BNF), scope of names, semantics, and type checking. Programming languages including PASCAL, ADA, FORTRAN, COBOL, C and LISP will be compared.

*Transfer credit: UC, CSU*

# COOPERATIVE WORK EXPERIENCE

## Cooperative Work Experience Courses

**COT R190G—General Cooperative Work Experience 1-3 units**

*Corequisites: Concurrent enrollment in at least one other course.*

*3½ - 11 hours weekly*

Cooperative Work Experience-General is for work training that is not necessarily directly related to the major. Each unit of credit requires 60 hours of unpaid employment during the semester. Cooperative Work Experience-General is available to all students, regardless of major or educational plans. Course may be taken four

times. A maximum of 6 college units may be earned in Cooperative Work Experience-General. Concurrent enrollment in at least one other course is required. (2)

*Transfer credit: CSU*

**COT R190V—Occupational Cooperative Work Experience 1-4 units**

*Corequisites: Concurrent enrollment in at least one major related course.*

*3½ - 14 hours weekly*

Cooperative Work Experience-Occupational is for work training that is directly related to the major. Each unit of credit requires 60 hours of unpaid employment during the semester. Cooperative Work Experience-Occupational is available in all vocation programs (Addictive Disorders Studies, Air Conditioning & Refrigeration, Automotive, Business, Child Development, Computer Information Systems, Computer Science, Dental Hygiene, Electronics, Engineering, Engineering Technology, Environmental Technology, Fire Technology, Hotel & Restaurant Management, Journalism, Legal Assisting, Multimedia Studies, Television, and Travel & Tourism). Course may be taken four times. A maximum of 16 college units may be earned in Cooperative Work Experience-Occupational. Concurrent enrollment in at least one major related class is required. (2)

*Transfer credit: CSU*

**COT R191G—General Cooperative Paid Work Experience 1-3 units**

*Corequisites: Concurrent enrollment in at least one other course.*

*4 - 13 hours weekly*

General Cooperative Paid Work Experience is for work training that is **not** necessarily directly related to the major. Each unit of credit requires 75 hours of paid employment during the semester. General Cooperative Paid Work Experience is available to all students, regardless of major or educational plans. Course may be taken four times. A maximum of 6 college units may be earned in General Cooperative Paid Work Experience. Concurrent enrollment in at least one other course is required. (2)

*Transfer credit: CSU*

**COT R191V—Occupational Cooperative Paid Work Experience 1-4 units**

*Corequisites: Concurrent enrollment in at least one other course.*

*4 - 17 hours weekly*

Occupational Cooperative Paid Work Experience is for work training that is directly related to the major. Each unit of credit requires 75 hours of paid employment during the semester. Cooperative Paid Work Experience-Occupational is available in all vocation programs (Addictive Disorders Studies, Air Conditioning & Refrigeration, Automotive, Business, Child Development, Computer Information Systems, Computer Science, Dental Hygiene, Electronics, Engineering, Engineering Technology, Environmental Technology, Fire Technology, Hotel & Restaurant Management, Journalism, Legal Assisting, Multimedia Studies, Television, and Travel & Tourism). Course may be taken four times. A maximum of 6 college units may be earned in Occupational Cooperative Paid Work Experience. Concurrent enrollment in at least one major related class is required. (2)

*Transfer credit: CSU*

# 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 in 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.

## Faculty

Full-Time	Counselor
Betsy Lindbergh, DDS, RDH	Ralph Smith
Richard Enriquez, DDS	
Part-Time	
Armine Dardarian, DDS	Glen Dewar, RDH
Joyce Galligan, DDS	Pam Hughes, RDH
Keith Johnson, DDS	Missy Mattox, RDH
Susan McDonald, RDH	Peggy Newville, RDH
Elaine Siebers	Jackie Waterman, RDH
Neil Ziegler	

## ◆ Dental Hygiene

### Associate in Science Degree

Upon completion of the two-year degree program, graduates are eligible to take the National Dental Hygiene Written Board and the California Dental Hygiene Clinical Licensing Board.

Program Recommendations	Units
MATHR011* Elementary Algebra	5
BIOLR101* General Biology	3
BIOLR101L* General Biology Lab	1
*or equivalent	
Program Prerequisite Courses	Units
MICR R100 Principles of Microbiology	3
MICR R100L Principles of Microbiology Lab	2
ANATR100 General Human Anatomy	2
ANATR100L General Human Anatomy Lab	2
PHSO R100 Human Physiology	3
PHSO R100L Human Physiology Lab	2
CHEM R110 Elementary Chemistry	5
CHEM R112 Elementary Organic and Biological Chemistry	5
ENGL R101 College Composition	4
PSY R101 General Psychology	3
SPCH R101 Introduction to Oral Communication	3
SOCR101 Introduction to Sociology	3
<b>Total Prerequisites</b>	<b>37</b>

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.

### PROGRAM ADMISSION

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.

The program requires full-time enrollment.

Required Dental Hygiene Courses	Units
DH R010 Oral Biology	3
DH R011 Oral Radiology	3
DH R012 Head and Neck Anatomy	2
DH R013 Dental Health Education Seminar	1
DH R014 Introduction to Dental Hygiene Practice	3
DH R015 Introduction to Pre-Clinic/Clinic	2
DH R020 Local Anesthesia and Nitrous Oxide	2
DH R021 General and Oral Pathology	4
DH R022 Pharmacology	2
DH R023 Clinical Practice I	3
DH R024 Clinic I Seminar	3
DH R025 Periodontics I	2
DH R030 Special Patients/Geriatrics	1
DH R031 Nutrition in Dentistry	1
DH R032 Dental Materials	2
DH R033 Clinic II Seminar	2
DH R034 Clinical Practice II	4
DH R035 Periodontics II	2
DH R036 Community Oral Health I	2
DH R040 Advanced Clinical Topics	2
DH R041 Practice Management	1
DH R042 Clinic III Seminar	2
DH R043 Clinical Practice III	4
DH R044 Community Oral Health II	1
DH R045 Ethics and Jurisprudence	2
<b>Total Dental Hygiene Required Courses</b>	<b>56</b>

## Dental Hygiene Courses

### DH R010—Oral Biology 3 units

*Prerequisites: Completion of Program Prerequisites as stipulated by the American Dental Association.*

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 R011—Oral Radiology 3 units

*Prerequisites: Completion of Program Prerequisites as stipulated by the American Dental Association.*

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 R012—Head and Neck Anatomy 2 units

*Prerequisites: Completion of Program Prerequisites as stipulated by the American Dental Association.*

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 R013—Dental Health Education Seminar 1 unit

*Prerequisites: Completion of Program Prerequisites as stipulated by the American Dental Association.*

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 R014—Introduction to Dental Hygiene Practice 3 units

*Prerequisites: Completion of Program Prerequisites as stipulated by the American Dental Association.*

3 hours lecture weekly

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

**DH R015—Introduction to PreClinic/Clinic** 2 units

*Prerequisites:* Completion of Program Prerequisites as stipulated by the American Dental Association.

6 hours lab weekly

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

**DH R020—Local Anesthesia and Nitrous Oxide** 2 units

*Prerequisites:* Successful completion of all first semester Dental Hygiene Program courses, as stipulated by the American Dental Association.

1 hour lecture, 3 hours lab weekly

A course to teach pharmacology, physiology, and proper use of local anesthetic agents. The course also teaches the anatomy of the trigeminal nerve, physiology of nerve conduction, how anesthesia works and prevention and management of emergencies.

**DH R021—General and Oral Pathology** 4 units

*Prerequisites:* Successful completion of all first semester Dental Hygiene Program courses, as stipulated by the American Dental Association.

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 R022—Pharmacology** 2 units

*Prerequisites:* Successful completion of all first semester Dental Hygiene Program courses, as stipulated by the American Dental Association.

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 R023—Clinical Practice I** 3 units

*Prerequisites:* Successful completion of all first semester Dental Hygiene Program courses, as stipulated by the American Dental Association.

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. Materials fee is required.

**DH R024—Clinic I Seminar** 3 units

*Prerequisites:* Successful completion of all first semester Dental Hygiene Program courses.

3 hours lecture weekly

This course is designed to provide additional didactic material for clinical procedures which students apply in clinical situations. Information presented in previous clinic/patient treatment-related courses is reviewed. Clinical issues and cases are reviewed and discussed.

**DH R025—Periodontics I** 2 units

*Prerequisites:* Successful completion of all first semester Dental Hygiene Program courses, as stipulated by the American Dental Association.

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 R030—Special Patients/Geriatrics** 1 unit

*Prerequisites:* Successful completion of all second semester Dental Hygiene Program courses, as stipulated by the American Dental Association.

1 hour lecture weekly

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

**DH R031—Nutrition in Dentistry** 1 unit

*Prerequisites:* Successful completion of all second semester Dental Hygiene Program courses, as stipulated by the American Dental Association.

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 R032—Dental Materials** 2 units

*Prerequisites:* Successful completion of all second semester Dental Hygiene Program courses, as stipulated by the American Dental Association.

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 R033—Clinic II Seminar** 2 units

*Prerequisites:* Successful completion of all second semester Dental Hygiene Program courses, as stipulated by the American Dental Association.

2 hours lecture weekly

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

**DH R034—Clinical Practice II** 4 units

*Prerequisites:* Successful completion of all second semester Dental Hygiene Program courses, as stipulated by the American Dental Association.

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. Materials fee is required.

**DH R035—Periodontics II** 2 units

*Prerequisites:* Successful completion of all second semester Dental Hygiene Program courses, as stipulated by the American Dental Association.

2 hours lecture weekly

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

**DH R036—Community Oral Health I** 2 units

*Prerequisites:* Successful completion of all second semester Dental Hygiene Program courses, as stipulated by the American Dental Association.

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 R040—Advanced Clinical Topics** 2 units

*Prerequisites:* Successful completion of all third semester Dental Hygiene Program courses, as stipulated by the American Dental Association.

1 hour lecture, 3 hours lab weekly

Course emphasizes advanced dental hygiene skills and procedures, state board patient selection, ways to minimize occupational hazards common to dental practice, and interactional skill development for the dental practice.

**DH R041—Practice Management** 1 unit

*Prerequisites:* Successful completion of all third semester Dental Hygiene Program courses, as stipulated by the American Dental Association.

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 R042—Clinic III Seminar** **2 units**

*Prerequisites:* Successful completion of all third semester Dental Hygiene Program courses, as stipulated by the American Dental Association.

2 hours lecture weekly

Course emphasizes advanced treatment planning and treatment of advanced periodontal patients. State Board review, application, and preparation will be emphasized also.

**DH R043—Clinical Practice III** **4 units**

*Prerequisites:* Successful completion of all third semester Dental Hygiene Program courses, as stipulated by the American Dental Association.

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. Materials fee is required.

**DH R044—Community Oral Health II** **1 unit**

*Prerequisites:* Successful completion of all third semester Dental Hygiene Program courses, as stipulated by the American Dental Association.

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 R045—Ethics and Jurisprudence** **2 units**

*Prerequisites:* Successful completion of all third semester Dental Hygiene Program courses, as stipulated by the American Dental Association.

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 R050—Clinical Practice IV** **1 unit**

*Prerequisites:* Successful completion of all fourth semester Dental Hygiene Program courses, as stipulated by the American Dental Association.

8 hours lab for 6 weeks.

Provides clinical practice for students as they prepare to take the State Board Examination. Materials fee is required. Not applicable for degree credit. (1)

**DH R051—Clinical Skills Review** **1/2 unit**

*Prerequisites:* Completion of the Dental Hygiene Program.

1 1/2 hours lab weekly

This course will provide the opportunity for additional instruction in dental hygiene clinical skills and related studies. Field trips may be required. Not applicable for degree credit. Course may be taken four times. (1)

**DH R098—Short Courses in Dental Hygiene** **1/2-10 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 Dental Hygiene field. Length of course determines unit credit.

**NOTE:** The course listed below has been temporarily suspended. For further information, please contact the Math, Science, Health & Athletics division office.

DH 1 Pre-Dental Hygiene

## DISABILITY STUDIES

### Disability Studies Courses

**DST R002—Introduction to Learning Disability** **1 unit**

1 hour lecture weekly

The course will introduce basic legal aspects, definition of learning disabilities, and adult characteristics regarding learning disabilities.

The student will study the effect of learning disabilities on the individual, the family, employment, and social interaction. Not applicable for degree credit. Course may be taken two times. (2)

**DST R003—Learning Disability Testing** **1/2 unit**

1 1/2 hours lab weekly

This course is 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. Not applicable for degree credit. Course may be taken two times. (1)

**DST R098—Topics in Disability** **1/2-10 units**

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

Special topics in Special Education designed to meet the needs of handicapped students. Field trips may be required. Not applicable for degree credit. Course may be taken four times. (2)

## ECONOMICS

### Career Opportunities

Cost Accountant	Entrepreneur
Econometrician	High School Teacher
Investment Analyst	Professor
Public Financial Analyst	Statistical Analyst
International Business (Manager or Analyst)	
Budget Analyst at Government or Corporate Level	
Economic Development Planner (City)	
Economist with Government Agencies and Private Corporations	
Financial Analyst or Consultant in a Private Corporation	
Managerial positions in Banks and Corporations	
Economist in International Agencies, (United Nations, IMF, World Bank, USAID)	

### Faculty

Full-Time	Part-Time
Ishita Edwards	Basil Ibegulam Paul Olmstead

### ◆ Economics

#### Associate in Arts Degree

Required Courses:	Units
ECON R100 The American Economy	3
ECON R101 Principles of Macroeconomics	3
ECON R102 Principles of Microeconomics	3
ECON R199 Directed Studies in Economics (Research Project)	3
	<hr/> 12

#### Elective Courses:

	Units
In addition, majors shall take six units from the following:	
ANTHR102 Cultural Anthropology	3
BIOL R106 The Human Environment	3
BUS R101A Accounting Principles I	3
BUS R101B Accounting Principles II	3
ECON R103 Introductory Statistics for Business and Economics	3
HIST R104 History of California	3
HIST R105 Introduction to Western Civilization I	3
HIST R106 Introduction to Western Civilization II	3
MATH R105 Introductory Statistics	4
MATH R106 Mathematics for Business Applications	5
MATH R136 Computer Programming, BASIC	3

PHIL R111	Critical Thinking	3
POLS R100	Introduction to Politics	3
POLS R101	Government of the United States: Institutions/Politics	3
POLS R102	Government of the United States: Institutions/Laws	3
POLS R104	International Relations	3
POLS R105	Current Issues in Domestic and Foreign Politics	3
POLS R106	Political Aspects of Economic Problems	3
		6
	<b>Total Required Units</b>	<b>18</b>

### Economics Courses

#### **ECON R100—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 R101—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. (2)

*Transfer credit: UC, CSU (CAN: ECON 2)*

#### **ECON R102—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 R103—Introductory Statistics for Business and Economics 3 units**

*Advisory: MATH R014.*

*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: CSU*

#### **ECON R103L—Introductory Statistics for Economics and Business Lab 1 unit**

*Advisory: ECON R103 or concurrent enrollment; MATH R014 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 R199—Directed Studies in Economics 1-3 units**

*Prerequisites: A course in the specific field.*

*Lecture and/or lab hours 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: CSU*

## EDUCATION

### Faculty

#### Full-Time

Marie Butler

### Education Courses

#### **EDU R122—Intro. to Education 3 units** *3 hours lecture weekly*

This introductory course is designed to provide students with the fundamental knowledge of the American educational system, using a multicultural approach to analyze urban schools. Concepts and methods selected from sociology and related disciplines (including sociology, anthropology, economics and philosophy) are used to understand and analyze current conditions in American Schools, and to evaluate models for reform. A minimum of 30 hours of observation in a multicultural school and/or community setting is required. This course is designed for students considering teaching as a profession, for paraprofessionals, and for volunteers working in the public school system. Field trips may be required. (Same as SOC R122)

*Transfer credit: CSU*

## EDUCATIONAL ASSISTANCE CENTER

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.

### Faculty

#### Full-Time

Tom Barth

Carole Frick

Leo Orange

Liesel Toles

#### Part-Time

Priscilla McMurtry

Mary Taylor-Parr

#### Counselor

Judy McArthur

### Assistive Computer Technology Courses

#### **ACT R001—Introduction to Assistive Technology 2 units** *1 hour lecture, 3 hours lab weekly*

This course provides in-depth computer access evaluation to determine the 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. Not applicable for degree credit. Course may be taken four times. (1)



**ACT R002—Keyboarding 2 units***1 hour lecture, 3 hours lab weekly*

This course 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. Not applicable for degree credit. Course may be taken four times. (2)

**ACT R011—Computer-Aided Learning 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. Not applicable for degree credit. Course may be taken four times. (1)

**Learning Skills Courses****LS R002—Improving Learning 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. Not applicable for degree credit. Course may be taken four times.

**LS R003—Study Skills/LD Students 3 units***3 hour lecture weekly*

Course focuses upon fundamental principles of study skills, designed for students who need a specialized approach. Not applicable for degree credit. Course may be taken four times.

**LS R004—English Grammar for Deaf Students 3 units***3 hours lecture weekly*

This class is 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. Not applicable for degree credit. Course may be taken four times. (2)

**LS R005—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. Not applicable for degree credit. Course may be taken four times.

**LS R006—Memory Strategies 3 units***3 hours lecture weekly*

This course is designed to teach students with disabilities the practical and necessary memory skills required to retain large bodies of information, to assist them in developing a system for approaching any material that must be learned and to help in transferring acquired skills to different areas of learning. Not applicable for degree credit. Course may be taken four times. (2)

**LS R008—Spelling Improvement 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. Not applicable for degree credit. Course may be taken four times.

**LS R009—Language and Reading 3 units***3 hours lecture weekly*

This course is designed to teach students with disabilities critical and creative thinking from the investigation of language. It aims to increase the students' knowledge about thinking in general and about their own

thought processes in particular. Such analysis could lead to a set of widely applicable thinking strategies and foster development of mental structures that are supportive to broad generalization in different learning situations. Not applicable for degree credit. Course may be taken four times. (2)

**LS R010—Vocabulary Building 3 units***3 hours lecture weekly*

This basic course focuses on specific vocabulary building techniques, independent study and individual as well as group exercises in vocabulary development. Not applicable for degree credit. Course may be taken four times. (2)

**LS R014—Introduction to World Knowledge 3 units***3 hours lecture weekly*

This course is an introduction to the common core of knowledge shared by contemporary residents of the United States. It is intended for students whose skill-based instruction has not included basic cultural information necessary for success in our society. Content will include foundations in fine arts, social sciences, literature and mathematics and science. Teaching techniques and class requirements will be suitable for students with disabilities. This class may be taught by a team of content area specialists and disability specialists. Field trips may be required. Not applicable for degree credit. Course may be taken four times. (2)

**LS R016—Math/Learning Disabled 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). Not applicable for degree credit. Course may be taken four times.

**LS R017—Basic Reading Skills/LD 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. Not applicable for degree credit. Course may be taken four times. (2)

**LS R018A—Improving Written Language Skills A 3 units***3 hours lecture weekly*

This course is intended for students with learning disabilities. It provides instruction in basic sentence writing skills including subject/verb identification, writing and recognizing simple, compound, complex, and compound-complex sentences, and the punctuation appropriate to each. Not applicable for degree credit. Course may be taken four times. (2)

**LS R018B—Improving Written Language Skills B 3 units**

*Advisory: LS R018A or demonstrated ability to write four types of sentences including: simple, compound, complex, and compound-complex sentences.*

*3 hours lecture weekly*

This course is intended for students with learning disabilities or other written language difficulties. This course provides preparation and foundation in basic grammar, proofreading strategies, and paragraph development, including the use of topic sentence, supporting details, and closing sentences. It is intended to prepare students for Basic English Skills courses. Not applicable for degree credit. Course may be taken four times. (2)

**LS R018—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. Not applicable for degree credit. Course may be taken four times. (2)

**LS R098—Topics in Learning Strategies** ½-10 units

Lecture and/or lab hours 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. Not applicable for degree credit. Course may be taken four times. (2)

**Physical Education Courses**

**PE R151—Adapted Aquatics**

**PE R152—Adapted Movement Exploration**

**PE R153—Adapted Individual/Dual/Team Sports**

**PE R154—Adapted Body Conditioning**

Refer to the Physical Education section of the catalog for full course information.

# EMPLOYMENT PREPARATION

**Employment Preparation Courses**

**EMP R001—Personal Development** 3 units

3 hours lecture weekly

This course provides an opportunity for persons with disabilities to move beyond the traditional educational setting in making plans for their lives. Small group 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. (2)

**EMP R004—Pre-Employment Skills** 2 units

2 hours lecture weekly

This class will help students with disabilities who have no or very little work experience. This introduction to the world of work will include the vocabulary of employment, social skills, personal presentation, identification of strengths and needs in an employment setting. Not applicable for degree credit. Course may be taken four times. (2)

**EMP R005—Job Seeking Strategies** 2 units

2 hours lecture weekly

This course is for students with disabilities who wish to improve their job-seeking skills and will help students 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. Not applicable for degree credit. Course may be taken four times. (2)

**EMP R006—Career Exploration** 2 units

2 hours lecture weekly

This course is designed to give students with disabilities an overview of occupational choices in light of interests, abilities, education, experience and research of employment trends. Legal protections and requirements will be examined in regard to current legislation. Assignments will include job shadowing, job try-out, and Internet job search. Job coaching will be available, if required. Field trips may be required. Course may be taken four times. (2)

# ENGINEERING

**Faculty**

**Full-Time**  
Alex Lynch

**Part-Time**  
Jess Sandoval

**Engineering Courses**

**ENGR R100—Introduction to Engineering** 2 units

1 hour lecture, 3 hours lab weekly

Study of engineering, including the professions's requirements, opportunities, and responsibilities. Through lab assignments, students will be introduced to some of the computer skills needed in the engineering profession, such as word processing, spreadsheets, computer-aided design using the Internet and e-mail communications.

Transfer credit: UC, CSU

**ENGR R105—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 R110—Engineering Materials** 3 units

Prerequisites: CHEM R120.

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 R115—Engineering Statics and Strength of Materials** 4 units

Prerequisites: MATH R121, ENGR R110.

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

Emphasis of this program is on practical skills for engineering technicians.

**Career Opportunities**

- Cisco Certified Networking Associate (CCNA)
- Cisco Certified Design Associate (CCDA)
- Cisco Certified Networking Professional (CCNP)
- Microsoft Certified Professional (MCP)
- Microsoft Certified Systems Engineer (MCSE)
- Certified Electronics Technician (CET)
- Programmable Logic Devices Technician

**Faculty**

**Full-Time**  
Alex Lynch

**Part-Time**  
Richard Carmichael  
Rodger Morris  
Albert Wolfkiel

Dirk DeKreek  
Jess Sandoval

## ◆ Computer Networking

### Associate in Science Degree and/or Certificate of Achievement\*

<u>Cisco Option</u>		Units
ENGTR120	First Half of CCNA Prep	4
ENGTR121	Second Half of CCNA Prep	4
ENGTR142	A+ Certification Preparation	4
ENGTR127	Cisco Wireless Fundamentals	3

**Total** **15**

### Electives

Select at least 12 units from the following electives

		Units
ENGTR110	Direct Current Electronics	4
ENGTR111	Alternating Current Electronics	4
ENGTR122	CCNP Routing	4
ENGTR123	CCNP Remote Access	4
ENGTR124	CCNP Switching	4
ENGTR125	CCNP Support	4
ENGTR130	Admin Microsoft Windows Pro	3
ENGTR131	Admin MS Windows Server	3
ENGTR144	Network+ Certification Prep	4

**Electives** **12**  
**Total Units** **27**

## ◆ Engineering Technology

### Associate in Science Degree and/or Certificate of Achievement\*

<u>Electrical Engineering Technology Option</u>		Units
ENGTR110	Direct Current Electronics	4
ENGTR111	Alternating Current Electronics	4
ENGTR112	Digital Engineering	4
ENGTR113	Circuits Engineering	4
ENGTR114	Introduction to Programmable Logic Controllers	4
ENGTR115	Advanced Programmable Logic Controllers	4

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

### Electives

Select at least 6 units from the following electives

		Units
ENGTR120	First Half of CCNA Prep	4
ENGTR121	Second Half of CCNA Prep	4
ENGTR127	Cisco Wireless Fundamentals	3
ENGTR130	Admin Microsoft Windows Pro	3
ENGTR131	Admin MS Windows Server	3
ENGTR142	A+ Certification Prep	4
ENGTR144	Network+ Certification Prep	4

**Electives** **6**  
**Total Units** **30**

\*For Associate Degree students must complete an additional 30 units of General Education courses

(See your counselor to determine your required General Education courses)

## Engineering Technology Courses

### ENGTR098—Short Courses in Engineering Technology 1/2-10 units

Lecture/lab hours depending on unit formula.

Specialized topics designed to inform or update interested persons in various disciplines within the engineering technology industry. Length of course determines unit credit. Field trips may be required. Course may be taken four times. (2)

### ENGTR110—Direct Current Electronics 4 units

2 hours lecture, 6 hours lab weekly

This course helps prepare students for the more rigorous study of direct current electronics found at four-year engineering schools. Students use various engineering techniques to design, draft, construct, test, and evaluate direct current circuits. This course also helps those seeking employment as electronic technicians. Field trips may be required.

Transfer credit: CSU

### ENGTR111—Alternating Current Electronics 4 units

Prerequisites: ENGTR110.

2 hours lecture, 6 hours lab weekly

This course helps prepare students for the more rigorous study of alternating current electronics found at four-year engineering schools. Students use various engineering techniques to design, draft, construct, test, and evaluate alternating current circuits. This course also helps those seeking employment as electronic technicians. Field trips may be required.

Transfer credit: CSU

### ENGTR112—Digital Engineering 4 units

2 hours lecture, 6 hours lab weekly

This course helps prepare students for the more rigorous study of digital electronics found at four-year engineering schools. Students will use various engineering techniques to design, draft, construct, test, and evaluate digital circuits. This course also helps those seeking employment as electronic technicians. Field trips may be required.

Transfer credit: CSU

### ENGTR113—Circuits Engineering 4 units

Prerequisites: ENGTR111.

2 hours lecture, 6 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. Field trips may be required.

Transfer credit: CSU

### ENGTR114—Introduction to Programmable Logic Controllers 4 units

Prerequisites: ENGTR111 or AC R021.

2 hours lecture, 6 hours lab weekly

A beginning course on the principles of how PLCs work. Course provides practical information about installing, programming, and maintaining PLC systems. Course is designed to help students acquire the necessary qualifications to work in the automation industry. Field trips may be required.

Transfer credit: CSU

### ENGTR115—Advanced Programmable Logic Controllers 4 units

Prerequisites: ENGTR114.

2 hours lecture, 6 hours lab weekly

In this second course on Programmable Logic Controllers, emphasis is on advanced programming, editing, and troubleshooting. Course is designed to help students acquire the necessary qualifications to work in the automation industry. Field trips may be required.

Transfer credit: CSU

**ENGT R120—First Half of CCNA Prep** **4 units***3 hours lecture, 3 hours lab weekly*

This course is offered by the Oxnard College Cisco Networking Academy. It provides instruction in computer basics, Local Area Networks (LANs), the 7-layer OSI model, cabling, and network topologies. This course also covers Wide Area Networks (WANs), router configuration, Cisco IOS images, TCP/IP Protocol Suite, Internet Protocol (IP) addressing, and routing protocols. This course along with ENGT R121 prepares students to take the Cisco Certified Networking Associate (CCNA) exam. ENGT R120 is a core course in the Computer Networking A.S. Degree track in the Engineering Technology Department. Field trips may be required.

*Transfer credit: CSU***ENGT R121—Second Half of CCNA Prep** **4 units***Prerequisites: ENGT R120.**3 hours lecture, 3 hours lab weekly*

This course is offered by the Oxnard College Cisco Networking Academy. This course provides instruction in the Open System Interconnection reference model and routing, LAN switching, VLANs, routing protocols, access control lists, and network management. It will also cover WANs, point-to-point protocol, ISDN, frame relay, and network management. This course along with ENGT R120 prepares students to take the Cisco Certified Networking Associate (CCNA) exam. This is a core course in the Computer Networking A.S. Degree track in Engineering Technology. Field trips may be required.

*Transfer credit: CSU***ENGT R122—CCNP Routing** **4 units***Advisory: ENGT R121.**2 hours lecture, 6 hours lab weekly*

This course provides the student with the knowledge to configure Cisco routers for advanced network deployment. The course also prepares students for the Cisco Routing exam. The Cisco Routing exam is one of four exams required to become a Cisco Certified Networking Professional (CCNP). Field trips may be required.

*Transfer credit: CSU***ENGT R123—CCNP Remote Access** **4 units***Advisory: ENGT R121.**2 hours lecture, 6 hours lab weekly*

This course provides the student with the knowledge to configure remote access networking devices. The course also prepares students for the Cisco Remote Access Networks exam. The Cisco Remote Access Networks exam is one of four exams required to become a Cisco Certified Networking Professional (CCNP). Field trips may be required.

*Transfer credit: CSU***ENGT R124—CCNP Switching** **4 units***Advisory: ENGT R121.**2 hours lecture, 6 hours lab weekly*

This course provides the student with the knowledge to configure multi-layer switched networks. The course also prepares students for the Cisco Switching exam. The Cisco Switching exam is one of four exams required to become a Cisco Certified Networking Professional (CCNP). Field trips may be required.

*Transfer credit: CSU***ENGT R125—CCNP Support** **4 units***Advisory: ENGT R121.**2 hours lecture, 6 hours lab weekly*

This course provides the student with the knowledge to troubleshoot and repair various network problems. The course also prepares students for the Cisco Support exam. The Cisco Support exam is one of four exams required to become a Cisco Certified Networking Professional (CCNP). Field trips may be required.

*Transfer credit: CSU***ENGT R126—CCDA Preparation** **4 units***Prerequisites: ENGT R121.**2 hours lecture, 6 hours lab weekly*

This course provides the student with the knowledge to design a computer network for a small to middle-sized business. This course also helps prepare the student to take the Cisco Certified Design Associate (CCDA) certification exam. Field trips may be required.

*Transfer credit: CSU***ENGT R127—Cisco Wireless Fundamentals** **3 units***2½ hours lecture, 1½ hours lab weekly*

This course is offered by the Oxnard College Cisco Networking Academy. This is an introductory course in wireless networking technology. At the completion of this course students will have the ability to design, implement, administer, and troubleshoot a Wireless Local Area Network (WLAN) by configuring client adapters, access points, and wireless bridges. This is a core course in the Computer Networking A.S. Degree track in the Engineering Technology Department. Field trips may be required.

*Transfer credit: CSU***ENGT R130—Administering Microsoft Windows Professional** **3 units***2½ hours lecture, 1½ hours lab weekly*

This course provides in-depth, hands-on introduction to the latest Microsoft Windows Professional operating system administration including creating and administering user and group accounts, network resources security, network printer server set-up and administration, resources and events auditing, and backup procedures. This is one of the two required core courses to become a Microsoft Certified Professional (MCP) and prepares students for related Microsoft exam. This course is an elective in the Computer Networking A.S. Degree track in the Engineering Technology Department. Field trips may be required.

*Transfer credit: CSU***ENGT R131—Administering Microsoft Windows Server** **3 units***2½ hours lecture, 1½ hours lab weekly*

This course provides in-depth, hands-on introduction to the latest Microsoft Windows Server operating system administration including configuring server roles, maintaining server availability with clusters, planning a TCP/IP network infrastructure, and deploying security features. This is one of the two required core courses to become a Microsoft Certified Professional (MCP) and prepares students for related Microsoft exam. This course is an elective in the Computer Networking A.S. Degree track in the Engineering Technology Department. Field trips may be required.

*Transfer credit: CSU***ENGT R132—Administering Microsoft Windows 2000 Infrastructure** **4 units***2 hours lecture, 6 hours lab weekly*

This course prepares the student to set up and support a Windows 2000 Network Infrastructure. It also helps prepare students for Microsoft's certification exam 70-216, "Implementing and Administering a Microsoft Windows 2000 Network Infrastructure." This exam is one of Microsoft's required core exams for those wishing to become a Microsoft Certified Systems Engineer (MCSE). Field trips may be required.

*Transfer credit: CSU*

**ENGT R133—Administering Microsoft Windows 2000 Directory Services 4 units**

2 hours lecture, 6 hours lab weekly

This course prepares the student to set up and support the Windows 2000 Directory Services. It also helps prepare students for Microsoft's certification exam 70-217, "Implementing and Administering Microsoft Windows 2000 Directory Services." This exam is one of Microsoft's required core exams for those wishing to become a Microsoft Certified Systems Engineer (MCSE). Field trips may be required.

Transfer credit: CSU

**ENGT R134—Designing Microsoft Windows 2000 Directory Services 4 units**

2 hours lecture, 6 hours lab weekly

This course prepares the student to design a Windows 2000 Directory Services. It also helps prepare students for Microsoft's certification exam 70-219, "Designing Microsoft Windows 2000 Directory Services." This is one of the seven exams needed for anyone wishing to become a Microsoft Certified Systems Engineer (MCSE). Field trips may be required.

Transfer credit: CSU

**ENGT R135—Designing Microsoft Windows 2000 Security 4 units**

2 hours lecture, 6 hours lab weekly

This course prepares the student to design security for a Windows 2000 directory network. It also helps prepare students for Microsoft's certification exam 70-220, "Designing Microsoft Windows 2000 Security." This is one of the seven exams needed for anyone wishing to become a Microsoft Certified Systems Engineer (MCSE). Field trips may be required.

Transfer credit: CSU

**ENGT R136—Designing a Microsoft Windows 2000 Network 4 units**

2 hours lecture, 6 hours lab weekly

This course prepares the student to design a Windows 2000 network. It also helps prepare students for Microsoft's certification exam 70-221, "Designing a Microsoft Windows 2000 Network." This is one of the seven exams needed for anyone wishing to become a Microsoft Certified Systems Engineer (MCSE). Field trips may be required.

Transfer credit: CSU

**ENGT R141—Electronic Soldering Techniques 4 units**

2 hours lecture, 6 hours lab weekly

This course prepares the student to identify electronic components, read color codes, remove and insert electronic components, and repair printed circuit boards. All electronic technicians need these skills and this is a required course for the Engineering Technology (Electronics) Certificate and Degree Programs. Field trips may be required.

Transfer credit: CSU

**ENGT R142—A+ Certification Preparation 4 units**

2 hours lecture, 6 hours lab weekly

This course provides instruction in computer repair and upgrade. This course also helps prepare students to take the two required exams for the Computing Technology Industry Association (CompTIA) A+ certification. Field trips may be required.

Transfer credit: CSU

**ENGT R143—Introduction to LINUX 4 units**

2 hours lecture, 6 hours lab weekly

In recent years LINUX operating systems have become a low-cost alternative to the various Microsoft Windows operating systems. This introductory course teaches students to locate, install, and use LINUX operating systems. Field trips may be required.

Transfer credit: CSU

**ENGT R144—Network+ Certification Preparation 4 units**

2 hours lecture, 6 hours lab weekly

This course provides instruction in computer networking. This course also prepares students to take the CompTIA Network+ certification exam. Field trips may be required.

Transfer credit: CSU

**ENGT R198—Short Courses in Engineering Technology 1½-6 units**

Lecture and/or lab hours as required by unit formula

Courses and/or workshops in selected areas of Engineering Technology are developed to meet specific needs of the industry as requested or required. Field trips may be required.

Transfer credit: CSU

# ENGLISH

## Career Opportunities

### B.A. Level

(Most careers require a bachelors degree)

Copywriter	Copy Editor
Editor	Journalist
Report Writer	Proofreader
Novelist	Playwright

### Faculty

#### Full-Time

Elissa Caruth	Gaylene Croker
Patricia Dozen	Lynn Fauth
James Merrill	Jeannette Redding
Matilde Sánchez	Shelley Savren
Shant Shahoian	Vernon Simmen
Karen Sutton	Evangeline Wilkes-Vacca
Anthony Rodriguez	Beverly Young

#### Part-Time

Jack Ahrens	Elaine Alarcon-Totten
Betty Benson	Hector Betancourt
Eric Boys	Deborah DeVries
W. Kay Doyle	Kay Hawkins
Elizabeth Hermes	Cristina Herrera
Jacqueline Hewitt	Margaret M
Patrick Newton	Betty Patten
Patricia Scroggins	Peggy Smith
Guadalupe Villalpando	

## ◆ English

### Associate in Arts Degree

Required Courses:		Units
ENGL R101	College Composition	4
ENGL R102	Critical Thinking: Composition	3
ENGL R104	English Literature I	3
ENGL R105	English Literature II	3
ENGL R107	American Literature I	3
<b>OR</b>		
ENGL R108	American Literature II	3
		16

### Additional Required Courses:

Complete six units from the following:		Units
SPCH R101	Introduction to Oral Communication	3
JOUR R101	News Writing and Reporting	3
<b>OR</b>		
JOUR R102	Intermediate News Writing and Reporting	3

Any other English course numbered 100 or above	3
	6
<b>Total Required Units</b>	<b>21</b>

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

## English Courses

### **ENGL R012—Basic Composition II** 3 units

*Advisory: Satisfactory grade in ENGL R066.  
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. Not applicable for degree credit. Course may be taken two times.

### **ENGL R020—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. Not applicable for degree credit. Course may be taken two times. (1)

### **ENGL R022—Vocational English** 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. Not applicable for degree credit. Course may be taken two times. (1)

### **ENGL R030—English Skills** 1/2-3 units

*Lecture and/or lab hours 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. Not applicable for degree credit. Asterisked (\*) modules may be repeated for credit up to maximum units shown. (1)

#### **ENGL R030CD—Comprehension Development** 1 unit

#### **ENGL R030E—Taking Essay Tests** 1 unit

#### **ENGL R030G\*—Skills Brush-Up** 1/2-1 1/2 units

#### **ENGL R030K—Study Skills** 1 unit

#### **ENGL R030L—Using Library Resources** 1 unit

#### **ENGL R030N—Notetaking** 1/2 unit

#### **ENGL R030P—Phonics** 1 unit

#### **ENGL R030R—Speed Reading** 1 unit

#### **ENGL R030S\*—Spelling** 1-2 units

#### **ENGL R030V\*—Vocabulary** 1-2 units

#### **ENGL R030W—Writing Resumes** 1 unit

#### **ENGL R030Y—Tactics in Reading** 1 unit

### **ENGL R030T—Techniques of Tutoring** 1 unit

*1 hour lecture weekly*

Course provides background for students to become effective as tutors of a special subject across the curriculum. Interpersonal skills, effective tutoring techniques, available materials and equipment and how to use them will be covered. Designed for anyone who plans to or is tutoring. Approach to the topic studied is to improve effectiveness of the tutoring sessions in all subject areas. (2)

### **ENGL R056—Reading Skills 4** 3 units

*Advisory: ESL R054 or ENGL R054.*

*3 hours lecture weekly*

This course is designed for students who want to prepare themselves for content-area reading and study skills and/or for low-advanced

students of English as a second language who want to prepare themselves for study skills and content area reading. This course will introduce critical thinking through rhetorical patterns of reading. Other topics include inferential comprehension, study-reading techniques (SQ3R), time relationships, e.g. chronological order, and research techniques. Not applicable for degree credit. Course may be taken two times. (2)

### **ENGL R066—Grammar/Writing 4** 3 units

*Prerequisites: ESL R064 or ENGL R064*

*2 hours lecture, 3 hours lab weekly*

Course is designed primarily to instruct the low-advanced ESL learner or native speaker of English desiring instruction in the forms and usage of compound and complex sentence structure and other grammar points focusing on grammar, but applying it to writing, reading, speaking and listening. Not applicable for degree credit. Course may be taken two times. (2)

### **ENGL R068—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. Not applicable for degree credit. Course may be taken two times.

### **ENGL R080—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. Not applicable for degree credit. Course may be taken two times. (2)

### **ENGL R084—Basic 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 R086—Study Skills** 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 R088—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 R090—College 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 R095—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 R096—Intermediate Composition** **5 units**

*Prerequisites: ENGL R068.  
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. This 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 R101. Field trips may be required. Course may be taken two times.

**ENGL R098—Short Courses in English** **½-10 units**

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

Specialized topics designed to inform or update interested persons in English.

**ENGL R101—College Composition** **4 units**

*Prerequisites: Satisfactory grade in ENGL R096 or ENGL R140.  
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 SEQ A (ENGL R101 + R102))*

**ENGL R102—Critical Thinking: Composition** **3 units**

*Prerequisites: ENGL R101.  
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 SEQ A (ENGL R101 + R102))*

**ENGL R103—Creative Writing** **3 units**

*Prerequisites: ENGL R096 or ENGL R140.  
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. Course may be taken two times. (2)

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

**ENGL R104—English Literature I** **3 units**

*Prerequisites: ENGL R101.  
3 hours lecture weekly*

This sophomore-level course surveys English literature in its cultural framework from Anglo-Saxon times through the eighteenth century. It is not available for credit for students with credit in ENGL R151. (2)

*Transfer credit: UC, CSU*

**ENGL R105—English Literature II** **3 units**

*Prerequisites: ENGL R101.  
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 R152. (2)

*Transfer credit: UC, CSU*

**ENGL R106—Introduction to Fiction** **3 units**

*Prerequisite: ENGL R101.  
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 R156. (2)

*Transfer credit: UC, CSU*

**ENGL R107—American Literature I** **3 units**

*Prerequisites: ENGL R101.  
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 R153. (2)

*Transfer credit: UC, CSU (CAN: ENGL SEQ C (ENGL R107 + R108))*

**ENGL R108—American Literature II** **3 units**

*Prerequisites: ENGL R101.  
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 R154. (2)

*Transfer credit: UC, CSU (CAN: ENGL SEQ C (ENGL R107 + R108))*

**ENGL R109—African-American Literature** **3 units**

*Prerequisites: ENGL R096.  
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 R110—Women in Literature** **3 units**

*Prerequisites: ENGL R096.  
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 R111—Shakespeare** **3 units**

*Prerequisites: ENGL R101.  
3 hours lecture weekly*

This course presents an introductory survey of Shakespeare's poetry and plays, including comedies, histories, tragedies, and romances. Field trips may be required. (2)

*Transfer credit: UC, CSU*

**ENGL R112—Literature by Women** **3 units**

*Prerequisites: ENGL R096.  
3 hours lecture weekly*

A survey of literature by women reflecting women's changing roles and identities in society in various cultural settings. Works studied are drawn from the genres of poetry, fiction, drama, essays and journals. Field trips may be required. (2)

*Transfer credit: UC, CSU*

**ENGL R113—Literature of Asia** **3 units**

*Prerequisites: ENGL R096.  
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 R114—Latin American Literature** **3 units**  
*Advisory: Eligibility for ENGL R101.*  
*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 R115—Western World Literature I** **3 units**  
*Prerequisites: ENGL R101.*  
*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 R116—Western World Literature II** **3 units**  
*Prerequisites: ENGL R101.*  
*3 hours lecture weekly*  
 Course surveys in translation European literary masterpieces from the Renaissance to modern times. (2)  
*Transfer credit: UC, CSU*
- ENGL R117—Mexican Literature** **3 units**  
*Advisory: Eligibility for ENGL R101.*  
*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 R118—Introduction to Poetry** **3 units**  
*Prerequisites: ENGL R101.*  
*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 R155. (2)  
*Transfer credit: UC, CSU*
- ENGL R120—Literature of Children** **3 units**  
*Advisory: Eligibility for ENGL R101.*  
*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 R121—U.S. Ethnic Literature** **3 units**  
*Prerequisites: ENGL R101.*  
*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 R122—Chicano/a Literature** **3 units**  
*Prerequisites: ENGL R101.*  
*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 R123—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: UC, CSU*
- ENGL R130—Television Writing** **3 units**  
*Advisory: Eligibility for ENGL R096.*  
*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. (Same as TV R105)  
*Transfer credit: CSU*
- ENGL R131—Cinema: Literary Views** **3 units**  
*Advisory: Eligibility for ENGL R096.*  
*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 R132—Cinema: History, Culture** **3 units**  
*Advisory: Eligibility for ENGL R096.*  
*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 R140—Composition: ESL Emphasis** **5 units**  
*Prerequisites: ENGL R068.*  
*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. Field trips may be required.  
*Transfer credit: UC, CSU*
- ENGL R150—Introduction to Literature** **3 units**  
*Advisory: ENGL R096.*  
*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 R151—Major British Authors I** **3 units**  
*Advisory: ENGL R096 or ENGL R140.*  
*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 authors such as Chaucer, Shakespeare, Donne, Milton, Swift, Pope, and Johnson. Students cannot receive credit in both ENGL R151 and ENGL R104. (2)  
*Transfer credit: UC, CSU*



**ENGL R152—Major British Authors II** **3 units**

*Advisory: ENGL R096.  
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 R152 and ENGL R105. (2)

*Transfer credit: UC, CSU*

**ENGL R153—Major American Authors I** **3 units**

*Advisory: ENGL R096.  
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 R153 and ENGL R107. (2)

*Transfer credit: UC, CSU*

**ENGL R154—Major American Authors II** **3 units**

*Advisory: Eligibility for ENGL R101 or concurrent enrollment in ENGL R096.  
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 R154 and ENGL R108. (2)

*Transfer credit: UC, CSU*

**ENGL R155—Survey of Poetry** **3 units**

*Advisory: ENGL R096.  
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 R155 and ENGL R118. (2)

*Transfer credit: UC, CSU*

**ENGL R156—Survey of Fiction** **3 units**

*Advisory: ENGL R096.  
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 R156 and ENGL R106. (2)

*Transfer credit: UC, CSU*

**ENGL R189—Topics in Literature** **3 units**

*Advisory: Eligibility for ENGL R101 or ENGL R102.  
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: CSU*

**ENGL R189A—Mystery Fiction** **3 units**

*Advisory: Eligibility for ENGL R101 or ENGL R102.  
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 R189D—Current Pop Literature** **3 units**

*Advisory: Eligibility for ENGL R101 or ENGL R102.  
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 R189H—Writing Short Stories** **3 units**

*Advisory: Eligibility for ENGL R101, ENGL R102, or ENGL R103.  
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 R198—Short Courses in English** **1/2-3 units**

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

Designed to meet specific needs of college and community as requested and required.

*Transfer credit: CSU*

**ENGL R199—Directed Studies in English** **1-3 units**

*Prerequisites: ENGL R101.*

*Lecture and/or lab hours 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: CSU*

**NOTE:** The course listed below has been temporarily suspended. For further information, please contact the Liberal Studies division office.

ENGL 82 Individualized Reading

## ENGLISH AS A SECOND LANGUAGE (ESL)

### Faculty

**Full-Time**

Patricia Dozen	James Merrill
Jeannette Redding	Matilde Sánchez
Vernon Simmen	

**Part-Time**

Hector Betancourt	Pamela Culhane
Robert Kornelsen	Peggy Smith
Guadalupe Villalpando	María Villalpando

### ESL Courses

**ESL R030A—Bilingual Vocabulary Spanish/English 1** **1 unit**

*1 hour lecture weekly*

This is the first module of sixteen hours of study in vocabulary of Spanish and English equivalents using self-paced, mediated instruction. Not applicable for degree credit. (1)

**ESL R030B—Bilingual Vocabulary Spanish/English 2** **1 unit**

*1 hour lecture weekly*

This is the second module of sixteen hours of study in vocabulary of Spanish and English equivalents using self-paced, mediated instruction. Not applicable for degree credit. (1)

- ESL R030C—Bilingual Vocabulary Spanish/English 3** **1 unit**  
*1 hour lecture weekly*  
 This is the third module of sixteen hours of study in vocabulary of Spanish and English equivalents using self-paced, mediated instruction. Not applicable for degree credit. (1)
- ESL R030H—Crossroads Café 1** **1 unit**  
*Advisory: ESL R042 or ENGL R042.*  
*3 hours lab weekly*  
 This independent-study course for intermediate ESL learners is designed to develop listening skills, awareness of grammatical structures, and a knowledge of U.S.A. culture through the study of a series of nationally acclaimed videotapes. Not applicable for degree credit. Course may be taken two times. (1)
- ESL R030J—Crossroads Café 2** **1 unit**  
*Advisory: ESL R030H or ENGL R030H.*  
*3 hours lab weekly*  
 This independent-study course for intermediate ESL learners is a continuation of ESL/ENGL R030H. It likewise is designed to develop listening skills, awareness of grammatical structures, and a knowledge of U.S.A. culture through the study of a series of nationally acclaimed videotapes. Not applicable for degree credit. Course may be taken two times. (1)
- ESL R030Z—Internet ESL Resources** **1 unit**  
*Advisory: Completion of ESL R042, ESL R052 and ESL R062 or ENGL R042, ENGL R052 and ENGL R062.*  
*½ unit lecture, 1½ lab hours weekly*  
 This course is designed for intermediate and advanced level ESL students to build Internet skills as they relate to English language learning. Reading, writing, conversation and vocabulary skills are all included. Students do not need prior experience with computers. Not applicable for degree credit. Course may be taken two times. (1)
- ESL R040—English Conversation 1** **3 units**  
*2 hours lecture, 3 hours lab weekly*  
 Emphasis placed on communicating and listening skills. Activities include role playing, dialogues, and class discussions. Field trips may be required. Not applicable for degree credit. Course may be taken two times. (2)
- ESL R042—English Conversation 2** **3 units**  
*Advisory: ESL R040 or ENGL R040.*  
*3 hours lecture weekly*  
 Designed for non-native speakers of English to provide practice in English conversational patterns and to reinforce English grammar, syntax, and vocabulary at an intermediate level. Emphasis on developing listening/speaking skills and confidence in expressing oneself in English. Field trips may be required. Not applicable for degree credit. Course may be taken two times. (2)
- ESL R044—English Conversation 3** **3 units**  
*Advisory: Level 3 listening and speaking ability.*  
*3 hours lecture weekly*  
 Intended for non-native speakers of English who are able to hold a basic conversation in English, this course provides additional knowledge of English grammar, vocabulary, and idiomatic usage. Students will develop listening and speaking skills through practical, everyday conversation models, and will gain experience and confidence in making brief oral presentation. Field trips may be required. Not applicable for degree credit. Course may be taken three times. (2)
- ESL R046—ESL Oral/Listening Skills** **3 units**  
*Advisory: Readiness for Level 4 listening and speaking ability.*  
*3 hours lecture weekly*  
 Intended for non-native advanced speakers of English who are able to hold conversations in English, this course provides knowledge of English grammar, vocabulary, and idiomatic usage. This course will help non-native speakers of English prepare adequately documented public presentations so that they may thereby communicate more effectively in academic, professional, and social settings. Field trips may be required. Not applicable for degree credit. Course may be taken two times. (2)
- ESL R050—Reading Skills 1** **3 units**  
*2 hours lecture, 3 hours lab weekly*  
 An introductory course designed for students learning English as a second language. Topics for the course include basic reading skills, such as vocabulary development, spelling phonics and word recognition, study skills and basic comprehension skills. Field trips may be required. Not applicable for degree credit. Course may be taken four times. (2)
- ESL R052—Reading Skills 2** **3 units**  
*Advisory: ESL R050 or ENGL R050.*  
*3 hours lecture weekly*  
 Designed for ESL students at the advanced beginning reading level. This course will review the basics of reading skills and vocabulary development and introduce more advanced concepts, such as main idea and details, meaning from context, syllabication, idiomatic expressions and summarizing. Field trips may be required. Not applicable for degree credit. Course may be taken four times. (2)
- ESL R054—Reading Skills 3** **4 units**  
*Advisory: ESL R052 or ENGL R052.*  
*3 hours lecture, 3 hours lab weekly*  
 Intermediate level reading course for students who want to upgrade reading skills and/or for students learning English as a second language who need to develop reading and study skills. Topics included in the course are literal and inferential comprehension, critical thinking, vocabulary development, context clues, notetaking, outlining and basic library research skills. Field trips may be required. Not applicable for degree credit. Course may be taken four times. (2)
- ESL R060—Grammar/Writing 1** **3 units**  
*2 hours lecture, 3 hours lab weekly*  
 This introductory course, primarily for ESL learners, is designed to present basic beginning grammar in the context of writing in simple real-life situations. Field trips may be required. Not applicable for degree credit. Course may be taken two times. (2)
- ESL R062—Grammar/Writing 2** **3 units**  
*Prerequisites: ESL R060 or ENGL R060.*  
*2 hours lecture, 3 hours lab weekly*  
 This course, primarily for the high beginning ESL learner, is designed to develop and strengthen sentence-level writing ability. Field trips may be required. Not applicable for degree credit. Course may be taken two times. (2)
- ESL R064—Grammar/Writing 3** **3 units**  
*Prerequisites: ESL R062 or ENGL R062.*  
*3 hours lecture weekly*  
 This course is primarily designed to instruct the intermediate ESL learner in the forms and usage of all verb tenses and other grammatical points focusing on grammar, but applying it to writing, reading, speaking and listening. Not applicable for degree credit. Course may be taken two times. (2)
- ESL R070—Pronunciation: Improving Spoken English** **3 units**  
*Advisory: ESL R042.*  
*3 hours lecture weekly*  
 This course helps learners master American English pronunciation. The course includes speech diagnosis, physiology of sound formation and instruction to raise awareness of common rhythm, stress, and intonation patterns found in American English pronunciation, as well as the development of an effective spoken language improvement plan. Field trips may be required. Not applicable for degree credit. Course may be taken two times. (2)
- ESL R098—Short Courses in English** **½-10 units**  
*Lecture and/or lab hours as required by unit formula*  
 This class offers courses in specialized topics designed to inform or update interested persons in various disciplines within the field of English as a second language. Unit credit is determined by length of course. Field trips may be required. Not applicable for degree credit. (2)

# ENVIRONMENTAL TECHNOLOGY

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

## Career Opportunities

Site Remediation Specialist      Haz Mat Consultant

## Faculty

### Part-Time

Randy Ellis      Jan Schienle  
Robert Montgomery

## ◆ Environmental Technology

### Associate in Science Degree

### Certificate of Achievement

Required Courses:	Units
BIOL R101      General Biology	3
BIOL R101L    General Biology Laboratory	1
BIOL R106      The Human Environment	3
BIOL R106L    Human Environment Laboratory	1
CHEM R110     Elementary Chemistry	5
ET R100        Introduction to Environmental Technology	3
ET R101        Hazardous Waste Reduction/Treatment	3
ET R102        Health Effects of Hazardous Materials	3
ET R103        Hazardous Waste Management Applications	4
ET R104        Safety and Emergency Response	4
ET R105        Hazardous Materials Management Application	4
<b>Total Required Units</b>	<b>34</b>

## Environmental Technology Courses

### ET R100—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 R101—Hazardous Waste 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 R102—Health Effects of 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 R103—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 R104—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 R105—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 R106—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

This program prepares students to enter the field of fire technology as a firefighter or administrative assistants to fire chiefs. 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.

## Career Opportunities

### A.S./Certificate Level

Firefighter	Administrative Assistant
Staff Assistant	Fire Protection Engineer

### B.S. Level

Instructor	Fire Chief
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## Faculty

### Full-Time

J. Russ Emory	Gary W. Morgan	James Petersen
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### Part-Time

Gary Aalberts	Massoud Araghi
Darwin Base	Tamara Crudo
Brad Ditto	Ed Foster
Bruce Hodge	Robert Holaway
Stephanie Huhn	Mike Ketaily
David Kromka	Mike LaPlant
Luis Manzano	Nancy Merman
Dana Sullivan	

## ◆ Fire Technology (Pre-Service)

### Associate in Science Degree

#### Certificate of Achievement

This program prepares students 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 R151	Fire Protection Organization	3
FT R152	Fire Prevention Technology	3
FT R154	Fire Behavior and Combustion	3
FT R155	Fire Protection Equipment and Systems	3
FT R161	Building Construction	3

**Total State Fire Marshal's CORE Required Units** 15

#### Required Additional Courses:

FT R153	Fundamentals of Personal Fire Safety and Emergency Actions	3
FT R156	Fundamentals of Fire Protection	3
FT R169A	Emergency Medical Technician I	8

**Total OC Required Units** 29

Complete a minimum of one course from the following:

FT R157	Wildland Fire Control	3
FT R157L	Wildland Fire Control Lab	1½
FT R160	Fire Tactics and Strategy	3
FT R162	Related Codes and Ordinances	3
FT R163	Fire Hydraulics	3
FT R164	Fire Company Organization and Management	3
FT R165	Hazardous Materials	3
FT R167	Fire Apparatus and Equipment	3
FT R168	Fire Investigation	3
ET R100	Introduction to Environmental Technology	3
ET R101	Hazardous Waste Reduction/Treatment	3
ET R102*	Health Effects of Hazardous Materials	3
ET R103	Hazardous Waste Management Applications	4
ET R104	Safety and Emergency Response	4
ET R105	Hazardous Materials Management Application	4

**Total Required Units** 32 - 33

## ◆ Fire Prevention Technology (Pre-Service)

### Associate in Science Degree

#### Certificate of Achievement

This program prepares students to enter the field of the Fire Service as well as the public and private industry as a Fire Prevention Inspector. Fire inspectors are required to carry out general fire inspection practices and procedures including: hazardous and toxic materials, life safety, building construction, alarms, sprinkler and alarm systems, and properly maintained ways of egress. Fire inspectors must also provide code interpretation and applications of legal precedents and must possess good report writing skills.

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

Required Courses:	Units	
FT R151	Fire Protection Organization	3
FT R152	Fire Prevention Technology	3
FT R154	Fire Behavior and Combustion	3
FT R155	Fire Protection Equipment and Systems	3
FT R161	Building Construction	3

**Total State Fire Marshal's CORE Required Units** 15

#### Required Additional Courses:

FT R156	Fundamentals of Fire Protection	3
FT R162	Related Codes and Ordinances	3
FT R165	Hazardous Materials	3
FT R166	Fire Services Records/Reports	3
FT R168	Fire Investigation	3

**Total OC Required Units** 30

Complete a minimum of one course from the following:

CIS R100	Introduction to Computer Information Processing Systems	3
ET R100	Introduction to Environmental Technology	3
ET R101	Hazardous Waste Reduction/Treatment	3
ET R102*	Health Effects of Hazardous Materials	3
ET R103	Hazardous Waste Management Applications	4
ET R104	Safety and Emergency Response	4
ET R105	Hazardous Materials Management Application	4

**Total Required Units** 33 - 34

\*Course being revised

## ◆ Fire Technology (Administrative Fire Services)

### Associate in Science Degree

#### Certificate of Achievement

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 R151	Fire Protection Organization	3
CIS R100	Introduction to Computer Information Processing Systems	3
BUS R101A	Principles of Accounting I	3
BUS R111A	Business Law I	3
BUS R121	Introduction to Management	3

**Total CORE Requirements** 15

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

#### Option I—Administration

FT R166	Fire Services Records/Reports	3
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**Total CORE plus Option I Requirements** 18\*

\*Plus one more course, to be determined by the department.

**Option II—Law**

FT R152	Fire Prevention Technology	3
FT R162	Related Codes and Ordinances	3
<b>Total CORE plus Option II Requirements</b>		<b>21</b>

**Option III—Communication**

BUS R140	Business Communications	3
BUS R141	Introduction to Public Relations	3
FT R084A	Fire Instructor IA	2½
FT R084B	Fire Instructor IB	2½
<b>Total CORE plus Option III Requirements</b>		<b>25</b>

**◆ Fire Technology (In-Service)****Associate in Science Degree  
Certificate of Achievement**

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 R080A	Fire Prevention IA	2½
FT R080B	Fire Prevention IB	2½
FT R080C	Fire Prevention IC	2½
FT R081A/B	Fire Investigation IA/B	2½-2½
FT R082	Fire Management I	2½
FT R083A	Fire Command IA	2½
FT R083B	Fire Command IB	2½
FT R084A	Fire Instructor IA	2½
FT R084B	Fire Instructor IB	2½
FT R165	Hazardous Materials	3
<b>Total Required Units</b>		<b>28</b>

**Fire Technology Courses****FT R069B—Emergency Medical  
Training I/Recertification** 1½ units

*Prerequisites: FT R169A or equivalent course work.*

*4 hours lecture for 6 weeks, plus ½ hour per week by arrangement*

Refresher course for EMT/Fire Service recertification. Curriculum designed to present students with updated and new technology in areas of emergency pre-hospital care. Course may be taken four times.

**FT R070—Firefighter I Academy** 16 units

*Prerequisites: FT R169A & FT R151.*

*Advisory: FT R152, FT R154, FT R156 & FT R161.*

*10 hours lecture, 18 hours lab weekly*

This class 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; breathing apparatus; communication systems; and ropes, knots and hitches. All exams require an 80% for a passing grade for all academic and manipulative tests as per State Fire Marshal requirements. Materials fee is required. Field trips may be required. Course may be taken four times.

**FT R070A—Firefighter I Academy A** 8 units

*Prerequisites: FT R169A and FT R151.*

*Advisory: FT R152, FT R154, FT R156 & FT R161.*

*5 hours lecture, 9 hours lab weekly*

This class 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, hazardous materials, fire service ladders and

ladder evolutions, salvage operations, inspection and maintenance of fire department stations, equipment operation, hose, nozzles, fittings, hose evolutions, breathing apparatus, ropes, knots and hitches. All exams require 80% for a passing grade for all academic and manipulative tests as per State Fire Marshal requirements. Materials fee is required. Field trips may be required. Course may be taken four times.

**FT R070B—Firefighter I Academy B** 8 units

*Prerequisites: FT R070A.*

*5 hours lecture, 9 hours lab weekly*

Class provides information about fire service employment opportunities. The following topics are also covered: tactics and strategy, extinguishers and fire protection equipment, petroleum fire control, structural ventilation, wildland fire control, fire characteristics, apparatus and equipment inspection, fire organization, fire control, salvage, breathing apparatus, communication systems. Materials fee is required. Field trips may be required. Course may be taken four times.

**FT R072—Spanish for Firefighters** 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 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 Fire Marshal Courses that can lead to Fire Officer Certificate:****FT R080A—Fire Prevention IA** 2½ units

*Advisory: FT R151.*

*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 R080B—Fire Prevention IB** 2½ units

*Prerequisites: FT R080A.*

*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 R080C—Fire Prevention IC** 2½ units

*Prerequisites: FT R080A and FT R080B.*

*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 R081A—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 R081B—Fire Investigation IB** 2½ units

*Prerequisites: FT R081A.*

*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 R082—Fire Management I** **2½ units***Advisory: FT R151.**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. Field trips may be required.

**FT R083A—Fire Command IA** **2½ units***Advisory: FT R151.**2½ hours lecture weekly*

Key topics in this course include: emergency scene management; fire behavior; initial ground resources; tactics and strategy; and fire ground simulation scenarios specifically designed for the first-in officer. Materials fee is required. Field trips may be required.

**FT R083B—Fire Command IB** **2½ units***Advisory: FT R083A.**2½ hours lecture weekly*

This 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. Field trips may be required.

**FT R084A—Fire Instructor IA** **2½ units***Advisory: FT R151.**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. Field trips may be required.

**FT R084B—Fire Instructor IB** **2½ units***Advisory: FT R084A.**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. Field trips may be required.

**FT R085A—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 R085B—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 R086A—Hazardous Materials IA** **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 R086B—Hazardous Materials IB** **2½ units***Prerequisites: FT R086A.**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 R086C—Hazardous Materials IC** **2½ units***Prerequisites: FT R086B.**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 R086D—Hazardous Materials ID** **2½ units***Prerequisites: FT R086C.**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 R086E—Hazardous Materials IC/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 R093A—Fire Command 2A** **2½ units***Prerequisites: FT R083A.**2 ½ hours lecture weekly*

Course provides the participants with information on how to make the transition from supervisor to manager. It offers sound management principles in preparation for more intensified training in specific disciplines. Topics of discussion include internal and external influences, personality traits of firefighters, managing human relations, group dynamics, conflict solution and more. Materials fee is required. (2)

**FT R094A—Fire Management IIA** **2½ units***Advisory: FT R082.**2 ½ hours lecture weekly*

This course provides the participants with information on how to make the transition from supervisor to manager. It offers sound management principles in preparation for more intensified training in specific disciplines. Topics of discussion include internal and external influences, personality traits of firefighters, managing human relations, group dynamics, conflict solution and more. Materials fee is required. Field trips may be required. Not applicable for degree credit.

**FT R098—Short Courses in Fire Technology** **1-10 units***Lecture and/or lab hours 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)

**\* Required courses for Associate of Science Degree or Fire Technology Certificate. FT R151 not required for those employed in the Fire Service, although the 32-unit college requirement must be met.**

**FT R151—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 R152—Fire Prevention Technology\*** **3 units**

*Prerequisites: FT R151.*

*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 R153—Fundamentals of Personal Fire Safety and Emergency Action\*** **3 units**

*Prerequisites: FT R151.*

*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 R154—Fire Behavior and Combustion\*** **3 units**

*Prerequisites: FT R151.*

*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 R155—Fire Protection Equipment/Systems\*** **3 units**

*Prerequisites: FT R151.*

*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 R156—Fundamentals of Fire Protection\*** **3 units**

*Prerequisites: FT R151.*

*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 R157—Wildland Fire Control** **3 units**

*Prerequisites: FT R151.*

*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 R157L—Wildland Fire Control Lab** **1½ units**

*Corequisites: FT R157.*

*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 R157 and FT R157L will result in issuance of a FF-I certificate by C.D.F.

*Transfer credit: CSU*

**FT R160—Fire Tactics and Strategy** **3 units**

*Prerequisites: FT R151.*

*3 hours lecture weekly*

Principles of fire control through utilization of firefighters, equipment, and extinguishing agents on the fireground.

*Transfer credit: CSU*

**FT R161—Building Construction for Fire Protection\*** **3 units**

*Prerequisites: FT R151.*

*3 hours lecture weekly*

This course covers the fundamentals of building construction as it relates to fire protection. It focuses on classification by occupancy and types of construction, with emphasis on fire protection features, including building equipment, facilities, fire resistive materials and high-rise considerations. Field trips may be required.

*Transfer credit: CSU*

**FT R162—Related Codes and Ordinances** **3 units**

*Prerequisites: FT R151.*

*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 R163—Fire Hydraulics** **3 units**

*Prerequisites: FT R151.*

*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 R164—Fire Company Organization and Management** **3 units**

*Prerequisites: FT R151.*

*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 R165—Hazardous Materials** **3 units**

*Prerequisites: FT R151.*

*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 R166—Fire Service Records/Reports** **3 units**

*Advisory: FT R151 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 R167—Fire Apparatus and Equipment** 3 units

*Prerequisites: FT R151.*

3 hours lecture weekly

Fire apparatus design, specifications, and performance capabilities; effective utilization of apparatus in fire service emergencies.

*Transfer credit: CSU*

**FT R168—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 R169A—Emergency Medical Technician Basic\*** 8 units

*Prerequisites: CPR Certification: AHA "Healthcare Provider" or Red Cross "Professional Rescuer" or equivalent.*

8 hours lecture weekly

Course covers the skills necessary for the individual to provide emergency medical care with an ambulance service or other specialized service at the BLS level. This course is approved by the Ventura County Emergency Medical Services Agency and the California State Department of Emergency Services. Upon successful completion of the course and skills testing, the student will be eligible to sit for the written EMT-B certifying examination administered by the County of Ventura Emergency Medical Services. The student, upon successfully completing the skills examination (included in the course) and the certifying examination (not included in the course) will be eligible for EMT-B National Registry Certification. A non-credit 10 hour clinical component is required in addition to the classroom time. Materials fee is required. Field trips may be required. Course may be taken four times.

*Transfer credit: CSU*

**NOTE:** The course listed below has been temporarily suspended. For further information, please contact the Occupational Ed. & Econ. Dev. division office.

FT R071 Reserve Firefighter Academy

# GEOGRAPHY

## Career Opportunities

### B.A. Level

(All careers require a bachelors or advanced degree)

Aerial Photo Interpreter	Cartographer
Demographer	Economic Geographer
Environmental Impact Analyst	Regional Analyst

### Faculty

<b>Full-Time</b>	<b>Part-Time</b>
Christiane Mainzer	James Craine
Thomas O'Neil	Meredith Leonard

### Geography Courses

**GEOG R101—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 R101L—Physical Geography Lab** 1 unit

*Prerequisites: GEOG R101 (may be concurrent) or equivalent.*

3 hours lab weekly

Laboratory to accompany GEOG R101. 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 R102—World Cultural Geography** 3 units

3 hours lecture weekly

This course introduces the regional approach to the study of human geography and the world's major culture realms. Interpreting the cultural landscape employs the essential concepts in a geographic survey of the world in spatial terms, places and regions, the physical environment, and society and environment interaction. (2)

*Transfer credit: UC, CSU (CAN: GEOG 4)*

**GEOG R103—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 R104—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

## Career Opportunities

### B.S. Level

Consulting Geologist	Field Geologist
Engineering Geologist	Laboratory Research Worker
Geological Technician	Petroleum Geologist
Environmental Geologist	Marine Geologist

### Faculty

<b>Full-Time</b>	<b>Part-Time</b>
Thomas O'Neil	Monem Abdel-Gawad
	Joseph Saenz

### Geology Courses

**GEOL R101—Physical Geology** 3 units

3 hours lecture weekly

This course is a survey of the earth and the processes that shape it. The course offers an overview of plate tectonics, volcanism, earthquakes, mountain building, weathering, erosion, soil, origin of minerals and rocks, and water and energy resources. Physical geology is for those students who wish to complete a general education physical science course to transfer to a university. Field trips may be required. (2)

*Transfer credit: UC, CSU (CAN: GEOL 6; GEOL 2 (GEOL R101 + R101L))*



**GEOL R101L—Physical Geology Laboratory 1 unit**

*Prerequisites: GEOL R101 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 R101 + R101L))*

**GEOL R102—Earth’s History 3 units**

*Prerequisites: GEOL R101 or GEOL R104.  
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 R103—Introduction to Oceanography 3 units**

*3 hours lecture weekly*

This course is a broad survey of the field of oceanography. Topics include geology and geography of ocean basins and coastlines, plate tectonics, waves, currents, tides, properties of seawater, methods of oceanographic exploration, and an introduction to Marine Biology. Physical oceanography is for those students who wish to complete a general education physical science course to transfer to a four-year university. Field trips may be required. (Same as MST R103) (2)

*Transfer credit: UC, CSU*

**GEOL R103L—Introduction to Oceanography Laboratory 1 unit**

*Prerequisites: GEOL R103 or concurrent enrollment  
3 hours lab weekly*

Experimental studies of the basic methods of data collection and interpretation in physical oceanography in both the laboratory and field. Field trips and boat fees may be required. (Same as MST R103L)

*Transfer credit: UC, CSU*

**GEOL R104—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 R105—Geology of California 3 units**

*Prerequisites: GEOL R101 or GEOL R104.  
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 R106A—Field Geology of the Southwest I 2 units**

*Prerequisites: GEOL R101, GEOL R104, or GEOL R105.  
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 R106B—Field Geology of the Southwest II 2 units**

*Prerequisites: GEOL R106A.  
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. (2)

*Transfer credit: CSU*

**GEOL R107—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 R110—Mineralogy 5 units**

*Prerequisites: GEOL R101, GEOL R101L, CHEM R110; CHEM R120 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 R178—Geological Marine Resource Management 1 unit**

*Corequisites: BIOL R170.  
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. (Same as MST R178) (2)

*Transfer credit: CSU*

**GEOL R199—Directed Studies in Geology/Oceanography 1-3 units**

*Lecture and/or lab hours 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: CSU*

## HEALTH EDUCATION

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 Education course and one Physical Education activity course, without exemption. Summer school Health Education classes may count toward fulfilling requirements for an Associate in Arts degree.

### Career Opportunities

Health Science Instructor                      Nutritionist

### Faculty

Full-Time	Part-Time
Remy McCarthy	Bill Becktel
L.R. McClurkin	Marti Dibble
Joyce Parkel	Marcia Greycloud
Jerry White	Joyce Jones
	Nancy Pierce

## ◆ Health Information Technology

### Associate in Science Degree

This program prepares students for a career working in health care settings with computers and medical records. Health Information Technologists (also referred to as medical record technicians) perform technical and organizational activities with medical records.

Required Courses**		Units
BUS R021	Medical Terminology	3
CIS R020A	Introduction to Microcomputers	2
BUS R121	Introduction to Management	3
HIT 100	Introduction to Health Information Management	3
HIT 200	Clinical Classification Systems: ICD-9-CM	3
HIT 210	Clinical Classification Systems: CPT Procedural Coding	2
HIT 220	Statistical Applications in Health Care	2
HIT 230	Alternative Delivery Systems	2
HIT 240	Clinical Quality Assessment and Improvement	1
HIT 250	Data Quality and Reimbursement Methodologies	3
HIT 275	Professional Directed Practice	3
HS M17	Health Care Ethnicities	3
HS M21	Introduction to the U.S. Health Care System	3
HS M23	Pharmacology for Allied Health	2
HSM25	Basic Pathophysiology	3
<b>Total Core Requirements</b>		<b>38</b>

\*\*All HIT classes are with Santa Barbara City College and all HS classes are with Moorpark College, refer to their catalogs for full course information. These courses will be provided through distance learning.

Required General Education Courses		Units
ANATR100	General Human Anatomy	2
ANATR100L	General Human Anatomy Lab	2
PHSO R100	Human Physiology	3
PHSO R100L	Human Physiology Lab	2
SPCH R101	Introduction to Oral Communications	3
ENGL R101	College Composition	4
MATH R105	Introductory Statistics	4
PSY R101	General Psychology	3
<b>OR</b>		
PSY R102A	Interpersonal Relations	3
General Education Elective Units		14
<b>Total Required General Education</b>		<b>37</b>
<b>Total Required Units</b>		<b>75</b>

### Health Education Courses

#### HED R010—Cardiopulmonary Resuscitation $\frac{1}{2}$ unit

*$\frac{1}{2}$  hour lecture weekly*

Training in the life-saving techniques, which combine 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. Not applicable for degree credit. Course may be taken four times.

#### HED R011—Fitness Assessment $\frac{1}{2}$ unit

*$\frac{1}{2}$  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)

### HED R098—Short Courses in Health Education

$\frac{1}{2}$ -10 units

*Lecture and/or lab hours 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)

#### HED R101—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*

#### HED R102—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*

#### HED R103—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*

#### HED R104—Family and Personal Health 3 units

*3 hours lecture weekly*

This course is a broad study of the knowledge and skills necessary for family and personal health and wellness. It covers the prevention, assessment, and treatment of common health problems. Topics include health and wellness; communication; substance abuse; human sexuality, behavior, reproduction; sexually transmitted diseases; cardiovascular disease; cancer; stress and stress management; mental health; nutrition; fitness; weight control; aging, dying, death and health care; and environmental health. Field trips may be required.

*Transfer credit: UC, CSU*

#### HED R105—First Aid and Personal Safety 3 units

*3 hours lecture weekly*

This course develops safety awareness and positive reactions to emergency situations. It covers ways of reacting to persons suffering from traumatic shock as well as ways of interacting with and calming family members of injured persons. The course includes, but, is not limited to recognition and standard treatment procedures for four life threatening situations (unconsciousness, breathing, circulation-pulse, and severe bleeding), use of the Automated External Defibrillator (AED), care for poisoning, fractures, emergencies, shock, identification and prevention of sexually transmitted diseases, injury prevention and safety of infants, toddlers/preschoolers and young children, and preventative drug education. Students successfully completing the course receive an American Red Cross Standard First Aid Card, Adult and Child and Infant CPR Cards, and an Automated External Defibrillation (AED) Card. A material fee will be required. (2)

*Transfer credit: UC, CSU*

**HED R106—Introduction to Athletic Training and Sports Medicine** **3 units**

3 hours lecture weekly

This is an introductory course designed to present the basic concepts and skills involved in Athletic Training pursuant to the expanded field of Sports Medicine. Emphasis is placed on the basic concepts of the areas of prevention, evaluation, acute care, treatment and rehabilitation of athletic injuries. Introduction to training room activities and practices, and the utilization of techniques used in primary and secondary injury assessments for a variety of injuries are emphasized throughout the course. Field trips may be required. (2)

Transfer credit: UC, CSU

# HISTORY

## Career Opportunities

Archivist/Curator	Journalism
Genealogist	High School Teacher
International Business	College Professor
Public Administration	Tour Guide
Publishing Researcher/Book Editor	
Librarian/Learning Resource Development	

## Faculty

<b>Full-Time</b>	<b>Part-Time</b>
Scott Corbett	Tomas Carrasco
Carolyn Dorrance	Gregory Kaapuni
Ishita Edwards	Steve McHargue
Tomas Salinas	Mark Scott

## ◆ History

### Associate in Arts Degree

**Required Courses:** **Units**

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

A. HIST R102	History of the United States I	3
HIST R103	History of the United States II	3
B. HIST R100A	History of World Civilizations I	3
HIST R100B	History of World Civilizations II	3
C. HIST R104	History of California	3
HIST R107	History of the Mexican People in the US	3
HIST R108	African-American History	3
HIST R109	The History of Mexico	3
HIST R117	History of American Women	3
HIST R121	U.S. Multicultural/Migration	3
D. HIST R110	History of the Middle East	3
HIST R114	Modern Asia	3
HIST R115	History of the Americas I	3
HIST R116	History of the Americas II	3
HIST R118	Modern Russia: An Introduction	3
		<hr/> 12

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

In addition, complete 6 units from any History courses not used to satisfy the 12-unit requirement above.

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6

**Total Required Units** **18**

## History Courses

**HIST R100A—History of World Civilizations I** **3 units**

3 hours lecture weekly

This interdisciplinary survey will investigate the social, cultural, economic, and political characteristics of the ancient and classical civilizations that emerged in Asia, the Near East, Europe and the Americas before 1,500 C.E. The impact of cultural ideals, leadership, technology, migration, war and trade will be examined to identify and

explain historical change and to understand the emergence of civilizations having global influence. Field trips may be required. (2)

Transfer credit: UC, CSU

**HIST R100B—History of World Civilizations II** **3 units**

3 hours lecture weekly

This interdisciplinary survey will examine the social, cultural, economic and political factors influencing the modernization of classical civilizations established in Asia, the Near East, Europe, Africa and the Americas. The impact of industrialization, global trade, migration, urbanization, the nation-state model, war, colonization, and secular social and political ideals will be examined to identify and explain the process of modernization and global interdependence which has transformed human experience since 1500 C.E. Field trips may be required. (2)

Transfer credit: UC, CSU

**HIST R102—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.

Transfer credit: UC, CSU (CAN: HIST 8; HIST SEQ B (HIST R102 + R103))

**HIST R103—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.

Transfer credit: UC, CSU (CAN: HIST 10; HIST SEQ B (HIST R102 + R103))

**NOTE:** The year sequence of HIST R102-R103 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 R104—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 R105—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 SEQ A (HIST R105 + R106))

**HIST R106—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 SEQ A (HIST R105 + R106))

**HIST R107—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. (Same as CHST R107)

*Transfer credit: UC, CSU*

**HIST R108—African-American History** **3 units**

*3 hours lecture weekly*

This course provides an analysis of the history of African-Americans in the United States from their African origins to the present with special emphasis on contemporary implications of historical events. The course considers the major roles played and contributions made both collectively as a people, and by specific individuals, in the development of the United States of America as well as the institutions, trends, movements, and problems affecting Black America. This course satisfies degree requirements in American Institutions. Field trips may be required. (2)

*Transfer credit: UC, CSU*

**HIST R109—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 R110—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 R111—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 R112—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. (Same as SOCR112) (2)

*Transfer credit: UC, CSU*

**HIST R113—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 R114. (2)

*Transfer credit: UC, CSU*

**HIST R114—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 R115—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 R116—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 R117—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 R118—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 R119—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: UC, CSU*

**HIST R120—History of the American Indian** **3 units**

*3 hours lecture weekly*

Surveys the history of the indigenous peoples of the Western Hemisphere from pre-Columbian times to the present and emphasizes the peoples and cultures of North America.

*Transfer credit: UC, CSU*

**HIST R121—US Multicultural/Migration** **3 units**

*3 hours lecture weekly*

A study of the processes that have stimulated immigration to the United States and the experiences of those immigrants from the 18th century to the present. It examines questions and issues of assimilation, multiculturalism, cultural blending, Nativism and xenophobia relating to particular groups and the interactions between different groups and the larger society and culture of the United States. (2)

*Transfer credit: UC, CSU*

**HIST R199—Directed Studies in History 1-3 units***Prerequisites: A course in the specific field.**Lecture and/or lab hours 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: CSU*

# HOTEL & RESTAURANT MANAGEMENT

The hospitality industry continues to be one of the fastest growing in the state. By 2006, the World Travel and Tourism Council projects that the hospitality/travel/tourism industry will have grown to be the world's largest, generating \$7 quadrillion and employing 11 percent of the world's workforce. There is an immense need for knowledgeable managers who can master today's and tomorrow's technology--and across-the-board need being driven by major hotel and restaurant chains as well as privately owned hotels, clubs, and restaurants.

## Career Opportunities

**A.S./Certificate Level**

Baker	Line Cook
Restaurant Manager	Hotel Manager Trainee
Food Service Manager Trainee	
Commercial-Recreation Management Trainee	

**B.S. Level**

Instructor	Club Manager
Hotel Sales Manager	Restaurant Manager/Owner

## Faculty

Full-Time	Part-Time
Frank Haywood	Abdallah Al-Sadek
	Dirk Boon
	Martin Finrock
	Richard Harnden
	Jon Lodi
	Henri Patey
	Gaye Warren

## ◆ Culinary Arts

**Associate in Science Degree****Certificate of Achievement**

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.

To receive the A.S. Degree, students must also complete General Educational requirements. It is recommended that students make an appointment with a counselor to complete an educational plan.

Required Courses:	Units
HRM R100 Introduction to Hospitality	2
HRM R102A Quantity Food Preparation	7
HRM R102B Food Preparation Management	4

HRM R103A Baking Techniques	6
HRM R104 Sanitation	3
HRM R105 Gourmet/Garde Manger	4
HRM R107 Dining Room Service	3½
HRM R109 Management by Menu	3

**Total Required Units for VCCCD Certificate 32½**

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

HRM R106 Nutrition in Food Service	2
HRM R111 Food Purchasing and Receiving	3½
HRM R113 Bar and Beverage Management	3
HRM R114 Hospitality Supervision	3

**Total Required Units for VCCCD and ACFEI Certificates 44**
**Recommended Elective Courses:**

HRM R102I Food Theory	3
BUS R030 Business Mathematics	3

## ◆ Restaurant Management

**Associate in Science Degree****Certificate of Achievement**

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.

To receive the A.S. Degree, students must also complete General Educational requirements. It is recommended that students make an appointment with a counselor to complete an educational plan.

Required Courses:	Units
CIS R020A Introduction to Microcomputers	2
HRM R100 Introduction to Hospitality	2
HRM R102A Quantity Food Preparation	7
HRM R102B Food Preparation Management	4
HRM R104 Sanitation	3
HRM R108 Facilities and Equipment	3
HRM R110 Food and Beverage Cost Control	3
HRM R114 Hospitality Supervision	3
HRM R115 Hospitality Marketing	3

**Take a minimum of two (2) classes from the following:**

HRM R102B Food Preparation Management	4
HRM R107 Dining Room Service	3½
HRM R109 Management by Menu	3
HRM R111 Food Purchasing and Receiving	3½
HRM R112 Food and Beverage Management	3

**Total Required Units 36 - 37.5**
**Recommended Electives:**

BUS R030 Business Mathematics	3
HRM R106 Nutrition in Food Service	2
HRM R108 Facilities and Equipment	3
HRM R116A Hospitality Accounting I	3
HRM R119 Hospitality Law	3
HRM R122 Hospitality Human Resources Management	3

## ◆ Hotel Management

### Associate in Science Degree Certificate of Achievement

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.

To receive the A.S. Degree, students must also complete General Educational requirements. It is recommended that students make an appointment with a counselor to complete an educational plan.

#### Required Courses: Units

CIS R020A	Introduction to Microcomputers	2
HRM R100	Introduction to Hospitality	2
HRM R108	Facilities and Equipment	3
HRM R112	Food and Beverage Management	3
HRM R114	Hospitality Supervision	3
HRM R115	Hospitality Marketing	3
HRM R116A	Hospitality Accounting I	3
HRM R117	Front Office Procedures	3
HRM R118	Housekeeping Management	2
HRM R119	Hospitality Law	3
HRM R120	Facilities Management	3
HRM R121	International Hotel Management	3
HRM R122	Hospitality Human Resources Management	3
<b>Total Required Units</b>		<b>36</b>

#### Recommended Electives:

BUS R030	Business Mathematics	3
HRM R102A	Quantity Food Preparation	7
HRM R104	Sanitation	3
HRM R107	Dining Room Service	3½
HRM R110	Food and Beverage Cost Control	3
HRM R116B	Hospitality Accounting II	3
HRM R190	Internship in HRM	3

## Hotel & Restaurant Management Courses

### HRM R001—Introduction to Food Service 3 units

*1 hour lecture, 6 hours lab weekly*

Students will learn basic cooking skills that can be applied in any type or level of food service operation. Emphasis is placed on understanding how to cook rather than simply presenting a set of unrelated recipes. Students will get hands-on experience preparing and presenting food for various campus activities as well as lab assignments to local food service establishments. Field trips may be required. Course may be taken two times. (2)

### HRM R098—Short Courses in Hotel & Restaurant Management ½-10 units

*Lecture and/or lab hours 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 R100—Introduction to Hospitality 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 ACEFI, AHMAEI, and EFNRA. (2)

*Transfer credit: CSU*

### HRM R102A—Quantity Food Preparation 7 units

*Prerequisites: Negative TB test.*

*Advisory: HRM R100.*

*3 hours lecture, 12 hours lab weekly*

Study and laboratory experience of quantity food preparation (i.e. school cafeteria); introduction and application of principles and procedures of basic food preparation, emphasis on equipment, tools and the proper utilization of time and use of leftovers. Student lab hours will be assigned at a two-hour orientation meeting before the beginning of the semester. Required course for ACEFI and EFNRA. (2)

*Transfer credit: CSU*

### HRM R102B—Food Preparation Management 4 units

*Prerequisites: HRM R102A and negative TB test.*

*2 hours lecture, 6 hours lab weekly*

Advanced study and laboratory experience of food preparation management. Application of advanced preparation, kitchen organization and supervision of food service workers emphasizing high production standards, recipe standardization, portion control, and food service sanitation. Students will receive experience in food service operations management. Field trips may be required. (2)

*Transfer credit: CSU*

### HRM R102E—HRM Foods Lab 2 units

*Prerequisites: Negative TB test.*

*Advisory: HRM R102A.*

*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 R102G—Catering 4 units

*Prerequisites: HRM R100, HRM R102A; 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 R102I—Food Theory 3 units

*Prerequisites: HRM R100, HRM R102A, HRM R102B.*

*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 R103A—Baking Techniques 6 units

*Prerequisites: HRM R100, HRM R102A, and negative TB test.*

*3 hours lecture, 9 hours lab weekly*

Course provides instruction in the preparation and/or use of pastries, pies, fillings, milk, starches, and leavening agents. Rations and chemical reactions of ingredients are also stressed, as well as the effects of heat and refrigeration on products. Breads, rolls, Danish pastries, and puff pastries are demonstrated and practiced. After instruction, students calculate food cost and mark-up for retail sales of products. Required course for ACEFI. (2)

*Transfer credit: CSU*

### HRM R103B—Advanced Baking 4 units

*Prerequisites: HRM R103A 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 R104—Sanitation** **3 units**

*3 hours lecture weekly*

Course covers the principles of food microbiology, important food-borne diseases, standards that are enforced by regulatory agencies, and applied measures for the prevention of foodborne diseases and other microbiological problems. Describes the Hazard Analysis Critical Control Point (HACCP) system. Hazards, standards, and corrective actions are presented for important operations (i.e. cooking, cooling, hot holding, and reheating) that are critical control points for food safety. Covers current and valuable topics such as dealing with employees testing HIV positive; controlling pathogens that cause foodborne illness; and employee hazard communication programs. Required course for ACEFI and EFNRA. (2)

*Transfer credit: CSU*

**HRM R104B—Serving Safe Food** **½ unit**

*½ hour lecture weekly*

This course is designed to provide the food service professional meaningful training in food safety. Certification of competency is provided when the student successfully completes the training and the final exam. Course may be taken four times. (1)

*Transfer credit: CSU*

**HRM R105—Gourmet/Garde Manger** **4 units**

*Prerequisites: HRM R102A, HRM R102B 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 R106—Nutrition in Food Service** **2 units**

*Prerequisites: HRM R100, HRM R102A.*

*2 hours lecture weekly*

Course focuses on nutrition as it relates to personal health, foods and food preparation, menu planning and recipe modification, and marketing of food products for use in hotels, restaurants, and institutions. Required course for ACEFI and EFNRA. (2)

*Transfer credit: CSU*

**HRM R107—Dining Room Service** **3½ units**

*Prerequisites: HRM R100, HRM R102A.*

*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 R108—Facilities and Equipment** **3 units**

*Prerequisites: HRM R100, HRM R102A.*

*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 R109—Management by Menu** **3 units**

*Prerequisites: HRM R102A.*

*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 R110—Food & Beverage Cost Control** **3 units**

*3 hours lecture weekly*

This course assists students in developing crucial financial management skills through key terms and concepts as well as procedures for analyzing cost/volume/profit, determining costs, and using costs to monitor labor, food service and beverage operations. Field trips may be required. (2)

*Transfer credit: CSU*

**HRM R111—Food Purchasing and Receiving** **3½ units**

*Prerequisites: HRM R100, HRM R102A.*

*Corequisites: HRM R102B.*

*3 hours lecture, 1½ hours lab weekly*

Course provides training in duties and functions of the professional food buyer; basic information on sources, grades, and standards for selecting food items stressing points on specifications; receiving, storing and issuing procedures. Students learn the principles and practices concerned with the purchasing and receiving of food, supplies, and equipment for various food service operations. Lab assignments include experience working with computerized food purchasing systems. Required course for ACEFI and EFNRA. (2)

*Transfer credit: CSU*

**HRM R112—Food and Beverage Management** **3 units**

*Prerequisites: HRM R100.*

*3 hours lecture weekly*

This course gives students the foundation needed to make smart decisions in commercial and institutional food and beverage operations. Information concerning the latest operational trends is presented. Case studies developed by industry professionals give students practice solving problems like those experienced on the job. Internet exhibits and Web site addresses link students with valuable food and beverage resources. Field trips may be required. (2)

*Transfer credit: CSU*

**HRM R113—Bar and Beverage Management** **3 units**

*Prerequisites: HRM R100.*

*Advisory: HRM R102A, HRM R109.*

*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 R114—Hospitality Supervision** **3 units**

*Prerequisites: HRM R100, HRM R102A.*

*Advisory: HRM R102B.*

*3 hours lecture weekly*

This 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 R115—Hospitality Marketing 3 units**

*Prerequisites:* HRM R100.  
*Advisory:* HRM R102A, BUS R132.  
 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 R116A—Hospitality Accounting I 3 units**

*Prerequisites:* HRM R100.  
*Advisory:* BUS R001 or BUS R101A.  
 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 R116B—Hospitality Accounting II 3 units**

*Prerequisites:* HRM R116A or equivalent.  
 3 hours lecture weekly

This 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 R117—Front Office Procedures 3 units**

*Prerequisites:* HRM R100.  
 3 hours lecture weekly

This 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 R118—Housekeeping Management 2 units**

*Prerequisites:* HRM R100, HRM R114.  
 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 R119—Hospitality Law 3 units**

*Prerequisites:* HRM R100.  
*Advisory:* BUS R111A.  
 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 R120—Facilities Management 3 units**

*Prerequisites:* HRM R100 and HRM R108.  
*Advisory:* HRM R119 recommended.  
 3 hours lecture weekly

This course offers students everything they will need to know as operations managers to work effectively with the engineering/maintenance department. Covers all major facility systems and features special contributions from leading experts, including the most current information on telecommunication systems, lodging and food service planning and design, and renovation. Required course for AHMAEI. (2)

*Transfer credit:* CSU

**HRM R121—International Hotel Management 3 units**

3 hours lecture weekly

This course introduces students to the unique challenges and opportunities in managing hotels in the rapidly changing global arena. The course features extensive coverage of cultural diversity issues, strategies for attracting guests from around the world and meeting their unique needs. Material covered includes profiles of major international chains and advertising campaigns. Field trips may be required. (2)

*Transfer credit:* CSU

**HRM R122—Hospitality Human Resources Management 3 units**

3 hours lecture weekly

This course prepares students to manage vital human resource issues that affect the hospitality industry. The class targets turnover rate and retention, recruitment, key employment law and applications, unions and collective bargaining in the industry, and connects the students with real-world hospitality experiences. Field trips may be required. (2)

*Transfer credit:* CSU

**HRM R190—Internship in HRM 3 units**

*Prerequisites:* Completion of a total of 18 units of HRM courses to include HRM R100 and HRM R117.  
 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

## INTERDISCIPLINARY STUDIES

### Faculty

#### Full-Time

Marie Butler	Carolyn Dorrance
Linda Kamaila	Shelley Savren

#### ◆ Bilingual/Cross-Cultural

#### Associate in Arts Degree

Required Courses:	Units
ENGL R102	Critical Thinking and Composition Through Literature 3
ENGL R122	Chicano/a Literature 3
HIST R107	History of Mexican People in the US 3
HIST R109	History of Mexico 3
SPAN R103	Intermediate Spanish I 5
SPAN R104	Intermediate Spanish II 5
SPAN R107	Hispanic American Culture 3
SPAN R108	Composition in Spanish 3



<b>Required Additional Courses:</b>	<b>Units</b>
Select one from each of the following sequences:	
PSY R114      Psychological Issues of the Mexican People in the Southwest	3
<b>OR</b>	
IDS R189CDE      Cross-Cultural Experiences with Migrant Children	3
ART R189A      The Art of Mexico	3
<b>OR</b>	
PE R124      Mexican Folklorico Dance	1.5
<b>OR</b>	
THAR112      Chicano Teatro	3
CHST/SOC R108      Sociology of the Chicano Community	3
<b>OR</b>	
CD R107      Cross-Cultural Experiences with Children and Families	3
	7.5-9
<b>Total Required Units</b>	<b>33.5 - 35</b>

## Interdisciplinary Studies Courses

### IDS R101A—History of Ideas and Evolution of Culture I 3 units

*Prerequisites: None. ENGL R101 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*

### IDS R101B—History of Ideas and Evolution of Culture II 3 units

*Prerequisites: None. ENGL R101 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*

### IDS R102—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*

### IDS R107—Cultural Events Series 1 unit

*1 hour lecture weekly*

This course involves attendance at Scholars' Lecture Series events and other approved cultural or arts events held on campus or in the community. Students will write brief analyses of each event that they attend. Field trips may be required. Course may be taken two times. (1)

*Transfer credit: CSU*

### IDS R110—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*

### IDS R150—Empowerment Skills for Family Workers, I 3 units

*3 hours lecture weekly*

This course is the first of two parts of the curriculum for the Family Development Credential. This course provides both theoretical and applied activities and information to train family workers to empower their clients to better cope with crises and decision-making typical of families under stress. The student discovers the social and economic background influencing family life in today's society, and responds with skill intervention strategies enabling the family members to improve their communication and abilities to become self-sufficient within the state social welfare system. Field trips may be required.

*Transfer credit: CSU*

### IDS R151—Empowerment Skills for Family Workers, II 3 units

*3 hours lecture weekly*

This course is the second of two parts of the curriculum for the Family Development Credential. This course provides both theoretical and applied activities and information to train family workers to empower their clients to better cope with crises and decision-making typical of families under stress. The student discovers the social and economic background influencing family life in today's society, and responds with skill intervention strategies enabling the family members to improve their communication and abilities to become self-sufficient within the state social welfare system. Field trips may be required.

*Transfer credit: CSU*

### IDS R189—Topics in Interdisciplinary Studies 1/2-10 units

*Lecture and/or lab hours 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: CSU*

### IDS R189C—Cross-Cultural Experiences with Migrant Children I 3 units

*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*

**IDS R189D—Cross-Cultural Experiences with Migrant Children II** **3 units**

*Prerequisites: IDS R189C.  
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*

**IDS R189E—Cross-Cultural Experiences with Migrant Children III** **3 units**

*Prerequisites: IDS R189D.  
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*

**IDS R198—Short Courses in Interdisciplinary Studies** **1/2-10 units**

*Lecture and/or lab hours 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: CSU*

**IDS R199—Directed Studies in Interdisciplinary Studies** **1/2-3 units**

*Prerequisites: A course in the specific field.  
Lecture and/or lab hours 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: CSU*

**NOTE:** The course listed below has been temporarily suspended. For further information, please contact the Liberal Studies division office.

IS 189A/B Roman Culture/Latin Language

## JAPANESE

### Career Opportunities

#### B.A. Level

Editor	Foreign Clerk
Translator	Tutor
Foreign Service Officer	Foreign-Exchange Trader

#### Faculty

##### Part-Time

Setsumi Kojima	Ted Wakai
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### Japanese Courses

**JAPN R001—Conversational Japanese 1** **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 R002—Conversational Japanese 2** **3 units**

*Prerequisites: JAPN R001.*

*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 R101—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 R102—Elementary Japanese II** **5 units**

*Prerequisites: JAPN R101.*

*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 R199—Directed Studies in Japanese** **1-3 units**

*Prerequisites: A course in the specific field.*

*Lecture and/or lab hours 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: CSU*

## 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.

### Career Opportunities

Legal Assistant Paralegal	Legal Office Manager
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### Faculty

#### Part-Time

Tom Brooks	Alice Huston
Nancy Johnson	Diana Needham
Michael Rodriguez	Mike Sment

### ◆ Legal Assisting

#### Associate in Science Degree Certificate of Achievement

Required Courses:		Units
LA R001	Legal Assisting Fundamentals	3
LA R002A	Torts	3
LA R002B	Contracts	3
LA R003	Legal Research and Drafting I	3

LA R005	Legal Research and Drafting II	3
LA R007	Civil Litigation	3
LA R009	Evidence for Legal Assistants	3
<b>Total Core Units</b>		<b>21</b>
Complete at least six (6) units from the following:		
BUS R111A	Business Law I	3
CIS R041	Computer Applications for Legal Assistants	3
LA R008	Law Office Operations	1½
LA R010	Crimes and Criminal Procedures	3
LA R011	Real Estate Law	3
LA R012	Legal Assisting Ethics	2
LA R013	The Law of Sex Discrimination	3
LA R014	Immigration Law	3
LA R015	Family Law	3
LA R017	Probate	3
LA R018	Personal Injury Litigation	3
LA R019	Workers' Compensation Law	3
LA R020	Debtor-Creditor Relations	3
LA R022	Bankruptcy	3
LA R023	Internship in Legal Assisting	3
<b>Total Required Units</b>		<b>27</b>

### Legal Assisting Courses

#### **LA R001—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 R002A—Torts** 3 units

*Prerequisites: LA R001.*

*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 R002B—Contracts** 3 units

*Prerequisites: LA R001.*

*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 R003—Legal Research and Drafting I** 3 units

*Prerequisites: LA R001, LA R002A or LA R002B.*

*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 R005—Legal Research and Drafting II** 3 units

*Prerequisites: LA R003.*

*3 hours lecture weekly*

Continuation of coursework from LA R003. Students will spend time in legal library and will research and draft documents representative of those required for legal assistants. (2)

#### **LA R007—Civil Litigation** 3 units

*Prerequisites: LA R001, LA R002A or LA R002B, LA R003.*

*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 R008—Law Office Operations** 1½ units

*Prerequisites: LA R007.*

*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 R009—Evidence for Legal Assistants** 3 units

*Prerequisites: LA R001, LA R002A or LA R002B, LA R003.*

*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 R010—Crimes and Criminal Procedures** 3 units

*Prerequisites: LA R001.*

*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 R011—Real Estate Law** 3 units

*Prerequisites: LA R001, LA R002B.*

*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 R012—Legal Assisting Ethics** 2 units

*Prerequisites: LA R001.*

*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 R013—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 R014—Immigration Law** 3 units

*Prerequisites: LA R001.*

*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 R015—Family Law** 3 units

*Advisory: LA R001.*

*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 R017—Probate** 3 units

*Prerequisites: LA R001.*

*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 R018—Personal Injury Litigation** **3 units**

*Prerequisites:* LA R001, LA R002A, LA R003, LA R005.

*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 R019—Workers' Compensation Law** **3 units**

*Prerequisites:* LA R001, LA R002A.

*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 R020—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 R022—Bankruptcy** **3 units**

*Advisory:* LA R001.

*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 R023—Internship in Legal Assisting** **3 units**

*Prerequisites:* Successful completion of a minimum of 12 units of Legal Assisting classes to include LA R001 and LA R003.

*Advisory:* LA R005 and LA R007.

*1 hour lecture, 6 hours lab weekly*

Course is designed to assist legal assisting students bridge the gap between the classroom and the world of legal offices, corporations, public agencies, and organizations--the legal assistant's "work world."

**LA R098—Short Courses in Legal Assisting** **1/2-10 units**

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

Specialized short courses to update legal assistants; content designed specifically for participants. Total short course credit is 10 units. (2)

## LIBRARY INSTRUCTION

**Faculty****Full-Time**

Tom Stough

**Library Instruction Courses****LIB R100—Internet & Library Research Skills** **2 units**

*1 hour lecture, 3 hours lab weekly*

Course is designed to make students expert researchers on the World Wide Web and other electronic information systems. Skills to be learned: searching computerized library catalogs, making interlibrary loan requests and using CD-ROM databases. Students will also receive instruction in the application of Boolean searching techniques, proper citation of online and conventional sources and critical examination of information accuracy. Researchers will also learn when printed sources must be used and why. The course content is applicable to all subject areas. Field trips may be required. (2)

*Transfer credit:* UC, CSU

## MARINE STUDIES

**Career Opportunities**

(Most careers require bachelors or graduate degree)

Lab Technician	Oceanographer
Marine Biologist	Marine Geologist
Aquaculture	Fisheries

**Faculty****Full-Time**

Michael Abram	Thomas O'Neil
Lorraine Buckley	

**Part-Time**

Joe Frantz	Joseph Saenz
Michael Nicholson	Neil Ziegler

**◆ Marine Studies****Certificate of Achievement**

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

**Required Courses:**

		<b>Units</b>
MST R190	Experiential Education in Marine Studies	3
MST R195	Field Applications of Marine Conservation	3
Complete a minimum of 12 units from the following:		
MST R100/R100L	Marine Biology (same as MST R116/R116L)	4
MST R103/R103L	Introduction to Oceanography	4
MST R120/R120L	Basic Scuba Diving	3
MST R122/R122L	Aquaculture	4
MST R175	Marine Sampling Techniques and Field Studies	3
MST R170/R178	Marine Resource Management	2
<b>Total Required Units</b>		<b>18</b>

**Marine Studies Courses****MST R100—Marine Biology****3 units**

*3 hours lecture weekly*

This survey course includes an introduction to ecology, organism identification, anatomy, physiology, and conservation of marine organisms. Applications of the scientific method in marine biology are emphasized. Field trips may be required. (Same as BIOL R100) (2)

*Transfer credit:* UC, CSU

**MST R100L—Marine Biology Laboratory****1 unit**

*Prerequisites:* MST R100 or concurrent enrollment.

*3 hours lab weekly*

This survey course includes laboratory and field studies of marine organisms and their environment, the use of the scientific method, and basic biological skills. Optional field trips may be required. (Same as BIOL R100L) (2)

*Transfer credit:* UC, CSU

**MST R103—Introduction to Oceanography****3 units**

*3 hours lecture weekly*

This course is a broad survey of the field of oceanography. Topics include geology and geography of ocean basins and coastlines, plate tectonics, waves, currents, tides, properties of seawater, methods of oceanographic exploration, and an introduction to Marine Biology. Physical oceanography is for those students who wish to complete a general education physical science course to transfer to a four-year university. Field trips may be required. (Same as GEOL R103) (2)

*Transfer credit:* UC, CSU

**MST R103L—Introduction to Oceanography Laboratory** **1 unit**

*Prerequisites:* MST R103 or concurrent enrollment.  
3 hours lab weekly

Experimental studies of the basic methods of data collection and interpretation in physical oceanography in both the laboratory and field. Field trips and boat fees may be required. (Same as GEOL R103L)  
*Transfer credit:* UC, CSU

**MST R120—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 R120 and MST R120L. Fees will be required. Field trips may be required. Course may be taken four times. (2)

*Transfer credit:* CSU

**MST R120L—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 R120.  
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 R120 and MST R120L. Completion of or concurrent enrolment in MST R120 is required. Fees will be required. Field trips are required. Course may be taken four times. (2)

*Transfer credit:* CSU

**MST R122—Aquaculture** **3 units**

*Advisory:* College or high school biology and chemistry are recommended.

3 hours lecture weekly

The basic scientific 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 will be required. Fees may be required. Course may be taken four times.

*Transfer credit:* CSU

**MST R122L—Aquaculture Laboratory** **1 unit**

*Advisory:* Completion or concurrent enrollment in MST R122 is recommended.

3 hours lab weekly

The basic methods, equipment and technology utilized in the aquaculture will be studied through experimental laboratory exercises, demonstrations, and field trips. Field trips will be required. Fees may be required. Course may be taken four times.

*Transfer credit:* CSU

**MST R170—Biological Marine Resource Management** **1 unit**

*Corequisites:* MST R178.  
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. (Same as BIOL R170) (2)

*Transfer credit:* CSU

**MST R175—Marine Sampling Techniques and Field Studies** **3 units**

*Advisory:* Completion of another MST course is recommended prior to enrollment.

3 hours lecture weekly

Experimental study of ocean resources in natural settings 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

**MST R178—Geological Marine Resource Management** **1 unit**

*Corequisites:* MST R170.

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. (Same as GEOL R178) (2)

*Transfer credit:* CSU

**MST R190—Experiential Education in Marine Studies** **1-6 units**

*Advisory:* Completion or concurrent enrollment in MST R103/R103L (GEOL R103/R103L) or MST R108/R108L (BIOL R108/R108L) 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

**MST R195—Field Applications of Ocean Resource Conservation** **3 units**

*Advisory:* Completion or concurrent enrollment in MST R108 or MST R103.

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

**MST R199—Directed Studies in Marine-Related Topics** **1-3 units**

*Prerequisites:* A course in the specific field.

*Lecture and/or lab hours 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

# MATHEMATICS

## Career Opportunities

(Most careers require bachelors or advanced degrees)

Mathematician	Systems Analyst
Programmer	Operations Research Analyst
Statistician	Applied Science Programmer
Actuary	

## Faculty

### Full-Time

John Andrlich	Mark Bates
Bret Black	Hussein Fahs
Alan Hayashi	David Magallanes
Maria Parker	Colleen Ryan
Lilia Zambrano	

### Part-Time

Aemiro Beyene	James De Smet
William Greason	Roland Handy
Maricruz Hernandez	Mattie Jones
Mario Martinez-Quijada	John Norbutas
Gary Rigsby	Mamerta Santiago
Hugo Viveros	

## ◆ Mathematics

### Associate in Arts Degree

Required Courses:	Units	
MATH R120	Calculus with Analytic Geometry I	5
MATH R121	Calculus with Analytic Geometry II	5
MATH R122	Calculus with Analytic Geometry III	5
MATH R125	Differential Equations with Linear Algebra	5
CS R110	Programming with JAVA	4
		<hr/> 24

### Additional Requirement:

Complete a minimum of nine (9) units from the following:

MATH R105	Introductory Statistics	4
PHYS R131	Physics for Scientists and Engineers 1	5
PHYS R132	Physics for Scientists and Engineers 2	5
PHYS R133	Physics for Scientists and Engineers 3	5
CHEM R120	General Chemistry I	5
CS R115	Programming C++	4
		<hr/> 9-10
	<b>Total Required Units</b>	<b>33-34</b>

## Mathematics Courses

### MATH R008—Lab-Based Beginning Math 3 units

2 hours lecture, 3 hours lab weekly

This course starts with addition and multiplication facts for whole numbers. The course covers operations (addition, subtraction, multiplication, and division) using positive whole numbers, operations with fractions, operations with decimals, and a brief introduction to percentages. The course proceeds at a slower pace than MATH R009 and includes laboratory time in which the student works problems supervised by the instructor. The instructor may use various learning aids, such as videotapes, computer programs, and/or objects that can be manipulated to demonstrate facts. Not applicable for degree credit. Course may be taken two times. (2)

### MATH R009—Basic Mathematics 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. Not applicable for degree credit. Course may be taken two times. (2)

### MATH R010—Pre-Algebra 4 units

Advisory: MATH R008, or MATH R009.

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 examines decimals, proportions, unit analysis, and percent. It also introduces graphing straight lines and interpreting other graphs. Proper notation, word problems, calculator use, and study skills will be emphasized. Not applicable for degree credit. Course may be taken two times. (2)

### MATH R011—Elementary Algebra 5 units

Prerequisites: MATH R010.

5 hours lecture weekly

This is a first course in algebra. The topics will include: operations with counting numbers, integers, rational, and real numbers; linear equations and inequalities; graphing in one and two dimensions; ratio, proportion; laws of exponents; operations with polynomials; rational expressions; factoring; systems of linear equations; and quadratic equations. (2)

### MATH R011P—Elementary Algebra Problem Solving 1 unit

Prerequisites: MATH R011 or concurrent enrollment.

1 hour lecture weekly

Course is a problem-solving session to accompany MATH R011. It gives students the chance to gain a greater mastery of the topics covered in MATH R011 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 R011. 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 R014—Intermediate Algebra 5 units

Prerequisites: MATH R011.

5 hours lecture weekly

This is a 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. The topics include solutions of systems of linear equations; functions; graphing of linear and non-linear functions; complex numbers; radical expressions and equations; solutions of equations of higher degree; rational expressions and equations; exponential and logarithmic functions; conic sections; sequences and series. (2)

### MATH R014P—Intermediate Algebra Problem Solving 1 unit

Prerequisites: MATH R014 or concurrent enrollment.

1 hour lecture weekly

Course is a problem-solving session to accompany MATH R014. It gives students the chance to gain a greater mastery of the topics covered in MATH R014 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 R014. 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 R093—Overcoming Math Anxiety** 1 unit

1 hour lecture weekly

This course is intended to help students overcome anxieties and fears of mathematics so they can achieve their personal goals in areas that require mathematics. Topics include discussion of common myths, self-awareness, setting realistic expectations, strategies to deal with and decrease anxieties, and applying reading and study skills unique to mathematics. Field trips may be required. Not applicable for degree credit. (2)

**MATH R098—Short Courses in Mathematics** 1/2-10 units

Lecture and/or lab hours as required by unit formula

Short Courses in Mathematics provides courses in selected areas of mathematics to meet specific needs of the college or the community when those needs are not met by regular course offerings. The length of the course will determine the unit credit. Field trips may be required. (2)

**MATH R100L—Computer-Assisted Laboratory** 1 unit

Prerequisites: MATH R014.

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 or science games, or other training activities. This class affords students an opportunity to deepen their knowledge to an extent not possible in the regularly allotted class time. Materials fee is required. Course may be taken four times. This course does not satisfy the laboratory science requirement for the AA/AS degree. (Same as PHSC R100L) (2)

Transfer credit: CSU

**MATH R101—Mathematics for the Liberal Arts Major** 3 units

Prerequisites: MATH R014.

3 hours lecture weekly

Course gives the Liberal Arts major a better understanding of the deductive process and the nature of mathematics. Course will explore character and origin of various mathematics subject fields. (2)

Transfer credit: CSU

**MATH R102—Math for Elementary Teachers** 4 units

Prerequisites: MATH R014.

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 R103—Finite Mathematics** 3 units

Prerequisites: MATH R014.

3 hours lecture weekly

Finite mathematics is for students of Business, Social Science, Behavioral Science, and/or for those who wish to complete a general education mathematics course to transfer to a four-year university. Topics include sets, problems in counting and probability, linear programming, game theory, and their applications in Business, Social and Behavioral Science. (2)

Transfer credit: UC, CSU

**MATH R105—Introductory Statistics** 4 units

Prerequisites: MATH R014.

4 hours lecture weekly

This course covers descriptive and applied statistics for students of 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, the "t" and chi-square distributions, analysis of variance and non-parametric tests. (2)

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

**MATH R105L—Statistics Computer Laboratory** 1 unit

Corequisites: MATH R105.

3 hours lab weekly

MATH R105L is an optional three-hour laboratory to be taken concurrently with MATH R105. In the course, students will be taught how to use the statistical software package called MINITAB and they will complete laboratory exercises using MINITAB. They will also learn to work in small groups to do projects and solve problems. (2)

Transfer credit: CSU

**MATH R105P—Statistics Problem Solving** 1 unit

Corequisites: Enrollment in MATH R105.

1 hour lecture weekly

This course is a problem-solving session to accompany MATH R105. It gives students the chance to gain a greater mastery of the topics covered in MATH R105 by providing additional discussion and problem-solving opportunities. This includes opportunities to learn from each other by working in small groups on projects and assignments. The course offers students time to do lab exercises, often using a computer to aid calculations. (2)

Transfer credit: CSU

**MATH R106—Mathematics for Business Applications** 5 units

Prerequisites: MATH R014.

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 R115—College Algebra** 3 units

Prerequisites: MATH R014.

3 hours lecture weekly

An advanced course in algebra, this course focuses on the study of functions and their graphs, techniques of solving equations and the recognition and creation of patterns. Students will analyze and graph functions (constant, linear, quadratic, absolute value, square root, cubic, polynomial, rational, exponential, and logarithmic). Topics also include inequalities, absolute values, analytic geometry of conic sections, systems of linear and nonlinear equations and inequalities, matrices, determinants, the binomial theorem, sequences, series, and mathematical induction. This course includes problem-solving strategies with applications to many areas including business and the social, biological, and physical sciences. (2)

Transfer credit: UC, CSU

**MATH R115P—College Algebra Problem Solving** 1 unit

Prerequisites: MATH R115 or concurrent enrollment.

1 hour lecture weekly

Course is a problem-solving session to accompany MATH R115. It gives students the chance to gain a greater mastery of the topics covered in MATH R115 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 R115. 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 R116—College Trigonometry** **3 units***Prerequisites: MATH R014.**3 hours lecture weekly*

This course is designed to give Calculus-bound students a solid foundation in trigonometric functions. Emphasis will be placed on the trigonometric functions and their graphs, radian measure, trigonometric identities and equations, inverse trigonometric functions, complex numbers, and DeMoivre's Theorem. Special topics in trigonometry, such as solving right-triangle applications, law of sines, law of cosines, parametric equations, vectors, polar coordinates, and curves in polar coordinates are also included. (2)

*Transfer credit: CSU***MATH R116P—College Trigonometry Problem Solving** **1 unit***Prerequisites: MATH R116 or concurrent enrollment.**1 hour lecture weekly*

Course is a problem-solving session to accompany MATH R116. It gives students the chance to gain a greater mastery of the topics covered in MATH R116 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 R116. 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 R118—Precalculus Mathematics** **5 units***Prerequisites: MATH R014.*

This course gives the calculus-bound student a solid foundation in precalculus algebra and analytic trigonometry, with emphasis on function concepts and graphing. Topics include equations and inequalities, analytic geometry of lines and conic sections, properties of functions, techniques of graphing, elementary functions (linear, quadratic, rational, exponential, logarithmic, and trigonometric) and inverse functions, trigonometric identities and equations, polar graphing, optimization applications, systems of equations, theory of equations, mathematical induction, binomial theorem, sequences, and series. (2)

*Transfer credit: UC, CSU***MATH R118A—Precalculus I** **4 units***Prerequisites: MATH R014.**4 hours lecture weekly*

Course is designed to give calculus-bound students a solid foundation in trigonometric functions. Course also includes equations, inequalities, coordinates and graphs, operations on functions and techniques of graphing function. No credit for students having successfully completed MATH R116 (College Trigonometry). (2)

*Transfer credit: UC, CSU (CAN: MATH 16 (MATH R118A + R118B))***MATH R118B—Precalculus II** **4 units***Prerequisites: MATH R118A.**4 hours lecture weekly*

Course is designed to give calculus-bound students a solid foundation in college algebra and analytic geometry. Topics include polynomial, rational, exponential and logarithmic functions, systems of equations, conic sections, roots of equations, mathematical induction, the Binomial theorem, and introduction to arithmetic and geometric series. No credit for students who have successfully completed MATH R115 (College Algebra).

*Transfer credit: UC, CSU (CAN: MATH 16 (MATH R118A + R118B))***MATH R118P—Pre-Calculus Mathematics Problem Solving** **1 unit***Prerequisites: MATH R118 or concurrent enrollment in MATH R118.**1 hour lecture weekly*

Course is a problem-solving session to accompany MATH R118. It gives students the chance to gain a greater mastery of the topics covered in MATH R118 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 R118. 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 R120—Calculus with Analytic Geometry I** **5 units***Prerequisites: MATH R118, or both MATH R115 and MATH R116.**5 hours lecture weekly*

The first course in the calculus sequence, this course combines elements of analytic geometry with calculus applications. It includes the study of functions, limits, the derivative, continuity, techniques and applications of differentiation, and an introduction to the anti-derivatives and integration. (2)

*Transfer credit: UC, CSU (CAN: MATH 18; MATH SEQ C (MATH R120 + R121 + R122))***MATH R120P—Calculus with Analytic Geometry I Problem Solving** **1 unit***Prerequisites: MATH R120 or concurrent enrollment .**1 hour lecture weekly*

Course is a problem-solving session to accompany MATH R120. It gives students the chance to gain a greater mastery of the topics covered in MATH R120 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 R120. 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 R121—Calculus with Analytic Geometry II** **5 units***Prerequisites: MATH R120.**5 hours lecture weekly*

As the second course in the calculus sequence, this course emphasizes Integral Calculus, techniques of integration, and applications of definite integrals. It also includes the study of conic sections, parametric equations, and an introduction to differential equations. (2)

*Transfer credit: UC, CSU (CAN: MATH 20; MATH SEQ C (MATH R120 + R121 + R122))***MATH R121P—Calculus with Analytic Geometry II Problem Solving** **1 unit***Prerequisites: MATH R121 or concurrent enrollment.**1 hour lecture weekly*

Course is a problem-solving session to accompany MATH R121. It gives students the chance to gain a greater mastery of the topics covered in MATH R121 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 R121. 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 R122—Calculus with Analytic Geometry III** **5 units**

*Prerequisites: MATH R121.  
5 hours lecture weekly*

As the third course in the calculus sequence, this course reviews the calculus of several variables and solid analytic geometry. It includes the study of 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 SEQ C (MATH R120 + R121 + R122))*

**MATH R122P—Advanced Calculus Problem Solving** **1 unit**

*Prerequisites: MATH R122 or MATH R125 or concurrent enrollment.  
1 hour lecture weekly*

Course is a problem-solving session to accompany MATH R122 or MATH R125. 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 R122 or MATH R125. 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 R125—Differential Equations with Linear Algebra** **5 units**

*Prerequisites: MATH R121.  
5 hours lecture weekly*

This is an introductory course in differential equations with linear algebra for mathematics, physical science, computer science, and engineering major students who have completed at least a two-course sequence in calculus. Topics include vector spaces, matrices, determinants, linear transformations, eigenvectors and canonical forms, ordinary differential equations and systems of equations, Laplace transform techniques and step and impulse functions, power series solutions and Bessel’s equation, Fourier series and introduction to partial differential equations. This course may also include opportunities to use a computer to assist in solving problems and in graphing solutions.

*Transfer credit: UC, CSU (CAN: MATH 26)*

**MATH R134—Linear Algebra** **3 units**

*Prerequisites: MATH R120.  
3 hours lecture weekly*

This is an introductory course in linear algebra for mathematics, physical science, computer science, and engineering major students who have completed a first course in calculus. The topics in this course include solutions of systems of linear equations, matrix operations, determinants, vector spaces, linear transformations, eigenvalues and eigenvectors, and orthogonal bases. This course may also include opportunities to use a computer to assist in solving problems and in graphing solutions. (2)

*Transfer credit: UC, CSU (CAN: MATH 26)*

**MATH R143—Applied Differential Equations** **3 units**

*Prerequisites: MATH R121.  
3 hours lecture weekly*

This is an introductory course in solving equations that involve rates of change. It includes the study of first order ordinary differential equations, higher order linear differential equations, systems of differential equations, Laplace transform techniques and power series solutions. This course may also include opportunities to use a computer to assist in solving problems and in graphing solutions.

*Transfer credit: UC, CSU (CAN: MATH 24)*

**MATH R198—Advanced Short Courses in Mathematics** **1/2-10 units**

*Prerequisites: Minimum of MATH R014.  
Lecture and/or lab hours as required by unit formula*

Advanced Short Courses in Mathematics provides courses in selected areas of mathematics to meet specific needs of the college or the community when those needs are not met by regular course offerings. The length of the course will determine the unit credit. Field trips may be required. (2)

*Transfer credit: CSU*

**MATH R199—Directed Studies in Math** **1-3 units**

*Prerequisites: MATH R120.  
Lecture and/or lab hours 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: CSU*

**NOTE:** The courses listed below have been temporarily suspended. For further information, please contact the Math, Science, Health Athletics division office.

- MATH 23           Geometry
- MATH R137       Computer Programming—FORTRAN
- MATH R137L     Computer Programming,  
                          Supervised Practice—FORTRAN
- MATH R138       Computer Programming—PASCAL
- MATH R138L     Computer Programming, Supervised  
                          Practice—PASCAL

# MICROBIOLOGY

See courses in Biological Sciences

# MULTIMEDIA STUDIES

The Multimedia Studies program provides students with a strong foundation in the emerging multimedia industry. Specific training is provided in the use of both software and hardware, content development and industry practices associated with producing multimedia products. Students are provided hands-on experience in multimedia through work-experience programs, internships, and on-campus instructional support projects.

## Career Opportunities

Graphic Artist	Animator
Game Designer	Writer
Programmer	Visual Designer
2D/3D Animator	Video Producer
Creative Director	Sound Designer

## Faculty

### Part-Time

Fundi Lehohn	Jorge Sanchez-Perez
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## ◆ Multimedia

### Associate in Science Degree Certificate of Achievement

Required Core Courses:	Units
MM R101           Multimedia: An Overview	2
MM R102           Multimedia Visual Design	3
MM R103           Audio and Motion Graphics	3

MM R104	Multimedia Design	3
MM R105	Multimedia Production	3
MM R106	Multimedia Portfolios	3

**Total Required Units** **17**

**Specialty Options** (select one)

**Art/Graphics Option**

ART R104A	Beginning Color and Design	2
ART R104B	Intermediate Color and Design	2
ART R106A	Beginning Drawing	3
ART R130	Introduction to Commercial Art	2
PHOT R100	Introduction to Photography	3

**12**

**Broadcast/Television Option**

TV R101	Broadcast Studio Operation	3
TV R102	Television Production Workshop	3
TV R103	Television Directing and Editing	3
TV R105	Television Writing	3

**12**

**Business Option**

BUS R111A	Business Law I	3
BUS R120	Introduction to Business	3
BUS R121	Introduction to Management	3
BUS R123	Small Business Management	3
BUS R132A	Marketing	3
BUS R133	Advertising	3

**18**

**Music Option**

MUS R101	Fundamentals of Music	3
MUS R103A	Music Appreciation I: Listening and Understanding	3
MUS R107A	Class Piano I	2
MUS R107B	Class Piano II	2

**10**

**Programming Option**

CIS R100	Introduction to Computer Information Processing Systems	3
CIS R101	Problem Principles and Design	3
CIS R114A/L	COBOL Programming I/Lab	3/1

**10\***

\*Plus one more course, to be determined by the department.

**Web Design Option**

CIS R022A/L	Microsoft Office/Lab	3/1
CIS R025A/L	PowerPoint/Lab	2/1
CIS R028B/L	PageMaker/Lab	3/1
CIS R114A/L	COBOL Programming I/Lab	3/1

**15\***

\*Plus one more course, to be determined by the department.

**Multimedia Courses**

**MM R101—Multimedia: An Overview** **2 units**

*2 hours lecture weekly*

This course presents an overview of the multimedia industry, including the commercial, artistic, and technical aspects of development and production. Topics include: the composition of development teams, occupational opportunities, evaluating multimedia, visual literacy's influence on our culture, and writing for nonlinearity. Field trips may be required.

*Transfer credit: CSU*

**MM R102—Multimedia Visual Design** **3 units**

*2 hours lecture, 3 hours lab weekly*

Using traditional and computer art tools, students learn principles of design, including: line, shape/form, space, size/scale, texture/pattern, orientation, light, value, volume, perspective, typography, and color. These principles are explored in a series of progressive projects that help students produce media that are aesthetically rich and artistically sound. Field trips may be required.

*Transfer credit: CSU*

**MM R103—Audio and Motion Graphics** **3 units**

*2 hours lecture, 3 hours lab weekly*

The student will be introduced to audio and video production for multimedia. Topics include: creating, editing, or retooling preexisting sound and video files for multimedia projects; fundamentals of camera work, lighting, sound development, editing, and story boarding for interactive media. Field trips may be required.

*Transfer credit: CSU*

**MM R104—Multimedia Design** **3 units**

*2 hours lecture, 3 hours lab weekly*

Students work collaboratively to write, design, and produce a full-scale, multimedia product, such as an online tutorial, interactive game or informative kiosk program. Using skills acquired in prior courses, students learn how to put it all together in two successive courses, from concept formation to formative evaluation, while working as a team on teacher-guided, real-world projects. Students design their projects, ideas are generated, specification documents/story boards are constructed, prospectus reports and scripts are written, delivery platforms are considered, media requirements are identified, preexisting media are collected, interfaces are designed, and rapid prototypes are created. Field trips may be required.

*Transfer credit: CSU*

**MM R105—Multimedia Production** **3 units**

*2 hours lecture, 3 hours lab weekly*

Students work collaboratively to produce artifacts from designs and specifications (including created media). Students will write formative evaluations and documentation/instructional manuals. Field trips may be required.

*Transfer credit: CSU*

**MM R106—Multimedia Portfolios** **3 units**

*2 hours lecture, 3 hours lab weekly*

Students develop entrepreneurship skills to prepare for self-managed and flexible careers in multimedia. Topics to be covered include: how to contact and communicate with prospective employers in written and verbal format, how to design and develop an effective resume and online portfolio, and how to prevent work or project ideas. Field trips may be required.

*Transfer credit: CSU*

# MUSIC

**Career Opportunities**

Accompanist	Musicologist/Researcher
Arranger/Orchestrator	Music Business Administrator
Conductor/Music Director	Performer

**Faculty**

<b>Full-Time</b>	<b>Part-Time</b>
James Kenney	Michael Bonn
	Mona Decesare
	Joel Druckman
	Bruce Edmiston
	Carlos Gonzales
	Fundi Legohn
	Paul Murphy

## Music Courses

### **MUS R101—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 R102A—Music Theory I** 3 units

*Prerequisites: MUS R101.*

*Corequisites: MUS R152A.*

3 hours lecture weekly

This course is a study of diatonic tonal, "Common Practice" harmony from the 17th, 18th and 19th centuries. Topics will include an introduction of figured bass, harmonic progression, voice leading, non-chord tones and seventh chords. This course is required for all music majors.

*Transfer credit: UC, CSU*

### **MUS R102B—Music Theory II** 3 units

*Prerequisites: MUS R102A.*

*Corequisites: MUS R152B.*

3 hours lecture weekly

This course is a further study of "Common Practice" harmony from the 17th, 18th and 19th centuries and includes an introduction to extended/altered tonality from the early 20th century. Topics will include secondary dominants, modulation and dissonant chords.

*Transfer credit: UC, CSU*

### **MUS R102C—Music Theory III** 3 units

*Prerequisites: MUS R102B.*

*Corequisites: MUS R152C.*

3 hours lecture weekly

This course emphasizes the transition from tonal techniques of the "Common Practice" period to the experimental methods common to the 20th century. Particular attention is given to musical form and analysis.

*Transfer credit: UC, CSU*

### **MUS R102D—Music Theory IV** 3 units

*Prerequisites: MUS R102C.*

*Corequisites: MUS R152D.*

3 hours lecture weekly

This course is a study of modal and tonal counterpoint, including the canon, motet, contrapuntal variation, invention and fugue.

*Transfer credit: UC, CSU*

### **MUS R103A—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 R103B—Music Appreciation II: Masterpieces of Music Literature** 3 units

*Prerequisites: None. MUS R101 and/or MUS R103A 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 R104—Music History and Literature I** 3 units

*Prerequisites: MUS R101 and MUS R103 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 R105—Music History and Literature II** 3 units

*Prerequisites: MUS R101 and MUS R103 or equivalent, MUS R104 recommended.*

3 hours lecture weekly

Continuation of MUS R104. 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 R106—College Choir** 2 units

1 hour 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 R107A—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 R107B—Class Piano II** 2 units

*Prerequisites: MUS R107A.*

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 R107C—Class Piano III** 2 units

*Prerequisites: MUS R107B.*

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 R107D—Class Piano IV** 2 units

*Prerequisites: MUS R107C.*

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 R108—Applied Music Study—Keyboard** 1 unit

*Prerequisites: MUS R107 or equivalent, concurrent enrollment in a music activity course. MUS R102ABCD 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 R110A—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 R110B—Voice II: Vocal Development and the Art of Song** **3 units**  
*Prerequisites: MUS R110A.*  
*2½ hours lecture, 1½ hours lab weekly;*  
 Continuation of MUS R110A 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 MUS R110B. (2)  
*Transfer credit: UC, CSU*
- MUS R110C—Voice III: Vocal Development and the Aria** **3 units**  
*Prerequisites: MUS R110B.*  
*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 R110D—Voice IV: Voice in Musical Theatre Workshop** **3 units**  
*Prerequisites: MUS R110C.*  
*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 R111—Applied Music Study—Voice** **1 unit**  
*Prerequisites: MUS R110BC or equivalent and concurrent enrollment in one music activity course; MUS R102ABCD 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 R112—Applied Music Study—Instruments** **1 unit**  
*Prerequisites: Minimum ability (intermediate level) on an instrument and concurrent enrollment in one music activity course. MUS R102ABCD 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 R114—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 R115—Introduction to World Music** **3 units**  
*3 hours lecture weekly*  
 An introductory course focusing on the folk and classical music of non-western cultures, such as Indian, Oriental, African and Indonesian. (2)  
*Transfer credit: UC, CSU*
- MUS R116—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 R117—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 R118—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 R119—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 R120—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 R121—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 R124—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 R125—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 R152A—Ear Training I** **2 units**

*Corequisites: MUS R102A.*

*1 hour lecture, 3 hours lab weekly*

MUS R152A is the laboratory component of MUS R102A. Aural skills will be developed through graded ear training exercises in note and rhythm reading, sightsinging, intervals, diatonic melodic dictation and rhythmic dictation. This course for music majors will include computer-aided instruction.

*Transfer credit: CSU*

**MUS R152B—Ear Training II** **2 units**

*Corequisites: MUS R102B.*

*1 hour lecture, 3 hours lab weekly*

MUS R152B is the laboratory component of MUS R102B. Aural skills will be developed through graded ear training exercises in note and rhythm reading, sightsinging, intervals, diatonic and chromatic melodic dictation and rhythmic dictation. This course for music majors will include computer-aided instruction.

*Transfer credit: CSU*

**MUS R152C—Ear Training III** **2 units**

*Corequisites: MUS R102C.*

*1 hour lecture, 3 hours lab weekly*

MUS R152C is the laboratory component of MUS R102C. The student will encounter increasingly complex exercises in sight singing, note and rhythm reading and dictation. Chromaticism will be emphasized and atonality will be introduced. This course for music majors will include computer-aided instruction.

*Transfer credit: CSU*

**MUS R152D—Ear Training IV** **2 units**

*Corequisites: MUS R102D.*

*1 hour lecture, 3 hours lab weekly*

MUS R152D is the laboratory component of MUS R102D. The student will encounter advanced ear training drills and dictation. Topics will include two-voice melodic dictation, timed drills with melodic and harmonic intervals and chord qualities, more advanced chromaticism and the twelve-tone row. This course for music majors will include computer-aided instruction.

*Transfer credit: CSU*

**MUS R189A—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 R198—Short Courses in Music** **1/2-10 units**

*Lecture and/or lab hours 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: CSU*

**MUS R199—Directed Studies in Music** **1-3 units**

*Prerequisites: A course in the specific field.*

*Lecture and/or lab hours 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: CSU*

# PERSONAL GROWTH/ LEADERSHIP

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

## Faculty

### Full-Time/Counselor

Margarita Corral

Emma Waits

## Leadership Courses

**LDR R100—Student Leadership** **3 units**

*2 hours lecture, 3 hours lab weekly*

This course is designed to provide emerging and existing leaders the opportunity to explore the concept of leadership and to develop and improve their leadership skills. The course prepares students to assume leadership positions in organizations and emphasizes team building, time management, conflict resolution, goal setting, decision-making skills, and effective communication styles. Contemporary readings on leadership are integrated into the classroom discussions. Field trips may be required. (2)

*Transfer credit: CSU*

## Personal Growth Courses

**PG R001—Orientation: All About Oxnard College** **1/2 unit**

*1/2 hour lecture weekly*

Course offers information about academic counseling, study skills, college activities and clubs, student services, vocational programs, and basic survival hints. Not applicable for degree credit. Course may be taken two times. (1)

**PG R002—Job Development** **1/2 unit**

*1/2 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 process, as well as personal interviewing practice. Not applicable for degree credit. Course may be taken two times. (1)

**PG R003—Academic Assessment** **1 1/2 units**

*1 1/2 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. Not applicable for degree credit. (2)

**PG R004—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. Not applicable for degree credit. Course may be taken two times. (2)

**PG R005—Career Search** **1 1/2 units**

*1 1/2 hours lecture weekly*

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. Not applicable for degree credit. (1)

**PG R006—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. Not applicable for degree credit. Course may be taken three times. (1)

**PG R007—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. Not applicable for degree credit. Course may be taken three times. (1)

**PG R008—Student Success: Life Skills: Time Management** 1 unit  
*1 hour lecture weekly*

This course is designed to provide students with appropriate skills in life by teaching them time management techniques: evaluation, priorities, keeping a daily journal, and projecting a five-year plan for them. Course may be taken two times. (1)

**PG R009—Student Success: Life Skills: Goal Setting** 1 unit  
*1 hour lecture weekly*

This course is designed to provide students with skills in life by teaching them to brainstorm their goals, sort their goals and then to create a step-by-step plan to achieve immediate goals as well as long-term goals. Course may be taken two times. (1)

**PG R010—Student Success: Life Skills: Building Resources and Support Systems** 1 unit  
*1 hour lecture weekly*

This course is designed to provide students with a knowledge of all student services and college services offerings as well as community resources from both the college services and the community services. Course may be taken two times. (1)

**PG R011—Student Success: Life Skills: Reviewing Your Personal Skills and Professional Achievements** 1 unit  
*1 hour lecture weekly*

This course is designed to provide students with a knowledge of all student services and college services offerings as well as community resources, and how to profit services. Course may be taken two times. (1)

**PG R012—Student Success: Life Skills: Reducing and Managing Stress In Your Life** 1 unit  
*1 hour lecture weekly*

This course is designed to provide students with life skills in order to handle the stress of everyday life, school, family, relationships, and finances. Course may be taken two times. (1)

**PG R014—Student Success: Life Skills: Clarifying Your Values** 1 unit  
*1 hour lecture weekly*

This course is designed to provide students with an avenue to look at the beliefs and values that they live and to support these more clearly or to take away the ones that create stumbling blocks toward their career and life goals. Course may be taken two times. (1)

**PG R098—Short Courses in Personal Growth** ½-1 unit  
*Lecture and/or lab hours as required by unit formula*

This course is designed to meet specific needs of our community and students in the area of personal growth topics. Not applicable for degree credit. Course may be taken two times. (1)

**PG R100A—Student Success: EOPS** 1 unit  
*1 hour lecture weekly*

This course is designed to provide students with college survival techniques: Learn what the EOPS services are, tour the campus, use the college catalogue, identify the requirements for graduation and transferring to a four year university, navigate the financial aid process and requirements, review academic policy, utilize career search services, explore other support services, review available study skills and learn how to develop an educational plan. (1)

*Transfer credit: CSU*

**PG R101A—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. Course may be taken two times. (2)

*Transfer credit: CSU*

**PG R101B—Career Development and Life Planning II** 3 units

*Prerequisites: PG R101A.*

*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 R102—College Success** 3 units  
*3 hours lecture weekly*

Course teaches student academic success by presenting the theory and practice of effective study skills, life skills, coping skills and learning skills and encourages the enhancement of student motivation and self-esteem through the use of assessment procedures, journals, and class discussions. Course may be taken two times. (2)

*Transfer credit: CSU*

**PG R198—Short Courses in Personal Growth** ½-10 units  
*Lecture and/or lab hours as required by unit formula*

Course offerings in personal growth designed to meet specific needs of the college and community as required and/or requested by persons or organizations. Field trips may be required. Course may be taken two times. (2)

*Transfer credit: CSU*

## PHILOSOPHY

### Career Opportunities

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Attorney	Business Executive
Teacher/College Professor	Philosopher/Author
Human Resource Development	
Human Services/Probation Officer	
Human Services/Social Welfare	
Non-Profit Organization Management	
Public Service/Political Leadership	

### Faculty

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<b>Full-Time</b>	<b>Part-Time</b>
Carolyn Dorrance	Lee French
Christopher Horrock	Russell Sanders
	James Tepfer
	Douglas Thiel

## ◆ Philosophy

### Associate in Arts Degree

Required Courses:		Units
PHIL R101	Introduction to Philosophy	3
PHIL R107	Logic	3
		6

Required Additional Courses:		Units
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Complete a minimum of 12 units from the following:		
ANTHR189C	Magic, Religion, and Witchcraft	3
ECON R101	Principles of Macroeconomics	3
PHIL R102	Introduction to Ethics	3
PHIL R103	World Religions: East	3
PHIL R104	World Religions: West	3
PHIL R105	Great Philosophers I	3
PHIL R106	Great Philosophers II	3
PHIL R108	Mythology	3
PHIL R109	Modern Religious Movements in America	3
PHIL R110	Philosophy of Religion	3
PHIL R111	Critical Thinking	3
PHIL R112	Symbolic Logic and Set Theory	3
PHIL/SOC R114	Social Philosophy	3
PHIL R121	Thinking Critically	3
POLS R100	Introduction to Politics	3
		12

**Total Required Units    18**

### Philosophy Courses

#### PHIL R101—Introduction to Philosophy 3 units

*3 hours lecture weekly*

This course attempts to clarify the nature of the philosophic enterprise and the 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. This course is recommended for both majors and non-majors. (2)

*Transfer credit: UC, CSU (CAN: PHIL 2)*

#### PHIL R102—Introduction to Ethics 3 units

*3 hours lecture weekly*

This course provides an introduction to the nature and main types of ethical theory developed in the West. The course will examine the continuing quest for developing adequate ethical theories for contemporary individuals, together with suggestions for making progress toward this goal. This course is recommended for both majors and non-majors. (2)

*Transfer credit: UC, CSU*

#### PHIL R103—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 R104—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 R105—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*

#### PHIL R106—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*

#### PHIL R107—Logic 3 units

*3 hours lecture weekly*

This course provides an introduction to the subject of deductive reasoning. Both ancient and modern forms of argument and language analysis will be considered. Students will learn how to translate ordinary statements and arguments into formal symbolic language. Students will also learn how to evaluate the results and outcomes of modern symbolic logic. An effort is made to help students develop an introductory understanding of systematic thinking and to apply formal analytical skills to other subjects in the college curriculum. This course is recommended for both majors and non-majors. (2)

*Transfer credit: UC, CSU*

#### PHIL R108—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 R109—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 R110—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 R111—Thinking Critically and Analytic Writing** 3 units

*Prerequisites: ENGL R101.*  
*3 hours lecture weekly*

This course provides an introduction to the nature of arguments: how to analyze them and assess the soundness of the reasoning they represent. Common fallacies that often occur in arguments are discussed in light of what counts as a good deductive or inductive inference. Other topics include the use of language in argumentation to arouse emotions as contrasted with conveying thoughts, logic of scientific experiments and hypothesis-testing in general, and some general ideas about probability and its application in making normative decisions (e.g., betting). Students will learn the basics of analytic writing and the relation of writing to critical thinking. Course credit not available for students with credit in PHIL R121. This course satisfies the IGETC Critical Thinking English Composition requirement. (2)

*Transfer credit: UC, CSU*

**PHIL R112—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 R114—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. (Same as SOC R114) (2)

*Transfer credit: UC, CSU*

**PHIL R121—Thinking Critically** 3 units

*3 hours lecture weekly*

This survey course for non-majors provides an introduction to the nature of arguments: how to analyze them and assess the soundness of the reasoning they represent. Common fallacies that often occur in arguments are discussed in light of what counts as a good deductive or inductive inference. Other topics include the use of language in argumentation to arouse emotions as contrasted with conveying thoughts, logic of scientific experiments and hypothesis-testing in general, and some general ideas about probability and its application in making normative decisions (e.g., betting). Course credit is not available for students with credit in PHIL R111. (2)

*Transfer credit: UC, CSU*

**PHIL R189—Topics in Philosophy** 1/2-3 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: CSU*

**PHIL R199—Directed Studies in Philosophy** 1-3 units

*Lecture and/or lab hours 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: 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 Education 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.

## Career Opportunities

Pre-Athletic Trainer                      Pre-Physical Therapy  
Physical Education Instructor

## Faculty

### Full-Time

Graciela Casillas                      Remy McCarthy  
Ron McClurkin                      Jerry White

### Part-Time

Bill Becktel                      Jorge Brescia  
Pam Cohen                      Ron Cook  
Marti Dibble                      Ross Greaney  
Marcia Greycloud                      Brandt Jackson  
Joyce Jones                      John Larson  
George Peraza                      Mike Scanlon  
Cameron West

## Physical Education Courses

### PE R098—Short Courses in Physical Education

1/2-10 units

*Lecture and/or lab hours 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 R100—Swimming for Non-Swimmer

1 1/2 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: CSU*

### PE R101—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: CSU*

### PE R102A—Swimming I

1 1/2 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: CSU*



**PE R102B—Swimming II** **2 units**

*Prerequisites: PE R102A 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: CSU*

**PE R103—Senior Life Saving/Advanced** **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 R104—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 R105—Aquatic Exercise/Rehabilitative** **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: CSU*

**DANCE**

**PE R115—Rhythmic Dance/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, coordination, balance, rhythm, speed, agility and expressive movement. Incorporation of these factors in personal fitness and athletic performance. Course may be taken four times. (2)

*Transfer credit: CSU*

**PE R116A—Modern Dance I** **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 R116B—Modern Dance II** **2 units**

*Prerequisites: PE R116A 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 R118A—Ballet I** **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 R118B—Ballet II** **2 units**

*Prerequisites: PE R118A 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 R119A—Modern Jazz I** **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 R119B—Modern Jazz II** **2 units**

*Prerequisites: PE R119A 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 R124—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 R130—Martial Arts—Jujitsu** **1½ units**

*1 hour lecture, 2 hours lab weekly*

The feudal Samurai warrior class once used jujitsu, one of the oldest Japanese martial arts practiced. It is an unarmed self-defence system incorporating various methods of defensive tactics. Emphasis is on break falling, kicking, punching, and blocking effectively as well as the application and defense of joint locks, nerve manipulation, chokes, take down and control techniques. Course may be taken three times. (2)

*Transfer credit: CSU*

**PE R131A—KOFIT/Aerobic Kickboxing I** **1½ units**

*1 hour lecture, 2 hours lab weekly*

KOFIT/Aerobic Kickboxing I is designed to burn more fat than the average aerobic class. Body conditioning and weight loss are emphasized. Training equipment including focus mitts and kicking shields will be used in class. Course may be taken two times. (2)

*Transfer credit: CSU*

**PE R132A—Self Defense I** **1½ units**

*1 hour lecture, 2 hours lab weekly*

This course is a hands-on course, which addresses issues of physical assault and self-defense. Students will learn basic self-defense skills that increase their chances of surviving an assault situation. The psychological and mental aspects of self-defense will also be explored. Course may be taken two times. (2)

*Transfer credit: CSU*

**PE R133A—Boxing for Fitness I** **1½ units**

*1 hour lecture, 2 hours lab weekly*

This course is designed to develop cardiovascular conditioning and body sculpturing through the use of boxing techniques. Students will learn how professional boxers train in order to attain a high level of physical fitness. How to increase muscle tone and definition along with weight loss will be emphasized. Course may be taken two times. (2)

*Transfer credit: CSU*

**PE R136—Golf/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: CSU*

**PE R138—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: CSU*

**PE R140A—Golf I** **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: CSU*

**PE R140B—Golf II** **2 units**

*Prerequisites: PE R140A 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: CSU*

**PE R141A—Tennis I** **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: CSU*

**PE R141B—Tennis II** **2 units**

*Prerequisites: PE R141A 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: CSU*

**PE R142—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: CSU*

**PE R143—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: CSU*

**PE R146A—Walking for Fitness I** **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: CSU*

**PE R146B—Walking for Fitness II** **1½ units**

*Prerequisites: PE R146A.*

*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: CSU*

**PE R147—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 R148—Women's Conditioning** **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: CSU*

**PE R149—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, flexibility maintenance, body composition, weight loss, diet/cholesterol, heart disease risk factor and other parameters of fitness. Course may be taken four times. (2)

*Transfer credit: CSU*

**PE R150—Weight Training/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: CSU*

**ADAPTIVES**

**PE R151—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: CSU*

**PE R152—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: CSU

**PE R153—Adapted Individual/Dual/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: CSU

**PE R154—Adapted 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 R150 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: CSU

**TEAM ACTIVITIES**

**PE R155A—Basketball I** 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: CSU

**PE R155B—Basketball II** 1½ units

Prerequisites: PE R155A 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: CSU

**PE R156A—Baseball I** 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: CSU

**PE R156B—Baseball II** 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: CSU

**PE R159A—Soccer I** 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: CSU

**PE R159B—Soccer II** 1½ units

Prerequisites: PE R159A 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: CSU

**PE R160—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: CSU

**PE R161A—Volleyball I** 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: CSU

**PE R161B—Volleyball II** 1½ units

Prerequisites: PE R161A 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: CSU

**PE R163—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: CSU

**PE R165—Conditioning for Athletes** ½-2 units

1½ - 6 hours lab weekly

This course is designed to properly prepare and condition prospective athletes. Varsity athletics require an advanced degree of skill. Athletes engaged in varsity athletics need additional preparation to ensure optimal opportunity to perform to the best of their abilities. This off-season conditioning course should allow each athlete to have a more injury-free athletic experience. Course may be taken four times.

Transfer credit: CSU

**VARSITY ACTIVITIES**

**PE R166—Varsity X-Country/Men** 3 units

**PE R167—Varsity X-Country/Women** 3 units

**PE R168—Varsity Volleyball** 3 units

**PE R169—Varsity Soccer** 3 units

**PE R170—Varsity Basketball/Men** 3 units

**PE R171—Varsity Basketball/Women** 3 units

**PE R172—Varsity Baseball** 3 units

**PE R173—Varsity Tennis** 3 units

**PE R174—Varsity Track & Field/Men** 3 units

**PE R175—Varsity Track & Field/Women** 3 units

**PE R177—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: CSU

**PROFESSIONAL COURSES**

**PE R183A—Officiate Men Sports I** 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 R183A during the fall semester—football, basketball, soccer, wrestling, PE R183B during the spring semester—track, baseball, rugby, volleyball.

Transfer credit: UC, CSU

**PE R183B—Officiate Men Sports II** **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 R183A during the fall semester—football, basketball, soccer, wrestling, PE R183B during the spring semester—track, baseball, rugby, volleyball.

Transfer credit: UC, CSU

**PE R184A—Officiate Women Sports I** **2½ units**

2 hours lecture, 1 hour lab weekly

Instruction and lab experience in sports officiating. Officiating of individual sports featured in PE R184A, team sports in PE R184B.

Transfer credit: UC, CSU

**PE R184B—Officiate Women Sports II** **2½ units**

2 hours lecture, 1 hour lab weekly

Instruction and lab experience in sports officiating. Officiating of individual sports featured in PE R184A, team sports in PE R184B.

Transfer credit: UC, CSU

**PE R185A—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 R185C—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 R185D—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 R188—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 R189—Physical Education Topics** **½-10 units**

Lecture and/or lab hours 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: CSU

**PE R199—Directed Studies in PE** **1-3 units**

Prerequisites: A course in the specific field.

Lecture and/or lab hours 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: CSU

**NOTE:** The courses listed below have been temporarily suspended. For further information, please contact the Math, Science, Health & Athletics division office.

PE 114 Creative Movement Activities for Children

PE 139 Bowling

PE 176 Varsity Golf

## PHYSICAL SCIENCE

### Faculty

#### Part-Time

Dale Synnes

### Physical Science Courses

**PHSC R100L—Computer-Assisted Laboratory** **1 unit**

Prerequisites: MATH R014.

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 or science games, or other training activities. This class affords students an opportunity to deepen their knowledge to an extent not possible in the regularly allotted class time. Materials fee is required. Course may be taken four times. This course does not satisfy the laboratory science requirement for the AA/AS degree. (Same as MATH R100L)

Transfer credit: CSU

**PHSC R170—Concepts in Physical Science** **4 units**

Prerequisites: MATH R014.

3 hours lecture, 3 hours lab weekly

This introductory course focuses on principles, laws, and concepts in physics and chemistry. Students model scientific reasoning and experimentation processes: questioning, forming hypotheses, testing hypotheses experimentally, and performing analysis and additional questioning that lead to further experimentation. The laboratory includes an introduction to microcomputer-based data acquisition. Lab activities are closely sequenced with the lecture topics, which include motion, forces, energy, momentum, heat, electricity and magnetism, light and spectrometry, radioactivity, acids and bases, and reactions and rates. The course incorporates current knowledge of science teaching and concept development. It is aimed at current and prospective teachers, or anyone desiring to acquire basic literacy in physical science. Field trips may be required. (2)

Transfer credit: UC, CSU

## PHYSICS

### Career Opportunities

(Post-bachelors degree necessary in most cases)

Astronaut	Highway Designer
Astronomer	Laser Specialist
Atmospheric Scientist	Low-Temperature Physicist
Biomedical Engineer	Manufacturing Engineer
Chemical Physicist	Medical Technologist
Electro-Optic Engineer	Meteorologist
Fusion Engineer	Nuclear Physicist
Geochemist	Physical Chemist
Geophysicist	Space Scientist

## Faculty

### Part-Time

Mitra Farahmand

Caroline Hess

## Physics Courses

### PHYS R101—College Physics 1 5 units

*Prerequisites:* MATH R118A.

*4 hours lecture, 3 hours lab weekly*

This course is an introduction to classical mechanics and thermal physics. Central topics include: Vectors, motion, force, energy, heat, fluids, waves, and sound. The laboratory provides students with opportunities to learn and apply the scientific method through investigations of the phenomena discussed in lecture. It also introduces students to methods of computer-assisted data analysis. The course is designed to meet the needs of liberal arts students and some students majoring in the biological sciences. Field trips may be required. (2)

*Transfer credit:* UC, CSU (CAN: PHYS 2; PHYS SEQ A (PHYS R101 + R102))

### PHYS R102—College Physics 2 5 units

*Prerequisites:* PHYS R101.

*4 hours lecture, 3 hours lab weekly*

This course is an introduction to electromagnetic theory and modern physics. Central topics include: Electricity, magnetism, optics, quantum ideas, atomic and nuclear physics, and special relativity. The laboratory provides students with opportunities to learn and apply the scientific method through investigations of the phenomena discussed in lecture. The course is designed to meet the needs of liberal arts students and some students majoring in the biological sciences. Field trips may be required. (2)

*Transfer credit:* UC, CSU (CAN: PHYS 4; PHYS SEQ A (PHYS R101 + R102))

### PHYS R121—Physics with Calculus 1 5 units

*Prerequisites:* MATH R120.

*4 hours lecture, 3 hours lab weekly*

This course is an introduction to classical mechanics and thermal physics. Central topics include: Vectors, motion, force, energy, heat, fluids, waves, and sound. The laboratory provides students with opportunities to learn and apply the scientific method through investigations of the phenomena discussed in lecture. It also introduces students to methods of computer-assisted data analysis. The course is designed to meet the needs of students majoring in the biological sciences. Field trips may be required.

*Transfer credit:* UC, CSU

### PHYS R122—Physics with Calculus 2 5 units

*Prerequisites:* PHYS R121.

*4 hours lecture, 3 hours lab weekly*

This course is an introduction to electromagnetic theory and modern physics. Central topics include: Electricity, magnetism, optics, quantum ideas, atomic and nuclear physics, and special relativity. The laboratory provides students with opportunities to learn and apply the scientific method through investigations of the phenomena discussed in lecture. The course is designed to meet the needs of students majoring in the biological sciences. Field trips may be required.

*Transfer credit:* UC, CSU

### PHYS R131\*—Physics for Scientists and Engineers 1

**5 units**

*Prerequisites:* MATH R120.

*4 hours lecture, 3 hours lab weekly*

This course is an introduction to the statics and dynamics of rigid bodies and ideal fluids. Central topics include: Newton's laws; conservation of energy, linear momentum, and angular momentum; equilibrium of rigid bodies, and oscillatory motion. Although the course emphasizes conceptual understanding, students also learn to apply mathematical techniques such as vector algebra, differential and integral calculus, Taylor series, and linear differential equations to the solution of problems. The laboratory provides students with opportunities to learn and apply the scientific method through investigations of the phenomena discussed in lecture. Field trips may be required.

*Transfer credit:* UC, CSU

### PHYS R132\*—Physics for Scientists and Engineers 2

**5 units**

*Prerequisites:* PHYS R131 and MATH R121.

*4 hours lecture, 3 hours lab weekly*

This course is an introduction to electricity and magnetism, with emphasis on understanding field theory and the behavior of simple electrical circuits. Central topics include: Gravitational, electric and magnetic fields; the laws of Coulomb, Gauss, Ohm, Kirchhoff, Ampere, Biot-Savart, and Faraday; simple circuit analysis; and the Maxwell equations. Although the course emphasizes conceptual understanding, students also learn to apply mathematical techniques such as vector algebra, vector differentiation and integration, binomial approximations, and linear differential equations to the solution of problems. The laboratory provides students with opportunities to learn and apply the scientific method through investigations of the phenomena discussed in lecture. Field trips may be required.

*Transfer credit:* UC, CSU

### PHYS R133\*—Physics for Scientists and Engineers 3

**5 units**

*Prerequisites:* PHYS R132 and MATH R122.

*4 hours lecture, 3 hours lab weekly*

This course is an introduction to wave motion (with emphasis placed on the study of sound and electromagnetic wave phenomena), geometrical and physical optics, and thermodynamics. The course also addresses selected topics in quantum mechanics and special relativity at an elementary level. Although the course emphasizes conceptual understanding, students also learn to apply mathematical techniques such as vector calculus, Fourier analysis, numerical approximation, and multi-variable integration to the solution of problems. The laboratory provides students with opportunities to learn and apply the scientific method through investigations of the phenomena discussed in lecture. Field trips may be required.

*Transfer credit:* UC, CSU

### PHYS R199—Directed Studies in Physics

**1-3 units**

*Prerequisites:* PHYS R131.

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

This course is designed for students interested in furthering their knowledge of physics on an independent study basis; assigned problems will involve library, lab, and/or field work. It is appropriate for students majoring in physics, engineering, mathematics, or related fields. Course may be taken two times. (2)

*Transfer credit:* CSU

\*Course numbers have been changed. CAN confirmation is pending.

# PHYSIOLOGY

See courses in Biological Sciences

# POLITICAL SCIENCE

## Career Opportunities

Armed Services	Attorney/Legal Assistant
Judicial Officer/Judge	High School Teacher
College Professor	Political Consultant
Police Services	Political Scientist/Researcher
Elected Public Official	Community Activist
Journalism/Book Author	Intelligence Agencies/CIA/FBI
Foreign Service/U.S. State Department	
Custom Officer/Import-Export Agent	
Public Relations/Travel Consultant	
International Civil Service/Public Institutions	
Non-Profit Organization Management	
Public Administration/Civil Service	
Human Services/Social Welfare	
Human Services/Criminal Justice System	
Human Services/Child Protective & Domestic Relations	
Human Services/Juvenile Services	

## Faculty

Full-Time	Part-Time
Carolyn Dorrance	Timothy Flynn
Gloria Guevara	Philip Grant
	Steve McHargue

## ◆ Political Science

### Associate in Arts Degree

Required Courses:	Units
POLS R100 Introduction to Politics	3
POLS R101 Government of the United States: Institutions/Politics	3
POLS R102 Government of the United States: Institutions/Laws	3
POLS R104 International Relations	3
POLS R108 Comparative Politics	3
	<hr/> 15

### Required Additional Courses: Units

Select six units from the following:		
ANTH R102	Cultural Anthropology	3
BIOL R106	The Human Environment	3
ECON R100	The Modern American Economy	3
<b>OR</b>		
ECON R101	Principles of Macroeconomics	3
GEOG R102	World Cultural Geography	3
HISTR100A	History of World Civilizations I	3
HISTR100B	History of World Civilizations II	3
HISTR107	The History of the Mexican People in the US	3
<b>OR</b>		
HISTR116	History of the Americas II	3
HISTR110	History of the Middle East	3
HISTR114	Modern Asia	3
HISTR119	Modern Africa	3
HISTR121	US Multicultural/Migration	3
IDS R101A	History of Ideas and Evolution of Culture I	3

IDS R102	Science, Technology, and Human Values	3
PHIL R111	Thinking Critically and Analytic Writing	3
PHIL/SOC R114	Social Philosophy	3
Any POLS course not used to satisfy the core requirement		
PSY R103	Beginning Statistics for Behavioral Science	3
SOC R103	Racial and Ethnic Group Relations	3
SOC R109	Futurology	3
		<hr/> 6
	<b>Total Required Units</b>	<b>21</b>

## Political Science Courses

### POLS R010—Introduction to United States

#### Government

**3 units**

*3 hours lecture weekly*

An introduction to the institutions and political processes of government in the United States. Federalism and the institutions of Congress, the Presidency and the Supreme Court are studied from the perspective of constitutional democracy and the theory of checks and balances. The roles of political parties, interest groups, public opinion and the media are discussed in a way that broadens understanding of political process and citizen participation. Special attention is given to improving student study skills including vocabulary building, research, analytical writing and articulation of political ideas. Field trips may be required. (2)

### POLS R100—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*

### POLS R101—Government of the United States

#### Institutions/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. (2)

*Transfer credit: UC, CSU*

### POLS R102—Government of the United States

#### Institutions/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*

### POLS R104—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*

**POLS R105—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. Course may be taken three times. (2)

Transfer credit: UC, CSU

**POLS R106—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

**POLS R107—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

**POLS R108—Comparative Politics** **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

**POLS R189—Topics in Political Science** **1/2-3 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: CSU

**POLS R189A—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

**POLS R199—Directed Studies in Political Science** **1-3 units**

Lecture and/or lab hours 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: CSU

# PSYCHOLOGY

## Career Opportunities

Advertising Manager	Efficiency Engineer
Job Analyst	Personnel Manager
Police Officer	Psychologist
Vocational Counselor	Public Relations
Social/Welfare Work	Statistician
Pathologist/Audiologist	Probation/Parole Officer
Community Organization Director	

## Faculty

Full-Time	Part-Time
Marie Butler	Karen Lehner
Linda Chaparro	Daniel McDermott
	George Rodriguez
	Oliver Williams

## ◆ Psychology

### Associate in Arts Degree

Required Courses:	Units
PSY R101 General Psychology (UCSB/CSUN)	3
PSY R103 Beginning Statistics for Behavioral Science (UCSB)	3
<b>OR</b>	
MATH R105 Introductory Statistics (CSUN/UCSB)	4
PSY R104 Introduction to Experimental Psychology (UCSB)	3
<b>OR</b>	
PSY R105 Introduction to Physiological Psychology (CSUN)	3
PSY R102A Interpersonal Relations	3
	12 - 13

### Required Additional Courses:

Complete one of the following courses:

PHIL R101 Introduction to Philosophy	3
PSY R104 Introduction to Experimental Psychology	3
PSY R105 Introduction to Physiological Psychology	3
PSY R106/	
SOC R113 Social Psychology	3
PSY R108 Developmental Psychology	3
PSY R130 Introduction to Humanistic Psychology	3
PSY R189A-Z Current Topics in Psychology	3
SOC R106 Contemporary Family in American Society	3
Plus one of the following:	
PSY R102B Interpersonal Relations (II)	3
PSY R107/	
SOC R104 Sex Roles	3
PSY R109 Loss, Grief and Death	3
PSY R110 Human Sexuality	3
PSY R111/	
CDR108 The Exceptional Child	3
PSY R112/	
CDR130 Parent/Child Interaction	3
PSY R113 Psychology of Maturing & Aging	3
PSY R120 Animal Behavior	3
	6

**Total Required Units 18-19**

## Psychology Courses

### **PSY R098—Short Courses in Psychology** ½-10 units

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

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

### **PSY R101—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: PSY 2)*

### **PSY R102A—Interpersonal Relations I** 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*

### **PSY R102B—Interpersonal Relations II** 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*

### **PSY R103—Beginning Statistics for Behavioral Science** 3 units

*Prerequisites: MATH R014, PSY R101.*

*3 hours lecture weekly*

Designed for students majoring in psychology, sociology, and anthropology; emphasis on use of statistics in behavioral science research. Topics covered are procedures in hypothesis testing, descriptive, inferential, and correlational statistics.

*Transfer credit: UC, CSU*

### **PSY R104—Introduction to Experimental Psychology** 3 units

*Prerequisites: PSY R101 and PSY R103 or concurrent enrollment in PSY R103.*

*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)*

### **PSY R105—Introduction to Physiological Psychology** 3 units

*Prerequisites: PSY R101; PSY R103 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*

### **PSY R106—Social Psychology** 3 units

*Prerequisites: PSY R101 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. (Same as SOC R113)

*Transfer credit: UC, CSU*

### **PSY R107—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. (Same as SOC R104)

*Transfer credit: UC, CSU*

### **PSY R108—Developmental Psychology** 3 units

*Prerequisites: PSY R101.*

*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*

### **PSY R109—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*

### **PSY R110—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*

### **PSY R111—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. (Same as CD R108) (2)

*Transfer credit: CSU*

### **PSY R112—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. (Same as CD R130)

*Transfer credit: CSU*

### **PSY R113—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*



**PSY R114—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. (Same as CHST R114.)

Transfer credit: UC, CSU

**PSY R120—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

**PSY R130—Introduction to Humanistic Psychology** **3 units**

Prerequisites: PSY R101 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

**PSY R131—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

**PSY R189—Current Topics in Psychology** **1/2-3 units**

Prerequisites: A previous course in Psychology.

Lecture and/or lab hours 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: CSU

**PSY R198—Short Courses in Psychology** **1/2-10 units**

Lecture and/or lab hours 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: CSU

**PSY R199—Directed Studies in Psychology** **1-3 units**

Lecture and/or lab hours 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: CSU

# SOCIOLOGY

## Career Opportunities

Counselor	Police Officer
Probation/Parole Officer	Public Health Educator
Public Survey Worker	Recreation Director
Statistician	Correctional Officer
Social/Welfare Worker	Private Detective
Social and Human Service Assistant	
Sociologist (Criminologist, Penologist, Industrial, Social Ecologist)	

## Faculty

Full-Time	Part-Time
Marie Butler	Joan Evans
Linda Chaparro	Elaine Gonzales
Carolyn Dorrance	Jan Shear
	Martin Sugarman

## ◆ Sociology

### Associate in Arts Degree

Required Courses:	Units
SOC R101 Introduction to Sociology	3
SOC R102 Social Problems	3
SOC R111 Sociological Analysis: Introduction to Social Research	3
Plus one of the following:	
SOC R103 Racial and Ethnic Group Relations	3
SOC R107 Sociology of the Black Community	3
SOC R108 Sociology of the Chicano Community	3
	12

### Required Additional Courses:

	Units
Complete one of the following courses:	
SOC R104/ Sex Roles	3
PSY R107	
SOC R105 Aging in the United States	3
SOC R106 Contemporary Family in American Society	3
SOC R109 Futurology	3
SOC R112 Great American Women	3
SOC R113 Social Psychology	3
SOC R114 Social Philosophy	3
SOC R115 Sociology of Religion	3
Plus one of the following:	
ANTHR110 People and Cultures of the World	3
HIST R107 History of the Mexican People in the US	3
HIST R108 African-American History	3
SOC R112 Great American Women	3
SOC R116 Crime and Society	3
SOC R118 Introduction to Human Services	3

**Total Required Units 18**

## ◆ Sociology: Human Services Option

### Certificate of Completion

(Awarded by the Department)

The option in Human Services provides the student with an academic background for entry-level positions in various human services agencies such as providers of health care, vocational training, welfare services, probation supervision, and pre-professional counseling. It also prepares the student for upper-division programs in human services, behavioral sciences, social sciences and education.

Required Courses:	Units
SOC R101 Introduction to Sociology	3
SOC R102 Social Problems	3
SOC R103 Racial and Ethnic Group Relations	3

SOC R104/ PSY R107 SOC R110	Sex Roles	3
SOC R118	Introduction to Field Studies in Sociology	3
	Introduction to Human Services	3
		<hr/> 18

**Elective Courses:**

Students are encouraged to take at least one of the following courses:

SOC R105	Aging in the United States	3
SOC R106	Contemporary Family in American Society	3
SOC R107	Sociology of the Black Community	3
SOC R108	Sociology of the Chicano Community	3
SOC R112	Great American Women	3
SOC R113/ PSY R106	Social Psychology	3
SOC R114	Social Philosophy	3
SOC R116	Crime and Society	3
ANTHR105	Women, Culture and Society	3
CDR106	Child, Family, and Community	3
HIST R103	History of the United States II	3
POLS R102	Government of the United States: Institutions/Laws	3
	<b>Total Required Units</b>	<hr/> 18

**Sociology Courses**

**SOC R101—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.

*Transfer credit: UC, CSU (CAN: SOC 2)*

**SOC R102—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*

**SOC R103—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 R104—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. (Same as PSY R107)

*Transfer credit: UC, CSU*

**SOC R105—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 R106—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. (2)

*Transfer credit: UC, CSU*

**SOC R107—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 R108—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. (Same as CHST R108) (2)

*Transfer credit: UC, CSU*

**SOC R109—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 R110—Introduction to Field Studies in Sociology 3 units**

*3 hours lecture weekly*

This course is for students who seek the knowledge and experience gained through both classroom and applied on-site involvement with government and/or social agencies in the community. Students learn to identify and evaluate theories of field research methods within a social welfare context. The operations and ethics of community organizations are presented. There will be emphasis on analysis of a social setting. Instruction includes lecture on field observation(s). Field observation in a non profit agency will be required outside of class. Field trips may be required.

*Transfer credit: CSU*

**SOC R111—Introduction to Social Research 3 units**

*Prerequisites: SOC R101.*

*3 hours lecture weekly*

Students will experience discussions on the logic and procedures of scientific analysis of social phenomena, and practice in conceptualizing and operationalizing social variables and in testing hypotheses. Students will engage in hypothesis testing and examine the role of qualitative and quantitative methods using participant observation, survey research, and design. Community assessment and questionnaire development will be utilized by the student. Final project includes an analysis of research data, using computer and presentation of results in class and report form. Field trips may be required.

*Transfer credit: UC, CSU*

**SOC R112—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. (Same as HIST R112) (2)

Transfer credit: UC, CSU

**SOC R113—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. (Same as PSY R106)

Transfer credit: UC, CSU

**SOC R114—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. (Same as PHIL R114) (2)

Transfer credit: UC, CSU

**SOC R115—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

**SOC R116—Crime and Society** **3 units**  
3 hours lecture weekly

This introductory course is designed to provide students with the fundamental knowledge of the fields of criminology and criminal justice, and examines crime and deviance within a socio-legal context. Students evaluate theories of criminology and treatment of both adult and juvenile offenders. Topics covered include corporate deviance, conventional and violent crime, social institutions, criminal control systems and contemporary laws used by the criminal justice system to determine incarceration and/or rehabilitation. Field trips may be required.

Transfer credit: UC, CSU

**SOC R118—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 R121—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 R122—Intro. to Education** **3 units**  
3 hours lecture weekly

This introductory course is designed to provide students with the fundamental knowledge of the American educational system, using a multicultural approach to analyze urban schools. Concepts and methods selected from sociology and related disciplines (including sociology, anthropology, economics and philosophy) are used to understand and analyze current conditions in American Schools, and to evaluate models for reform. A minimum of 30 hours of observation in a multicultural school and/or community setting is required. This course is designed for students considering teaching as a profession, for paraprofessionals, and for volunteers working in the public school system. Field trips may be required. (Same as EDU R122)

Transfer credit: CSU

**SOC R199—Directed Studies in Sociology** **1-3 units**  
Advisory: A course in the specific field.

Lecture and/or lab hours 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: CSU

## SPANISH

### Career Opportunities

#### B.A. Level

Interpreter	Translator
Foreign Clerk	Foreign Service Officer
Foreign-Exchange	Trader

#### Faculty

##### Full-Time

Carmen Eblen	Cecilia Milan
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##### Part-Time

Rene Centeno	Jesus Duran
Marta Garza-Laird	Sara Harding-Castillo
Dora Madrigal	George Peraza

#### ◆ Spanish

##### Associate in Arts Degree

Required Courses:		Units
SPAN R103	Intermediate Spanish I	5
SPAN R104	Intermediate Spanish II	5
		<hr/> 10

##### Required Additional Courses: Units

Complete a minimum of 9 units from the following:

SPAN R101	Elementary Spanish I	5*
SPAN R101A	Elementary Spanish 1A	3*
SPAN R101B	Elementary Spanish 1B	3*
SPAN R102	Elementary Spanish II	5*
SPAN R102A	Elementary Spanish 2A	3*
SPAN R102B	Elementary Spanish 2B	3*
SPAN R105	Native Spanish Speaker 1	5*
SPAN R106	Native Spanish Speaker 2	5*
SPAN R107	Hispanic American Culture	3
SPAN R108	Composition in Spanish	3
SPAN R117	Hispanic-American Literature	3
SPAN R118	Cinema Hispanoamericano	3

9 - 11

**Total Required Units 19 - 21**

\*No more than 5 units of SPAN R101-R106 can be applied to the major.

## Spanish Courses

### **SPAN R098—Short Courses in Spanish** ½-10 units

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

Special topics designed to inform or update interested persons in the various disciplines within Spanish. (2)

### **SPAN R101A—Elementary Spanish 1A** 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 SPAN R101. The sequel to this course is SPAN R101B. (2)

*Transfer credit: UC, CSU*

### **SPAN R101B—Elementary Spanish 1B** 3 units

*Prerequisites: SPAN R101A 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 SPAN R101. (2)

*Transfer credit: UC, CSU*

### **SPAN R102A—Elementary Spanish 2A** 3 units

*Prerequisites: SPAN R101 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 SPAN R102. The sequel to this course is SPAN R102B. (2)

*Transfer credit: UC, CSU*

### **SPAN R102B—Elementary Spanish 2B** 3 units

*Prerequisites: SPAN R102A 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 SPAN R102. (2)

*Transfer credit: UC, CSU*

### **SPAN R101—Elementary Spanish I** 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 SEQ A (SPAN R101 + R102))*

### **SPAN R102—Elementary Spanish II** 5 units

*Prerequisites: SPAN R101 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 SEQ A (SPAN R101 + R102))*

### **SPAN R103—Intermediate Spanish I** 5 units

*Prerequisites: SPAN R102 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)*

### **SPAN R104—Intermediate Spanish II** 5 units

*Prerequisites: SPAN R103 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*

### **SPAN R105—Native Spanish Speaker 1** 5 units

*Prerequisites: SPAN R104.*

*5 hours lecture weekly*

First semester Spanish for native Spanish speakers. Emphasis on vocabulary building and correct usage in speaking and writing; study of basic principles of grammar included. Contrast in Spanish and English grammar, contrast standard Spanish and "loans" from English. Cultural readings used to promote reading and writing. Field trips may be taken. (2)

*Transfer credit: UC, CSU*

### **SPAN R106—Native Spanish Speaker 2** 5 units

*Prerequisites: SPAN R105.*

*5 hours lecture weekly*

Second semester Spanish for native Spanish speakers. Reviews principles of grammar. Increases proficiency in understanding, speaking, reading, and writing Spanish through the use of short stories, short novels, and cultural readings. Field trips may be taken. (2)

*Transfer credit: UC, CSU*

### **SPAN R107—Hispanic American Culture** 3 units

*Prerequisites: SPAN R101 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*

**SPAN R108—Composition in Spanish** **3 units**

*Prerequisites: SPAN R104 or equivalent fluency.  
3 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 student's knowledge of Hispanic-American cultures. (2)

*Transfer credit: UC, CSU*

**SPAN R117—Hispanic-American Literature** **3 units**

*Advisory: Advanced knowledge of Spanish reading and writing, SPAN R104 or SPAN R108 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*

**SPAN R118—Cinema Hispanoamericano** **3 units**

*Prerequisites: SPAN R103.  
3 hours lecture weekly*

This course will focus on the relationship between film and literature in the Hispanic American world. Spanish language films from Hispanoamerica will be viewed and discussed. This course is designed for majors and nonmajors alike, and will be conducted in Spanish. Field trips may be required. (2)

*Transfer credit: UC, CSU*

**SPAN R120—Cultural and Communicative Spanish** **3 units**

*Prerequisites: SPAN R102 or equivalent.  
3 hours lecture weekly*

Course is designed to expand listening and speaking skills. Recommended for students wanting to strengthen aural comprehension and speaking skills. Cultural based materials will be used to further the student's knowledge and awareness of the Spanish speaking world. Field trips may be taken. (2)

*Transfer credit: CSU*

**SPAN R199—Directed Studies in Spanish** **1-3 units**

*Prerequisites: A course in the specific field.  
Lecture and/or lab hours 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: CSU*

## SPECIAL EDUCATION

### Special Education Courses

**SPED R001—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. Not applicable for degree credit.

**SPED R004—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. Not applicable for degree credit. Course may be taken four times.

**SPED R012—Issues for Deaf Students** **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. Not applicable for degree credit. Course may be taken four times.

**SPED R030—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. Not applicable for degree credit.

## SPEECH

### Career Opportunities

(Post-bachelors degree necessary)

Lawyer	Management Trainee
Lecturer	Politician
Linguist	Speech Therapist

### Faculty

**Full-Time**

Mary Ellen Kazmark	Amy London
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**Part-Time**

Gary Amar	Monica Conway
Raymond Fredette	Roland Glover
Leslie Radford	

### Speech Courses

**SPCH R101—Introduction to Oral Communication** **3 units**

*Advisory: ENGL R101 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 R102—Advanced Oral Communication** **3 units**

*Prerequisites: SPCH R101.  
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 R104—Voice and Diction** 3 units  
3 hours lecture weekly

The course introduces 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 writing assignments. By working within a method guaranteed to release tension, students will learn to speak before groups. (Same as THA R104)

*Transfer credit: UC, CSU*

**SPCH R105—Oral Interpretation of Literature** 3 units  
3 hours lecture weekly

This course is a study of the principles and techniques of oral reading of drama, prose and poetry with understanding and appreciation. Students will practice evaluation of the literature selected for reading. Field trips may be required. (2)

*Transfer credit: UC, CSU*

**SPCH R108—ESL Academic Oral Communication** 3 units

*Advisory: ESL R046.*

3 hours lecture, 1 hour lab weekly

Speech R108 is designed to help advanced non-native speakers of English communicate effectively in academic, professional, and social settings. Field trips may be required. (2)

*Transfer credit: CSU*

**SPCH R109—Readers' Theatre** 3 units  
3 hours lecture weekly

The course will include concepts and techniques of cooperative group work in oral interpretation of literature, including children's stories, poetry, prose and plays. Performance of Readers' Theatre selections before community and college audiences will be required. Field trips may be required. (Same as THA R109)

*Transfer credit: UC, CSU*

**SPCH R112—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 R199—Directed Studies in Speech** 1-3 units

*Prerequisites: A course in the specific field.*

*Lecture and/or lab hours 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: CSU*

**NOTE:** The courses listed below have been temporarily suspended. For further information, please contact the Liberal Studies division office.

SPCH 106 Critical Analysis of Speeches

SPCH 107 Argumentation and Debate

*Oxnard College  
Speech Tournament  
winners with Full-time  
Speech Instructor Amy  
London (second from  
left).*



*photo by Cathy Garnica*

# TELEVISION

## Career Opportunities

Broadcast Television	Industrial Video Production
Cable Industry	Independent Video Production
Producer	Director
Script Writer	Camera Operator
Video Editor	Stage Manager
Master Control	Video Operator

## Faculty

<b>Full-Time</b>	<b>Part-Time</b>
Andres Orozco	Katharine B. Merrill

## ◆ Communications —Radio, Motion Picture and Television

### Associate in Arts Degree

#### Television Production Option

Required Courses:		Units
JOUR R100	Introduction to Mass Communications	3
TV R101	Broadcast Studio Operation	3
TV R102	Television Production Workshop	3
TV R103	Television Directing and Editing	3
TV R104	Advanced Television Production	3
TV R105/		
ENGL R130	Television Writing	3
		18

#### Required Additional Courses:

Complete six units from the following:		Units
ENGL R131	Cinema: Literary Views	3
JOUR R101	News Writing and Reporting	3
JOUR R111	Broadcast Journalism	3
SPCH R101	Introduction to Oral Communication	3
<b>OR</b>		
SPCH R104	Voice and Diction	3
THA R108	Acting for Film and Television	3
TV R117	The Use of the Ethnic Minority in Film and Television	3
		6
	<b>Total Required Units</b>	<b>24</b>

## OCTV - OC's Television Station

Since 1987 Oxnard College has provided students and the community with educational and entertainment programming on Oxnard College Television on Adelphia throughout Oxnard and Port Hueneme. Programming includes shows produced by television production students, credit telecourses and other entertainment programming. Oxnard College Television produces college and community programming on-location and in its well-equipped television production studio. Students create original programming as part of their lab work in television production courses.

Telecourses shown on OCTV offer students a chance to earn regular transferrable college credit by watching programming on subjects such as History, Political Science, Child Development, Health, Sociology and Business Law, with limited attendance on campus.

## Television Courses

### TV R101—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 R102—Television Production Workshop 3 units

Advisory: TV R101.

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 R103—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 R104—Advanced Television Production 3 units

Advisory: TV R103.

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 R105—Television Writing 3 units

Advisory: Eligibility for ENGL R096.

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. (Same as ENGL R130)

Transfer credit: CSU

### TV R117—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

# TRAVEL & 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.

## ◆ Travel and Tourism

Required Courses:		Units
TRVL R100	Introduction to Travel and Tourism	3
TRVL R101	Selling Destinations	3
TRVL R102	Domestic Ticketing	3
TRVL R103	International Ticketing	3
TRVL R104	Airline Computer Training	2
TRVL R105	Travel and Tourism Marketing	3
TRVL R106	Tour Management	3
BUS R180	Introduction to International Business	3
CIS R020A	Introduction to Microcomputers	2
CIS R021A	Introduction to Windows	2
<b>Total Required Units</b>		<b>27</b>

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

TRVL R107	Travel Agency Operations	3
TRVL R108	Travel Agency Accounting	3
TRVL R190	Internship in Travel	3
BUS R120	Introduction to Business	3
BUS R121	Introduction to Management	3
<b>Total Required Units</b>		<b>33</b>

## Travel & Tourism Courses

### TRVL R100—Introduction to Travel & Tourism 3 units

*Advisory: HRM R100.*

*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.

*Transfer credit: CSU*

### TRVL R101—Selling Destinations 3 units

*Prerequisites: TRVL R100 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.

*Transfer credit: CSU*

### TRVL R102—Domestic Ticketing 3 units

*Prerequisites: TRVL R100.*

*3 hours lecture weekly*

This 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.

*Transfer credit: CSU*

### TRVL R103—International Ticketing 3 units

*Prerequisites: TRVL R102.*

*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 ABM-PC computer simulation system.

*Transfer credit: CSU*

### TRVL R104—Airline Computer Training 2 units

*Prerequisites: TRVL R102 and TRVL R103.*

*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.

*Transfer credit: CSU*

### TRVL R105—Travel/Tourism Marketing 3 units

*Prerequisites: TRVL R100.*

*3 hours lecture weekly*

This 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 are 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.

*Transfer credit: CSU*

### TRVL R106—Tour Management 3 units

*Prerequisites: TRVL R100.*

*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 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.).

*Transfer credit: CSU*

### TRVL R107—Travel Agency Operations 3 units

*Prerequisites: TRVL R100.*

*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.

*Transfer credit: CSU*

### TRVL R108—Travel Agency Accounting 3 units

*Prerequisites: TRVL R100.*

*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 a easy-to-use method of determining profitability of each commercial account.

*Transfer credit: CSU*

### TRVL R190—Internship in Travel 3 units

*Prerequisites: Completion of at least 12 units in the TRVL 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.

*Transfer credit: CSU*



# 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.

### 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.

## Student Conduct—Due Process

### A. Preliminary Action

1. The Executive Vice President of Student Learning or their designee 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 or their designee 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 or their designee 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 or their designee 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 or their designee 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.

## 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 person and/or representative may be present as well as the aggrieved person and/or his/her representative. No other persons except scheduled single witnesses and the Grievance Committee members shall be present.
  - f. The person making the charge shall assume the burden of proof. The rule of confidentiality shall prevail at all stages of the hearing.
  - g. The committee shall judge the relevancy and weight of testimony and evidence. It shall make its findings on fact and limit its investigation to the formal charge. It shall also make a recommendation for disposition of the charge to the college President. Actions in this procedure shall be completed within five working days.
  - h. The committee shall submit its findings of fact and recommend action to both parties and to the President of the college. Upon receipt of the findings and recommendations, the President of the college shall:
    - (1) Concur with the committee's recommendation.
    - (2) Not concur with the committee's recommendation.
    - (3) Take alternative action.
    - (4) The college President shall state in writing the reasons for the action taken on the committee's recommendation. The President shall act within 10 working days.
  - i. If either party does not agree with the decision of the college President at this time, an appeal may be made to the Chancellor of the Ventura County Community College District; if he/she is still dissatisfied with the decision, an appeal may be made to the Board of Trustees which shall render the final decision. Appeals of the decision of the Chancellor must be made within 15 days of receipt of the result. Appeals to the Governing Board may be made only when all other steps in the procedure have been completed and when there is an

identifiable remedy for the grievance. Appeals to the Governing Board shall be made in writing and shall specify exactly why the student feels the Governing Board should review the decision. If it is felt that the proper procedures were not followed, then the appeal should specify what procedures were not properly followed and how the alleged errors affected the outcome. The Governing Board shall review the written records of the proceedings and any related materials. The Board may, after reviewing all materials, allow individuals to make statements to the Board or may request clarification of facts from the President or clarification regarding the committee's deliberations from the Grievance Committee chairperson.

- j. Records of all proceedings will be maintained by the college President in accordance with rules of confidentiality and board/state/federal laws, rules, regulations, and contracts. Insertion of information regarding a case in an employee's personnel record will only be made in compliance with board/state/federal laws, rules, regulations, and contracts.

## Appendix II

### 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 Counseling Office (LRC 22) 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 effect 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 III

### 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 previous grade earned shall be omitted from the computation of the cumulative grade point average, an "E" appears 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 IV 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 V 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 VI

### International Students

#### I. Definitions

- A. An international student is a person enrolled at one of the District colleges who is a permanent resident of another country and is in the U.S. on a visa. People with B-2 visitor's visas are not considered to be international students, and cannot take classes unless they apply to change their visa status to F-1 (which can be done with the assistance of the Admissions & Records Office). They can only take classes after their F-1 Visa is approved.
- B. People who have other types of visas may be eligible for admission as regular students, resident or nonresident, depending on their visa types.
  1. People having the following visa types may establish residency:
    - A-1 to A-3
    - E-1, E-2
    - G-1 to G-3
    - H-1 (also known as H-1B), H-4
    - I
    - K-1, K-2
    - L-1, L-2
    - O-1, O-3
    - R
    - TC
  2. Aliens holding any visa types other than those above are precluded from establishing residency in the United States.
  3. Those holding Resident Immigrant visas are not considered to be international students. They are residents with all the privileges and responsibilities of other residents.

- C. International students enrolled with F-1 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 the special educational needs of international students, the Ventura County Community College District reserves the right to limit the number of international students (F-1 visa) admitted each year.
- B. In order to foster cultural exchange, the district encourages ethnic and national diversity among the international students admitted.

#### III. Admission Requirements (F-1 visa only)

Prior to the completion of the registration process, international students must follow the procedure outlined below:

- A. Submit a completed International Student Application form, along with the required \$50 processing fee. International students must declare a major course of study.
- B. Provide evidence of adequate proficiency in the use of English. Where English was not the language in which their education was earned, a TOEFL score (Test of English as a Foreign Language) of 450/133 or more must be submitted or other satisfactory evidence of English level. For information regarding the TOEFL test, students are advised to write to:
 

Educational Testing Service  
P. O. Box 6151  
Princeton, NJ 08541-6151 or  
email: [toefl@ets.org](mailto:toefl@ets.org) or  
website: <http://www.toefl.org> or <http://www.ets.org>.
- C. Submit a bank statement that verifies financial capability for the costs of attending college.
- D. Before registration is validated, international students must pay the entire nonresident tuition fee and the state enrollment fees for the semester.
- E. Provide officially-translated transcripts, in English, from high schools and colleges previously attended. In general, it is expected that applicants will have completed high 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, along with a signed health report verifying you are free from communicable disease and in general good health as well as your immunization record.
- G. International 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, except through special emergency measures enacted from time to time by Immigration & Naturalization or at the end of their program of study if they apply for Optional Practical Training.

## **Appendix VII**

### **Student Health Services**

The Governing Board hereby establishes a program of student health supervision and services. This action is taken pursuant to California Code of Regulations, 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 Dean of Student Services and the coordinator of Student Health Services. The district may also employ health aides, physicians, and other health workers as provided by law, budget and need.

#### **Student 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 Office, and the Evening Program Office in the mailroom. 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. There is a \$100 deductible for athletes 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: Student Health Center at (805) 986-5832.

#### **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) are administered. Coordination with County Public Health Department is on a regular basis. TB testing is routinely done.

#### **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 laboratory for analysis. X-rays and mammograms 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 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, campus newspaper, and schedule of classes.

#### **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 VIII**

### **Privacy Rights Governing Student Records**

Pursuant to the Federal Educational Rights and Privacy Act, the California Education Code, and the California Code of Regulations Title V, the colleges in this district establish and maintain information on students relevant to admission, registration, academic history, career, student benefits or services, extra-curricular activities, counseling and guidance, discipline or matters related to student conduct, and shall maintain such information required by law. The college is not authorized to permit access to student records to any person without the written consent of the student or under judicial order except to college officials and employees with legitimate educational interest.

#### **Right of Access**

Any currently enrolled or former student has a right to access to any or all student records relating to the student which are maintained by this District. The editing or withholding of such records is prohibited except as provided by law.

Requests for access shall be in writing, addressed to the 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**

Oxnard College regards the following as "Directory Information" which can be released to the public: student's name, current enrollment status, dates of attendance, major field of study, degrees and awards received from the College, participation in officially recognized activities and sports, weight and height of members of athletic teams, the most recent public or private school attended by the student.

**If you desire to withhold "Directory Information," you must file a written request with the Admissions and Records Office prior to the first day of the semester that you are attending.**

In accordance with the Family Education Rights and Privacy Act of 1974, all other student information, excluding that designated as Directory Information, cannot be released to a third party without written permission submitted to the college by the student. This law applies to all students attending Oxnard College, regardless of the student's age.

### **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.

### **Statement of Nondiscrimination**

The Ventura County Community Colleges are committed to providing an equal opportunity for admissions, student financing, student support facilities and activities, and employment regardless of race, color, religion, sex, national origin, handicap, age, marital status or Vietnam veteran status, in accordance with the requirements of Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 (as amended by the Equal Employment Opportunity Act of 1972), sections 503 and 504 of

the Rehabilitation Act of 1973 and the Rehabilitation Act Amendments of 1974, Executive Order 11246 (as amended by Executive Order 11375), and the Federal Age Discrimination Employment Act of 1967 and the Age Discrimination Employment Act Amendments of 1978 and the Americans with Disabilities Act of 1992.

The Ventura County Community College District has a policy of nondiscrimination regarding persons with disabilities and a process for resolving allegations of discrimination. If you feel that you have been discriminated against because of a disability, you should first contact the program coordinator at (805) 986-5830 or the dean at (805) 986-5847.

## **Appendix IX Complaint Procedure for Harassment/ Discrimination**

Members of a college community—students, faculty, administrators, staff, and visitors—must be able to study and work in an atmosphere of mutual respect and trust. Ventura County Community College District is actively committed to creating and maintaining an environment which respects the dignity of individuals and groups.

The goal of Ventura County Community College District is to be sensitive to the needs of students, staff and those who interact with the college community, while preserving the rights of those against whom allegations have been made.

Employees or students of the District who feel that they have been harassed or discriminated against based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, veteran status, marital status, or physical or mental disability have the right to file a complaint. The procedures outlined govern the process for all discrimination complaints filed by employees or students, including sexual harassment. Complaints may be filed student against student, student against employee, employee against student, employee against employee, visitor against employee, employee against visitor, etc.

Complaints must be filed with the District within one year of the alleged harassment or discrimination or within one year of the date on which the Complainant knew or should have known of the facts of the alleged incident.

District employees involved in any aspect of investigating or resolving a complaint of harassment or discrimination will have received training from a qualified source in advance of their service.

Non-retaliation for filing—no individual will suffer retaliation as a result of filing a claim or being a witness in regard to harassment/discrimination allegations. Persons engaging in retaliation are subject to disciplinary action.

### **DEFINITIONS**

**Complainant:** An individual who believes that he/she has been the victim of harassment or discrimination.

**Respondent:** An individual against whom a claim of harassment or discrimination is made.

**Complaint:** A written allegation that a student, staff member, or other individual who interacts with VCCCD has subjected someone to harassment or discrimination.

**Responsible District Officer:** The person at the District who is responsible for coordinating the investigations of all harassment and discrimination complaints.

**Intake Facilitator:** The person on the campus or at the District Service Center who is responsible for conducting the informal and/or formal investigation of all harassment/discrimination complaints.



The District has established the following procedures to resolve charges of harassment or discrimination.

### INFORMAL PROCESS

An individual who has reason to believe that he or she has been a victim of harassment or discrimination based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, marital status, veteran status, or physical or mental disability may resolve the matter through an informal process under this procedure. Participation in the informal process is optional and not a prerequisite to filing a formal complaint.

1. A person who believes that he or she has personally suffered harassment or discrimination should contact the appropriate Intake Facilitator at their location to directly discuss his or her concerns.
2. The Intake Facilitator may inform the Respondent of the possible complaint and shall meet with the Complainant to:
  - a. understand the nature of the concern;
  - b. give to Complainant a copy of the District's Sexual Harassment Policy brochure and this "Complaint Procedure for Harassment/Discrimination" document;
  - c. inform Complainant of his or her rights under this complaint procedure;
  - d. assist the Complainant in any way advisable.
3. If the Complainant and the Respondent agree to a proposed resolution, the resolution shall be implemented and the informal process shall be concluded. At any time during the informal process, the Complainant may initiate a formal complaint.
4. The Intake Facilitator shall keep a written log of discussions and a record of the resolution. This information shall become part of the official investigation file if the Complainant initiates a formal complaint. If the parties reach a tentative agreement upon resolution of the complaint, a letter summarizing the resolution shall be sent to the Complainant and the Respondent. A copy of this letter shall be sent to Human Resources for approval.
5. Once a complaint is put in writing and signed by the Complainant, the Complaint is considered to be formal and the formal complaint procedures should be followed.

### FORMAL PROCESS

1. A person who alleges that he or she has personally suffered harassment or discrimination based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, veteran status, marital status, or physical or mental disability shall complete and sign the District's Harassment/Discrimination Complaint Form within one year of the alleged incident or within one year of the date on which the Complainant knew or should have known of the facts of the harassment or discrimination incident.
2. On the complaint form, the Complainant shall describe in detail such alleged harassment or discrimination and the action the Complainant requests to resolve the matter. All written complaints shall be signed and dated by the Complainant, and shall contain at least the name(s) of the individual(s) involved, the date(s) of the event(s) at issue and a detailed description of the actions constituting the alleged harassment or discrimination. Names, addresses and phone numbers of witnesses or potential witnesses should also be included, when possible.
3. The Intake Facilitator will review the complaint to determine whether it describes the kind of harassment or discrimination which is prohibited under these procedures and whether the complaint sufficiently describes the facts of the alleged misconduct. If the complaint does not describe the kind of prohibited conduct the District investigates under the procedures, the Complainant will be notified and will be referred to

the appropriate process. If the complaint does not sufficiently describe the facts giving rise to the complaint so that a determination can be made regarding whether the alleged misconduct is covered under these procedures, the complaint will be returned and the Complainant will be invited to submit an amended complaint providing enough factual detail to allow the above determination to be made.

4. After a proper complaint is received, the Intake Facilitator shall investigate the charges as stated in the complaint. The Intake Facilitator shall send a copy of the complaint to the Responsible District Officer, who, after consultation with the Vice Chancellor of Human Resources and the District Chancellor, shall send a copy to the State Chancellor of the California Community College System. A summary of the complaint and procedures shall also be sent to the Respondent. A copy of the complaint will be maintained in the Office of Human Resources at the District Service Center.
5. The Intake Facilitator shall meet with the Complainant to review the nature of the complaint and identify the scope and nature of the investigation. If the Complainant fails to meet with the Intake Facilitator within a reasonable time (usually 10 working days), the Intake Facilitator will continue the investigation to the best of his/her abilities based on the written formal complaint. After meeting with the Complainant, the Intake Facilitator shall give the Respondent an opportunity to meet with him/her to receive the Respondent's answer to the complaint and to review with Respondent the scope and nature of the investigation. Complainant and Respondent may inform the Intake Facilitator of witnesses to contact and may present documents in support of their positions.
6. Prior to completing the investigation, the Intake Facilitator shall meet again with the Complainant and the Respondent separately, to give an overview of the steps taken during the investigation, to ask Complainant and Respondent for the names of any other individuals the Intake Facilitator might speak with to request any additional information.
7. The Responsible District Officer shall determine whether harassment or discrimination did or did not occur with respect to each allegation in the complaint. The findings shall take into consideration the severity of the conduct, the pervasiveness of the conduct, the pertinent background, and other relevant District policies.

If disciplinary action is recommended, appropriate contractual due process and statutory processes will be invoked. If the Responsible District Officer finds there is no evidence to sustain the allegation, the record shall be kept confidential, except to the extent that disclosure may be required by law. The records will be destroyed to the extent the law allows.

After completion of the investigation, the Intake Facilitator shall meet with the Responsible District Officer who shall be responsible for reviewing the Intake Facilitator's report, making factual determinations, reaching a conclusion regarding the charges, and recommending appropriate action, if any.

8. In the event the complaint is against the Responsible District Officer, the Vice Chancellor of Human Resources shall appoint an investigator to review the complaint. In the event the complaint is against the Vice Chancellor of Human Resources, the District Chancellor or designee shall appoint an investigator to hear the complaint, receive the report, and make a determination on any final action.
9. The District shall complete its investigation and forward to the Complainant and Respondent within 90 calendar days of receiving a complaint, and the Chancellor of the California Community College System within 150 calendar days of receiving a complaint, all of the following:
  - a. A summary of the investigative report;

- b. A written notice setting forth:
  - (1) the findings of the District investigator and District Chancellor as to whether harassment or discrimination based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, veteran status, marital status, or physical or mental disability did or did not occur with respect to each allegation in the complaint;
  - (2) a description of actions to be taken, if any, to remedy any discrimination or harassment that occurred and to prevent similar problems from occurring in the future;
  - (3) the proposed resolution of the complaint;
  - (4) the Complainant's right to appeal to the District Chancellor, then the State Chancellor of the California Community College System; and
  - (5) In the event disciplinary action is recommended for the Respondent, he/she shall be entitled to all due process procedures provided by statute and/or the employee collective bargaining agreement.

**APPEAL RIGHTS**

If the Complainant is not satisfied with the results of the formal level administrative determination, the Complainant may appeal the determination by submitting objections to the District Chancellor within fifteen calendar days of the receipt of the determination. Within forty-five calendar days of receiving the Complainant's appeal, a copy of the final District decision rendered by the District Chancellor shall be forwarded to the Complainant, the State Chancellor of the California Community College System, and, if appropriate, the Respondent. If the District Chancellor does not act within forty-five calendar days, the administrative determination shall be deemed approved and shall become the final District decision in the matter. Complainant shall have the right to file a written appeal with the State Chancellor of the California Community College System within thirty calendar days after the District Chancellor has issued the final District decision or permits the administrative determination to become final.

**HOW TO FILE A HARASSMENT OR DISCRIMINATION COMPLAINT**

1. A copy of these procedures and the Ventura County Community College District's Harassment/Discrimination Complaint forms are available in the Office of Human Resources, the offices of the Intake Facilitators on each campus, and in the Executive Vice President's Office on each campus.
2. Completed complaint forms may either be mailed or delivered to the Ventura County Community College District, Assistant Vice Chancellor of Human Resources, 333 Skyway Drive, Camarillo, CA 93010, or to one of the Intake Facilitators on each campus.
3. Complaints must be filed with the District within one year of the alleged unlawful harassment or discrimination or within one year of the date on which the Complainant knew or should have known of the facts of the alleged incident.
4. A person who alleges that he or she has personally suffered harassment or discrimination based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, veteran status, marital status, or physical or mental disability, or one who has learned of such unlawful harassment or discrimination, shall invoke the procedures described above.
5. An individual may also file a complaint of unlawful discrimination with the Equal Employment Opportunity Commission, 2014 "T" Street, Suite 210, Sacramento, CA 98514, the United States Department of Education, Office of Civil Rights, 50 United Nations Plaza, Room 239, San Francisco, CA

94102, or the Department of Fair Employment and Housing may be called at 1-408-291-7352. These additional procedures may be used at the time of filing a complaint, during, or after use of the District harassment or discrimination complaint process. Filing deadlines for the aforementioned offices may vary. Note that the filing deadlines and procedures for each agency may differ.

6. Non-retaliation for filing—no individual will suffer retaliation as a result of filing a claim or being a witness in regard to harassment/discrimination allegations. Persons engaging in retaliation are subject to disciplinary action.

**DISSEMINATION**

The District will disseminate the information regarding District policies and appropriate procedures on harassment and discrimination to all employees and students by announcing its existence in prominent places throughout the District including, but not limited to, the college catalog and schedule of classes, appropriate employee and/or student publications, on official District and Union bulletin boards, and by direct communication to District employees.

**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 County Community College District Police Department office reported the following crimes on the Oxnard College campus for the reporting period January 1, 2004 to December 31, 2004:

Criminal Homicide .....	0
Forcible & nonforcible sexual assault .....	1
Robbery .....	2
Aggravated Assault .....	1
Burglary .....	17
Theft .....	27
Motor Vehicle Theft .....	0
Arson .....	2
Misdemeanor Assault .....	2
Drug Violations .....	1
Alcohol Violations .....	0
Vandalism .....	13
Bomb Threats .....	3
Fraud/Embezzlement .....	1
Weapons Violation .....	1
Stolen Property (Buy/Receive/Possess) .....	0
Battery .....	4
Sex Crimes .....	4
Felony Arrest .....	1
Misdemeanor Arrest (Traffic Related Included) .....	43
Restraining Order .....	3
Hate Crimes .....	0
Stalking .....	0
DUI Arrest .....	5
Annoying Phone Calls .....	0
Criminal Threats .....	1
Disturbing the Peace .....	2
Computer Crime .....	0
Traffic Accidents .....	17
Miscellaneous .....	15

# Administration, Faculty, and Staff

## Ventura County Community College District Board of Trustees

**Ms. Cheryl Heitmann**, President  
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**Mr. Robert O. Huber**, Trustee  
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**Ms. Doreen Juarez**, Student Trustee

## District Administration

**James M. Meznik, Ph.D.**, Chancellor  
**Mr. Michael D. Gregoryk**, Deputy Chancellor  
**Mr. William Studdt**, Vice Chancellor of Human Resources  
**Ms. Patricia Parham**, Associate Vice Chancellor of Human Resources  
**Mr. Victor Belinski**, Associate Vice Chancellor, Information Technology  
*(vacant)*, Dean, Economic Development

## Oxnard College Administration

**Dr. Lydia Ledesma-Reese**, President

## Business Services

**Mr. Kenneth R. Bailey**, Vice President, Business Services  
**Mr. Will Deits**, Director, Maintenance & Operations  
*(vacant)*, Director of Business Services & Evening Administrator

## Student Learning

**Mr. Ramiro R. Sanchez**, Executive Vice President, Student Learning  
**Dr. Jaime Casillas**, Dean, Occupational Education & Economic Development  
**Ms. Delois J. Flowers**, Dean, Library & Learning Resource Center  
**Dr. Steven C. Hall**, Dean, Mathematics, Science, Health, & Athletics  
*(vacant)*, Dean, Student Services  
*(vacant)*, Dean, Liberal Studies  
*(vacant)*, Dean, Instruction & Innovation  
**Dr. Darla M. Cooper**, Director, Institutional Research & Learning Outcomes Assessment

## Full-Time Faculty/Administrators

(Date) indicates year of employment at Oxnard College.

**Abram, Michael W., Associate Professor (2004)**  
Biology. B.A., University of California, Santa Barbara  
**Andrich, John J., Professor (1984)**  
Mathematics/Physics. B.S., California State Polytechnic University, Pomona; M.S., West Coast University  
**Bailey, Kenneth R., Vice President (2004)**  
Business Services. B.A., M.A., San Francisco State University  
**Barth, Thomas G., Professor (1990)**  
Adaptive Computer Technology/Learning Disabilities Specialist. B.S., University of Northern Colorado; M.S., University of Wisconsin

**Bassey, Ed-Rissa K., Professor (1988)**  
Accounting. B.S., Morgan State University; M.B.A., University of Baltimore; J.D., University of San Francisco

**Bates, Mark, Professor (2000)**  
Mathematics. B.A., M.A., University of Southern California, Santa Barbara

**Black, Bret S., Professor (2001)**  
Mathematics. B.A., University of California, Santa Barbara; M.S., California State University, Fullerton

**Bouma, Hank, Professor (1999)**  
Information Processing Systems. A.A., Phoenix College; B.S., California State University, Long Beach; M.A., Webster University Missouri

**Buckley, Lorraine Madsen, Professor (1992)**  
Biology. B.A., University of Tennessee; M.S., Louisiana State University; M.A., Ph.D., City University of New York

**Butler, Marie, Professor (1990)**  
Sociology. B.A., University of Illinois, Champaign-Urbana; M.Ed., Georgia State University, Atlanta; M.A., Ph.D., University of California, Davis

**Cabral, Robert, Associate Professor (2004)**  
Business. B.A., University of California, Santa Barbara; M.A.O.M., Antioch University; D.B.A., Huizenga School of Business & Entrepreneurship

**Caruth, Elissa, S., Professor (2000)**  
English. B.A., M.A., California State University, Northridge

**Casillas, Jaime, Dean (1999)**  
Occupational Education & Economic Development. B.A., University of California, Santa Barbara; M.S., California Lutheran University; Ed.D., Nova Southeastern University

**Casillas, Graciela, Professor (2001)**  
Physical Education. B.A., University of California, Santa Barbara; M.S., California Lutheran University; M.S., Azusa Pacific University

**Castro, Frank, Professor (1977)**  
Automotive Technology

**Chaparro, Linda, Professor (1987)**  
Psychology. B.A., California State University, Northridge; M.S.W., University of California, Berkeley; Ph.D., University of Michigan

**Chatenever, Robert A., Professor (1981)**  
Air Conditioning/Refrigeration. B.S., Stevens Institute of Technology

**Cook, Amy J., Counselor (2004)**  
A.A., Orange Coast College; B.A., Hawaii Pacific University; M.A., Azusa Pacific University

**Cooper, Darla M., Director (2001)**  
Institutional Research and Learning Outcomes Assessment. B.A., University of California, San Diego; M.S., Ed.D., University of Southern California

**Corbett, P. Scott, Coordinator (1996)**  
Technology & Distance Learning. B.A., M.A., Kent State University; M.Ph., Ph.D., University of Kansas

**Corral, Margarita, Counselor (1981)**  
B.A., M.A., California State University, Northridge

**Crockett, Luanne Stevenson, Professor (1990)**  
Chemistry. B.A., Humboldt State University; M.S., San Diego State University

**Croker, Gaylene, Professor (1992)**  
English. B.S., Kansas State University; M.A., California State University, Sacramento

**Deits, Will, Director (2002)**  
Maintenance & Operations. B.S., MEBA Engineering

**Dorrance, Carolyn, Professor (1975)**  
History/Political Science. B.A., Mount Holyoke College; M.A., Columbia University; Ph.D., University of California, Santa Barbara

**Dozen, Patricia E., Professor (2005)**  
English/ESL. B.A., M.A., California State University, Long Beach

**Eberhardy, Diane, Professor (2000)**  
Computer Information Systems. B.A., University of California, Santa Barbara; M.B.A., California Lutheran University

**Eblen, Carmen P., Professor (1994)**  
Spanish. B.A., Catholic University, Valparaiso, Chile; M.A., St. University of New York, Cortland

**Edwards, Ishita M., Professor (1991)**  
Economics/Interdisciplinary Studies. B.A., Delhi University; M.A., University of Jammu & Kashmir; Ph.D., University of Poona, India

**Emory, Jesse R., Associate Professor (2004)**  
Fire Technology. A.A. Ventura College

**Enriquez, Richard P., Professor (2000)**  
Dental Hygiene. D.D.S., University of Southern California School of Dentistry

**Espinoza-Lopez, Gloria, Counselor (1999)**  
EOPS/Outreach. B.A., California State University, Northridge; M.S., California Lutheran University

**Fahs, Hussein, G., Associate Professor (2004)**  
Mathematics. B.S., M.S., California State University, Northridge

**Fauth, Lynn, Professor (1986)**  
English. A.A., Santa Monica College; B.A., United States International University; A.M., Indiana University; M.A., California State University, Los Angeles; Ph.D., Indiana University

**Flocco, Vincent R., Jr., Professor (1975)**  
Art. B.A., M.A., California State University, Los Angeles; M.F.A., University of Iowa

**Flowers, Delois J., Dean (1990)**  
Library & Learning Resource Center. B.A., California State University, Los Angeles; M.L.S., Rutgers State University, New Jersey

**Fontes, Ross, Counselor (2002)**  
EOPS. A.A., Ventura College; B.A., University of California, Santa Barbara; M.A., California State University, Northridge

**Frick, Carole A., Professor (1980)**  
Special Education. B.A., Sonoma State College; M.A., California Lutheran College

**Guerrero, M. Carmen, Professor (1992)**  
Business Management/Marketing. A.A., Moorpark College; B.S., M.S., La Verne University

**Guevara, Gloria Y., Professor (2001)**  
Political Science. B.A., University of California, San Diego; M.A., University of Southern California, Los Angeles; M.A., California State University, Northridge

**Hall, Steven C., Dean (1996)**  
Mathematics, Science, Health, & Athletics. B.A., M.S., San Diego State University; Ed.D., Pepperdine University

- Hayashi, Alan, Professor (1991)**  
Mathematics. B.S.C., B.A., University of California, Riverside
- Haywood, Frank W., Professor (1985)**  
Hotel & Restaurant Management. A.A., Santa Barbara City College
- Hernandez, Juan, Counselor (1975)**  
B.A., San Diego State College; M.A., Azusa Pacific College; M.S., California Lutheran College
- Horrock, Christopher, Professor (1992)**  
Philosophy. B.A., Connecticut College; M.A., University of Washington
- Jones, Mary J., Coordinator (1995)**  
Student Health Services. B.S., Salve Regina College; M.A., University of California, Los Angeles
- Kamaila, Linda L., Professor (1990)**  
Anthropology. B.A., M.A., Ph.D., Stanford University
- Karkos, Kimberly A., Director/Coordinator (2002)**  
Child Development Center. B.A., University of Connecticut; M.A., St. Joseph College
- Kazmark, Mary Ellen, Professor (1980)**  
Theatre Arts/Speech. B.S., University of Wisconsin; M.A., University of Michigan; Ph.D., University of California, Los Angeles
- Kenney, James, Professor (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
- Ledesma-Reese, Lydia, President (2002)**  
A.A., Saddleback Community College; B.A., M.A., California State University, Fullerton; Ed.D., Pepperdine University
- Lindbergh, Betsy, Coordinator (1998)**  
Dental Hygiene. A.A., Pasadena City College; B.S., D.D.S., University of Southern California
- London, Amy F., Associate Professor (2004)**  
Speech. B.A., M.A., California State University, Northridge
- Lopez, David, Coordinator (2000)**  
Matriculation. B.A., M.A., Loyola Marymount University; M.S. San Diego State University
- Lovejoy, Julie, Professor (2000)**  
American Sign Language/Interpretation. A.A., Moorpark College; B.A., California State University, Northridge; M.S., Western Maryland College
- Lynch, Alex E., Associate Professor (2004)**  
Engineering Technology. B.A., Washington State University; M.A., Azusa Pacific University
- Ma, Yong Chun, Professor (1996)**  
Chemistry. B.S., Fudan University, China; M.S., University of Mississippi
- Magallanes, David, Professor (1992)**  
Mathematics. B.S., California State University, San Luis Obispo; M.S., California State University, Northridge
- Mainzer, Christiane, M., Associate Professor (2004)**  
Geography. A.A., Los Angeles Pierce College; B.A., University of California, Los Angeles; M.A., California State University, Northridge
- McArthur, Judith, Counselor (2005)**  
DSP&S. B.A., California Lutheran University; M.A., California State University, Northridge
- McCarthy, Remy A., Professor (1988)**  
Physical Education. A.A., Moorpark College; B.A., M.A., California State University, Northridge
- McClurkin, Lawrence Ronald, Professor (1996)**  
Physical Education. A.A., El Camino College; B.A., M.A., California State University, Dominguez Hills
- Menchaca, Olivia, Coordinator (1999)**  
Transfer Center. B.A., California State University, Northridge; M.S., California Lutheran University
- Mendez-Angeles, Patricia, Professor (2001)**  
Child Development. M.A., B.A., California State University, Northridge
- Merrill, James A., Professor (1985)**  
English. A.A., Oxnard College; B.A., M.A., University of California, Los Angeles
- Milan, Cecilia, Associate Professor (2004)**  
Spanish. M.A., University of Oregon
- Morgan, Gary W., Professor (1999)**  
Fire Technology. A.A., Moorpark College
- Morla, Christine J., Associate Professor (2004)**  
Art. B.A., Loyola Marymount University; M.F.A., Claremont Graduate University
- O'Neil, Thomas J., Professor (1976)**  
Geology/Oceanography. B.S., Roanoke College; M.S., Louisiana State University
- Orange, Leo, Coordinator (2001)**  
Disabled Students Programs & Services. M.S., B.S., California State University, Los Angeles
- Orozco, Andres, Professor (2001)**  
Television. B.A., M.A., University of Utah
- Ortega, José, Professor (1991)**  
Auto Body Repair/Painting
- Parkel, Joyce M., Professor (1976)**  
Health Education. B.A., California Lutheran University; M.A., California State University, Northridge; Ed.D., University of La Verne
- Parker, Maria, Professor (1992)**  
Mathematics. B.S., M.S., Purdue University
- Petersen, James, Associate Professor (2005)**  
Fire Technology
- Pinto-Casillas, Mary, Professor (1995)**  
Office Automation. A.A., Oxnard College; B.S., University of LaVerne
- Redding, Jeannette E., Professor (2001)**  
Basic English/ESL. B.A., M.A., University of California, Los Angeles
- Rivera, Elvia, Professor (2000)**  
Child Development. B.A., California State University, Northridge; M.A., University of California, Santa Barbara
- Rivera, Everardo, Counselor (2005)**  
EOPS/CARE. A.A., Oxnard College; B.A., University of California, Los Angeles; M.S., California Lutheran University
- Rodriguez, Anthony, Professor (1998)**  
English. B.A., M.A., Pepperdine University; M.A., California State University, Dominguez Hills
- Rodriguez, Harmony, Librarian (1984)**  
B.A. California State University, Northridge; M.L.S., University of California, Los Angeles
- Ryan, Colleen, Professor (1975)**  
Chemistry/Mathematics. B.A., M.A., Wellesley College; M.A.T., Harvard University
- Salinas, Tomás, Professor (1990)**  
History. B.A., M.A., Ph.D., University of California, Santa Barbara
- Sanchez, Matilde, Professor (1989)**  
English/ESL. B.A., M.A., University of California, Santa Barbara
- Sanchez, Ramiro R., Executive Vice President (2001)**  
Student Learning. B.A., Howard Payne University; M.S., East Texas State University
- Savren, Shelley, Professor (1992)**  
English. B.A., Ohio State University; M.A., Central Michigan University
- Shahoian, Shant R., Associate Professor (2004)**  
English. B.A., University of California, Los Angeles; M.A., University of California, San Diego
- Shilley, William L., Professor (1989)**  
Addictive Disorders Studies. B.A., M.A., St. Thomas College
- Simmen, Vernon S., Professor (1998)**  
English/ESL. B.A., St. Patrick's College; Certificate in Teaching English as a Second Language, University of California, Santa Barbara; M.A., California State University, Los Angeles
- Smith, Ralph E., Counselor (1975)**  
B.A., M.Ed., University of California, Santa Barbara
- Stough, Thomas, Librarian (2000)**  
B.A., Wichita State University; M.S., University of Oklahoma
- Sutton, Karen, Coordinator/Associate Professor (2001)**  
PACE. A.A., Oxnard College; B.A., California Lutheran University; M.S., California State University, Los Angeles
- Toles, Liesel, R., Specialist (2000)**  
Learning Disabilities. B.A., M.Ed. (in progress), University of California, Santa Barbara
- Valle, Ana Maria, Coordinator (1998)**  
EOPS. B.A., California State University, Northridge; M.S., California Lutheran University
- Vega, Jose, Counselor (1997)**  
EOPS. A.A., Oxnard College; B.A., California State University, Northridge; M.S. California Lutheran University
- Viswanath, Vish Y., Associate Professor (2004)**  
Computer Information Systems. B.A., M.B.A., California State University, Long Beach; M.S., California State University, Fullerton
- Waits, Emma N., Counselor (1990)**  
B.S., Lincoln University, Missouri; M.A., University of California, Santa Barbara; Ed.D., Nova University, Florida
- White, Gerald R., Director (1978)**  
Athletics. B.A., Fresno State University; M.A., University of Southern California
- Wilkes-Vacca, Evangeline, Professor (1991)**  
English. B.A., San José State University; M.A., United States International University; Ph.D., World University; J.D., Ventura College of Law
- Young, Beverley J., Professor (1976)**  
English/Reading. B.A., New York City University; M.A., Sonoma State University
- Zambrano, Lilia, V.R., Associate Professor (2004)**  
Mathematics. A.A., Oxnard College; B.A., M.Ed., University of California, Santa Barbara
- Zitnik, Louise A., Professor (1990)**  
Biology. B.A., University of California, Los Angeles; Ph.D., University of California, Davis

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**Archuleta, Teresa (Deceased)**  
EOPS Coordinator

**Arvizu, Steven F.**  
President

**Ayala, Bill Sr. (Deceased)**  
Welding Technology/Agriculture Heavy  
Equipment

**Bowers, Stanley L.**  
Dean, Student Services

**Brinkman, Gary**  
Counselor

**Clements, William**  
Landscape Maintenance

**Corley, Helene**  
Business Management/Marketing

**Dell, John W.**  
Fire Technology

**Derr, Harold**  
Agriculture/Heavy Vehicles

**Dever, Mark L. (Deceased)**  
Journalism

**Diaz, Carlos M. (Deceased)**  
English

**Dodds, John W. Jr.**  
Counselor

**Eckels, Calvin (Deceased)**  
Industrial Mechanics

**Estes, Earl**  
Mathematics

**Eustice, Carole A.**  
Computer Information Systems

**Ford, Bernie**  
Diesel Mechanics

**French, Edward**  
Environmental Technology/Fire Technology/  
Industrial Safety

**Garza, Marta C.**  
Spanish

**Higby, John N.**  
Fire Technology Coordinator

**Hughes, Patrick R.**  
Philosophy/Psychology

**Hoyt, Raymond L.**  
Sign Language

**Jackson, Ronald (Deceased)**  
Counselor

**Jarvaise, James**  
Art

**Jones, Desmond**  
Political Science/Economics

**Keaster, Shirley**  
Student Health Services Coordinator

**Kueler, Glenn B.**  
Business

**Lawson, Clara**  
Early Childhood Education

**Lawson, William H.**  
Dean, Continuing Education

**Lynch, Edward J.**  
Electronics/Engineering/Engineering  
Technology

**Marziani, Alex**  
Counselor

**Morgan, Gary**  
Journalism/English/History

**Moses, Jesse D. (Deceased)**  
Dean, Continuing Education/Outreach

**Peters, Irene**  
Mathematics

**Ramirez, Gilbert**  
Counselor

**Rapose, Joel E.**  
Automotive Technology

**Raptis, Anthony A.**  
Counselor

**Reynolds, Robert**  
Speech

**Rios, Daniel**  
Vocational Education/Technology

**Robings, Edward W.**  
President

**Robinson, Leroy**  
Television/Multimedia

**Rodriguez, Rene**  
Vice President, College Services

**Sahota, Betty**  
Counselor/Coordinator

**Sanchez, Salvatore**  
EOPS Counselor

**Sarafian, Winston (Deceased)**  
History/Associate Librarian

**Schneider, Elise**  
President

**Sharp, Nicholas K.**  
Information Processing Systems

**Shearer, Cheryl**  
Dean, Business, Technology, Public Services,  
and Health Occupations

**Silva, Lourdes**  
Office Automation

**Smith, James N.**  
Fire Technology

**Stallings, Richard A.**  
Agriculture

**Ventura, Donato**  
Counselor

**Wall, Sinclair**  
Reading/English/Speech/ESL

**Ziegler, H. O'Neil**  
Biology

## **Classified Staff**

**Acosta, Reinaldo (2001)**  
Library Technician

**Aguilar, Micaela (2002)**  
Clerical Assistant I

**Al-Sadek, Abdallah (2005)**  
Instructional Lab Technician/  
Culinary Arts

**Alexander, Michael C. (2001)**  
Computer Maintenance Technician

**Allen, Sandra D. (1979)**  
Instructional Lab Technician/Learning Center

**Allen, Veronica A. (2001)**  
Disabled Student Services Technician

**Amaro, Ruby M. (2000)**  
Accounting Clerk I

**Avina-Carlton, Veronica (1998)**  
Student Services Assistant II/Bilingual

**Avina-Cervantes, Rocio (2004)**  
Financial Aid Technician

**Ayala, Adrian (2000)**  
Student Health Center Assistant

**Balderrama, Robert S. (1982)**  
Instructional Lab Technician/Automotive

**Barry, Lynda D. (1999)**  
Administrative Assistant II

**Bittinger, Constance C. (2002)**  
Administrative Assistant I

**Brenner, Gina M. (1986)**  
Bookstore Operations Assistant

**Brescia, Jorge (1999)**  
Physical Education/Athletic Equipment  
Manager

**Bryan, Guy N. (1983)**  
Grounds Maintenance Worker

**Cabral, Susan (1999)**  
Registrar

**Callaway, Linda C. (1998)**  
Student Services Assistant II

**Carnahan, Rick (2002)**  
Assistive Computer Tech/Media Spec.

**Castaneda Jr, Agustin C. (1984)**  
Publications/Bookstore Assistant

**Cervantes, Maria R. (1995)**  
Financial Aid Specialist/Bilingual

**Christophers, Judy (2003)**  
Admissions and Records Technican/Bilingual

**Cline, Kathy S. (2002)**  
Financial Aid Specialist

**Cooney, John E. (2001)**  
Financial Aid Technical Support Specialist

**Cornelio, Jose L. (2000)**  
Tutorial Services Specialist/Bilingual

**Corpuz, Eliza U. (2001)**  
Clerical Assistant I/Fire Academy

**Cortez, Jeannette A. (1987)**  
Counselor Assistant

**Cronin, Debra L. (1999)**  
Computer Specialist

**Dagum, Jesus V. (1997)**  
Custodian

**Dalsome, Olivia (2001)**  
Clerical Assistant II

**De la Torre, Teresa (1998)**  
Child Development Associate/Bilingual

**Diaz, Joel (2003)**  
Assistant Registrar

**Drew, Robin (2001)**  
Administrative Assistant I

**Driscoll, Sandra (2003)**  
Administrative Assistant I

**Fielding, Paul D. (2002)**  
Fire Academy Equipment Technician

**Figueroa, Marisol (1999)**  
Child Development Assistant

**Flowers, Debra R. (2001)**  
Foster Care Project Specialist

**Fredette, Terrence N. (2000)**  
Custodian

**Galicia, Blanca M. (2000)**  
Child Development Assistant

**Gardner, David A. (1996)**  
Grounds Equipment Operator/Mechanic

**Garnica, Catherine L. (1993)**  
Public Relations and Marketing Specialist

**Gonzalez, Marisa C. (2001)**  
Clerical Assistant I/Bilingual

**Goyeneche, Jack F. (1999)**  
Custodian

**Gratner, Shirley (2004)**  
Accounting Technician I

**Gregg, Nancy V. (2001)**  
Resource Development Coordinator/Trainer

**Hiben, Jeffrey J. (1999)**  
Instructional Assistant/Technology

**Hough, Betty (2003)**  
Administrative Assistant IV

**Joe, Grace (2003)**  
Fiscal/Budget Technician

**Kleiner, Judith L. (1995)**  
Clerical Assistant I

**La Coste, Randolph (1998)**  
Bookstore Stock Assistant

**Lashkari, Masoomeh (2001)**  
Accounting Technician II

**Lee, Valerie E. (2000)**  
Human Resources Assistant

**Lewis, Frances (1999)**  
Administrative Assistant II

**Lopez, Victor R. (2001)**  
Grounds Maintenance Worker

**Marletti, Dennis L. (2001)**  
Placement Project Specialist

**Matzenger, George T. (2000)**  
Custodian

**Mendoza, Bertha (1999)**  
Child Development Assistant

**Merrill, Katharine B. (1986)**  
Television/Radio Production Specialist

**Morales, Violet J. (1998)**  
Admission and Records Assistant II(Seasonal)

**Moses, Stephanie G. (2000)**  
Bookstore Cashier

**Nava, Elizabeth U. (1977)**  
Administrative Assistant II/Bilingual

**Orense, Julian (1996)**  
Custodial Supervisor II

**Ostrander, John A. (1998)**  
Electrician

**Owens, Connie L. (1999)**  
Community Development and Institutional Advancement Specialist

**Pack, Sandra L. (1989)**  
Executive Assistant to the President/  
Confidential

**Padron-Garcia, Gloria (2003)**  
Clerical Assistant I/Bilingual

**Paez, Lucila R. (1999)**  
Student Services Assistant I/Bilingual

**Partee, Barbara A. (1998)**  
Student Services Assistant II

**Pena, Zenaida A. (2000)**  
Clerical Assistant I

**Pepe-Williams, Elaine J. (1998)**  
Child Development Associate

**Perez, Maria C. (1995)**  
Instructional Assistant/Multi-Clerical/Bilingual

**Raguini, Hilario A. (2000)**  
Custodian

**Ramirez, Candy (1985)**  
Communications Assistant

**Reyna, Daniel E. (1993)**  
Instructional Lab Technician II/Sciences

**Rhodes, Della J. (1992)**  
Campus Payroll/Personnel Assistant

**Rivera, Jim A. (1989)**  
Custodian

**Robison, Danny J. (1980)**  
Warehouse Operator II

**Sachs, Ila M. (2001)**  
Counselor Assistant/DSS/Interpreter

**Sanchez, Catherine (2004)**  
Business Office Assistant I

**Sasaki, Tina G. (1998)**  
Administrative Assistant II

**Sotelo, Manuel M. (1997)**  
Custodian

**Soto, Melvin (1997)**  
HVAC and R Technician

**Spencer, Kathlynn E. (1990)**  
Administrative Assistant II

**Starr, Sharon (1990)**  
Admission and Records Technician

**Straka, Janice M. (1997)**  
Instructional Lab Technician II/Sciences

**Sweetland, Alice J. (1995)**  
Grounds Maintenance Worker

**Talbert, Richard L. (1994)**  
Custodian

**Talili, Deborah (1989, 2005)**  
Administrative Assistant I

**Talili, Reginald T. (1998)**  
Career Resources Specialist I

**Tannehill, Caroline (2003)**  
Administrative Assistant II

**Taylor, Barbara (2004)**  
Accounting Technician I

**Torres, Felicia X. (1999)**  
Student Services Assistant I/Bilingual

**Torres, Vanessa M. (2002)**  
Child Development Assistant

**Trout, David (2003)**  
Grounds Maintenance Worker

**Vega, Juana (2003)**  
Career Resources Specialist I/Bilingual

**Vera, Sonia Y. (1999)**  
Bookstore Cashier (Seasonal)

**Villegas, Al (1993)**  
Maintenance Supervisor

**Wasef, Rosalie G. (1987)**  
Child Development Associate

**Wiley, Danielle J. (1999)**  
Dental Hygiene Administrative Assistant

**Williams, Sherry O. (1982)**  
Media Services Specialist I

**Williams, Suzette R. (1994)**  
Matriculation Specialist I

**Willis, Geoff A. (2001)**  
Computer/Communications Technician

**Wilson, Brenda K. (2000)**  
Accounting Technician I

**Wilson, Colleen M. (1999)**  
Library Assistant

**Zavala, Monica R. (1992)**  
Instructional Data Specialist

**Ziegler, Cherri L. (1975)**  
Instructional Lab Technician I/Office  
Technology

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*Oxnard College  
 Multicultural Arts Day*

*photo by Cathy Garnica*



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# Campus Map

