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Bakersfield College offers a wide variety of programs and services designed to meet the academic and occupational preparation needs of its student body. This catalog attempts to present, in a useful way, a reference guide to College programs, services and facilities. Enclosed are descriptions for all educational courses and programs, procedures for admission and registration, an outline of student services available, a faculty listing, and a campus telephone directory. Students should take a few minutes to become better acquainted with Bakersfield College through the pages in this publication.

Welcome to Bakersfield College.

Richard L. Wright
President
BAKERSFIELD COLLEGE CALENDAR

FALL SEMESTER
August 17, 1987 – December 18, 1987

May 11 ............................................. Open Registration Begins
August 13 ........................................ Registration Ends
August 17 ........................................ Instruction Begins
September 7 ..................................... Labor Day Holiday
September 11 ................................. Last Day to Withdraw From a Semester Length Class Without Receiving a “W”
October 23 ....................................... Last Day to File for Graduation
November 13 ................................... Veterans Day Holiday
November 20 ................................. Last Day to Withdraw From a Semester Length Class
November 26-27 ............................... Thanksgiving Holidays
December 11-18 ................................... Final Examinations
December 18 .................................... End of Fall Semester

SPRING SEMESTER
January 19, 1988 – June 1, 1988

November 2 .............................................. Open Registration Begins
January 14 ........................................ Registration Ends
January 15 ........................................ Martin Luther King, Jr. Day Holiday
January 19 ........................................ Instruction Begins
February 11 ................................. Last Day to Withdraw From a Semester Length Class Without Receiving a “W”
February 12 ........................................ Lincoln Day Holiday
February 15 ........................................ Washington Day Holiday
March 25 ........................................ Last Day to File for Graduation
March 28-April 1 .................................. Spring Recess
April 29 ........................................ Last Day to Withdraw From a Semester Length Class
May 24-June 1 ..................................... Final Examinations
May 30 ........................................ Memorial Day Holiday
June 1 ............................................. End of Spring Semester
June 2 .................................................. Commencement

SUMMER SESSION
June 20, 1988 – July 29, 1988

May 16 ............................................. Open Registration Begins
June 16 ........................................ Registration Ends
June 20 ........................................ Instruction Begins
June 30 ........................................ Last Day to Withdraw From a Summer Session Length Class Without Receiving a “W”
July 4 ................................................ Fourth of July Holiday
July 20 ........................................ Last Day to Withdraw From a Summer Session Length Class
July 25-29 ........................................ Final Examinations
July 29 ........................................ End of Summer Session
# Telephone Directory

## Administration
- President: 395-4211
- Dean of Instruction: 395-4534
- Dean of Students: 395-4204

## Admissions-Records
- Admissions-Registration: 395-4301
- Transcripts: 395-4301
- Registrar: 395-4301

## Financial Aids
- Financial Aids: 395-4427
- EOPS: 395-4351

## Campus Police
- Security: 395-4554

## Student Services
- Assessment Center: 395-4479
- Athletic Director: 395-4266
- Bookstore: 395-4506
- Career Center: 395-4457
- Chicano Cultural Center: 395-4532
- Counseling: 395-4410
- Dean-Student Services: 395-4204
- Delano Center: 725-8020
- Health Services: 395-4336
- Honors Program: 395-4427
- International Student Center: 395-4419
- Learning Skills Center: 395-4433
- Lost & Found: 395-4355
- Library: 395-4461
- Martin Luther King, Jr. Center: 395-4570
- Placement-Employment: 395-4559
- Re-Entry Center: 395-4582
- Scholarships: 395-4427
- Student Activities: 395-4355
- Student Housing: 395-4355
- Test Bank Service Center: 395-4085
- Transfer Center: 395-4288
- Tutorial Center: 395-4433
- Veterans Affairs: 395-4414
EXPLANATION OF COLLEGE TERMS

For those who have never attended college before, the following brief explanation of common terms used at Bakersfield College is provided.

**A.A., Associate in Arts:** General degree granted by California Community Colleges. See college catalog for requirements.

**A.S., Associate in Science:** General degree granted by California Community Colleges requiring significant work within a specific major. See college catalog for requirements.

**Bachelor's Degree:** Degree granted by four-year colleges. Usually the Bachelor of Arts (B.A.) or the Bachelor of Science (B.S.).

**Class Schedule:** The listing of courses including hours, instructor, and room assignments to be offered each semester.
**Community Service Classes:** Fully fee-funded avocational and recreational classes. These classes carry no credit value.

**Credit Course:** Courses for which units are granted. See *Course Descriptions* in college catalog.

**Credit-No Credit Grading:** A grading system allowing a course to be taken for a grade of Credit or No Credit rather than for a letter grade of A, B, C, D, F. See *Academic Regulations* in college catalog for details.

**Electives:** Courses elected by the student which do not fulfill any specific requirement but provide units toward the degree.

**General Education:** Certain groups of courses required of all degree candidates regardless of their major. These may differ for the A.A. and A.S. degrees and for transfer. See college catalog for specific requirements.

**Grade Point Average (G.P.A.):** The average of a student's grades. See college catalog.

**Lower Division:** The first two years of college work, i.e., freshman and sophomore years and/or courses. By law only lower division work can be offered at Bakersfield College.

**Major:** The major field of study a student plans to pursue, i.e., biology, nursing, etc.

**Minor:** The field of study a student plans to pursue in addition to the major but with less emphasis. A minor is not usually required.

**Non-Credit (ungraded) Course:** Course for which no units are given. Restricted generally to Senior Adult and Parent Education programs.

**Prerequisite:** A requirement which must be completed prior to enrollment in a course. If required, it is listed in the course description. See college catalog.

**Semester Unit:** In general, a semester unit represents one hour of lecture or three hours of laboratory per week for a semester. Graduation requires 60 semester units. One semester unit is equivalent to one-and-a-half quarter units.

**Transcript (of Record):** Copy of student's college record prepared by the Records Office.

**Upper Division:** The last two years of college work, i.e., junior and senior years and/or courses. Upper division work is not offered nor generally accepted in transfer at Bakersfield College.
BAKERSFIELD COLLEGE

Bakersfield College, established in 1913, is one of the oldest two-year community colleges in the nation. The initial program offered a one-year curriculum, and in 1915 trustees authorized a second year of junior college and normal school courses. The college opened its present 153 acre campus on Panorama Drive in 1956. Bakersfield College has continued to grow and to meet the educational needs of Kern County, an area noted for its rich petroleum and agricultural industries.

ORGANIZATION

The college is operated by the Kern Community College District, formed in 1961. In 1967, Porterville College joined the district. Cerro Coso, serving Ridgecrest and the desert area, began operation in 1973 as part of KCCD. The district draws students from the Delano Joint Union High School District, the Kern High School District (Arvin, Bakersfield, Bakersfield Adult, East, Foothill, Highland, Kern Valley, Shafter, South and West High School), the McFarland Unified School District, the Mojave Unified School District, the Muroc Unified School District (Boron and Desert High Schools), the Porterville Union High School District, the Tehachapi Unified School District, the Trona Joint High School District, and the Wasco Union High School District.

MISSION STATEMENT

Bakersfield College, widely known for its excellent instruction and superior curriculum, is an open-door institution dedicated to meeting the educational needs of this community with high standards and flexibility toward program development. In keeping with the California Master Plan for Higher Education, Bakersfield College serves state-wide purposes while meeting local needs. These local needs create an important role for the college in its community. First, the city and its environs are geographically isolated making commuting to comparable institutions impractical. Second, Bakersfield College is one of only two institutions in the area offering post-secondary education. Finally, the community Bakersfield College serves is one of the most rapidly expanding in California; local businesses are becoming more technologically advanced, requiring highly trained personnel.

The mission of Bakersfield College is to serve this community by providing the following:

1. A strong and diverse transfer program providing an important transition between local high schools and upper division work at four-year colleges and universities.
2. A highly developed vocational and technical curriculum serving business and industry by providing well-trained personnel in a rapidly expanding community with minimal alternative training opportunities.

3. A General Education program designed to provide the essential base for degree programs; to broaden knowledge, skills and attitudes; to develop analytical ability and critical thinking; and to foster interest in life-long learning in the educational, scientific and cultural fields essential for effective participation in a complex society.

4. A significant remedial and developmental program to serve the needs of a diverse student population and enhance their ability to make useful contributions to society.

5. A broad and flexible continuing education program to assist adults to re-train, maintain competencies, develop themselves as individuals and adapt to an increasingly complex society.

6. A community services program supporting the personal developmental, recreational, and cultural interests and needs of the community.

7. A wide range of student services to assess, guide and support students

Fundamental to these statements is the belief that education should be self-directed, lifetime learning that benefits both the individual and society.

It is essential that first priority be given to transfer, associate-level and certificate programs in liberal arts, science, and vocational-technical education. The curriculum necessarily must include a strong and supportive General Education program as well as developmental education so that students can advance to college-level work within a reasonable time.

Second priority shall be given to adult continuing education necessary to the social, cultural, and economic well-being of the community.

Third priority shall be given to clearly remedial and basic skills adult education beyond that noted above, and fourth priority to programs/classes which are avocational or recreational in nature.

Student services and learning resources must be provided which are sufficient to serve the needs of the students in achieving their goals in accordance with the priorities indicated above. A strong and broad assessment and guidance program is essential and integral to the priorities indicated.

Community Services remain a priority within the means provided by state funds and community support. Community Service offerings may include many avocational and recreational activities as well as community and cultural events and civic center functions.
14  BAKERSFIELD COLLEGE

ACCREDITATION
Bakersfield College, approved by the Chancellor of the California Community Colleges, is officially accredited by the Western Association of Schools and Colleges. It meets all standards of the California State Department of Education and is listed in the Education Directory, Higher Education, Part 3, published by the United States Office of Education. The University of California and other colleges and universities of high rank give full credit for appropriate courses completed at Bakersfield College.

LEAGUE FOR INNOVATION
The Kern Community College District is a charter member of the League for Innovation in the Community College. League membership includes 19 community college districts in 13 states. The districts include 53 campuses enrolling 850,000 students served by 25,000 staff members.

Membership in the League constitutes a significant recognition of the Kern Community College District’s commitment to excellence in innovation and experimentation designed to enrich and improve all aspects of the college.

Numerous projects have been funded directly through the League. By its membership and active participation, this college reaffirms its dedication to providing the best possible educational program and the fullest utilization of its resources to serving the needs of Bakersfield and Kern County.

CONTINUING EDUCATION AND SUMMER SESSION
Continuing education classes are offered by Bakersfield College at convenient times during the day and evening, both on and off campus. Most of these are regular college courses, which carry the same requirements and credits as regular day classes. Most evening classes are offered one night per week for two or three hours, Monday through Thursday. Other courses are scheduled from 5:30 to 7:00 p.m., two days per week. Thus, a student may enroll in nine units and attend classes only two nights per week. A limited number of classes are offered on Saturday.

It is possible for a student to meet all requirements for graduation through continuing education classes. Adult education courses are offered by the college to meet particular or special community needs.

Bakersfield College is a member of the SOUTHERN CALIFORNIA CONSORTIUM FOR COMMUNITY COLLEGE TELEVISION, a cooperative enterprise of thirty-two Southern California community colleges. Students earn regular college credits and may view the programs and complete the study assignments at home. Examinations are held at Bakersfield College. Further information regarding TV courses may be obtained in the Office of Faculty Services.

The college also conducts a six-week summer session with both day and evening classes. Depending upon public demand, the class schedule may include some courses given during the regular session. For further information, write the Office of Instruction, 1801 Panorama Drive, Bakersfield, CA 93305, or phone 395-4534.
COMMUNITY SERVICES
The Office of Community Services sponsors a variety of events, ranging from concert series to film series. The Arts Ascending program consists of Bakersfield Chamber Orchestra concerts and professional performing artists. In addition, community service offers other activities, such as classes which are recreational or avocational and educational tours. The community service classes are offered without grades or credits and are self-supporting through the charge of a nominal fee to cover the cost of instruction and materials.

OPEN ACCESS TO ALL COLLEGE COURSES
It is the policy of Bakersfield College that, unless specifically exempted by statute, every course, course section or class, the average daily attendance of which is to be reported for state aid, wherever offered and maintained by the College, shall be fully open to enrollment and participation by any person who has been admitted to Bakersfield College and who meets such prerequisites as may be established.

In conformity with civil rights legislation, Bakersfield College provides services and benefits to its students without regard to race, color, national origin, sex, age, or handicap.

De acuerdo con la legislacion de los derechos civiles, el Bakersfield College provee servicios y beneficios a sus estudiantes sin hacer caso a la raza, al color, al origen nacional, al sexo, a la edad y a cualquier impedimento.

Anyone desiring additional information or wishing to file a complaint in regard to the above statement should contact:

David J. Rosales    John S. Madden
Associate Dean of Instruction    Assistant Chancellor, Personnel
Bakersfield College    Kern Community College District
Telephone: 395-4534    Telephone: 395-4106

LIBRARY
Located in the center of campus, the Grace Van Dyke Bird Library has over 55,000 books and bound periodicals, 225 current publications, and four newspapers. Two large reading rooms with carrels, tables, and lounge chairs provide a pleasing, attractive atmosphere for quiet study or leisure reading. Small conference and seminar rooms are available for group work, and a typing room provides typewriters for students.

LEARNING CENTER
The Learning Center, in the west wing of the library, is comprised of well-trained instructors and tutors and various learning devices. This well-equipped, professionally-staffed center offers tutorial services, reading and writing classes, learning and study skills courses, open-entry math classes, and individual testing/evaluation services for students with learning disabilities. For students who wish to improve their memory, note-taking, or test-taking skills on a short-term basis, the Learning Center has a class for them.
Individuals who want to study mathematics may also enroll in an open-entry/open-exit math class on the Learning Center Mezzanine. The math center offers courses in arithmetic, pre-algebra, elementary algebra, intermediate algebra, and trigonometry. At the Center students work at their own pace; they also study and test independently in a pleasant and relaxing environment.

**SUPPORTIVE SERVICES CENTER**

The Supportive Services Center provides special services and equipment that will enable handicapped students to participate in the mainstream of college activities. These special services include counseling, registration assistance, prescriptive assessment, tutoring, mobility assistance, speech therapy, interpreters for the deaf, and readers for the blind. Special equipment includes wheelchairs, typewriters (Braille, large-print, electric), tape recorders, notetakers, books (Braille, large-print, tape), and visual devices and voice synthesis capability for microcomputers. All programs are accessible and facilities are tailored to meet individual needs.

**ACADEMIC COMPUTING**

Use of the instructional computers by students at Bakersfield College is encouraged. Access to academic computing services is a privilege enjoyed by all students, whether enrolled in a course involving computer use or by permission of the Director of Academic Computing.

**Computer Studies**

Some of the most promising career opportunities of the present and future are in the areas of computer systems analysis, programming, and operations. Bakersfield College offers courses in computer science and data processing for business, scientific/engineering and personal applications. Transfer, Associate Degree, and certificate programs are available.

**Academic Computing Support Services**

Most of the academic departments at Bakersfield College use the computer directly in instruction. This includes programming instruction by the Computer Studies Department and Computer Assisted Instruction in areas as diverse as chemistry, English, and agriculture. This use is supported by the Academic Computing Center which aids faculty in the development of academic computing applications.

**Academic Computing Center**

The Academic Computing Center directs the operation of the academic computing equipment at Bakersfield College. This equipment now includes two time sharing systems and a substantial number of microcomputers. Most college programs have one or more terminals or microcomputers available in their areas.

Unauthorized access or use of academic computing facilities is in violation of Section 502.b-c of the California Penal Code. Offenders will be disciplined and/or prosecuted in accordance with existing college policy and California law.
SENIOR CITIZENS PROGRAM
At convenient community locations, senior citizens will find special classes geared to their specific needs, without the bother of tests, grades, or pressure. These classes are taught by competent, qualified instructors, with emphasis on informality and fellowship. Seniors wishing to enroll in regular classes are encouraged to do so. Special guidance and assistance is available. Persons wishing further information or who wish to suggest additional programs or locations are invited to call the Office of Instruction.

USE OF COLLEGE FACILITIES
Any campus or community group desiring use of facilities on the Bakersfield College should submit a facility request form which can be obtained at the Maintenance and Operations Office, SE 43. The Maintenance and Operations Office will assist you in the scheduling of facilities for lectures, seminars, meetings and conferences. For more information please call 395-4221.

PLANETARIUM
The BC Planetarium has served over 85,000 people. This unique educational resource has been utilized by schools throughout the county, as well as by many community groups. Several interesting illustrated lectures are available for groups of 35 to 65 people. Community Services handles reservations for the planetarium and may be contacted by telephoning 395-4537.

WEILL INSTITUTE
The Weill Institute, at 21st and Chester in downtown Bakersfield, is centrally located and easily reached by public transportation. The institute is a unique development offering a wide range of classes. It provides business and professional persons with a campus that offers job training opportunities with a variety of individualized, open-entry courses, short-term courses, and the traditional semester-length courses.

Career and vocational programs include word processing and secretarial, accounting and business math, management, marketing, real estate, mathematics, electronics, administration of justice and corrections. A variety of transfer and general education courses enable students to plan transfer programs and meet requirements for an Associate in Arts degree. Weill Institute features a math lab, a library and resource center, and a career academic counseling center, and an assessment center.

The open-entry plan allows students, depending upon their desires and needs, to enroll at any time during the semester and to complete courses when they reach their goals or attain desired skill levels.

DELANO CENTER
Established in 1972, the Delano Center serves educational needs of over 500 students each semester in the Northern Kern County and Southern Tulare County area. With its modern facility, opened in 1977, and operated by Bakersfield College, this campus offers a wide spectrum of courses, both liberal arts transfer classes and short term credit courses. Vocational career classes and programs emphasize the lifelong learning philosophy of the Kern Community College District. Classes meet afternoons and evenings for maximum convenience for students employed during the day.
ADMISSIONS AND REGISTRATION PROCEDURES

ACADEMIC ELIGIBILITY
A high school graduate or anyone who has a Certificate of Proficiency may be admitted to Bakersfield College.

Students who qualify for the "Concurrent Enrollment" program may be admitted on a part-time basis upon the recommendation of a high school principal and with the approval of the Director of Admissions and Records.

Any person 18 years of age or over may be admitted to Bakersfield College if his/her previous training or experience indicates that he/she will profit from the offerings of the college. Such student must have the approval of the Director of Admissions and Records.

Bakersfield College accepts for transfer credit all lower division course work taken at an institution accredited by one of the Regional Accrediting Associations. Course work taken at other institutions may be recognized as evidence of competence for the student applying for Credit by Examination. Students from foreign institutions are referred to the International Education Research Foundation in Los Angeles for transcript translation and evaluation. Official transcripts from other institutions must be on file in the office of the Director of Admissions and Records before an Application for Admission may be processed.

RESIDENCE ELIGIBILITY
Any legal resident of the Kern Community College District may be admitted.

A student whose legal residence is in a district in California which maintains a community college may be admitted only when there is a contractual arrangement between the Board of Trustees of the district of residence and the Board of Trustees of the Kern Community College District, and an attendance permit is granted by the district of residence.

Notices of Restriction (Education Code Section 78032) are in effect between the Kern Community College District and the following community college districts: Coachella Valley, Compton, Fremont-Newark (Ohlone College), Gavilan, Mendocino, Merced, Mt. San Jacinto, Palomar, Santa Clarita (College of the Canyons), Siskiyou, West Hills. These notices prohibit the attendance of residents of any of the above-named districts at a college of the Kern Community College District unless a permit has been issued; in the same manner residents of this district are prohibited from attendance at any one of the colleges of the above-listed districts unless a permit has been issued.

Only under unusual circumstances will permits be issued for students of this district to attend any one of the following colleges: Butte, DeAnza, Foothill, Indian Valley, Marin and Santa Barbara.
DETERMINATION OF STUDENT RESIDENCE

1. To determine a person's place of residence, reference is made to the following statutory rules:

   a. Every person has in law, a residence.

   b. Every person who is married or 18 years of age, or older, and under no legal disability to do so, may establish residence.

   c. In determining the place of residence the following rules are to be observed:
      (1) There can only be one residence.
      (2) A residence is the place where one remains when not called elsewhere for labor or other special or temporary purpose, and to which he/she returns in seasons of repose.
      (3) A residence cannot be lost until another is gained.
      (4) The residence can be changed only by the union of act and intent.
      (5) A man or a woman may establish his or her residence. A woman's residence shall not be derivative from that of her husband.
      (6) The residence of the parent with whom an unmarried minor child maintains his/her place of abode is the residence of the unmarried minor child. When the minor lives with neither parent, his/her residence is that of the parent with whom he/she maintained his/her last place of abode, provided the minor may establish his/her residence when both parents are deceased and a legal guardian has not been appointed.
      (7) The residence of an unmarried minor who has a parent living cannot be changed by his/her own act, by the appointment of a legal guardian, or by relinquishment of a parent's right of control, unless the student qualifies for the self-supporting exception.

2. In general, a resident has citizenship or permanent resident status in the United States and has established residence in California for at least one year immediately preceding the residency determination date (the day before the first day of classes). If you do not have citizenship or permanent resident status in the United States, or have questions regarding your status, please contact the Admissions and Records Office.

3. Bakersfield College is authorized under Federal law to enroll nonimmigrant alien students.

APPLICATION FOR ADMISSION

Applications may be obtained from the Admissions and Records Office. They should be filed in the Admissions and Records Office before August 1 for entrance in the fall semester and before January 1 for entrance in the spring semester. The application should include the prospective student's Social Security number. Students who have not yet secured a Social Security number should take steps to do so several weeks in advance of the application deadlines.
Students who have not attended Bakersfield College since the Fall 1981 semester, must file an Application for Admission.

A high school transcript and two transcripts from each college attended must be on file in the Admissions and Records Office before the application may be processed.

COLLEGE ASSESSMENT PROGRAM
Academic skill assessment is required for any student who intends to work toward an Associate Degree, transfer to a four-year college, enroll in classes which have prerequisites or enroll in twelve or more units. It is also required for placement in English 1 or 1a. Dates and times of group assessment sessions may be obtained from the Counseling Office—395-4421.

Aptitude and Interest assessments also are available for students who wish to explore career goals. Come to the Career Center in the Student Services Building.

PRELIMINARY ACADEMIC PLANNING
All students who are new to the college should visit the Admissions and Records Office. A representative will explain assessment/enrollment procedures and aid students with their registration.

All students may have the assistance of a counselor/advisor in planning their programs. Using the assessment score as indicators of probable success in a given course, the counselor/advisor will aid students in selecting courses which will help in meeting their goals. In planning programs the students should consider (1) the general requirements prescribed by the college; (2) the special requirements of their major field of study; (3) the general requirements of any future college or university they may expect to attend; (4) the most desirable electives.

The program consists of an average of 15 units of work per semester, including physical education. Students may complete their requirements for graduation in four semesters, providing there are only slight variations from the program.

MINIMUM STUDY LOADS
Students must enroll in a minimum study load in order to meet certain qualifications such as:

1. Certification as a full time student to the Department of Health, Education and Welfare: 12 units.

2. Approval by the Veterans Administration for training under Chapter 31, 32, 34, 35 or 106, Title 38 U.S. Code—

<table>
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<tr>
<th></th>
<th>Semester</th>
<th>Summer</th>
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<tbody>
<tr>
<td>Full time</td>
<td>12 units</td>
<td>4 units</td>
</tr>
<tr>
<td>Three-fourths time</td>
<td>9-11 units</td>
<td>3 units</td>
</tr>
<tr>
<td>One-half time</td>
<td>6-8 units</td>
<td>2 units</td>
</tr>
</tbody>
</table>
3. “F—1” Visa (foreign) student status: 12 units.


5. Eligibility to participate in intercollegiate athletics: 12 units (repeated courses, previously passed with a “C” or higher cannot be counted). Student athletes must maintain a “C” average grade (2.0 grade point average) or higher.

6. Eligibility to participate in student government as an office holder: 12 units.

**COMPLETING REGISTRATION**

Following admission students may complete registration. At the time of registration, the student must pay all applicable fees. Students must be officially enrolled before attending any class.

Registration dates are indicated in the calendar in the front of this catalog.

**FEES**

**Community College Enrollment Fees**

One-half to five and one-half units—$5 per unit; six or more units—$50. (Enrollment in a full 15 units costs only $50, for example).

**Non-Resident Tuition Fee**

Non-resident students are required by state law to pay tuition. The tuition fee for non-resident students is $88 per unit up to a maximum of 15 units per semester. There is no charge for units in excess of this maximum. Fees are payable at the time of registration.

**Miscellaneous Fees**

The student body membership is fixed at $5.00 per semester.

Parking on the main campus, Weill Institute, and at West High School is restricted to parking permit holders. A semester parking permit is $5.00.

The College Bookstore is open year-round except during college holidays. It is estimated that the cost of books and supplies will be $125.00 to $150.00 per semester for a 15-unit schedule.

Students must supply their own suits for physical education class work.
Refunds

Community College Enrollment Fee Refunds

Enrollment fees are refundable, when applicable, for program changes through the first two weeks of the semester. The refund must be requested by the student presenting the original receipt and appropriate drop forms to the Admissions and Records Office. If the college cancels a class in which the student is registered and there is a reduction in units which will result in a lower fee, the refund must be requested by the student presenting the original receipt to the Admissions and Records office.

Non-Resident Tuition Refunds

Tuition is refundable, when applicable, for program changes through the first two weeks of the semester. The refund must be requested by the student presenting the original receipt and appropriate drop forms to the Admissions and Records Office.
ACADEMIC REGULATIONS

GRADING SYSTEM

Grades are earned and awarded in each course and are recorded on the student's permanent record at the end of each academic term. Evaluation of student achievement will be made in relation to the attainment of the specific objectives of the course. At the beginning of a course the instructor will explain these objectives and the basis upon which grades are determined.

A student's work is considered satisfactory when he/she maintains an average of "C" (grade point average of 2.0) or higher.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
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<tbody>
<tr>
<td>A — Excellent</td>
<td>4 per unit</td>
</tr>
<tr>
<td>B — Good</td>
<td>3 per unit</td>
</tr>
<tr>
<td>C — Satisfactory</td>
<td>2 per unit</td>
</tr>
<tr>
<td>D — Passing, Less than Satisfactory</td>
<td>1 per unit</td>
</tr>
<tr>
<td>F — Failing</td>
<td>0 per unit</td>
</tr>
<tr>
<td>CR — Credit (at least satisfactory)</td>
<td>Not computed in GPA</td>
</tr>
<tr>
<td>NC — No Credit (less than satisfactory)</td>
<td>Not computed in GPA</td>
</tr>
<tr>
<td>I — Incomplete</td>
<td>Not computed in GPA</td>
</tr>
<tr>
<td>W — Withdrawn</td>
<td>Not computed in GPA</td>
</tr>
<tr>
<td>IP — In Progress</td>
<td>Not computed in GPA</td>
</tr>
<tr>
<td>RD — Report Delayed</td>
<td>Not computed in GPA</td>
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Credit — No Credit

Some courses are offered on a credit-no credit basis. Upon successful completion of such a course, unit credit will be awarded. However, courses taken on a credit-no credit basis are not used in the computation of a student’s grade point average. Regulations for such courses are:

1. A maximum of 12 units may be taken on a credit-no credit basis and applied toward the AA and AS degrees at Bakersfield College.

2. A maximum of three units per semester may be taken on a credit-no credit basis. Exceptions to this rule may be made by the Director of Admissions and Records in cases involving nursing and special remedial programs.
3. In courses in which credit-no credit is authorized, the credit grade is granted for performance which is equivalent to the letter grade of "C" or better.

4. Combination classes (credit-no credit or grades) must have an A, B, C, D, F and credit-no credit system.

5. The election of a class by credit-no credit shall be by petition filed with the Admissions and Records Office no later than the last day of the fourth week of the semester or the last day of the second week of summer session.

6. When a student has established the basis for grading as credit-no credit or a letter grade, he/she may not elect to change after the established deadline.

7. Courses in which credit-no credit grading may be used must be so designated by the department involved. A department may require majors to obtain letter grades in that department's major subjects. The following courses may be taken on a credit-no credit or on a letter grade basis, except as indicated.

- ART — all courses; BIOLOGY 12, 21; COUNSELING 1, 5, 11; DATA PROCESSING 20, 25, 61, 62, 63, 64; ENGINEERING 50; GEOLOGY 90; HISTORY — all courses except HIST 8a, 8b; LEARNING SKILLS 22, 22a, 22b, 70a—e, 76, 122, 122a, 201, 222a; MANAGEMENT 54, 55, 56; MEDICAL SCIENCE 60; MUSIC 22abc; NURSING — all clinical components of nursing courses; OFFICE TRAINING 60ab, 251; PHILOSOPHY — all courses (except Philosophy majors); PHYSICAL EDUCATION 3adp, 4sc, 4ts, 5sc, 5sdw, 5ts, 5w, 6a, 6ac, 6b, 6ad, 6bb, 6bl, 6bl1, 6ct, 6d, 6fa, 6g, 6hbr, 6hx, 6jd, 6ls, 6m, 6md, 6mi, 6pf, 6s, 6sc, 6sf, 6sk, 6skc, 6ski, 6t, 6ti, 6v, 6vi, 6ws, 6wsk, 7b, 7fb, 7m, 7tr, 7w, 32, 52, 75; PHYSICAL SCIENCE 35e; POLITICAL SCIENCE — all courses; PSYCHOLOGY 32, 57, 72abc; REAL ESTATE 70abc; THEATRE ARTS — all courses (except for Theatre Arts majors).

I — Incomplete

A grade of "I" indicates the student has not completed the requirements of the course. The instructor must submit a statement of the requirements for clearance of the incomplete and also indicate the grade to be assigned in lieu of the "I" if the requirements are not completed. An "I" must be made up no later than one year following the end of the term in which it was assigned. An "I" may not be assigned as a withdrawal grade. If the work stipulated is not completed within the time limitation, the grade assigned in lieu of the work being completed will be entered on the permanent record.

W — Withdrawn

The student has withdrawn from a course or has been dropped from a course by the instructor, as indicated in these regulations.
**IP - In Progress**

The "IP" indicates the course extends beyond the normal end of an academic term and work is in progress, or the student has applied for in-progress status in those courses listed as open-entry/open-exit courses, and has been approved by the instructor to register and complete course requirements in the succeeding semester in order to receive credit and a course grade. The grade and unit credit will appear on the student's permanent record for the term in which the course work is completed. In open-entry/open-exit courses, the instructor must submit an evaluative grade which will be entered on the permanent record in lieu of the "IP" if the student does not re-enroll in that course during the subsequent attendance period. The "IP" cannot be given more than twice for any particular course.

**RD - Report Delayed**

The "RD" is a symbol assigned by the registrar when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student.

**CREDIT BY EXAMINATION**

Subject to certain conditions a student may petition for credit by examination after the completion of twelve (12) semester units at Bakersfield College, providing the student is currently enrolled and in good standing. Information on the policy and procedures for challenging a course for credit by examination may be obtained at the Admissions and Records Office.

The student's permanent record will be annotated to indicate the credit was granted by examination. Credit by examination may not be counted as part of any attendance period.

**ADVANCED PLACEMENT PROGRAM**

Bakersfield College grants credit toward its associate degree and to meet transfer requirements for successful completion of examination of the Advanced Placement Program of the College Entrance Examination Board. Students who score three or better may be granted up to six semester units of college credit per examination in accordance with established college standards. Further information may be obtained from the Admissions and Records Office.

A residency of twelve (12) semester units of satisfactory work must be completed at Bakersfield College prior to granting of credit under this program.

**COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)**

The College Level Examination Program is designed to be a means through which recognition, academic credit, and placement may be given for less conventional forms of educational experience. Those who may have reached a college level of education through home or correspondence study, on-the-job training, television courses,
military service or other means may take the CLEP examinations which are offered by
the College Entrance Examination Board. Credits earned through CLEP will be in­
cluded among the maximum of 30 units of Credit by Examination which may be
credited toward the associate degree. Further information may be obtained from the
Admissions and Records Office.

A residency of twelve (12) semester units of satisfactory work must be completed at
Bakersfield College prior to granting of credit under this program.

MILITARY CREDIT
Bakersfield College will grant credit to veterans for specific service experience and cer­
tain educational training completed while in the service. Evaluation of such experience
and training will be made by the Admissions and Records Office. Credit evaluations
will conform to the regulations set forth by the State Approval Agency of the California
State Department of Education and the recommendations of the American Council on
Education.

Evaluations made and credit allowed by Bakersfield College are subject to review and
re-evaluation by any college or university to which the veteran may later transfer.

A residency of twelve (12) semester units of satisfactory work must be completed at
Bakersfield College prior to granting of credit under this program.

PROBATION
**Academic Probation**—A student who has attempted at least twelve cumulative
semester units shall be placed on academic probation when he/she has earned a
cumulative semester grade point average below 2.0.

**Progress Probation**—A student who has attempted at least twelve cumulative
semester units shall be placed on progress probation when the percentage of all units
for which entries of “W”, “I”, and “NC” reaches or exceeds fifty percent.

A student transferring from another collegiate institution will be placed on probation
according to these same standards.

Students on probation may be limited to specific courses and to the number of units
which may be attempted.

The academic status of each student is printed on the student’s copy of the Grade
Report which is issued at the conclusion of each academic term.

**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 percent­
age of units in this category is below fifty percent.
ACADEMIC REGULATIONS

DISQUALIFICATION

Any student who is placed on academic probation for three consecutive semesters of enrollment shall be disqualified for admission to classes the following semester.

Any student who is placed on progress probation for three consecutive semesters of enrollment shall be disqualified for admission to classes the following semester.

REINSTatement

A student who is disqualified may be conditionally readmitted the following semester upon petition to the Assistant Dean of Students and Enrollment Services or designate. The student may be limited to specific courses and to the number of units which may be attempted.

REPEATING A COURSE

Certain Bakersfield College classes are identified as repeatable. All other courses may be repeated only under the following conditions.

A student may file a petition with the Admissions and Records Office to repeat a Bakersfield College course in which a grade lower than a “C” or its equivalent has been earned. The student may also petition the Admissions and Records Office to count (for grade point calculation) ONLY the most recently earned units, grades and grade points when the student has repeated a course and received a grade of “A,” “B,” “C,” “D,” or “CR.” Both the original and subsequent grades will remain a part of the Permanent Record. The college can provide no assurance that repeated courses will be treated in a like manner by other institutions.

ACADEMIC RENEWAL

A maximum of 20 units of substandard academic grades (D, F and NC) taken at Bakersfield College which are not reflective of a student’s present demonstrated ability may be disregarded in the computation of the grade point average if all of the following conditions exist: 1) at least five years have elapsed since the course work to be disregarded was recorded; 2) at least 12 units of satisfactory course work (2.0 GPA) have been completed at Bakersfield College subsequent to the course work to be alleviated; 3) the student petitions in writing to the Director of Admissions and Records stating the reasons for requesting academic renewal; 4) the student states in the petition the specific courses to be considered under the academic renewal policy.

If approved, the substandard work will be disregarded in the computation of the grade point average and an annotation made on the permanent record. The permanent academic record shall remain a true and complete academic history and the course work disregarded under this policy will remain on the permanent record.

Academic renewal may not be used to raise the GPA in order to qualify for graduation with honors. Academic renewal may not be applied to courses which have been used to meet graduation, certificate, and certification requirements.
WITHDRAWING FROM CLASSES

Students are responsible for officially withdrawing from any class or classes in which they no longer wish to be enrolled. Non-attendance does not release the student from this responsibility.

After registration has been completed and within the withdrawal date guidelines, students may drop from a class or classes by submitting a drop form to the Admissions and Records Office. Using the proper form, and within the withdrawal date guidelines, instructors may drop students from a course for nonattendance, disruption, or failure to meet the requirements of the course. Students may also be dropped from a course for failure to meet course prerequisites.

A student who withdraws or is dropped from a semester-length course through the fourth week of the semester will not have the course included on the permanent record. A "W" will appear on the permanent record for courses dropped between the first day of the fifth week and the last day of the fourteenth week of the semester. No courses may be dropped after the last day of the fourteenth week of the semester. In courses other than semester-length, the instructor or Admissions and Records Office should be consulted regarding withdrawal date deadlines.

A student (or student's representative) may contact the Admissions and Records Office regarding the procedure to withdraw after the final withdrawal date deadline if there are verifiable extenuating circumstances. This must be done by the last day of classes and prior to the beginning of the final examination period for the term in which the withdrawal will apply.

"W's" are not used in calculating the grade point averages, but excessive "W's" will be used as factors in probation and dismissal.

Students who find it necessary to withdraw from the college are required to return all check-out supplies, equipment, and library books; and pay all fines and debts owed the college.

ADDING CLASSES

After registration has been completed and prior to the beginning of the semester, students may officially add a class to their programs by submitting, in person, an approved Add Form to the Admissions and Records Office. Beginning with the first day of the semester, depending on the date and status of each class, written permission may be required from one or more of the following: instructor, counselor/advisor, and/or the Dean of Instruction. Students must be officially enrolled before attending any class.

ATTENDANCE

The attendance policy for each course is established by the instructor and communicated to each class, preferably in writing. Attendance policies will be reasonably related to course objectives, the requirements of institutional reporting, and legitimate absences. Instructors are responsible for maintaining accurate attendance and scholarship records.
While it is the responsibility of instructors to communicate attendance policies and to apply them equally to all students, it is the responsibility of students to know the policy in each of their classes and to be aware of their current attendance status. Students who have been absent from a class should notify the instructor of the reason for the absence. Absence in no way relieves students of responsibility for work missed. Excessive absence may result in the student being dropped from the course. Instructors may drop a student from a course when absences number the equivalent of two weeks of class recorded from the first day of instruction. If particular circumstances warrant and can be justified academically, faculty members may drop students after less than two weeks of absences.

Faculty members should give full consideration to excusing students from classes to participate in scheduled college activities, e.g. athletics, music, forensics, field trips, etc. The student must make arrangements in advance to make up the work to be missed.

Students are responsible for officially withdrawing from any class or classes in which they no longer wish to be enrolled. Non-attendance does not release the student from this responsibility.

**STUDENT CONDUCT**

Students are expected to observe reasonable standards of behavior. Failure to respect the rules of the College and the rights of others are sufficient reasons for disciplinary action according to the Student Conduct and Fairness Procedure.

The Fairness Procedures for students (grievance procedures) are published in the Renegade Student Handbook or a copy may be obtained in the Director of Student Activities’ Office.

**LIBRARY REGULATIONS**

Students are encouraged to visit the Library and acquaint themselves with the many resources and services. A reference librarian is available to assist in locating and using the library materials.

Information on library hours and regulations is given in the Student Handbook or may be obtained from a member of the Library Staff.

**FINAL EXAMINATIONS**

A final examination or evaluation is required in all courses. Instructors will give final examinations or evaluations at the regularly scheduled time.

**DEAN’S LIST**

Special recognition is accorded students who maintain a 3.3 grade point average during a semester in which they accumulate at least 42 grade points. Students whose academic achievement is at this level are placed on the Dean’s List and are given general recognition on campus and in the community.
GRADUATION WITH HONORS

Students whose cumulative grade point average is 3.5 or higher will be graduated with honors. Transcripts will indicate this honor.

PRESIDENT'S SCHOLARS

The President of Bakersfield College invites qualified members of each entering freshman class to participate in the Honors Program using criteria set up by the Honors-at-Entrance Committee. These students are designated as President's Scholars. Scholarships based exclusively on academic performance are made available to President's Scholars and certain services and benefits are available to assist them in carrying out their academic program. Contact the Dean of Students or your high school counselor for more information.

GRADE CHANGES

The instructor of the course shall determine the grade to be awarded to each student. The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetency.

A student who feels a grade is in error may request a review of the grade by the instructor. Errors may be corrected only upon petition by the instructor to the Admissions and Records Office.

GRADE REPORTS

Final grades will be made available to students as soon as possible after the end of each academic term. There will be no additional notification of grades made up or corrected.

CHANGE OF ADDRESS, TELEPHONE NUMBER OR NAME

Students must officially notify the Admissions and Records Office when there is a change in their address, telephone number or name. Students will be held responsible for all mail missent or for not receiving information.

COLLEGE TRANSCRIPTS

Upon written application by the student, a transcript of all work completed at Bakersfield College will be prepared and forwarded to any college, university, or individual designated by the student. Students may also request an unofficial student copy of their transcript for their own personal reference. Each student is entitled to two free transcripts; thereafter, a fee of $2.00 is charged for each transcript.

Transcript requests are usually processed within three working days. An additional fee of $5.00 is charged for processing a transcript request immediately.
VERIFICATION OF ENROLLMENT

The Admissions and Records Office will complete a verification of enrollment upon written request by the student. A fee of $2.00 is charged for each verification.

STUDENT'S SCHEDULE OF CLASSES

At the time of registration each student is provided with a copy of his/her current schedule of classes. There is a $1.00 fee for each additional copy requested by the student.

HOLDS ON RECORDS AND REGISTRATION

A hold will be placed on a student's record whenever that student is delinquent or has failed to pay any debt owed to the college or failed to return any library books or other college property or equipment. Students with holds will not be allowed to: register; receive grade reports, transcripts, certificates or diplomas; have transcripts forwarded; and/or receive other services related to student records. When the student has cleared the obligation with the college, the hold will be removed.
COUNSELING AND ASSESSMENT

Bakersfield College offers a wide variety of services designed to assist students in choosing their courses and planning their futures. Counseling services are available to help students with their immediate needs and future academic and vocational goals. The purposes of these services are:

1. To help students understand their capacities and aptitudes, as they relate to college work and their chosen occupation.

2. To assist students to make sound educational plans.

3. To provide students with up-to-date information concerning demands, opportunities and skills necessary for a wide variety of jobs and careers.

4. To assist students in analyzing study difficulties and to help them make necessary course selections for successful completion of their goals.

5. Counselors work with the Transfer Center in providing information for students planning to transfer to whatever subsequent college they may attend or to help them obtain employment if they decide to complete their formal schooling at Bakersfield College.

Professional counselors and advisers can assist students in working out study programs that incorporate their aims and recognize their previous educational experience and scholastic aptitudes.

Sound vocational planning is based largely on knowledge of particular job requirements and general employment trends. This detailed career information is available in the Career Center, where Eureka, the California Career Information system, helps match student abilities and job desires with current information about career possibilities and educational programs. The instructional program emphasizes vocational outlets for major courses of study. The College Placement Office assists students in locating part-time or vacation employment while attending college or in finding permanent positions when they graduate.
HEALTH SERVICES

The Student Health Center is located in the concourse of the Library Building. Students are entitled to the services of the Health Center provided by a full-time registered nurse and a part-time physician. There is student insurance coverage for campus-related injuries.

The goal of the Health Center is to help students maintain a state of optimum health, both mental and physical. This is achieved by emergency first aid treatment, counseling, physical consultation, and general medical and physical attention.

Information on Health Center hours may be obtained from the Health Center staff.

HOUSING

Bakersfield College has two residence halls which provide room for approximately 120 students. Additional housing is available near the campus and listings are provided in the Housing Office, located at Campus Center, Room 4 (see Off-Campus Housing).

The college recognizes the importance of student housing as a part of its total educational program. Thus, to the extent that it is possible, on-campus housing is made available so that students may experience the companionship, cultural environment, and social opportunities which are a vital part of college life.

Eligibility for Assignment to Residence Halls

Residence in halls is restricted to students who are registered for 12 or more units of regular college work. If the halls are filled and there is a waiting list for placement, applicants on that list who cannot commute to the college are given priority as openings occur.

When and How to Apply

A mailing list is maintained in the Office of Student Affairs throughout the academic year. Students interested in on-campus housing will be sent material as it becomes available.

Notice of Acceptance

When an acceptance to the halls has been made, a space reservation notice will be forwarded to the applicant telling them the date the halls open and additional information required prior to occupancy.

Off-campus Housing

As a service to students seeking off-campus accommodations, the Housing Office keeps an up-to-date listing of rooms and apartments that various house holders and landlords submit to the college. Although the college does not list these accommodations as "approved housing," there is the expectation that both landlords and students
will live up to their respective obligations. Students may use these listings in search of off-campus housing; but, since they change daily, it is impossible to mail such lists. These listings describe in detail the facilities being offered. Apartments, rooms, and room and board are available within walking or easy commuting distance of the college and some rooms are available with kitchen privileges.

APPLICATIONS AND ALL CORRESPONDENCE SHOULD BE DIRECTED TO:

STUDENT AFFAIRS/HOUSING OFFICE
CAMPUS CENTER, ROOM 4
BAKERSFIELD COLLEGE
1801 PANORAMA DRIVE
BAKERSFIELD, CA 93305

VOCATIONAL REHABILITATION AID

In cooperation with the Department of Rehabilitation, Bakersfield College provides training programs for those having an employment handicap resulting from a physical, communication or emotional disability. The Department may provide for financial aid covering the full cost of fees and books and other services. Any student who believes he/she may be entitled to this assistance should consult with or address an inquiry to the Department. Their office is located at 1820 20th Street (Tele: 395-2525) Bakersfield. Students applying for aid through the Department are urged to report to the Supportive Services Center (Admin. 6) as soon as possible prior to the opening of a school semester.

SOCIAL SECURITY

Students who qualify for educational assistance under the provisions of the Social Security Laws should contact the local Social Security Office for detailed information. The Admissions and Records Office confirms enrollment for Social Security purposes.

PLACEMENT SERVICES AND PART-TIME EMPLOYMENT

The College Student Employment Office assists students in locating part-time employment in the community while attending college; it also assists graduates in finding permanent full-time positions. In the area of part-time employment a special effort is made to locate work for students that is related to their vocational objective. Since it is not always possible to secure employment immediately, new students who plan to be self-supporting should not begin their college courses without sufficient funds to cover the major expenses of at least the first semester. Although efforts are made to find employment opportunities, there is no guarantee work will be found for all applicants. Referrals for placement are made on the basis of the possession of skills required by the employer. Since employers rely upon the college to furnish them with information helpful in evaluating applicants, the Job Placement Center works in close cooperation with department chairpersons and instructors. Regularly scheduled workshops are offered on job interview techniques, job search skills, and resume preparation. Students desiring assistance in obtaining career positions are urged to register with the Job Placement Center early in the college year in which they will graduate. No charge is made for this service.

The Job Placement Center is located in the Counseling Area in the Student Services Building, Room 28-29.
Bakersfield College is approved as an institution of higher learning for the training of veterans and veterans' dependents entitled to educational assistance. Veterans who have served in the armed services of the United States are eligible for admission. Veterans may arrange for training programs which will enable them to complete two years of college training, clear scholarship and subject deficiencies and/or complete high school graduation requirements. Bakersfield College will grant credit to veterans for specific service experience and certain educational training completed while in service. Evaluation of such experience and training will be made by the Admissions and Records Office. Credit evaluations will conform to the regulations set forth by the State Approval Agency of the California State Department of Education and the recommendations of the American Council on Education.

Evaluations made and credit allowed by Bakersfield College are subject to review and re-evaluation by any college or university to which the veteran may later transfer. All educational opportunities and personnel services offered in the college are available to the veterans.

A veteran who plans to enter Bakersfield College under Chapter 31 is required to have the Veterans Administration approve his/her occupational choice prior to his/her enrollment in college.

Veterans who intend to enter Bakersfield College may secure necessary information regarding admission by calling or writing the Veterans' Coordinator in the Admissions and Records Office.

STUDENT FINANCIAL ASSISTANCE

Students seeking financial assistance to meet the costs of education are encouraged to contact the Financial Aids Office, located in the Student Services Building. A variety of grants, scholarships, loans and part-time employment opportunities are available for students who qualify on the basis of financial need, enrollment in six or more units leading to a degree or certificate, and satisfactory academic progress.

Applications and full information concerning the following programs can be obtained by personal contact or by phoning 395-4427.

PELL GRANT (formerly Basic Grant) Federal program of grants based upon need and cost of attendance.

BOARD OF GOVERNORS GRANT (BOGG) State supported grant program to pay the enrollment fee for California residents. The BOGG is available for students that have already qualified for other types of financial aid, and for students who have exceptionally low incomes including recipients of AFDC, SSI or General Assistance. Students enrolled in less than 6 units may apply.
EXTENDED OPPORTUNITY PROGRAM AND SERVICES (EOPS) State supported program of grants and/or academic support in the form of tutoring and special counseling for low income students.

SCHOLARSHIPS Cash awards provided by The Bakersfield College Foundation and local groups and organizations for students of academic merit and/or financial need.

SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT Federal program which provides additional grant assistance for students of exceptional financial need.

NATIONAL DIRECT STUDENT LOANS Federal program of low-interest, long-term repayment loans in amounts based on financial need up to $1500 annually.

NURSING STUDENT LOANS Federal program of low-interest, long-term repayment loans for students enrolled in ADN Program. Loans may range up to $1500 annually.

GUARANTEED STUDENT LOANS State insured loans available from certain banks and lending institutions on long term repayment plans.

SHORT-TERM LOANS Loans of $50 or less for emergency needs repayable within 30 days at no interest.

FEE WAIVERS State supported fee grant program for students of exceptionally low incomes, including recipients of AFDC, SSI or General Assistance. Students enrolled in less than six units may apply for Fee Credit Assistance.

PART-TIME EMPLOYMENT:

CAMPUS EMPLOYMENT is available through College Work-Study, a Federally funded program for students who have need of employment to meet college expenses.

CAMPUS EMPLOYMENT is also available for students with particular skills that are needed by various college departments. Financial need is not a criteria for this type of employment; however, applications must be made to the Financial Aids Office.

OFF-CAMPUS EMPLOYMENT—See Placement Services and Part-time Employment.

STUDENT ACTIVITIES AND ORGANIZATIONS

The Associated Students of Bakersfield College is the student governing organization and has the major responsibilities for student government, campus organizations and the student activity program in general. The goals of this program harmonize with the goals of the college to provide opportunities for personal development, group cooperation, leadership development and the enrichment of college life.

The legislative power of the Associated Students is vested in a Board of Representatives whose members are elected by the students. This Board is composed of Student Body officers, Class officers and representatives from the student publications. All official action taken by the students of the college comes from the decisions of this Board.
Bakersfield College has a broad club and organization program representing professional service organizations, religious affiliations, athletics and special interests. The Activities Board coordinates club activities through representation from each club and organization.

The Judicial Board—the Student Court—is composed of a Chief Justice and four Associate Justices with meetings held each week. Duties of the court include checking the constitutional obligations of clubs and organizations, presiding over and supervising elections, and hearing cases involving violations of the ASB Legal Code.

Students find that clubs and organizations stimulate new interests and provide opportunities to develop leadership qualities and to render service to the college and community. In addition to general coordination, the Board seeks to encourage a worthwhile activity program. In particular the Board stages Homecoming in the Fall and Western Days in the Spring, which are two of the major events held on the campus during the year. Students interested in any of the aforementioned clubs or organizations may obtain further information at Student Affairs and Housing Office, Campus Center, Room 4.

STUDENT CENTERS

Chicano Cultural Center

The Chicano Cultural Center of Bakersfield College offers a variety of services to students and the community. The Center, located in Business Building Room B-1, has over 700 Spanish language books that include Chicano, and Latin American history, politics, education, music and literature. Research materials such as newspaper and journal articles, research papers, and maps, which deal with the heritage of the Chicano are also available.

MULTICULTURAL ADVANCEMENT PROJECT—Bakersfield College recognizes the importance of reaching out to the local minority communities to help alleviate the problem of underrepresentation on the college campus. Through the Vocational Education Act funding, information regarding educational and career opportunities, registration procedures, financial aid information, and student services are made available. Black, Hispanic, American Indian, Women and other underrepresented groups are the target of the Project Team. The team consists of counselors, faculty, staff, and advisors who will offer a variety of outreach services.

SUMMER READINESS PROGRAM—This is a week-long simulation of the actual conditions that students face when they attend Bakersfield College. Assessment, assigned and monitored homework, study skills, math, English, counseling, physical education and vocational awareness are all parts of the program. A number of one-week sessions are offered in the summer and the students are kept busy from 8 a.m. to 11 p.m. each day. The last session will be aimed at outlying Kern County students and will have them housed in the Bakersfield College dorms.
The students are chosen on the basis of Bakersfield College Assessment Test scores, high school GPA's, counselor recommendations and interviews. On completion of the program, each student will receive two units of college credit. Selection for the program is seen as a big step toward educational and career success.

**MEXICAN HERITAGE PROJECT**—A project that is devoted to the development and the maintenance of an archival collection of photographs, oral histories, and materials related to the Mexican Heritage of Kern County.

**International Student Center**

The International Student Center at Bakersfield College offers many services for American and foreign-born students and for the community. Foreign-born students may see the Foreign Student Advisor for help with placement in English classes and planning their schedules. They may also receive free tutoring in English. Help with personal, job or housing problems is also available. A special library of travel-study materials is available for those who wish to study abroad, and members of the community can find assistance with translation or tutoring in other languages through the International Student Center. A speakers bureau of foreign students is also available to present talks about their countries to local organizations. The Center also has a comfortable lounge area which features displays of artifacts from other countries loaned by Bakersfield College foreign students.

**Martin Luther King, Jr., Center**

The Martin Luther King, Jr., Center, formerly the Black Culture Learning Center, opened in February, 1983. The basic objective of the Center is to provide a learning atmosphere that will assist in personal, vocational, and educational needs for students who earn the A.A. degree as well as students who intend to transfer to a four-year college. The center provides information concerning community colleges, state colleges, universities, Black Colleges, transfer requirements, scholarship standards and requirements, financial aid opportunities and registration assistance. The Center is coordinated by a faculty member and is administered by a working staff derived from Black Student Union members, an advisory committee, a M.L.K. secretary and peer counselors. The Center is located in the Campus Center, Room 27, and is open daily, Monday through Friday.

**Re-entry/Resource Center**

The Re-entry/Resource Center is the hub of activity for students returning to college after a number of years out of the classroom or job market. The Center offers support, personal and academic counseling, referrals, resource materials, guest speakers, as well as a relaxing atmosphere. Students have access to an extensive collection of books, periodicals and reference materials related to health, career development and many other pertinent topics.

The Center houses the Women's Studies Department, SHAPE UP Program, the OPTIONS Program—an Opportunity Program Training Individuals for Occupational and Non-traditional Career Success, and the President's Re-entry Scholarship Program.
OPTIONS enables students to evaluate their talents and interests, set meaningful goals for themselves and prepare for success in careers matched to their skills and aptitudes. Students are encouraged to investigate non-traditional career programs if their skills indicate potential success in a particular area.

The Re-entry/Resource Center, Humanities 11, is open Monday through Friday, 8:00 a.m. to 4:00 p.m. The Center has a comfortable lounge where students and faculty drop-in for a cup of coffee before class or to study between classes.

Transfer Center

The Transfer Center is designed to assist students interested in transferring to a 4-year institution after attending Bakersfield College. The Center provides information on transferring of credits, admissions, financial aid, housing and other student services at the transferring institution. Students with general questions or special problems in the transfer process should seek assistance in the Transfer Center.
GRADUATION

The Associate in Arts or the Associate in Science degrees shall be conferred by the Board of Trustees of the Kern Community College District upon a Bakersfield College student who has satisfactorily completed the following requirements. These requirements are consistent with those prescribed by the Board of Governors of the California Community Colleges and the Board of Trustees of the Kern Community College District.

GENERAL EDUCATION

Because an open-door community college should prepare students to live effectively and to contribute positively to our society, the primary function of a General Education Program is to develop and integrate every student's knowledge, skills, attitudes, and experiences so that the student can engage effectively in a lifelong process of inquiry, decision-making and personal growth. The General Education Program provides a basic framework for a broader system of academic knowledge which reaches across academic disciplines and programs, providing for an integration of the knowledge gained in individual classes with other courses and college experiences. At the same time the General Education Program has its own character and distinction, its own unity and cohesiveness.

Because certain basic competencies are necessary for an educated person, the General Education Program specifically requires competency testing (or course alternatives) in reading, written expression, and mathematics.

To facilitate transferability, a student's General Education Program should, with planning, parallel comparable programs at four-year institutions of higher education. However, the General Education courses may also be applied toward the Associate Degree or various certificate programs.

GRADUATION REQUIREMENTS 1987 – 1988

COMPETENCY REQUIREMENTS

In addition to the specific degree requirements listed below, students initially enrolling Fall 1983 and thereafter, will have to meet competency requirements in three different areas. Current requirements include:

A. Composition: Completion of English 1 with a C or better and satisfactory completion of Competency Examination; or placement into English 1a by Essay Placement Test and completion of English 1a with a D or better.
B. Mathematics: One year of high school algebra of MATH A with a "C" grade or better; or an equivalent score on the Placement/Assessment.

C. Reading: A satisfactory score on the Bakersfield College Placement/Assessment, a satisfactory grade in Rdng 50, or a satisfactory score on the Bakersfield College Reading Proficiency Test.

Associate in Arts Degree

A. GENERAL REQUIREMENTS

1. Completion of 60 units of graded courses, with at least a 2.0 grade point average.

2. Twelve (12) units must be completed in residence at Bakersfield College.

3. Eighteen (18) units must be completed in a discipline, or from related disciplines as listed in the California Community College's "Taxonomy of Programs."

4. Eighteen (18) units of general education must be completed, including at least three (3) units in each of the following areas: Natural Sciences, Social and Behavioral Sciences, Humanities, and Language and Rationality.

B. SPECIFIC REQUIREMENTS (May be included in the above general requirements)

1. English .................................................. 3 units
   Engl 1, 1a

2. Speech .................................................. 3 units
   Spch 1, 2, 51

3. Social Sciences (at least one course must be from group 1 or group 2) .6 units
   (a) American History and Politics:

   Group I: Hist 4a, 8a*, 17a*, 18a*, 20a*, 30a*- (Ch St 30a*), 31, 40*; Pol S 1; Soc S 51*.

   Group II: Hist 4b, 8b*, 17b*, 18b*, 20b*, 30b*- (Ch St 30b*) 36*, 38; Pol S 1.

   (b) Other Social Science Courses: Any listed above, or Jrnl 1*.

4. Behavioral Sciences ...................................... 3 units
   Anth 2, 5; Bus 58; Psych 1a, 1ah, 51; Soc 1, 50; Ch Dv 13a.
5. Natural Sciences ........................................ 3 units

Life Sciences: Anat 1; Anth 1; Biol 1a, 1b, 11, 53; Envr 1; Hl Sc 1; Nutr 10;
Entm 1; Fores 2; Orn H 6; Soils 1.

Physical Sciences: Astr 1; Chem 1a, 2a, 11; Geog 1, 1L; Geol 1a, 10 10L;
Phy S 10, 11; Physc 1a, 2a.

6. Humanities ........................................ 3 units

Arch 1, 10.

Art 1, 2ab, 2ef, 3ab, 3cd, 3ef, 5ab, 6ab, 7ab, 9ab, 11ab, 13ab, 17ab, 30a,
30b, 30c, 30d, 33ab; Ch St 32a*, Gn St 36ab*.

Brdcs 1b, 2.

Ch St 31a* (Engl 31a*) 32a*.

Engl 1b, 2, 5a, 5b, 11, 12, 21*, 27, 28, 29, 30a, 30b, 31a*(Ch St 31a*),
35, 41a, 41b, 41c, 41d, 65.

Fren 1ab, 2ab, 3, 4, 52a, 52b; Germ 1ab, 2ab, 3, 4, 52ab; Latin 1, 2; Span
1ab*, 2ab*, 3*, 4*, 52ab*.

Int D 15a, 22, 23ab.

Music 1a, 2, 5ab, 6ab, 9ab, 10a, 10b, 10c, 10d, 12a, 12b, 12c, 12d, 13a,
13b, 13c, 13d, 14a, 14b, 14c, 14d, 15a, 15b, 17a, 17b, 17c, 17d, 21ab,
22abc, 23*, 27, 53a, 53b, 53c, 54a, 54b, 54c, 55a, 55b, 55c.

Phil 6a, 6b, 10, 12, 14, 30, 32*, 33, 34*, 37.

Engl 35.

Sp Ed 11.

Theat 1, 2ab, 4, 5, 6, 7, 8, 12a, 12b, 12c, 21, 27, 30, 31, 32, 35.

7. Mathematics, Logic, Computer Science ...................... 3 units

Bus 251, 53, 253.

Com S 5, 10, 18.

Math A, B, C, D, 1, 2, 6a, 22, 50, 53a, 54, 200a, 200c, 200d, 250.

Phil 7.
8. Health Education .................................................. 2 units

H Ed 1, 2, or 50 or by completion of an approved Health Careers Program (RN, Rad T, or LVN).

9. Physical Education .................................................. 2 units

All activity courses numbered 3 through 32, and Music 19ad. (Students who have observed their 21st birthday or who have a medical excuse are exempt.)

10. Counseling ........................................................... 0.5 unit

Agriculture: Agric 10; Orn H 1.

Child Development: Ch Dv 54.

Counseling: Couns 1, 11.

Food Service: Fd Sv 1.

General Studies: Gn St 13 (Lrn S 13), 13a (Lrn S 13a), 13b (Lrn S 13b).

Learning Skills: Lrn S 13 (Gn St 13), 13a (Gn St 13a), 13b (Gn St 13b).

Physical Science: Arch 1, Engr 48, In Dr 1.

Women's Studies: 50.

*Note: Cross Cultural Awareness: Students must complete at least one class identified with an (*) in order to complete the Cross Cultural Awareness requirement for graduation.

**Associate in Science Degree**

A. General Requirements — Associate in Science Degree

1. Completion of 60 units of graded courses, with at least a 2.0 cumulative grade point average.

2. Twelve (12) units must be completed in residence at Bakersfield College.

3. Completion of at least 30 units in a discipline (major course of study) approved for the A.S. degree.

4. Completion of at least three (3) units in each of the following areas: Composition, Speech, Social Science, Behavioral Science, Natural Science, Humanities, and Mathematics or Logic. Ethnic studies must be included in at least one of the above.
B. Specific Requirements

1. English ...................................................................................... 3 units
   Engl 1, 1a.

2. Speech .......................................................................................... 3 units
   Spch 1, 2, 51.

3. Social Sciences .................................................................................. 3 units
   (a) American History and Politics:
   Group I: Hist 4a, 8a*, 17a*, 18a*, 20a*, 30a*-(Ch St 30a*), 31, 40*; Pol S 1; Soc Sci 51*.
   Group II: Hist 4b, 8b*, 17b*, 18b*, 20b*, 30b*-(Ch St 30b*), 36*, 38; Pol S 1.
   (b) Other Social Science Courses: Any listed above, or Jrnl 1*.

4. Behavioral Science ........................................................................ 3 units
   Anth 2, 5; Bus 58; Psych 1a, 1ah, 51; Soc 1, 50.
   Ch Dv 13a.

5. Natural Sciences ................................................................................ 3 units
   Life Sciences: Anat 1; Anth 1; Biol 1a, 1b, 11, 53; Envir 1; Hl Sc 1; Nutr 10; Entm 1; Fores 2; Orn H 6; Soils 1.
   Physical Sciences: Astr 1; Chem 1a, 2a, 11; Geog 1, Geog 1L; Geol 1a, 10, 10L; Phy S 10, 11; Physc 1a, 2a.

6. Humanities ......................................................................................... 3 units
   Arch 1, 10.
   Art 1, 2ab, 2ef, 3ab, 3cd, 3ef, 5ab, 6ab, 7ab, 9ab, 11ab, 13ab, 17ab, 30a, 30b, 30c, 30d, 33ab, 36ab, Ch St 32a, Gn St 36ab*.
   Brdcs 1b, 2.
   Ch St 31a*-(Engl 31a*), 32a*.
Engl 1b, 2, 5a, 5b, 11, 12, 21*, 27, 28, 29, 30a, 30b, 31a*(Ch St 31a*), 35, 41a, 41b, 41c, 41d, 65

Fren 1ab, 2ab, 3, 4, 52a, 52b; Germ 1ab, 2ab, 3, 4, 52ab; Latin 1, 2; Span 1ab*, 2ab*, 3*, 4*, 52ab*

Int D 15a, 22, 23ab.

Music 1a, 2, 5ab, 6ab, 9ab, 10a, 10b, 10c, 10d, 12a, 12b, 12c, 12d, 13a, 13b, 13c, 13d, 14a, 14b, 14c, 14d, 15a, 17a, 17b, 17c, 17d, 21ab, 22abc, 23*, 27, 53a, 53b, 53c, 54a, 54b, 54c, 55a, 55b, 55c.

Phil 6a, 6b, 10, 12, 14, 30, 32*, 33, 34*, 37.

Engl 35.

Sp Ed 11.

Theat 1, 2ab, 4, 5, 6, 7, 8, 12a, or 12b, 12c, 21, 27, 30, 31, 32, 35.

7. Mathematics, Logic, Computer Science .......... 3 units

Bus 251, 53, 253.

Com S 5, 10, 18.

Math A, B, C, D, 1, 2, 6a, 22, 50, 53a, 54, 200a, 200c, 200d, 250.

Phil 7.

8. Health Education ......................... 2 units

H Ed 1, 2, or 50 or by completion of an approved Health Careers Program (RN, Rad T or LVN).

9. Physical Education ......................... 2 units

All activity courses numbered 3 through 32, and Music 19ad. (Students who have observed their 21st birthday or who have a medical excuse are exempt.)

10. Counseling .............................. 0.5 unit

Agriculture: Agric 10; Orn H 1.

Child Development: Ch Dv 54.

Counseling: Couns 1, 11.
Food Service: Fd Sv 1.

General Studies: Gn St 13 (Lrn S 13), 13a (Lrn S 13a), 13b (Lrn S 13b).

Learning Skills: Lrn S 13 (Gn St 13), 13a (Gn St 13a), 13b (Gn St 13b).

Physical Science: Arch 1, Engr 48, In Dr 1.

Women's Studies: Wn St 50.

*Cross Cultural Awareness: Students must complete at least one class identified with a (*) in order to complete the Cross Cultural Awareness requirement for graduation.

Note: Major courses of study for the A.S. Degree must conform to the requirements outlined in Title V and must be approved as an appropriate major by the Curriculum Committee.

ADDITIONAL ASSOCIATE DEGREES

An Associate in Arts or Associate in Science degree will be awarded to those already possessing an associate or higher degree or degrees, subject to the following conditions:

1. All requirements in a different major from that of previous associate or higher degree(s) must be satisfied.

2. All general education requirements in effect at the time of beginning the new degree program must be satisfied.

3. At least 12 units, subsequent to the granting of any previous degree, must be taken in residence at Bakersfield College.

4. The student must be enrolled at Bakersfield College during the semester in which the degree requirements are completed.

5. Only one Associate in Arts, except as required for licensing and/or retraining, may be earned at Bakersfield College. Such exceptions must be approved by the Dean of Instruction. Additional Associate in Science degrees may be earned.

TRANSFER

Universities and colleges prescribe their own standards of eligibility for transfer. Admission practices of four-year institutions are in process of change and students expecting to transfer after one or more semesters at Bakersfield College should be careful to check entrance requirements. Bakersfield College students who maintain high scholarship and who complete the required pattern of courses may expect to make a
satisfactory transfer to the institution of their choice. To achieve junior standing at the California State Universities and Colleges or at the University of California, the student must earn a minimum of 60 units of transferable credit.

Students who develop problems in the articulation of courses should contact the Bakersfield College Articulation Officer in the Transfer Center at the earliest possible date.

ELIGIBILITY FOR THE CALIFORNIA STATE UNIVERSITY AND COLLEGES:

The student who was ineligible on the basis of his/her high school record may be admitted on the basis of obtaining at least a 2.0 grade point average in a minimum of 56 transferable units of community college work.

The student who was eligible on the basis of his/her high school record may transfer at any time so long as his community college grade point average is 2.0 or better. A student may transfer a maximum of 70 community college transferable units to a state university/college.

ELIGIBILITY FOR THE UNIVERSITY OF CALIFORNIA:

The student who was ineligible for the University on the basis of his/her high school record may be admitted by achieving a grade point average of 2.4 or higher in a minimum of 56 transferable units.

The student who was eligible from high school may be admitted if he/she has an overall grade point average of at least 2.0 in all transferable courses attempted. A student may transfer a maximum of 70 community college units to the University (after 70 units acceptable toward degree have been earned, no further unit credit will be granted for community college courses).

Since many institutions require either the Scholastic Aptitude Test or the American College Testing Program, the following information may be useful in formulating transfer plans.

ELIGIBILITY FOR INDEPENDENT CALIFORNIA COLLEGES AND UNIVERSITIES:

Students who transfer to independent colleges or universities find they are given academic credit for most, if not all, of their community college studies. Virtually all institutions give full credit for general education courses and usually for other courses designated for transfer by the community college.

Some colleges and universities stipulate a certain number of completed units before considering students eligible for transfer. Others do not and will accept students at any time. The requirements are outlined in the respective college catalogs, available upon request from the college's Office of Admissions.

Independent institutions are generous in awarding credit. They invite students to make an appointment with their Office of Admissions in order to discuss transfer opportunities.

Financial Aid may be a primary factor in making it possible to attend an independent college. Most students who apply for financial aid are eligible and do receive financial aid packages. Currently some independent college students with full need receive as much as $5,000 a year for tuition, fees and room and board.
GENERAL EDUCATION REQUIREMENTS OF FOUR-YEAR COLLEGES

On the following pages are the general education requirements for the California State University and Colleges. The general education requirements of the several branches of the University of California are so varied that it is wise to study the catalogue of the institution of transfer and to confer with a counselor regarding specific application of Bakersfield College courses toward the requirements.

CALIFORNIA STATE UNIVERSITY—GENERAL EDUCATION REQUIREMENTS — 1987-88

To be eligible for graduation with a Bachelor's Degree from a California State University or College, students must complete a minimum of 48 semester units of general education. Bakersfield College will certify completion of up to 39 lower division general education units for students based on the pattern outlined below. The remaining 9 required units must be upper division courses completed at the four-year university. Certification is not available to students with fewer than 24 applicable units.

Students are strongly encouraged to complete the following pattern at this college:

Area A - Complete all.
Area B - Complete 9 units, including B.3.
Area C - Complete 9 units.
Area D - Complete 9 units.
Area E - Complete all.

All of the above must be completed to obtain maximum certification of 39 units.

Certification of the above will be of significant help to the student. Students must request certification through the Office of Admissions and Records at the time transcripts are requested.

A. COMMUNICATION IN THE ENGLISH LANGUAGE AND CRITICAL THINKING (9 units): One course from each section.
   A.2. Written Communication: English 1a.
   A.3. Critical Thinking: Phil 7, Engl 1b, 2 or Sphc 5.

B. PHYSICAL UNIVERSE AND LIFE FORMS (9-12 units): One course from each section; one course from either B.1, or B.2, must include laboratory (identified with *).
   B.1. Physical Universe: Geog 1, 1L*; Astr 1; Chem 1a*, 2a*, 11*; Geol 1a*, 10, 10L*; Physc 2a*, 10, 11a*; Phys Sci 10, 11*.
   B.2. Life Forms: Anth 1; Anat 1*; Bact 2*; Biol 1a*, 1b*, 10, 10L*, 11*; Geol 7*; Hl Sc 1*; Physl 1*.
   B.3 Laboratory activity identified by (*).
   B.4. Mathematical Concepts, Quantitative Reasoning and Applications: Com S 5, 10, 18; Math D, C, 1, 2, 6a, 22, 200C, 200D; Psych 5.

C. ARTS, LITERATURE, PHILOSOPHY AND FOREIGN LANGUAGE (9-12 units): At least two areas out of C.1, C.2, C.3, C.4 must be included. A maximum of three units is allowed for C.5.
   C.1. Arts (art, dance, drama, music): Art 1, 30a, 30b, 30c, 30d, 33ab, 40; Ch St 32a; Int D 15a, 22, 23a; Music 1a, 2, 10a, 10b, 10c, 10d, 21ab, 22abc, 23, 26a, 27; Phil 30; Theat 1, 2ab, 4, 5, 6, 7, 8, 27, 31*, 32*, 35; Wn St 36ab. ★Limit of 3 units total for Theat 31, 32.
C.2. Literature: Ch St 31a; Engl 1b, 2, 5a, 5b, 11, 12, 21, 28, 29, 30a, 30b, 31a, 31b, 35; Phil 30.
C.3. Philosophy: Phil 6a, 6b, 7, 10, 12, 14, 32, 33, 37.
C.4. Foreign Language: Fren 1ab, 2ab, 3, 4; Germ 1ab, 2ab, 3, 4; Latin 1, 2; Span 1ab, 2ab, 3, 4.
C.5. Active Participation: Art 2ab, 2ef, 3ab, 3cd, 3ef, 4ab, 4ef, 5ab, 5ef, 6ab, 7ab, 9ab, 11ab, 11ef, 12ab, 13ab, 13cd, 14ab, 14cd, 14ef, 15ab, 15cd, 15ef, 17ab; Music 5abcd, 6abcd, 9a, 10a, 10b, 10c, 10d, 12a, 12b, 12c, 12d, 13a, 13b, 13c, 13d, 14a, 14b, 14c, 14d, 17a, 17b, 17c, 17d; Phil 34; Theat 4, 5, 6, 7, 8, 27.
C.6. Western Cultures: Art 30a, 33ab; Ch St 31a, 32a; Engl 5a, 5b, 11, 28, 30a, 30b, 31a, 31b, 45; Fren 1ab, 2ab, 3, 4; Germ 1ab, 2ab, 3, 4; Latin 1, 2; Phil 6a, 6b, 33, 37; Span 1ab, 2ab, 3, 4.
D. SOCIAL, POLITICAL, AND ECONOMIC INSTITUTIONS (9-12 units): Students “must include a reasonable distribution among the categories specified.” Every attempt should be made to include Western and Non-Western cultures either under C (6 and 7) or D (6 and 7).
D.1. Social Institutions: Anth 2, 5; Ch Dv 13a; Ch St 36; Geog 2; Hist 17a, 17b; Soc 1, 28, 30, 36; Wn St 28.
D.2. Political Institutions: Ch St 30a, 30b; Hist 17a, 17b, 20a, 20b, 30a, 30b, 31; Pol S 1, 2.
D.3. Economic Institutions: Bus A 20; Econ 1, 2, 10.
D.4. Contemporary: Bus A 20; Ch Dv 13a; Ch St 30b, 36; Econ 1, 2, 10; Hist 17b, 18b, 19b, 20a, 20b, 30b, 38; Pol S 1, 2; Psych 1a; Soc 1, 30, 36; Wn St 1.
D.5. Historical: Anth 2, 3; Ch St 30a, 30b, 31a; Hist 4a, 4b, 8a, 8b, 15a, 15b, 17a, 17b, 18a, 18b, 19a, 19b, 20a, 20b, 30a, 30b, 31, 36, 38, 40; Spch 32; Wn St 21.
D.6. Western Context: Geog 2; Hist 4a, 4b, 8a, 8b, 15a, 15b, 18a, 18b, 40; Pol S 2.
D.7. Non-Western Context: Geog 2; Hist 19a, 19b; Pol S 2.
E. LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT (0-3 units): A maximum of one unit will be allowed for activity classes (E.2).
E.1. Integrated Organism: Envr 1; Fam S 31; Fores 2; H Ed 1, 2; Nutr 10; Phil 12, 34; Pol S 1; Psych 1a, 30, 31, 32, 37; Wn St 21, 37.
E.2. Activity: Ph Ed 3adp, 5, 6, 6ct, 6fa, 6hx, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 20, 21, 22, 25, 26, 27, 28, 29, 32.
F. UNITED STATES HISTORY, CONSTITUTION AND AMERICAN IDEALS:
F.1. Hist 8a, 17a, 18a, 20a, 30a, 30b, 36; Pol S 1, 3.
F.2. Hist 8b, 17b, 18b, 20b, 30b; Pol S 1.
### 1987 BAKERSFIELD COLLEGE

**CERTIFICATE AND DEGREE PROGRAMS**

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Weill Institute of B.C. ONLY:

- "Fast Track" Accounting Clerk
- "Fast Track" Bookkeeping
- "Fast Track" Clerical
- "Fast Track" General Office
- "Fast Track" Payroll
- "Fast Track" Secretarial
- "Fast Track" Word Processing
### CHICANO STUDIES
- Certificate
- A.A. Degree
- A.S. Degree

### COMMUNICATIONS
- Broadcasting
- Journalism
- Special Education (Sign Language)
- Speech
- Certificate
- A.A. Degree
- A.S. Degree

### COMPUTER STUDIES
- Computer Information Systems
- Computer Science
- Certificate
- A.A. Degree
- A.S. Degree

### ENGLISH
- Certificate
- A.A. Degree
- A.S. Degree

### FAMILY AND CONSUMER EDUCATION
- Child Development and Family Relations
- Child Development with Special Education Emphasis
- Cook Apprentice
- Cosmetology
- Culinary Arts
- Dietary Managers
- Dietetic Service Supervisor
- Family and Consumer Studies
- Fashions and Textiles
- Food Service Management
- Interior Design
- Certificate
- A.A. Degree
- A.S. Degree

### FOREIGN LANGUAGE
- German
- Spanish
- Certificate
- A.A. Degree
- A.S. Degree

### HEALTH CAREERS
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- Emergency Medical Technology
- Radiologic Technology
- Registered Nursing
- Certificate
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| LIBERAL ARTS                        |             |             |             |

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PROGRAMS OF STUDY

COURSE DESCRIPTIONS

The following section is a compilation of programs of study and course descriptions offered at Bakersfield College.

CAREER PROGRAMS

Bakersfield College offers two-year career programs in a variety of fields leading to immediate employment in such occupational fields as agriculture, business, home economics, industry and public service. These courses may be counted toward higher degrees at certain state colleges provided the student continues with advanced study in the same field. Students are urged to plan a program which leads to graduation from the community college with the Associate in Arts or Associate in Science degree.

PRE-PROFESSIONAL PROGRAMS

Programs of study are also offered which lead to graduation from Bakersfield College and are intended to provide a basis for a student's entrance into a senior college or university. The required and recommended courses are listed in terms of the major field of study to be emphasized. The student who plans to graduate from Bakersfield College and wishes to transfer to another college or university has four requirements to fulfill: (1) Clear up any entrance deficiencies in grades or subject matter if the senior college requires it. (2) Fulfill the general requirements of that senior college which are prescribed for all students. (3) Fulfill pre-major requirements, i.e., the lower division requirements for the upper division major. (4) Fulfill the general requirements of the local college. If a student plans to transfer prior to graduation, the first requirement listed above must be completed and progress on the other three must be made. In presenting the following outline of programs of study and majors, the college assumes that students in transfer programs will have completed a college preparatory program in high school.

CERTIFICATE OF COMPLETION

The Certificate of Completion documents the satisfactory completion of training sponsored by Bakersfield College in a specific area of study. Departmental faculty will define requirements.

CERTIFICATE OF ACHIEVEMENT

A Certificate of Achievement is awarded for the completion of a formal instructional program, with a minimum of 24 units, which is designed to give the learner the skills, knowledge and attitudes required for a specific field of endeavor. Specific requirements in a subject matter area will be developed by departmental faculty and approved by the Curriculum Committee.
ENGLISH, READING, AND MATHEMATICS CLASSIFICATIONS

Baccalaureate level classes generally require Level A classification in English, reading, and/or mathematics as appropriate. Students with a reading level of B may enroll in baccalaureate level classes with the permission of a counselor, advisor, or the instructor. Beginning Spring 1986, students with a reading level of C will not be eligible for baccalaureate classes having a Level A prerequisite. Placement in Level A, B, or C is based on student's performance on the placement assessment.

COURSE DESCRIPTIONS

The following abbreviations are commonly used in the course descriptions: lect (lecture); lab (laboratory); demo (demonstration); CCS (Course Classification System.)

Hours given in parentheses ( ) are total hours for the course. Following the total hours is listed the number of hours required per week of lecture, laboratory, discussion, demonstration, practical exercises, etc. For example: Hours: (108) 2 lect, 4 lab. When courses are offered in shorter time blocks than a full semester, the number of hours/weeks are stated.

Prerequisites are expressed as minimum requirements. For example, with a grade of "C" means that a grade of "C" or higher is acceptable.

COURSE CLASSIFICATION SYSTEM

Bakersfield College uses a course classification system that serves to describe the total educational program of the community college as required by Title 5, Section 55001. Classes currently mandated by the State are designated as:

Liberal Arts and Sciences
Remedial Education
Community Education — Personal
Community Education — Parenting
Community Education — Community and Civic Development
Occupational Education

TRANSFERABILITY OF BAKERSFIELD COLLEGE COURSES

Transfer courses in the Bakersfield College curriculum are generally numbered 1 through 49. There are courses in the curriculum for the primary purpose of meeting requirements for an Associate in Arts Degree or an Associate in Science Degree and certificate programs that are also transferable to selected four-year institutions. The student is advised to consult with their counselor regarding these courses. Each course is listed as one of the following:

Not Transferable: Not degree applicable.
Not Transferable: Associate Degree only.
California State University (CSU) and Private College.
University of California System (UC), CSU and Private Colleges.
The Bakersfield College Agriculture Department offers three possible options for Agriculture. All Agriculture programs should be carefully planned by the student with assistance from the Agriculture Department Lead Advisor and departmental instructors.

**Two + Two Vocational Certificate Program**

Vocational skills training is the major emphasis of this program. Students must demonstrate competencies before completing these courses. Certificates of competencies are awarded subject to evaluation by the instructor and department chairperson.

**Certificate of Achievement**

Certificates are available in the following areas: Agricultural Business Management, Animal Science, Crop Science, Forestry, Mechanized Agriculture and Ornamental Horticulture.

**Associate Degree Programs**

Graduation requirements for an Associate in Arts Degree and Associate in Science Degree are found in the beginning of the catalog.

**Transfer Program**

Students may use those units accumulated in the Associate Degree Programs for transfer to a four-year institution.

**TWO + TWO VOCATIONAL CERTIFICATE PROGRAM**

These training programs are designed for those students who prefer career specialization courses and the earliest possible opportunity for job placement and/or the establishment of a self-owned/operated business. Students wishing greater in-depth preparation are advised to take more advanced courses, seek an associate degree, or transfer to a four-year institution.
Certificates are available in the following areas: Agricultural Business Management, Animal Science, Crop Science, Forestry, Mechanized Agriculture and Ornamental Horticulture.

Each program must be approved by an Agriculture Department advisor, instructor, or Department Chairman.

**Required Courses**

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<thead>
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<td>CRP S 300</td>
<td>Appl Crop Prod Skls</td>
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<tr>
<td>MC AG 200</td>
<td>Beg Mech Agricultur</td>
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**CERTIFICATE OF ACHIEVEMENT PROGRAMS**

These training programs are designed for those students who prefer career specialization courses and the earliest possible opportunity for job placement and/or the establishment of a self-owned/operated business. Students wishing greater in-depth preparation are advised to take more advanced courses, seek an associate degree, or transfer to a four-year institution.

Certificates are available in the following areas: Agricultural Business Management, Animal Science, Crop Science, Forestry, Mechanized Agriculture and Ornamental Horticulture.

The student must complete a total of 30 units, 24 of which must be in the field of Agriculture. The additional 6 units may be electives in any field including Agriculture. Each program must be approved by an Agriculture Department advisor, instructor, or Department Chairman.

**AGRICULTURAL BUSINESS MANAGEMENT**

**Minimum units required in discipline – 30**

**Required Courses**

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<td>AG BS 3</td>
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<td>Oper Use Ag Comptrs</td>
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**Electives – Minimum of 6 units**

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<td>Beginning Mech Ag</td>
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**Other Suggested Courses**

COM S 5 Intro Prog w/BASIC (3), ENTM 1 Applied Entomology (3), FORES 1 Intro to Forestry (3), HORT 1 Prin Fruit Growing (3).
ANIMAL SCIENCE

Minimum units required in discipline – 26

Required Courses

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<td>AN S 2</td>
<td>Beef Production</td>
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<td>AN S 3</td>
<td>Sheep Production</td>
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Electives – Minimum of 6 units

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Other Suggested Courses

AN S 8 Judging (2), AN S 10 Horse Production (3), AN S 11 Adv Horse Productn (3), ENTOM 1 Applied Entomology (3), FORES 2 Natural Resources (3), FORES 3 Wildlife Management (3), AG BS 4 Oper Use Ag Comptrs (3), ORN H 6 Orn Plt Id/Grd Cov (3).

CROP SCIENCE

Minimum units required in discipline – 27

Required Courses

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Electives – Minimum of 6 units

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Other Suggested Courses

AG BS 2 Agricultural Econ (3), FORES 1 Intro to Forestry (3), HORT 1 Prin Fruit Growing (3), ORN H 4 Plant Propagation (3), ORN H 6 Orn Plt Id/Grd Cov (3).
FORESTRY

Minimum units required in discipline – 30

Required Courses

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Electives

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Other Suggested Courses

AG BS 2 Agricultural Econ (3), FORES 4 Wildlife Law Enforc (3), FORES 5 Idnt Calif Wildlife (3), FORES 7 Wildland Fire Mngmt (3)

MECHANIZED AGRICULTURE

Minimum units required in discipline – 24.5

Required Courses

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Electives – Minimum of 6 units

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Other Suggested Courses:

AG BS 2 Agriculture Econ (3), HORT 1 Prin Fruit Growing (3), ORN H 2 Fund Nur Mgt/Pl Pro (3), FORES 2 Natural Resources (3), ORN H 4 Plant Propagation (3).
BAKERSFIELD COLLEGE

ORNAMENTAL HORTICULTURE

Minimum units required in discipline – 26

Required Courses

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Electives

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Other Suggested Courses

MC AG 2 Beginning Mech Ag (3), AG BS 2 Agricultural Econ (3), FORES 1 Intro to Forestry (3), FORES 2 Natural Resources (3), CRP S 4 Prin Crop Productn (3).

ASSOCIATE IN ARTS DEGREE PROGRAMS

AGRICULTURAL BUSINESS MANAGEMENT

The Agricultural Business Management major is made up of agriculture and business courses pertaining to the agriculture industry.

Many jobs in agriculture require training in business courses such as accounting, typing and salesmanship. With a combination of agriculture and business courses, many employment opportunities are available.

Required Courses

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<tr>
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ANIMAL SCIENCE

The Animal Science major prepares students for occupations in those areas of agriculture involving production of livestock.

Both the scientific and practical aspects of the production of beef, sheep, swine and dairy cattle are stressed in the day courses. Classes dealing with the production and care of horses are offered in the evening.

Required Courses

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CROP SCIENCE

This program provides instruction in the planting, growing, harvesting, and marketing of field, forage, and vegetable crops as well as irrigated and range pasture crops.

Minimum units required in discipline – 26

Required Courses

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FORESTRY

The program provides a broad general experience in the arts and science to develop an individual with a well-rounded education, and a core of basic courses which furnish the student with a perspective of the scientific and professional area of forestry, natural resources, fisheries and wildlife. The pre-forestry, resource conservation and wildlife management program at Bakersfield College should conform to the recommended program as prescribed by the school to which the student wishes to transfer.

### Required Courses

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### Electives

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HORTICULTURE

The Horticulture major prepares students for general fruit farming, positions in sales as vineyard foremen, as field and plant representatives, and for work in related agriculture fields as well as for transferring to a four-year college.

### Required Courses

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MECHANIZED AGRICULTURE

This program prepares the student for occupations in agriculture production, harvesting, processing, and machinery fabrication and repair. This program also provides a foundation for transfer to a four-year college.

Minimum units required in discipline – 14.5

Required Courses

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ORNAMENTAL HORTICULTURE

The Ornamental Horticulture major prepares students for the nursery industry, landscaping ground work, work as field and plant representatives, and work in related agriculture fields as well as for transferring to a four-year college.

Minimum units required in discipline – 21

Required Courses

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PRE-VETERINARY MEDICINE

The veterinarian diagnoses and treats diseases and disorders of animals; determines the nature of disease or injury and treats animals medically or surgically; performs autopsies to determine causes of death; gives advice on care and breeding of animals. Some engage in general practice, some become involved in research and development, while others are active in such fields as consultation, teaching, technical writing, sales or promotion of commercial products, or provide technical services for commercial firms.

Required Courses

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ASSOCIATE IN SCIENCE DEGREE PROGRAMS

AGRICULTURAL BUSINESS MANAGEMENT

Minimum units required in discipline – 32

Suggested Courses

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<tr>
<td>ENTM 1</td>
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<tr>
<td>MC AG 5</td>
<td>Farm Power</td>
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### ANIMAL SCIENCE

Minimum units required in discipline – 32

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### CROP SCIENCE

Minimum units required in discipline – 32

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<td>AG BS 3 Farm Accounting</td>
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<td>CRP S 2 Forage Crops</td>
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<td>CRP S 3 Row Crops</td>
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### FORESTRY

Minimum units required in discipline – 32

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<th>FORES 2 Natural Resources</th>
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MECHANIZED AGRICULTURE

Minimum units required in discipline – 32

Suggested Courses

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ORNAMENTAL HORTICULTURE

Minimum units required in discipline – 32

Suggested Courses

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COURSE DESCRIPTIONS

The following abbreviations are commonly used in the course descriptions: lect: lecture; lab: laboratory; demo: demonstration; CCS: Course Classification System. Hours given in parentheses are total hours for the course. Hours lecture, lab, etc., are hours required per week usually. Prerequisites are expressed as minimum requirements. See page 60 for a fuller explanation.

AGRICULTURAL BUSINESS MANAGEMENT

AG BS 2 AGRICULTURAL ECONOMICS (3 units)
Changes occurring in agriculture, careers in commercial agricultural businesses and public agricultural service agencies, development and growth of farm related industries, kinds of agricultural businesses, operational characteristics of commercial agricultural industries. Prerequisite: Reading Level A. Hours: (54) 3 lect. CCS: Occupational Education Transferable: CSU and Private Colleges.
AG BS 3 FARM ACCOUNTING (3 units)
Farm accounting systems, farm records, budgets, income tax returns, reorganization of actual farms. An introduction to computers and reading computer printouts. **Prerequisite:** Reading Level A. AG BS 2 or ECON 1 recommended. **Hours:** (81) 3 lect, 1½ computer lab. **CCS:** Occupational Education **Transferable:** CSU and Private Colleges.

AG BS 4 OPERATIONAL USE OF AGRICULTURAL COMPUTERS (3 units)
Operation of computer systems/equipment and execution of an agricultural program. Emphasizes use of personal computers in agriculture. **Prerequisite:** Reading Level A. **Hours:** (81) 3 lect, 1½ computer lab. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.

AG BS 5 AGRICULTURAL MARKETING (3 units)
Changes occurring in agriculture, careers in commercial agricultural businesses and public agricultural service agencies, development and growth of farm related industries, kinds of agricultural businesses, operational characteristics of commercial agricultural industries. Marketing orders and agreements, integration and contract farming; their implications and effects on farming and marketing institutions of California. Development, types and forms of farm related businesses; agricultural businesses considered from standpoint of primary functions, services and problems including such factors as business organization, records, information location, production, business with banks, labor and government—emphasis on California farm related industries. **Prerequisite:** Reading Level A. **Hours:** (54) 3 lect. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.

AG BS 6 INTRODUCTION TO COMPUTER APPLICATION IN AGRICULTURE (3 units)
Use of library programs available for Agriculture programs written in BASIC programming language. Operation of the main systems Digital 1170 and operation of personal computers. **Prerequisite:** Reading Level A. **Hours:** (81) 3 lect, 1½ computer lab. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.

AG BS 54a OPERATIONAL USE OF AGRICULTURAL MICROCOMPUTER (1.5 units)
Operation of microcomputer systems/equipment and execution of an agricultural program. Emphasizes use of personal microcomputers in agriculture. **Prerequisite:** None. **Hours:** (40.5) 3 lect, 1½ computer lab for 9 weeks. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

AG BS 54b OPERATIONAL USE OF AGRICULTURAL SOFTWARE (1.5 units)
Operation of Academic Computer System/equipment at Bakersfield College and execution of an agricultural program. Emphasizes the use of Academic Computer. **Prerequisite:** None. **Hours:** (40.5) 3 lect, 1½ computer lab for 9 weeks. **CCS:** Occupational Education **Not Transferable:** Associate Degree only. **Note:** Formerly AG BS 52.
AGRICULTURE

AGRIC 2 AGRICULTURAL MATHEMATICS (3 units)
An elementary course dealing with mathematical problems encountered in the work-a-day operations in agriculture. Emphasizes the types of mathematic problem solving found in Animal Science, Crop Science, Forestry, Mechanized Agriculture, and Ornamental Horticulture. Presents mathematical topics, including algebra and geometry, to provide exposure of agricultural disciplines to topics. Prerequisite: Reading Level A. Hours: (54) 3 lect. CCS: Occupational Education. Transferable: CSU and Private Colleges.

AGRIC 10 INTRODUCTION TO CALIFORNIA AGRICULTURE (3 units)
An introduction to agriculture at Bakersfield College which is highly recommended to incoming agriculture majors. A survey of the agriculture industry in California including careers, job requirements, agriculture terminology, and an orientation to the college curriculum. Satisfies 0.5 unit counseling requirement for graduation from Bakersfield College. Prerequisite: Reading Level A. Hours: (54) 3 lect. CCS: Occupational Education. Transferable: CSU and Private Colleges.

AGRIC 11 AGRICULTURE EMPLOYMENT SEMINAR (1 unit)
Offers special related instruction in educational-career guidance; human relations; success factors on the job; attitudes; motivation and initiative; grooming; consumer economics; human behavior; man and the organization; current factors related to on-the-job experiences; decision making; achieving career goals; thereby, assists in the development of knowledge, attitudes, skills and judgment essential to succeed in the world of work. Prerequisite: Reading Level A. Hours: (18) 1 lect. May be repeated once. CCS: Occupational Education. Transferable: CSU and Private Colleges.

AGRIC 12 AGRICULTURAL COOPERATIVE WORK EXPERIENCE EDUCATION (1 – 3 units. Limit 6 units.)
Program which coordinates on-the-job learning with collegiate curriculum. Open to Agriculture majors only. On-the-job experience must be related to student’s career objectives. Number of units earned depends upon the number of hours worked per semester. A maximum of three units per semester may be earned with a maximum of six units. Prerequisite: AGRIC 11 (may be taken concurrently). Hours: 5 hours of work per week equals one unit. CCS: Occupational Education. Transferable: CSU and Private Colleges.

AGRIC 49 AGRICULTURE LEADERSHIP TRAINING (2 units)
Supervised field work related to lecture instruction including agricultural competitions; judging contests; livestock shows; recruiting programs; and youth activity planning, preparation and execution. Prerequisite: Reading Level A or evaluation by counselor/advisor. Hours: (72) 1 lect, 3 lab. Field trips required. May be repeated twice. CCS: Occupational Education. Transferable: CSU and Private Colleges.
AGRIC 59a–59b  PRACTICAL SPANISH FOR AGRICULTURE (2–2 units)
Introduces students to the vocabulary and idiom in current use among Spanish
speakers of the San Joaquin Valley agricultural region. While grammatical concepts
are presented, the primary goal is development of listening and speaking skills, along
with acquisition of appropriate cultural concepts. **Prerequisites**: 59a — none. 59b — SPAN 59a. One year of high school Spanish recommended. **Hours**: (54–54) 3
lect. **CCS**: Occupational Education. **Not Transferable**: Associate Degree only.
**Note**: Not open to students with credit in SPAN 59a and 59b.

AGRIC 90
FARM TRACTOR MECHANIC-TECHNICIAN TRAINING (20 units)
Designed to prepare students to enter the farm tractor mechanics field at apprentice
level. The emphasis is to be on farm tractor overhaul, repair and maintenance. In­
struction will also be given in arc welding, gas welding, shop chemicals, air condition­
ing, electrical equipment, tool usage, record keeping, billing, interviewing and resume
preparation. **Prerequisite**: None. **Hours**: (1,080) 10 lect and 20 lab for approx. 36
weeks. Open entry/open exit. **CCS**: Occupational Education. **Not Transferable**: 
Associate Degree only.

ANIMAL SCIENCE

AN S 1 INTERMEDIATE ANIMAL SCIENCE (3 units)
Designed to teach the scientific and practical aspects of livestock, dairy, and poultry
care and management. Emphasizes feeding, selection, treatment, equipment and job
opportunities in animal science and other fields. **Prerequisite**: Reading Level A.
**Hours**: (90) 2 lect, 3 lab and/or selected field trips. **CCS**: Occupational Education.
**Transferable**: UC, CSU and Private Colleges.

AN S 2 BEEF PRODUCTION (3 units)
A study of commercial and purebred beef cattle production in the United States.
 Covers the history and development of the beef cattle industry. Emphasizes beef
breeding, genetics, breeding, production costs, marketing and herd management.
**Prerequisite**: AN S 1. **Hours**: (90) 2 lect, 3 lab and/or selected field trips. **CCS**: 
Occupational Education. **Transferable**: UC, CSU and Private Colleges.

AN S 3 SHEEP PRODUCTION (3 units)
A study of sheep production in the United States, California and Kern County.
 Presents breeding, breeds, lambing, selection, shearing, and marketing. Includes
commercial production of market lambs in Kern County. **Prerequisite**: AN S 1.
**Hours**: (90) 2 lect, 3 lab and/or selected field trips. **CCS**: Occupational Education.
**Transferable**: CSU and Private Colleges.

AN S 6 APPLIED ANIMAL NUTRITION (3 units)
Fundamentals of feeding, including constituents of feeds, digestive systems of farm
animals and their utilization of various feeds. Includes problems of balancing rations.
**Prerequisite**: AN S 1. **Hours**: (54) 3 lect and/or selected field trips. **CCS**: Occupa­tional Education. **Transferable**: UC, CSU and Private Colleges.
AN S 7 LIVESTOCK DISEASES (3 units)
An introduction to animal hygiene and sanitation. Emphasizes the cause, symptoms and prevention of common livestock diseases and parasites. Prerequisite: AN S 1. Hours: (54) 3 lect and/or selected field trips. CCS: Occupational Education. Transferable: CSU and Private Colleges.

AN S 8 JUDGING (2 units)
A beginning course in judging market and breeding classes of dairy beef, sheep and swine. Prerequisite: AN S 1. Hours: (72) 1 lect, 3 lab and/or selected field trips. CCS: Occupational Education. Transferable: UC, CSU and Private Colleges.

AN S 10 HORSE PRODUCTION (3 units)
Status of the horse industry; types and breeds; selection, care and management of the light horse; their place and use in California and the United States. Prerequisite: Reading Level A. Hours: (54) 3 lect. One Saturday field trip required. CCS: Occupational Education. Transferable: CSU and Private Colleges.

AN S 11 ADVANCED HORSE PRODUCTION (3 units)
Management of breeding and training stable, nutrition, health, training and transportation of horses. Prerequisite: AN S 10. Hours: (54) 3 lect. One Saturday field trip required. CCS: Occupational Education. Transferable: CSU and Private Colleges.

AN S 45 ANATOMY AND PHYSIOLOGY OF FARM ANIMALS (3 units)
An introductory course in anatomy and physiology of horses, cattle, swine, sheep and poultry. Prerequisite: Reading Level A. Hours: (54) 3 lect. One Saturday field trip required. CCS: Occupational Education. Transferable: CSU and Private Colleges.

AN S 71 DISEASES OF BEEF AND DAIRY CATTLE (1 unit)
The causes, symptoms, prevention and recommended treatment of the common disease problems in beef and dairy cattle in Kern County. Prerequisite: None. Hours: (18) 2 lect for 9 weeks. CCS: Occupational Education. Not Transferable: Associate Degree only.

AN S 72 DISEASES OF HORSES (1 unit)
Designed to meet the needs of the horse owner or stable manager. The course will be taught by a graduate veterinarian who is currently practicing veterinary medicine in Kern County. Content will include prevention, symptoms, control and treatment of diseases of horses. Prerequisite: None. Hours: (18) 2 lect for 9 weeks. CCS: Occupational Education. Not Transferable: Associate Degree only.

AN S 74 EQUINE NUTRITION (1 unit)
A series of lectures covering the various phases of horse nutrition. An evening class designed for the adult horse owner or trainer. Prerequisite: None. Hours: (18) 2 lect for 9 weeks. CCS: Occupational Education. Not Transferable: Associate Degree only.
AN S 79 SMALL SCALE LIVESTOCK PRODUCTION (3 units)
A study of selecting, handling, breeding, housing, managing, and marketing of small herds of livestock and flocks of poultry. Prerequisite: Reading Level B. Hours: (54) 3 lect. CCS: Occupational Education. Not Transferable: Associate Degree only.

CROP SCIENCE

CRP S 1 PRINCIPLES OF CROP PRODUCTION (3 units)
Presents the fundamental practices for field and vegetable crops: basic botany, classification of plants, soils, fertilizers, irrigation, pest control, and crop rotation as well as specific practices for a crop such as sugar beets. Prerequisite: Reading Level A. Hours: (90) 2 lecture, 3 lab and/or selected field trips. One Saturday field trip required. CCS: Occupational Education. Transferable: UC, CSU and Private Colleges. Note: Formerly CRP S 4.

CRP S 2 FORAGE CROPS (3 units)
A study of the common forage crops: alfalfa, common pasture grasses and legumes. Varieties, adaptations, methods of handling and processing. Seeding and seed bed preparation. Prerequisite: Reading Level A. Hours: (90) 2 lect, 3 lab and/or selected field trips. One Saturday field trip required. CCS: Occupational Education. Transferable: CSU and Private Colleges. Note: Formerly CRP S 5.

CRP S 3 ROW CROPS (3 units)
History and world production, varieties and breeding: fertilization, disease and control, irrigating problems, insect control, defoliation, harvesting, classing and research studies. Visits to large-scale cotton farms, government cotton offices, marketing associations, experimental stations, cotton gins, oil mills and compresses. Emphasizes cotton production and marketing in Kern County. Prerequisite: Reading Level A. Hours: (90) 2 lect, 3 lab and/or selected field trips. CCS: Occupational Education. Transferable: CSU and Private Colleges. Note: Formerly CRP S 6.

CRP S 4 VEGETABLE PRODUCTION (3 units)
The principles and practices of vegetable crop production. A study of the methods used in seeding, propagation and culture of vegetables and the application of the principles underlying vegetable production techniques. Prerequisite: Reading Level A. Hours: (90) 2 lect, 3 lab and/or selected field trips. CCS: Occupational Education. Transferable: UC, CSU and Private Colleges. Note: Formerly CRP S 7.

CRP S 5 WEED CONTROL (3 units)
Introduces weeds common to the area and the various types of control, weed control chemicals and equipment for cultivated crops. Prerequisite: Reading Level A. Hours: (90) 2 lect, 3 lab and field trips by arrangement. CCS: Occupational Education. Transferable: CSU and Private Colleges. Note: Formerly CRP S 8.
CRP S 58 ORGANIC GARDENING (2 units)
 Presents gardening and its impact on the environment. Deals with soils, plant nutrition, composting, mulching, pest control, and general gardening without the use of synthetic chemicals. Prerequisite: Reading Level A. Hours: (72) lecture, 3 lab by arrangement. CCS: Occupational Education. Not Transferable: Associate Degree only. Note: Formerly CRP S 26.

CRP S 59 BEEKEEPING (2 units)
 Presents the fundamental skills of beekeeping such as handling bee colonies, collecting and separating honey, and constructing hives. Includes the basic principles of queen selection and care, crop pollination practices, honey processing and marketing, and disease detection. Prerequisite: Reading Level A. Hours: (72) lecture, 3 lab and field trips by arrangement. CCS: Occupational Education. Not Transferable: Associate Degree only. Note: Formerly CRP S 20.

CRP S 200 GENERAL CROP SKILLS (8 units)
 An initial course in the Crop Science 2 + 2 Vocational Certificate Program. Emphasizes skills used on crop farms in Kern County will be emphasized. Prerequisite: None. Hours: (234) 5 lecture, 8 lab and/or selected field trips. CCS: Occupational Education. Not Transferable: Associate Degree only.

CRP S 300 APPLIED CROP PRODUCTION SKILLS (8 units)
 A required course for students in Crop Science 2 + 2 Vocational Certificate Program. Develops the skills required to grow crops in Kern County. Prerequisite: CRP S 200 or evaluation by instructor. Hours: (234) 4 lecture, 8 lab and/or selected field trips. CCS: Occupational Education. Not Transferable: Associate Degree only.

ENTOMOLOGY

ENTM 1 APPLIED ENTOMOLOGY (3 units)
 An introduction to the classification, life history, morphology, physiology and ecology of insects, insecticides and their applications. Prerequisite: Reading Level A. Hours: (90) 2 lecture, 3 lab and/or selected field trips. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.

FORESTRY

FORES 1 INTRODUCTION TO FORESTRY (3 units)
 Problems in forestry and forestry management. Includes study of forest diseases and insect problems. Prerequisite: Reading Level A. Hours: (54) 3 lecture and/or related field trips. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.

FORES 2 NATURAL RESOURCES (3 units)
 A study of our natural resources and the conservation of those uncaptured natural stores which are useful to mankind. Resources covered are water, soil, forests, grasslands, wild-animal life and minerals. Prerequisite: Reading Level A. Hours: (54) 3 lecture and/or related field trips. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.
FORES 3  WILDLIFE MANAGEMENT (3 units)
Foundations of wildlife production. The identification, life histories and ecology of im­
portant wildlife species — fur bears, water fowl and fish. Prerequisite: Reading Level A. Hours: (54) 3 lect. CCS: Occupational Education. Transferable: UC, CSU and Private Colleges.

FORES 4  WILDLIFE LAW ENFORCEMENT (3 units)
A brief history of the development of wildlife law enforcement. State functions and jurisdiction; federal jurisdiction, federal wildlife laws, federal versus state jurisdiction; rights of the private citizen. Types of violations and the role of the law enforcement offi­
cer. The function of the officer, including arrests, preparation of evidence, interview­
ing and court appearances. Prerequisite: Reading Level A. Hours: (54) 3 lect. CCS: Occupational Education. Transferable: CSU and Private Colleges.

FORES 5  IDENTIFICATION OF CALIFORNIA WILDLIFE (3 units)
A survey of game birds, fish and mammals of California and the Western United States. Characteristics of game animals and protected species. Practices identifying animals in their environment. Emphasizes protecting species which are in danger of extinction. Prerequisite: Reading Level A. Hours: (54) 3 lect. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.

FORES 7  WILDLAND FIRE MANAGEMENT (3 units)
Covers the physical theories of wildland fire, the methodology of wildland fire suppression, and the use and maintenance of the tools required to suppress a wildland fire. Prerequi­
site: FORES 1 or 2 (may be taken concurrently.) Hours: (54) 3 lect and/or 1 Saturday field trip. CCS: Occupational Education. Transferable: CSU and Private Colleges.

HORT 1  PRINCIPLES OF FRUIT GROWING (3 units)
A survey of the fruit growing industry including climatic influences, cultural practices and varieties. Prerequisite: Reading Level A. Hours: (90) 2 lect, 3 lab and/or selected field trips. CCS: Occupational Education. Transferable: CSU and Private Colleges.

MECHANIZED AGRICULTURE

MC AG 2  BEGINNING MECHANIZED AGRICULTURE (3 units)
An introduction to the field of Mechanized Agriculture including familiarization with the theory and application of basic skills commonly used. Prerequisite: Reading Level A. Hours: (90) 2 lect, 3 lab and/or selected field trips. CCS: Occupational Education. Transferable: CSU and Private Colleges.

MC AG 3  TRACTOR SERVICE AND OPERATION (3 units)
An introduction to tractor service and operation including familiarization with the theory and operation of farm tractors and their various systems including two-wheel drive, four-wheel drive, crawlers, skiploaders and forklifts. Prerequisite: MC AG 2 or evaluation by instructor. Hours: (90) 2 lect, 3 lab and/or selected field trips. CCS: Occupational Education. Transferable: CSU and Private Colleges.
MC AG 5  FARM POWER (2 units)
A study of the major types of power used on modern farms and ranches, including electricity, internal combustion engines, wind energy and co-generation. **Prerequisite:** Reading Level A. **Hours:** (72) 1 lect, 3 lab and/or selected field trips. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.

MC AG 8  POWER TRANSMISSIONS (2 units)
A study of mechanical and hydraulic power shift transmissions and related components within agricultural and construction machinery. **Prerequisite:** MC AG 7 or evaluation by instructor. **Hours:** (72) 2 lect, 2 lab and/or selected field trips. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.

MC AG 59a  BEGINNING SMALL ENGINE
AND EQUIPMENT REPAIR (1.5 units)
Designed for shop mechanics, machinery operators, gardeners, landscapers and students in agriculture. Covers the theory of operation of turn equipment small agriculture equipment and engines, including chainsaws, spray equipment, pumps, all terrain vehicles and small tractors. **Prerequisite:** None. **Hours:** (54) 1 lect, 2 lab. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

MC AG 59b  BEGINNING SMALL ENGINE
AND EQUIPMENT REPAIR (1.5 units)
A continuation of MC AG 59a designed for shop mechanics, machinery operators, gardeners, landscapers and students in agriculture. Covers the theory of operation of turn equipment, small agriculture equipment and engines, including chainsaws, spray equipment, pumps, all terrain vehicles and small tractors. **Prerequisite:** None. **Hours:** (54) 1 lect, 2 lab. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

MC AG 90  MECHANIZED AGRICULTURE EMPLOYMENT SKILLS (3 units)
An upgrade of general education skills, with emphasis on human relations and job search skills, related to agriculture. **Prerequisite:** Eighth grade reading and math level; concurrent enrollment in AG 90. **Hours:** (144) 8 lect, open entry/open exit. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

MC AG 92  FORKLIFT OPERATION (2 units)
Designed to teach students how to operate a lift truck in the manner it is used in agriculture and industry in Kern County. **Prerequisite:** Class III California Driver's License. **Hours:** (80) 20 lect, 20 lab. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

MC AG 93  HEAVY TRUCK OPERATION & SAFETY (2 units)
Designed to teach students how to operate heavy duty trucks under highway and field conditions. The successful completion of this course is obtaining a Class I California Driver's License. **Prerequisite:** Valid Class III California Driver's License. A clean (no more than two moving violations) DMV report. Must pass the California Class I physical examination. **Hours:** (80) 10 lect, 30 lab. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.
MC AG 200 BEGINNING MECHANIZED AGRICULTURE (8 units)
The initial course in the Mechanized Agriculture 2 + 2 Vocational Certificate Program. Includes MC AG 1, MC AG 2, plus an additional five hours laboratory. Prerequisite: None. Hours: (234) 5 lect, 8 lab and/or selected field trips. CCS: Occupational Education. Not Transferable: Associate Degree only.

MC AG 300 TRACTOR SERVICE AND OPERATION (8 units)
Designed to teach operating and servicing of tractors. Includes MC AG 3, AGRIC 2, plus an additional five hours laboratory. Upon completion, a Certificate of Competency in Tractor Service and Operation will be awarded. Prerequisite: MC AG 200 or evaluation by instructor. Hours: (234) 5 lect, 8 lab and/or selected field trips. CCS: Occupational Education. Not Transferable: Associate Degree only.

NATURAL RESOURCES MANAGEMENT

NRM 1 RANGE MANAGEMENT (3 units)
Basic management and improvement practices required for successful utilization of rangeland resources. Emphasizes maintenance and improvement of proper range plant communities for each range region. Prerequisite: Reading Level A. Hours: (90) 2 lect, 3 lab. CCS: Occupational Education. Transferable: CSU and Private Colleges.

ORNAMENTAL HORTICULTURE

ORN H 2 FUNDAMENTALS OF NURSERY MANAGEMENT AND PLANT PRODUCTION (3 units)
Commercial nursery operations. Propagation, propagation media, nursery designs, propagation structures, seedage, cuttage, plant structure, rooting aids, transplanting, stepping up, and potting. Principles of sexual and asexual propagation. Prerequisite: Reading Level A. Hours: (90) 2 lect, 3 lab and/or selected field trips: (a) local nurseries, (b) Monrovia Nursery. CCS: Occupational Education. Transferable: CSU and Private Colleges.

ORN H 3 LANDSCAPE INSTALLATION AND MAINTENANCE (3 units)
Covers the planning, installation and maintenance of landscapes in Kern County and California. Prerequisite: Reading Level A. Hours: (90) 2 lect, 3 lab and/or selected field trips: (a) local nurseries, (b) Kern County Parks, (c) CSU Fresno, (d) Los Angeles County Arboretum. CCS: Occupational Education. Transferable: CSU and Private Colleges.

ORN H 4 PLANT PROPAGATION (3 units)
Principles of sexual propagation (seedage) and asexual propagation (budding, grafting, cutting, layering, division and separation). Prerequisite: Reading Level A. Hours: (90) 2 lect, 3 lab and/or selected field trips: (a) local nurseries, (b) Monrovia Nursery, (c) Rogers Gardens, (d) Tenaya Garden Center. CCS: Occupational Education. Transferable: UC, CSU and Private Colleges.
ORN H 5  NURSERY MANAGEMENT (3 units)
Commercial nursery operations. Propagation, propagation medias, nursery designs, propagation structures, seedage, cottage, plant structure, rooting aids, transplanting, stepping up, potting, greenhouse plants, ground covers, shrubs and trees. Prerequisite: Reading Level A. Hours: (90) 2 lect, 3 lab and/or selected field trips: a) local nurseries, (b) Monrovia Nursery, (c) Hines Nursery, (d) Gallup and Stribling International, (e) Tenaya Garden Center. CCS: Occupational Education. Transferable: CSU and Private Colleges.

ORN H 6  ORNAMENTAL PLANT IDENTIFICATION – GROUND COVERS, VINES, AND DWARF SHRUBS (3 units)
Identification, habits of growth, culture and landscape use of dwarf shrubs, vines, ground covers, annuals, and biennials, adapted to the Central Valley of California. Prerequisite: Reading Level A. Hours: (90) 2 lect, 3 lab and/or selected field trips: (a) local nurseries, (b) Los Angeles County Arboretum, (c) Huntington Botanical Gardens. CCS: Occupational Education. Transferable: UC, CSU and Private Colleges.

ORN H 7  ORNAMENTAL PLANT IDENTIFICATION – LARGE SHRUBS, SMALL TREES, LARGE TREES AND PALMS (3 units)
Identification, habits of growth, culture and landscape use of large shrubs, small trees, large trees and palms adapted to the Central Valley of California. Prerequisite: ORN H 6 or evaluation by instructor. Hours: (90) 2 lect, 3 lab and/or selected field trips: (a) local nurseries, (b) Los Angeles County Arboretum, (c) Huntington Botanical Gardens. CCS: Occupational Education. Transferable: UC, CSU and Private Colleges.

ORN H 35a  ORNAMENTAL HORTICULTURE (1 unit)
Identification, habits of growth, culture and landscape use of plants commonly found on school campuses and adapted to the Central Valley of California. Principles of sexual propagation (seedage) and asexual propagation (cuttings, layering, divisions, and separation) of common house and landscaping plants. Prerequisite: Reading Level A. Hours: (18) 18 lect. CCS: Occupational Education. Transferable: UC, CSU and Private Colleges.

ORN H 41  INTERIOR PLANTSCAPE AND FLORAL DESIGN (2 units)
The conditioning and use of plants, flowers, and related materials in making arrangements; a study of the basic principles of design in relation to the use of flowers and plants; typical seasonal arrangement; the planting of decorational indoor and adjacent outdoor planters. Prerequisite: Reading Level A. Hours: (54) 1 lect, 2 lab. Field trips required. CCS: Occupational Education. Transferable: CSU and Private Colleges.

ORN H 70  TURF MANAGEMENT (2 units)
Practice in turf construction, maintenance and management including golf greens, athletic fields and park lawns. Prerequisite: None. Hours: (54) 1 lect, 1 lab. CCS: Occupational Education. Not Transferable: Associate Degree only. Note: Formerly ORN H 30a.
ORN H 75a  PLANT MAINTENANCE AND IDENTIFICATION (1.5 units)
The student will learn the identification of, habits of growth, propagation of, culture and landscape use of ground covers, vines and dwarf plants (11/2'-3') adapted and used in landscapes of the central valley of California. Prerequisite: None. Hours: (27) 3 lect for 9 weeks. CCS: Occupational Education. Not Transferable: Associate Degree only.

ORN H 75b  PLANT MAINTENANCE AND IDENTIFICATION (1.5 units)
The student will learn the identification of, habits of growth, propagation of, culture and landscape use of small plants (4'-5') and medium plants (6'-8') adapted and used in landscapes of the central valley of California. Prerequisite: None. Hours: (27) 3 lect for 9 weeks. CCS: Occupational Education. Not Transferable: Associate Degree only.

ORN H 75c  PLANT MAINTENANCE AND IDENTIFICATION (3 units)
The student will learn the identification of, habits of growth, propagation of, culture and landscape use of large plants (12'-25'), small trees (12'-25'), large trees (50' or more) and palms adapted and used in landscapes of the central valley of California. Prerequisite: None. Hours: (54) 3 lect. CCS: Occupational Education. Not Transferable: Associate Degree only.

ORN H 77a  CARE AND MAINTENANCE OF TURF EQUIPMENT (1 unit)
The student will learn how to identify and correct problems encountered when servicing and caring for turf equipment. Prerequisite: None. Hours: (27) 1 lect, 2 lab for 9 weeks. CCS: Occupational Education. Not Transferable: Associate Degree only.

ORN H 78  LANDSCAPE MAINTENANCE/LAWS AND REGULATIONS OF PEST CONTROL (1 unit)
Designed for students interested in securing the landscape pest control certificate required of all professional landscape gardeners who apply chemicals. Prerequisite: Reading Level B. Hours: (18) 1 lect. CCS: Occupational Education. Not Transferable: Not degree applicable.

ORN H 79  LANDSCAPE MAINTENANCE/PEST, DISEASE AND WEED CONTROL (1 unit)
Designed for students interested in the Qualified Applicator Certificate. Includes information about the Qualified Applicator Certificate Examination, turf pest, insects and mite control, weed control, and mushroom control in lawns. Prerequisite: Reading Level B. Hours: (18) 1 lect. CCS: Occupational Education. Not Transferable: Not degree applicable.

ORN H 200  FUNDAMENTALS OF NURSERY MANAGEMENT AND PLANT PRODUCTION (8 units)
The initial course for the Ornamental Horticulture 2 + 2 Vocational Certificate Program. Includes ORN H 1 (three hours lecture), ORN H 2 (two hours lecture and three hours laboratory) plus an additional five hours of laboratory. Prerequisite: None. Hours: (234) 5 lect, 8 lab and/or selected field trips. CCS: Occupational Education. Not Transferable: Associate Degree only.
ORN H 300  LANDSCAPE INSTALLATION AND MAINTENANCE (8 units)
Includes designated mathematics (three hours lecture), ORN H 3 (two hours lecture
and three hours laboratory) plus an additional five hours of laboratory. Upon comple-
tion, a Certificate of Competency in Landscape Installation and Maintenance will be
awarded. **Prerequisite:** ORN H 200 or evaluation by instructor. **Hours:** (234) 5 lect,
8 lab and/or selected field trips. **CCS:** Occupational Education. **Not Transferable:**
Associate Degree only.

SOILS

SOILS 1  INTRODUCTION TO SOIL SCIENCE (3 units)
Problems pertaining to the soil which are important in the profitable production of
crops, physical properties of soils, fertilizers, crop rotation, erosion and alkali control,
cultivation problems and irrigation. **Prerequisite:** Reading Level A. **Hours:** (90) 2
lect, 3 lab and/or selected field trips. **CCS:** Occupational Education. **Transferable:**
UC, CSU and Private Colleges.
CERTIFICATE OF ACHIEVEMENT

PHOTOGRAPHY CERTIFICATE

This basic course of study in photography and the arts is designed to give the student a perspective on the artistic and professional aspects of photography. The one year program is dependent upon scheduling of classes. Students desiring further training may continue toward an associate degree or transfer to a four-year institution.

Minimum units required In discipline — 24

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<th>Required Courses</th>
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<td>ART 3ab Basic Design</td>
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<td>ART 17ef Color Photography</td>
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<td>ART 3cd 3-Dimensional Design</td>
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<td>ART 30d Modern Art</td>
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ASSOCIATE IN ARTS DEGREE PROGRAM

Students must comply with the requirements as shown in the catalog under Graduation Requirements. Counselors/advisors will assist the student in planning for an Associate degree.

ART

Minimum units required in discipline – 18

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<td>ART</td>
<td>3ef Fundamentals/Color</td>
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ART 1 ART APPRECIATION (3 units)

An introductory course for both majors and non-majors. Emphasizes art processes as a means of developing useful criteria for evaluation and enjoyment of visual aesthetic form. Prerequisite: Reading Level A. Hours: (54) 3 lect. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.
ART 2ab  BASIC DRAWING (3 units)
2a—2b (1.5—1.5) equivalent to 2ab.
A foundation in seeing through drawing. Emphasizes major theories and techniques in understanding composition and form. Systematic examination of graphic elements, their formal properties, relations and functions in the organization of graphic structures. Development of drawing as a medium of expression. Some field trips required. **Prerequisite:** 2a—Reading Level A; 2b—ART 2a with a grade of "C." **Hours:** (2ab—108) 6 lect/studio. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.

ART 2cd  ADVANCED DRAWING (3 units)
2c—2d (1.5—1.5) equivalent to 2cd.
A further study of realistic, abstract and non-objective drawing as related to form perception. Advanced projects in basic drawing techniques. **Prerequisite:** ART 2ab with a grade of “C.” **Hours:** (2cd—108) 6 lect/studio. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.

ART 2ef  FIGURE DRAWING (3 units)
2e—2f (1.5—1.5) equivalent to 2ef.
A beginning course in drawing designed to give the student special focus on the human figure as subject. Emphasizes dynamic considerations of drawing as observed in the human form through a study of its structure, anatomy, design, and expression. **Prerequisite:** 2e—Reading Level A; 2f—ART 2e with a grade of “C.” **Hours:** (2ef—108) 6 lect/studio. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.

ART 2gh  ADVANCED FIGURE DRAWING (3 units)
2g—2h (1.5—1.5) equivalent to 2gh.
Advanced study in exploration of the expressive character of the human figure. Emphasizes manipulation of the visual elements of drawing to communicate statements of emotion and convey character and mood through the drawing’s abstract and structural condition. **Prerequisite:** ART 2ef with a grade of “C.” **Hours:** (2gh—108) 6 lect/studio. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.

ART 2ij  ADVANCED PROJECTS IN DRAWING (3 units)
2i—2j (1.5—1.5) equivalent to 2ij.
A continued study of drawing involving use of wet as well as dry media and color as well as black and white. The philosophical implications of drawing; purely aesthetic concerns will be emphasized and deeper analysis of composition and style in that context will be the main objective of the course. **Prerequisite:** 2i—ART 2cd or 2gh with a grade of “C”; 2j—2i with a grade of “C.” **Hours:** (2ij—108) 6 lect/studio. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.
ART 3ab  BASIC DESIGN (3 units)
3a—3b (1.5—1.5) equivalent to 3ab.
A course in the basic principles of design. Problems of the visual field: dark and light, color, texture, balance and size relationships. Emphasis is on two-dimensional work. 
Prerequisite: 3a—Reading Level A; 3b—ART 3a with a grade of “C.” Hours: (3ab—108) 6 lect/studio. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.

ART 3cd  THREE DIMENSIONAL DESIGN (3 units)
3c—3d (1.5—1.5) equivalent to 3cd.
A basic study of the visual elements as they relate to three dimensional design. Prerequisite: 3c—Reading Level A; 3d—ART 3c with a grade of “C”. Hours: (3cd—108) 6 lect/studio. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.

ART 3ef  FUNDAMENTALS OF COLOR 1 (3 units)
3e—3f (1.5—1.5) equivalent to 3ef.
A course in the fundamentals of color for artists and designers. The Munsell theory and other color systems will be studied with application for the best methods of mixing and relating colors. Prerequisite: 3e—Reading Level A; 3f—ART 3e with a grade of “C.” Hours: (3ef—108) 6 lect/studio. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.

ART 3gh  FUNDAMENTALS OF COLOR 2 (3 units)
3g—3h (1.5—1.5) equivalent to 3gh.
Continues the study of fundamental color mechanics and aesthetics, especially as these relate to design and graphic applications. Prerequisite: 3g—ART 3ef with a grade of “C”; 3h—ART 3g with a grade of “C.” Hours: (3gh—108) 6 lect/studio. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.

ART 4ab  BASIC PAINTING — ACRYLIC MEDIA (3 units)
4a—4b (1.5—1.5) equivalent to 4ab.
An introduction to pictorial composition using various techniques, materials and acrylic media. Prerequisite: 4a—Reading Level A; 4b—ART 4a with a grade of “C.” Hours: (4ab—108) 6 lect/studio. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.

ART 4cd  ADVANCED PAINTING — ACRYLIC MEDIA (3 units)
4c—4d (1.5—1.5) equivalent to 4cd.
An extension of ART 4ab. Emphasizes shifts from technical information to problems of composition and design. Prerequisite: 4c—ART 4ab with a grade of “C”; 4d—ART 4c with a grade of “C.” Hours: (4cd—108) 6 lect/studio. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.
ART 4ef  WATER COLOR PAINTING (3 units)
4e—4f (1.5—1.5) equivalent 4ef.
A course in techniques of still life, landscape and imaginative painting as related to the problems of water color. **Prerequisite:** 4e—Reading Level A; 4f—ART 4e with a grade of “C.” **Hours:** (4ef—108) 6 lect/studio. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.

ART 4gh  FIGURE PAINTING (3 units)
4g—4h (1.5—1.5) equivalent to 4gh.
The student will learn to accurately paint the human form and be able to place the figure in harmony with its environment. Most work will be done in color and some in black and white. Oil painting with brushes as well as other techniques will be studied. **Prerequisite:** 4g—ART 2ab or 2ef with a grade of “C”; 4h—ART 4g with a grade of “C.” **Hours:** (4gh—108) 6 lect/studio. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor. **Note:** Formerly ART 5ef.

ART 5ab  BASIC OIL PAINTING (3 units)
5a—5b (1.5—1.5) equivalent to 5ab.
Introduces the student to basic principles of oil color mixing and color harmony. Basic composition also will be taught, particularly those aspects that deal with grouping color movements on both the picture plane and the illusionary space. **Prerequisite:** 5a—Reading Level A; 5b—ART 5a with a grade of “C.” **Hours:** (5ab—108) 6 lect/studio. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.

ART 5cd  BASIC OIL PAINTING (3 units)
5c—5d (1.5—1.5) equivalent to 5cd.
Introduces the student to the various painting supports, grounds, paints, oils, dryers, and varnishes that are employed in the craft. Students are exposed to composition concepts that will provide the basis for all paintings, regardless of subject matter. **Prerequisite:** 5c—ART 5ab with a grade of “C”; 5d—ART 5c with a grade of “C.” **Hours:** (5cd—108) 6 lect/studio. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.

ART 5ef  INTERMEDIATE OIL PAINTING (3 units)
5e—5f (1.5—1.5) equivalent to 5ef.
A further study of illusions in space and movement as they are incorporated into painting for expressive impact. Subject matter may be quite varied as may painting styles. Experimentation will be encouraged within a structured program. **Prerequisite:** 5e—ART 5cd with a grade of “C”; 5f—ART 5e with a grade of “C.” **Hours:** (5ef—108) 6 lect/studio. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.
ART 5gh  ADVANCED OIL PAINTING (3 units)
5g—5h (1.5—1.5) equivalent to 5gh.
Under the guidance of the instructor, the student will develop personal art assignments that will move the student toward individual objectives in painting. Creativity will be especially encouraged, but basic concepts will not be ignored. **Prerequisite:**
5g—ART 5ef with a grade of “C”; 5h—ART 5g with a grade of “C.”** Hours:**
(5gh—108) 6 lect/studio. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.

ART 6ab  CERAMICS — HANDBUILDING (3 units)
6a—6b (1.5—1.5) equivalent to 6ab.
The fundamentals of handbuilt ceramics, the oldest form of ceramic art. Students should gain insights into the ancient and the modern methods of producing ceramic pieces without the use of a potter’s wheel. **Prerequisite:** 6a—Reading Level A; 6b—ART 6a with a grade of “C.” **Hours:** (6ab—108) 6 lect/studio. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.

ART 6cd  CERAMICS — ADVANCED HANDBUILDING (3 units)
6c—6d (1.5—1.5) equivalent to 6cd.
Deals in the more sophisticated techniques of handbuilt ceramics. Students will work with a variety of clay bodies and will be introduced to the process of making and testing glazes. Students will work with the raku method and will also participate in a primitive kiln building and firing. **Prerequisite:** 6c—ART 6ab with a grade of “C”; 6d—ART 6c with a grade of “C.” **Hours:** (6cd—108) 6 lect/studio. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.

ART 7ab  CERAMICS — BASIC (3 units)
7a—7b (1.5—1.5) equivalent to 7ab.
Designed to acquaint the student with basic ceramic materials and techniques such as wheel throwing, handbuilding, glaze application and design techniques. **Prerequisite:** 7a—Reading Level A; 7b—ART 7a with a grade of “C.” **Hours:** (7ab—108) 6 lect/studio. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.

ART 7cd  CERAMICS — INTERMEDIATE (3 units)
7c—7d (1.5—1.5) equivalent to 7cd.
Designed to allow advanced work in basic techniques. Glaze calculation and kiln firing are explored. **Prerequisite:** 7c—ART 7ab with a grade of “C”; 7d—ART 7c with a grade of “C.” **Hours:** (7cd—108) 6 lect/studio. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.
ART 7ef  CERAMICS – ADVANCED (3 units)
7e—7f (1.5—1.5) equivalent to 7ef.
Designed to offer the student an opportunity to further develop basic ceramic skills. Advanced work in glaze calculations, kiln firing and clay constructions. Prerequisite: 7e—ART 7cd with a grade of “C”; 7f—ART 7f with a grade of “C.” Hours: (7ef—108) 6 lect/studio. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.

ART 7gh  CERAMICS – ADVANCED (3 units)
7g—7h (1.5—1.5) equivalent to 7gh.
Designed to offer the student special problems in advanced ceramic techniques. Individual research problems are explored such as kiln building, wheel building and production techniques. Prerequisite: 7g—ART 7ef with a grade of “C”; 7h—ART 7g with a grade of “C.” Hours: (7gh—108) 6 lect/studio. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.

ART 8ab  JEWELRY (3 units)
8a—8b (1.5—1.5) equivalent to 8ab.
Fundamental techniques and processes are studied in the designing, forming, and finishing of jewelry and other articles in the soft metals, such as brass, copper, gold, and sterling silver. Prerequisite: 8a—Reading Level A; 8b—ART 8a with a grade of “C.” Hours: (8ab—108) 6 lect/studio. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.

ART 8cd  JEWELRY (3 units)
8c—8d (1.5—1.5) equivalent to 8cd.
A continuation of beginning jewelry with an explanation of the “lost wax process,” experimental casting and stone setting. Prerequisite: 8c—ART 8ab with a grade of “C”; 8d—ART 8c with a grade of “C.” Hours: (8cd—108) 6 lect/studio. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.

ART 8ef  ADVANCED JEWELRY (3 units)
8e—8f (1.5—1.5) equivalent to 8ef.
A continuation of ART 8cd with emphasis on electroforming, electroplating and surface embellishment. Individual projects are encouraged for all students stressing imaginative and creative interests. Prerequisite: 8e—ART 8cd with a grade of “C”; 8f—ART 8e with a grade of “C.” Hours: (8ef—108) 6 lect/studio. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.

ART 8gh  ADVANCED JEWELRY (3 units)
8g—8h (1.5—1.5) equivalent to 8gh.
A continuation of ART 8ef with emphasis on independent study, special problems and marketing procedures. Prerequisite: 8g—ART 8ef with a grade of “C”; 8h—ART 8g with a grade of “C.” Hours: (8gh—108) 6 lect/studio. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.
ART 9ab  GLASS DESIGN – GLASS BLOWING (3 units)
9a—9b (1.5—1.5) equivalent to 9ab.
A basic course to acquaint students in the workings of glass, cold-flat and hot-blowed glass. The flat glass portion will be devoted to the execution and production of a stained glass window either by lead came method or copper foil. The hot glass portion is an introduction of basic techniques of off-hand blown glass. Each portion will enable students to use glass as an expressive medium. Prerequisite: 9a—Reading Level A; 9b—ART 9a with a grade of “C.” Hours: (9ab—108) 2 lect/demonstration, 4 studio. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.

ART 9cd  ADVANCED GLASS DESIGN (3 units)
9c—9d (1.5—1.5) equivalent to 9cd.
Advanced techniques of off-hand glass blowing. Gives students extended exploration in the medium of art glass. Includes more advanced blowing techniques, exploration of color, decoration and studio construction. Also included are sections on kiln-fired glass (slumping, fusing and painting) and cold glass working and stained glass. Prerequisite: 9c—ART 9ab with a grade of “C”; 9d—ART 9c with a grade of “C.” Hours: (9cd—108) 2 lect/demonstration, 4 studio. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.

ART 11ab  SCULPTURE (3 units)
11a—11b (1.5—1.5) equivalent to 11ab.
An exploration of sculptural concepts and their translation into three-dimensional forms. Problems involving various technical means and the functions of materials and techniques in the creative process. Prerequisite: 11a—Reading Level A; 11b—ART 11a with a grade of “C.” Hours: (11ab—108) 6 lect/studio. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.

ART 11cd  ADVANCED SCULPTURE (3 units)
11c—11d (1.5—1.5) equivalent to 11cd.
Advanced study in the exploration of sculptural concepts. Emphasizes expressive meaning of form and potential of materials. Prerequisite: 11c—ART 11ab with a grade of “C”; 11d—ART 11c with a grade of “C.” Hours: (11cd—108) 6 lect/studio. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.

ART 12ab  FIGURE SCULPTURE (3 units)
12a—12b (1.5—1.5) equivalent to 12ab.
Emphasis on perceiving and establishing the human form in sculptural materials. Prerequisite: 12a—Reading Level A; 12b—ART 12a with a grade of “C.” Hours: (12ab—108) 6 lect/studio. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.
ART 12cd  ADVANCED FIGURE SCULPTURE (3 units)
12c—12d (1.5—1.5) equivalent to 12cd.
An exploration of the expressive potential of the human form in sculpture. Emphasizes
the role of materials and techniques in the translation of the figure in sculptural terms.
Prerequisite: 12c—ART 12ab with a grade of “C”; 12d—ART 12c with a grade of
“C.”  Hours: (12cd—108) 6 lect/studio.  CCS: Liberal Arts and Sciences.  Transferable: UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.

ART 13ab  BEGINNING PRINTMAKING: SILK SCREEN (3 units)
13a—13b (1.5—1.5) equivalent to 13ab.
An exploration of the expressive potential of the fine art print through the knowledge
gained in the printing techniques of serigraphy and relief printing.  Prerequisite:
13a—Reading Level A; 13b—ART 13a with a grade of “C.”  Hours: (13ab—108) 6
lect/studio.  CCS: Liberal Arts and Sciences.  Transferable: UC, CSU and Private
Colleges. UC credit limitations. For specific information see counselor.

ART 13cd  BEGINNING PRINTMAKING: LITHOGRAPHY AND INTAGLIO (3 units)
13c—13d (1.5—1.5) equivalent to 13cd.
An exploration of the expressive potential of the fine art print through the knowledge
 gained in printing techniques of lithography and intaglio.  Prerequisite:
13c—Reading Level A; 13d—ART 13c with a grade of “C.”  Hours: (13cd—108) 6
lect/studio.  CCS: Liberal Arts and Sciences.  Transferable: UC, CSU and Private
Colleges. UC credit limitations. For specific information see counselor.

ART 13ef  ADVANCED PRINTMAKING (3 units)
13e—13f (1.5—1.5) equivalent to 13ef.
A continuation of ART 13cd with emphasis on multi-color plates and exploratory
techniques.  Prerequisite: 13e—ART 13cd with a grade of “C”; 13f—ART 13e with
a grade of “C.”  Hours: (13ef—108) 6 lect/studio.  CCS: Liberal Arts and Sciences.  Transferable: UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.

ART 13gh  ADVANCED PRINTMAKING (3 units)
13g—13h (1.5—1.5) equivalent to 13gh.
A continuation of ART 13ef with emphasis on independent study, special problems
and exhibition procedures.  Prerequisite: 13g—ART 13ef with a grade of “C”; 13h—ART 13g with a grade of “C.”  Hours: (13gh—108) 6 lect/studio.  CCS: Liberal Arts and Sciences.  Transferable: UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.
ART 14ab  LETTERING (3 units)
14a—14b (1.5—1.5) equivalent to 14ab.
A study of basic letter forms; history and development of writing, with emphasis on
calligraphy as a fine art. Includes creative lettering design and introduction to lettering
for advertising and reproductions. Prerequisite: 14a—Reading Level A; 14b—ART
14a with a grade of “C.” Hours: (14ab—108) 6 lect/studio. CCS: Liberal Arts and
Sciences. Transferable: UC, CSU and Private Colleges. UC credit limitations. For
specific information see counselor.

ART 14cd  GRAPHIC DRAWING (3 units)
14c—14d (1.5—1.5) equivalent to 14cd.
The student will learn to accurately draw such objects as cars, appliances, utensils, dishes,
room interiors and be able to relate these to people in correct scale. Most work will be done
in line and some projects in color. Both free-hand and instrument drawing will be studied.
Prerequisite: 14c—Reading Level A; 14d—ART 14c with a grade of “C.” Hours:
(14cd—108) 6 lect/studio. CCS: Liberal Arts and Sciences. Transferable: UC, CSU
and Private Colleges. UC credit limitations. For specific information see counselor.

ART 14ef  GRAPHIC ILLUSTRATION (3 units)
14e—14f (1.5—1.5) equivalent to 14ef.
Illustration for fiction, science fiction, historical, children’s stories, medical and cartooning.
Emphasis on research for authenticity as well as creative and original approaches in
presentation and technique. Consideration given to production methods. Prerequisite:
14e—Reading Level A; 14f—ART 14e with a grade of “C.” Hours: (14ef—108) 6

ART 15ab  GRAPHIC DESIGN (3 units)
15a—15b (1.5—1.5) equivalent to 15ab.
A study of the tools, materials and techniques which are incorporated into the develop-
ment of printed communications. The designing of graphics with production methods in
mind. Prerequisite: 15a—Reading Level A; 15b—ART 15a with a grade of “C.”
Hours: (15ab—108) 6 lect/studio. CCS: Liberal Arts and Sciences. Transferable:
CSU and Private Colleges. Credit limitations. For specific information see counselor.

ART 15cd  ADVERTISING GRAPHICS (3 units)
15c—15d (1.5—1.5) equivalent to 15cd.
A study of the tools, materials and techniques which are incorporated into the develop-
ment of printed communications. The designing of graphics with production methods in
mind. Prerequisite: 15c—Reading Level A; 15d—ART 15c with a grade of “C.”
Hours: (15cd—108) 6 lect/studio. Field trips required. CCS: Liberal Arts and
Sciences. Transferable: CSU and Private Colleges. Credit limitations. For specific in-
formation see counselor.
ART 15ef  GRAPHIC TECHNIQUES (3 units)
15e—15f (1.5—1.5) equivalent to 15ef.
A basic course in the rendering of people, objects, products and environments in various media such as water color, casein, acrylic, ink, dyes, etc. and in experimental ways such as tearing or wrinkling paper, using cotton, toothbrushes, sticks, straws, or fingers for applying media and mixing paints with sand, plaster, or glue, etc. Prerequisite: 15e—Reading Level A; 15f—ART 15e with a grade of “C.” Hours: (15ef—108) 6 lect/studio. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.

ART 17ab  ELEMENTARY PHOTOGRAPHY (3 units)
17a—17b (1.5—1.5) equivalent to 17ab.
The student will understand the basic principles of cameras, optics, light, film and development, exposure and exposure meters and enlarging. The student will complete photographic assignments which will emphasize photographic quality, exploration of the photographer’s environment and personal expression. A suitable adjustable camera is recommended. Prerequisite: 17a—Reading Level A; 17b—ART 17a with a grade of “C.” Hours: (17ab—108) 6 lect/studio. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.

ART 17cd  INTERMEDIATE PHOTOGRAPHY (3 units)
17c—17d (1.5—1.5) equivalent to 17cd.
The student will complete assignments that will emphasize the refinement of technique and personal expression. A suitable adjustable camera is required. Prerequisite: 17c—ART 17ab with a grade of “C” or equivalent; 17d—ART 17c with a grade of “C.” Hours: (17cd—108) 6 lect/studio. Field trips required. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.

ART 17ef  COLOR PHOTOGRAPHY (3 units)
17e—17f (1.5—1.5) equivalent to 17ef.
An advanced course designed to give the student an introduction to color photography. There will be problems in color processing; color reversal material and color printing from color negatives. Emphasizes color theory, and the perceptive aspects of color will be related through assignments. Prerequisite: 17e—ART 17ab with a grade of “C”; 17f—ART 17e with a grade of “C”; evaluation by instructor. Hours: (17ef—108) 6 lect/studio. CCS: Liberal Arts and Sciences. Transferable: CSU and Private Colleges. Credit limitations. For specific information see counselor.

ART 17gh  ADVANCED PHOTOGRAPHY (3 units)
17g—17h (1.5—1.5) equivalent to 17gh.
Designed to give the student an opportunity to pursue photography in an area of specialized interest. Advanced work is done in camera technique, dark room practices, lighting and color. The student emphasizes work in an area of personal interest. The class will involve itself in a joint photography project of its choosing. Technically proficient work of a creative and original nature is expected. A suitable camera is required. Prerequisite: 17g—ART 17cd or 17ef with a grade of “C”; 17h—ART 17g with a grade of “C.” Hours: (17gh—108) 6 lect/studio. CCS: Liberal Arts and Sciences. Transferable: CSU and Private Colleges. Credit limitations. For specific information see counselor.
ART 17ij  PHOTOGRAPHIC PROBLEMS (3 units)
17i–17j (1.5—1.5) equivalent to 17ij.
An advanced course designed to strengthen the student's technical skills and involvement in various visual photographic problems directed toward creativity and nonverbal communication. Prerequisite: Evaluation by instructor and Reading Level A. Hours: (17ij—108) 6 lect/studio. CCS: Liberal Arts and Sciences. Transferable: CSU and Private Colleges.

ART 18ab  INDIVIDUAL PROJECTS IN PHOTOGRAPHY (2 units)
18a—18b (1—1) equivalent to 18ab.
Selected students are given special instruction in preparation for professional experience. Strengthening of graphic visualization and technical competence through challenging individual assignments. The content is not structured in the manner of beginning and advanced photography courses. Prerequisite: Reading Level A; evaluation by instructor. Hours: (18ab—72) 1 lect, 3 studio. CCS: Liberal Arts and Sciences. Transferable: CSU and Private Colleges.

ART 25ab  ART GALLERY MANAGEMENT AND ART PORTFOLIO DEVELOPMENT (3 units)
25a—25b (1.5—1.5) equivalent to 25ab.
Course is for the art student and students of other multi-disciplinary areas that need knowledge and experience in the preparation of their work for exhibiting and marketing. Topics discussed in the course will include; the art gallery, its function and operations, and preparation of work for exhibiting. Involvement in the activities of a working gallery will be part of the course. Prerequisite: 25a—Reading Level A; 25b—ART 25a with a grade of “C.” Hours: (25ab—108) 6 lect/studio. CCS: Liberal Arts and Sciences. Transferable: CSU and Private Colleges.

ART 29  SPECIAL STUDIES IN ART (0.5—3 units. Limit 9 units.)
Allows students, with permission of instructor and completion of beginning level courses in an Art area, to engage in selected advanced projects. Class content and unit credit to be determined by instructor and student. May be taken four times only. Prerequisite: Reading Level A; completion of beginning courses concurrently offered in medium. Hours: (27-162) 1½ to 9 lect/studio. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.

ART 30a  ANCIENT MEDITERRANEAN ART (3 units)
A survey of the architecture, sculpture, and painting of the ancient Mediterranean area from the Old Stone Age to the time of Constantine the Great. Prerequisite: Reading Level A. Hours: (54) 3 lect. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.

ART 30b  MEDIEVAL ART (3 units)
A survey of the styles and cultural contexts of the art and architecture of Western Europe and the Byzantine Empire from the time of the catacombs in Rome to late Gothic in Northern and Central Europe (Fifteenth Century). Prerequisite: Reading Level A. Hours: (54) 3 lect. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.
ART 30c  RENAISSANCE ART (3 units)
A survey of the art of Europe from the 15th to 17th centuries. Includes Renaissance and Baroque periods in Western Europe with emphasis on the art development in Italy. **Prerequisite:** Reading Level A. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges.

ART 30d  MODERN ART (3 units)
A survey of art from the 18th century to the present. Includes: Rococo, Romantic, Realistic, Art Nouveau, Fauve, Expressionism, Cubism, Dada, Surrealism, Social Realism, International, Non-objective, and Abstract Styles in Europe and the United States. **Prerequisite:** Reading Level A. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges.
All behavioral science courses with a course number of 49 and below will transfer to state colleges, University of California campuses and to private universities. A student who plans to transfer behavioral science courses would be advised to check with their counselors to determine whether specific courses will be accepted as major credit or just as elective credit in their major.

The following program is recommended for students planning to major in behavioral science, anthropology, psychology or sociology at a four-year institution.

**ANTHROPOLOGY**

The objective of this program is to prepare the student for upper-division study in anthropology at a four-year college or university. Anthropology focuses on the variety of human cultural patterns, both past and present, to create an awareness and understanding of the science of human behavior. Archaeology, international relations, linguistics, genetics and cross-cultural behavior are but a few of the fields in which anthropologists work. Most graduates with a degree in anthropology are likely to pursue careers in teaching, government service, research, law, or business.

**PSYCHOLOGY**

The major in psychology provides a study of the behavior of individuals and groups. The four-year graduate in this major is prepared for positions in research and teaching, counseling, and working in clinical settings.

**SOCIOLOGY**

Sociology studies groups, institutions, social relationships, and social problems in contemporary society. The sociology major prepares for careers in law, social work, urban development, law enforcement agencies, public service, counseling, mental health, teaching, and community service.

Recommended for students planning to major in anthropology, psychology, sociology or as a Behavioral Science Major.
| ANTH 1 | Phys Anthropology | 3.0 | PSYCH 5 | Elem Stat Bhv/Soc | 3.0 |
| OR | | | SOC 1 | Intro Sociology | 3.0 |
| ANTH 2 | Cult Anthropology | 3.0 | SOC 2 | Prob of Mod Society | 3.0 |
| PSYCH 1a | General Psychology | 3.0 | SOC 20 | Social Psychology | 3.0 |
| OR | | | | | |
| PSYCH 1ah | Gen Psychology/Hon | 3.0 | PSYCH 20 | Social Psychology | 3.0 |

## COURSE DESCRIPTIONS

The following abbreviations are commonly used in the course descriptions: **lect** lecture; **lab** laboratory; **demo** demonstration; **CCS** Course Classification System. Hours given in parentheses are total hours for the course. Hours lecture, lab, etc., are hours required per week usually. Prerequisites are expressed as minimum requirements. See page 60 for a fuller explanation.

### ANTHROPOLOGY

**ANTH 1 PHYSICAL ANTHROPOLOGY (3 units)**
The biological evolution of man and the non-human primates with emphasis on the human fossil record. Races of modern man and human population genetics. **Prerequisite:** Reading Level A; English 1 eligibility. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges.

**ANTH 2 CULTURAL ANTHROPOLOGY (3 units)**
The study of world cultures which will provide a foundation for a better understanding of all human societies, including the United States. Involves a comparative examination of different cultures, including both primitive and modern societies. Includes the study of culture and personality, subsistence patterns, economic and political systems, warfare and aggression, kinship and social organization, religion and culture change. **Prerequisite:** Reading Level A. English 1 eligibility. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges.

**ANTH 3 ARCHAEOLOGY (3 units)**
A survey of the basic methods and techniques of archaeology. Emphasis is on American and Kern County archaeology with lecture topics including Europe, the Middle East. Experiments in reproducing Indian technology and crafts. **Prerequisite:** Reading Level A. **Hours:** (54) 3 lect plus field trips by arrangement to archaeological and Indian sites. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges.

**ANTH 5 NORTH AMERICAN INDIANS (3 units)**
A descriptive study of Indian culture and societies in North America. Discussion of proto-historic, historic and modern culture groups. Designed to provide an understanding and appreciation of the Indians of North America. **Prerequisite:** Reading Level A; English 1 eligibility. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges.
ANTH 6 ARCHAEOLOGY FIELD STUDY (3 – 3 units)
Site excavation and analysis of materials in both field and laboratory situations. Designed to provide students with actual application of archaeological techniques. Prerequisite: Previous or current enrollment in any anthropology course or evaluation by instructor. Hours: (126) 1 lect, 6 lab. Weekend field trips. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.

ANTH 35 KERN COUNTY ARCHAEOLOGY (1 unit)
An overview of the prehistory of Kern County. Students will learn about the different types of archaeological sites located in the region, how archaeological investigations are conducted and about the Native Americans that inhabited Kern County. Demonstrations of Indian technology will be presented. A field trip to archaeological sites is required and will expose students to the important archaeological sites in Kern County. Prerequisite: Reading Level A. Hours: (18) 18 lect and field trips. CCS: Liberal Arts and Sciences. Transferable: CSU and Private Colleges.

ANTH 74 TOPICS IN ANTHROPOLOGY (0.5 – 2 units. Limit of 8 units.)
Selected topics in anthropology coincident with speakers, current developments in anthropology and field excursions related to existing department offerings. Prerequisite: None. Hours: (9-27) Minimum of 9 hours per 0.5 unit. May be repeated 3 times. CCS: Liberal Arts and Sciences. Not Transferable: Associate Degree only.

PSYCHOLOGY

PSYCH 1a GENERAL PSYCHOLOGY (3 units)
An introduction to the scientific study of behavior. Deals with perceptions, thinking, motivation, emotion, intelligence and learning; designed to contribute significantly to the general education of all students as well as to provide a basis for further study in the field of psychology. Major emphasis is placed upon general psychological principles. Prerequisite: Reading Level A; English Level A. Hours: (54) 3 lect. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.

PSYCH 1ah HONORS GENERAL PSYCHOLOGY (3 units)
Although similar in content to PSYCH 1a, topics are treated at the greater depth required for psychology majors and others intending to pursue upper division and/or graduate work in psychology. Recommended for students planning to transfer to the University of California. Prerequisite: Reading Level A and eligibility for ENGL 1a. Hours: (54) 3 lect/discussion. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.

PSYCH 1b PHYSIOLOGICAL PSYCHOLOGY (3 units)
A study of the physiological basis of behavior. Structure and function of the nervous system, specialized sense organs and responding structures. Study of methods of investigation, particularly experimental. For psychology majors and others planning for upper division work in psychology. Prerequisite: PSYCH 1a. Hours: (54) 3 lect. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.
PSYCH 5  ELEMENTARY STATISTICS
FOR THE BEHAVIORAL AND SOCIAL SCIENCES (3 units)
A study of statistics as applied to the behavioral and social sciences. Emphasis upon research design, the organization of data, measures of central tendency and variability, the normal curve, correlation and regression, hypothesis testing, parametric and nonparametric techniques, and one-way and two-way analysis of variance. Prerequisite: An introductory course in Psychology, Sociology, Anthropology, Economics, Political Science or concurrent enrollment. Two years of high school algebra or equivalent. Reading Level A. Hours: (54) 3 lect. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.

PSYCH 6  INTRODUCTION TO BEHAVIORAL SCIENCE RESEARCH (3 units)
An introduction to behavioral and social science research, including research design, data collection and analysis, and the development of computer skills. Students will collect and analyze data from computer-controlled psychological tests, experiments, questionnaires, polls and other devices. Prerequisite: An introductory course in Psychology, Sociology, Anthropology, Economics or Political Science and PSYCH 5 (may be taken concurrently) or its equivalent. Reading Level A. Hours: (54) 3 lect. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.

PSYCH 20  SOCIAL PSYCHOLOGY (3 units)
Examines the effects of group behavior on the individual, including, but not limited to, the study of conformity, mass communication, propaganda, persuasion, attitude formation, and attitude change. Also discussed are self-justification, pro-social behavior, aggression, prejudice, attraction, attribution, perception, motivation, and interpersonal relations. Includes the application of the scientific method and research strategies in social psychology. Prerequisite: SOC 1 or PSYCH 1a. Reading Level A. Hours: (54) 3 lect. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges. Note: Not open to students with credit in SOC 20.

PSYCH 21a–21b–21c–21d  SPECIAL PROJECTS
(1–1–1–1 unit. Limit of 4 units.)
Psychological Assistant and tutor. Assistants work primarily in a tutorial relationship with other students in a course which they previously completed at a high level of mastery. Designed for prospective psychology majors to give them pre-professional experience in teaching psychology. Assistants will be utilized in courses utilizing behavior modification techniques requiring low assistant/student ratios for effective instruction. Prerequisites: Completion of PSYCH 1a with a grade of "B" and completion of the course in which they will be assisting with a grade of "B." Hours: (54) 3 lab by arrangement. CCS: Liberal Arts and Sciences. Transferable: CSU and Private Colleges. Credit limitations. For specific information see counselor.
PSYCH 25 STATES OF CONSCIOUSNESS (3 units)
A basic study of comparative states of consciousness including focused awareness, sleep, dreaming, hypnosis, meditation, sensory deprivation, and chemical alterations. Emphasis will include both physiological and psychological characteristics of states of awareness. **Prerequisite:** PSYCH 1a. Reading Level A.; English Level A. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** CSU and Private Colleges. Credit limitations. For specific information see counselor.

PSYCH 28 PSYCHOLOGY OF ETHNIC IDENTITY (3 units)
Theoretical approach to the study of the psychological, cultural and biological factors relating to ethnic differences in contemporary society. Investigation of racial and social class differences in economic opportunity, social mobility, attitude formation and attitude changes. Also includes an examination of the sources of prejudice, intergroup relations and the minority reaction to dominance. **Prerequisite:** Reading Level A; English Level B. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges.

PSYCH 30 HUMAN SEXUALITY (3 units)
The student will obtain a basic knowledge of the human sexual system, the sexual act, today's sexual attitudes and behavior, sexual diseases and disorders, reproduction and birth control, sexual variance, sexual inadequacies and their treatment, and the legal and ethical aspects of sexuality. **Prerequisite:** Reading Level A; English Level A. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges.

PSYCH 31 MARRIAGE (3 units)
A basic study of the institution of marriage. Covers some historical aspects of marriage and family life. Emphasizes attitudes, feelings, communication, and adjustment to marriage in a changing society. **Prerequisite:** Reading Level A; English Level A. **Hours:** (54) 3 lect/disc. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. **Note:** Not open to students with credit in FAM S 31.

PSYCH 32 MARRIAGE AND FAMILY RELATIONSHIPS (3 units)
Intended primarily for those who are or have been married. Preliminary consideration is given to the factors involved in wise mate selection, but the major focus is on the exposition of the common difficulties associated with marriage and family life. Techniques for resolving such difficulties are explored. **Prerequisite:** Reading Level A; English Level B. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** CSU and Private Colleges.

PSYCH 33 PERSONAL AND SOCIAL ADJUSTMENT (3 units)
Theories and dynamics of normal and abnormal personality development. The study of frustration, threat, and conflict, and the reactions to stress through defense mechanisms and coping behavior. Failures of adjustment in the form of neurosis, psychosis, psychosomatic disorders, and character disorders are studied, and consideration is given to the basic methods of psychotherapy and behavior therapy. **Prerequisite:** PSYCH 1a or grade of "B" in PSYCH 51. Reading Level A; English Level A. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges.
PSYCH 34  THE UNMARRIED ADULT: DIVORCED, WIDOWED AND SINGLE BY CHOICE (3 units)
The student will develop an understanding of the unmarried adult's life based on a balance of resources, communication patterns, and problem solving skills in adjustment as they relate to everyday life. The student will better understand his/her own goals, values, and motives as they relate to relationships. **Prerequisite:** Reading Level A; English Level B. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** CSU and Private Colleges.

PSYCH 37  PSYCHOLOGY OF SEX DIFFERENCES (3 units)
The student will know and understand the images of men and women in history and mythology, sex differences in theories of development, stages of adjustment, abilities, achievement, and motivation, biological influences on behavior, sexuality, minority group sex roles, and cross-cultural perspectives on sex roles. Included will be emphasis on application of the aforementioned theoretical knowledge to the life of the student. **Prerequisite:** Reading Level A; English Level B. PSYCH 51 or PSYCH 1a recommended. **Hours:** (54) 3 lect/discussion. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges.

PSYCH 40  CHILD PSYCHOLOGY AND DEVELOPMENT (3 units)
The study of the growth and development of children. Emphasizes intellectual and personality development as well as the handling of behavior problems through guidance and discipline. **Prerequisite:** PSYCH 1a recommended. Reading Level A; English Level A. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges.

PSYCH 45  BEHAVIOR MODIFICATION (3 units)
An introduction to the basic principles of learning theory and their application to behavioral change. Lectures cover operant conditioning, techniques based upon operant conditioning, classical conditioning, techniques based upon the classical conditioning model, observational learning, and techniques based upon observational learning. Covers a comparison of the medical/learning model of mental illness, and a unit on physiological feedback. **Prerequisite:** PSYCH 1a. **Hours:** (54) 3 lect/disc. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges.

PSYCH 51  PSYCHOLOGY FOR LIFE (3 units)
A non-theoretical approach to the study of human behavior, designed to aid the student to improve his adaptation to the problems of college, vocation, family and society. **Prerequisite:** None. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Not Transferable:** Associate Degree only.

PSYCH 57  UNDERSTANDING SELF AND OTHERS (3 units)
Introduction to human interaction. A group course which utilizes discussion and group experiences to increase understanding of oneself and others. **Prerequisite:** None. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Not Transferable:** Associate Degree only.
PSYCH 72a–72b–72c
CURRENT INNOVATIONS IN TEACHING (1–1–1 unit)
A lecture, discussion and hands-on series on innovation drawing from many different disciplines. Programs are selected to encourage application to a variety of instructional fields. When appropriate, on-campus or community experts will be used to discuss the presentations. Hard and software demonstrations will be integrated into the presentations whenever possible. **Prerequisite:** Recommended for those involved in teaching. **Hours:** (18) 18 lect for each unit. **CCS:** Liberal Arts and Sciences. **Not Transferable:** Associate Degree only.

PSYCH 74 TOPICS ON APPLIED PSYCHOLOGY
(0.5–1 unit. Limit of 4 units.)

PSYCH 74a ALCOHOLISM: ITS TREATMENT AND PROGNOSIS IN KERN COUNTY (1 unit)
The basic physiological and psychological aspects of alcoholism will be presented as well as the problem versus social drinking, physiological responses to alcohol, therapeutic procedures used in the treatment of alcoholism, service and support groups available in Kern County. **Prerequisite:** None. **Hours:** (18) 18 lect/discussion. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

SOCIOLOGY

SOC 1 INTRODUCTION TO SOCIOLOGY (3 units)
A survey of areas of concentration in sociology, including the study of social groups; culture; socialization processes; social deviance; social stratification; ageism, sexism; racism; ethnicity; social inequality; demography; urbanization; collective behavior; family, religious, educational, economic and political institutions; and social change. **Prerequisite:** Reading Level A; English Level A. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges.

SOC 2 PROBLEMS OF MODERN SOCIETY (3 units)
A study of the social problems of modern society, especially in the United States, in order to arrive at alternate methods of identification and measurement of social problems. An attempt to gain understanding by judging the probable results of proposed changes. Problems include deviant behavior, including crime and delinquency, alcoholism, family violence, deviant subcultures, problems of man in industrial society, including the industrial workers and white collar workers. Also stress and mental illness. **Prerequisites:** Reading Level A; English 1 eligibility. Introductory Sociology, Psychology, or Anthropology, or evaluation by instructor. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges.

SOC 5 COMMUNITY SERVICE (1–2 units per semester. Limit 8 units.)
Supervised field work related to seminar instruction. Field work opportunities include tutoring, politics, work with the mentally ill, the aged, delinquents and adult prisoners. **Prerequisite:** Reading Level A. **Hours:** (18-36) 1 seminar and 2-5 field work per week. May be repeated 3 times. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.
SOC 7 JUVENILE DELINQUENCY (3 units)
A course for students, parents, social workers and teachers pertaining to problems of the maladjusted juvenile, ranging in type from the potential delinquent to the institutionalized offender. **Prerequisite:** COR A 1 or SOC 1 or evaluation by instructor. **Hours:** (54) 3 lect/discussion. **CCS:** Liberal Arts and Sciences. **Transferable:** CSU and Private Colleges. **Note:** Not open to students with credit in COR A 7.

SOC 10 TOPICS IN SOCIOLOGY (0.5 – 2 units. Limit 8 units.)
Selected topics in sociology which coincide with current student interests, recent developments within the field, special speakers or events connected with Community Services, Women’s Study Center, Chicano Studies Program, Black Studies Program, field excursions related to existing department offerings or any other specifically designated area of study approved by the college and its Curriculum Committee. **Prerequisite:** SOC 1 or 50. Reading Level A. **Hours:** (9-36) 3 lect for 3-12 weeks. May be repeated 3 times. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges.

SOC 20 SOCIAL PSYCHOLOGY (3 units)
Examines the effects of group behavior on the individual, including, but not limited to, the study of conformity, mass communication, propaganda, persuasion, attitude formation, and attitude change. Also discusses self-justification, pro-social behavior, aggression, prejudice, attraction, attribution, perception, motivation, and interpersonal relations. Includes the application of the scientific method and research strategies in social psychology. **Prerequisite:** SOC 1 or PSYCH 1a. Reading Level A. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. **Note:** Not open to students with credit in PSYCH 20.

SOC 22 CRIME AND JUSTICE IN AMERICA (3 units)
An examination of crime as a pervasive and ever-expanding phenomenon of American life. Emphasizes the causes of crime, theories of prevention, and means of control (police, courts and corrections). **Prerequisite:** Reading Level A. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges.

SOC 28 WOMEN IN THE WORLD (3 units)
A comparative study of women’s cultures in the societies of the world. Topics are to include historical, psychological and sociological aspects. Selected regional cultures will be emphasized every semester. **Prerequisite:** Reading Level A; English Level B. **Hours:** (54) 3 lect/discussion. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. **Note:** Not open to students with credit in WN ST 28.

SOC 30 BLACK SOCIOLOGY (3 units)
An introductory course covering the socio-economic characteristics of the Black culture. A study of the inter-relationships of Blacks and society as a whole with emphasis on the Black perspective. **Prerequisite:** Reading Level A; English Level B. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges.
SOC 36  SOCIOLOGY OF THE CHICANO (3 units)
A survey course covering the socioeconomic characteristics of the Chicano community. The emerging cultural forces of the Chicano population are studied with an analysis of their educational status, immigration issues, barrio culture, politics, women, and socioeconomic features. A study of the inter-relationships of Chicano Cultural groups in labor, politics, and the barrio. Studies the developments of assimilation, minority status, Chicanismo, and cultural suppression as they relate to the Chicano experience. Prerequisite: Reading Level A; English Level B. Hours: (54) 3 lect/discussion. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges. Note: Not open to students with credit in CH ST 36.

SOC 36L  FIELD WORK IN CHICANO SOCIOLOGY (2 units)
Provides students with field work experience in the Chicano community in a variety of settings such as tutoring, bilingual aides, high school liaison committees, and/or research projects. Students are allowed to design their own field work projects that relate to their respective interests, career goals, or community involvement. Conducted on the basis of “observing” the Chicano community in which field trips will be arranged and coordinated throughout the semester, also with weekly seminars. Prerequisite: Reading Level A. Hours: (36) 2 lect/seminar and 4 fieldwork. CCS: Liberal Arts and Sciences. Transferable: CSU and Private Colleges. Note: Not open to students with credit in CH ST 36L.

SOC 50  APPLIED SOCIOLOGY (3 units)
The study of sociological concepts, the need for greater knowledge of society, the value conflicts within society, and the consequences of social change. How social change and social problems relate to the life of the individual. Prerequisite: None. Hours: (36) 3 lect/discussion. CCS: Liberal Arts and Sciences. Not Transferable: Associate Degree only.
BUSINESS EDUCATION
Accounting
Banking
Business
Business Administration
Insurance
Management
Marketing
Office Training
Real Estate

CERTIFICATES OF ACHIEVEMENT
These training programs are designed for those who prefer career specialization courses and the earliest possible opportunity for job placement and/or the establishment of a self-operated small business. Students wishing greater in-depth preparation may continue toward more advanced courses, an associate degree or transfer to a four-year institution.

ACCOUNTING CLERK CERTIFICATE
Upon completion of the following courses with at least a "C" grade in each course, a student will be awarded an Accounting Clerk Certificate of Achievement.

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>UN</th>
<th>Requirement</th>
<th>UN</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 53a Intro Accounting 1</td>
<td>3.0</td>
<td>BUS 58 Human Relat/Motivat</td>
<td>3.0</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td>DTA P 1 Intro Data Process</td>
<td></td>
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<tr>
<td>ACCTG 253a Intro Accounting 1</td>
<td>3.0</td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>ACCTG 53b Intro Accounting 2</td>
<td>3.0</td>
<td>COM S 5 Intr Prog w/BASIC</td>
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<tr>
<td>OR</td>
<td></td>
<td>OFF T 250a Beg Typing Pt. 1-2</td>
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</tr>
<tr>
<td>ACCTG 253b Intro Accounting 2</td>
<td>3.0</td>
<td>OFF T 56 Office Procedures</td>
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<td>ACCTG 54 Payroll Accounting</td>
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<td>OFF T 62 Business English</td>
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<td>OR</td>
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<td>ACCTG 254 Payroll Accounting</td>
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<td>OFF T 262 Business English</td>
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<tr>
<td>ACCTG 260 Acctg on Computer</td>
<td>2.0</td>
<td>OFF T 75 Filing</td>
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</tr>
<tr>
<td>OR</td>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>BUS A 10 Acctg/Microcomputer</td>
<td>2.0</td>
<td>OFF T 275 Filing</td>
<td>1.5</td>
</tr>
<tr>
<td>BUS 53 B Math/Electmc Calc</td>
<td>4.0</td>
<td></td>
<td></td>
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<tr>
<td>OR</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>BUS 253 B Math/Electmc Calc</td>
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<td></td>
</tr>
</tbody>
</table>

Note: BUS A 1a may be substituted for ACCTG 253a and 253b. ENGL 1 or ENGL 1a may be substituted for OFF T 262.
CALIFORNIA REAL ESTATE CERTIFICATE

Approved by and operated in cooperation with the California Department of Real Estate and the California Real Estate Association.

Student must achieve a “C” grade or better.

Required Courses
(Should be taken in listed order)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>UN</th>
<th>Course Code</th>
<th>Course Name</th>
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<tbody>
<tr>
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<td>REST 63</td>
<td>Real Est Appraisal</td>
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<tr>
<td>REST 60</td>
<td>Legal Aspects Rl Est</td>
<td>3.0</td>
<td>REST 62</td>
<td>Real Estate Finance</td>
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<td>REST 64</td>
<td>Real Est Practice</td>
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<td>REST 61</td>
<td>Real Est Economics</td>
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Other Suggested Courses

R EST 65 Inc Tax/Rl Est Inv (3), R EST 68 Adv Rl Est Appraisal (3); DTA P 1 Intro Data Process (3); ACCTG approved course (3); MKTG 62 Fund of Persn Sell (3), MKTG 64 Fund of Advertising (3); MNGMT Approved Course (3).

LEGAL SECRETARIAL CERTIFICATE

Upon completion of the following courses with at least a “C” grade in each course, a student will be awarded a Legal Secretarial Certificate of Achievement.

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>UN</th>
<th>Course Code</th>
<th>Course Name</th>
<th>UN</th>
</tr>
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<tbody>
<tr>
<td>BUS A 18a</td>
<td>Business Law</td>
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<td>OFF T 250c</td>
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<tr>
<td>BUS 58</td>
<td>Human Relat/Motivat</td>
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<td>OFF T 260</td>
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<td>OFF T 10</td>
<td>Business Correspon</td>
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<td>OFF T 62</td>
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<td>OFF T 268b</td>
<td>Greg Shorthand D/T</td>
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<td></td>
<td></td>
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<td>OR</td>
<td>OFF T 262</td>
<td>Business English</td>
<td>3.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OFF T 60b</td>
<td>Adv Wrd Proc/CRT Tr</td>
<td>1.5</td>
<td>OFF T 75</td>
<td>Filing</td>
<td>1.5</td>
</tr>
<tr>
<td>OFF T 63</td>
<td>Legal Mach Transcript</td>
<td>3.0</td>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OFF T 65</td>
<td>Secrt Wrd Processing</td>
<td>3.0</td>
<td>OFF T 275</td>
<td>Filing</td>
<td>1.5</td>
</tr>
<tr>
<td>OFF T 74a</td>
<td>Legal Office Proced</td>
<td>3.0</td>
<td>OFF T 277</td>
<td>Machine Transcrip</td>
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</table>

MANAGEMENT/PUBLIC ADMINISTRATION CERTIFICATE

Upon completion of the following courses with at least a “C” grade in each course, a student will be awarded a Management/Public Administration Certificate of Achievement.

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>UN</th>
<th>Course Code</th>
<th>Course Name</th>
<th>UN</th>
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</thead>
<tbody>
<tr>
<td>MGMT 60a</td>
<td>Intro Supervis Trng</td>
<td>1.0</td>
<td>MGMT 65b</td>
<td>Prin Writng Bus/Pub</td>
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<tr>
<td>MGMT 60b</td>
<td>Adv Supervisory Trn</td>
<td>1.0</td>
<td>MGMT 65c</td>
<td>Orgn Communications</td>
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<tr>
<td>MGMT 61</td>
<td>Personnel Mgmt</td>
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<td>MGMT 66</td>
<td>Case Studies in Mgt</td>
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<td>MGMT 72</td>
<td>Intro Mgmt Pract</td>
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<td>Approved Course</td>
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<tr>
<td>MGMT 65a</td>
<td>Prin Engl Bus/Pub</td>
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</table>
**Electives — Minimum of 6 units**

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<tr>
<th>Course</th>
<th>Title</th>
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<tr>
<td>MGMT 70</td>
<td>Management Topics</td>
<td>1.5</td>
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<tr>
<td>MGMT 71</td>
<td>Leadership/Mgt Trng</td>
<td>1.5</td>
</tr>
<tr>
<td>MGMT 73</td>
<td>Improving Prod/Work</td>
<td>1.5</td>
</tr>
<tr>
<td>MGMT 74</td>
<td>Labor Relations</td>
<td>1.5</td>
</tr>
<tr>
<td>MGMT 75</td>
<td>Office Automation</td>
<td>1.5</td>
</tr>
<tr>
<td>MGMT 76</td>
<td>Mgmt Change/Confict</td>
<td>1.5</td>
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<tr>
<td>MGMT 77</td>
<td>Fund Public Admin</td>
<td>1.5</td>
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</table>

**SECRETARIAL CERTIFICATE**

Upon completion of the following courses with at least a “C” grade in each course, a student will be awarded a Secretarial Certificate of Achievement.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 53a</td>
<td>Intro Accounting</td>
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</tr>
<tr>
<td>OR</td>
<td>Spelling Off/Trnees</td>
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</tr>
<tr>
<td>ACCTG253a</td>
<td>Intro Accounting</td>
<td>3.0</td>
</tr>
<tr>
<td>OR</td>
<td>Business English</td>
<td>3.0</td>
</tr>
<tr>
<td>OR</td>
<td>“How to” Bus Engl</td>
<td>1.5</td>
</tr>
<tr>
<td>BUS 53</td>
<td>B Math/Elctrnc Calc</td>
<td>4.0</td>
</tr>
<tr>
<td>OR</td>
<td>Greg Shorthand D/T P II</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 58</td>
<td>Human Relat/Motivat</td>
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<tr>
<td>OFF T 10</td>
<td>Business Correspon</td>
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<tr>
<td>OFF T 20</td>
<td>Elem Gregg Shorthand</td>
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<tr>
<td>OFF T 56</td>
<td>Office Procedures</td>
<td>3.0</td>
</tr>
<tr>
<td>OFF T 250c</td>
<td>Production Typing</td>
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</tbody>
</table>

**WORD PROCESSING CERTIFICATE**

Upon completion of the following courses with at least a “C” grade in each course, a student will be awarded a Word Processing Certificate of Achievement.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 53a</td>
<td>Intro Accounting</td>
<td>3.0</td>
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<tr>
<td>OR</td>
<td>Spelling Off/Trnees</td>
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</tr>
<tr>
<td>ACCTG253a</td>
<td>Intro Accounting</td>
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<td>OR</td>
<td>Business English</td>
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<tr>
<td>OR</td>
<td>“How to” Bus Engl</td>
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<tr>
<td>BUS 53</td>
<td>B Math/Elctrnc Calc</td>
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<tr>
<td>OR</td>
<td>Greg Shorthand D/T P II</td>
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<tr>
<td>BUS 58</td>
<td>Human Relat/Motivat</td>
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<td>OFF T 10</td>
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<tr>
<td>OFF T 20</td>
<td>Elem Gregg Shorthand</td>
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<tr>
<td>OFF T 56</td>
<td>Office Procedures</td>
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</tr>
<tr>
<td>OFF T 250c</td>
<td>Production Typing</td>
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</tr>
</tbody>
</table>
“FAST TRACK” CERTIFICATE PROGRAMS

Available only at the Weill Institute of Bakersfield College

To complete a certificated FAST TRACK program within five to ten months, the student must meet all course prerequisites upon enrollment and attend classes at the Weill Institute for six hours per day when the college is in session. If the student does not attend for six hours per day, the certificate may still be awarded; however, it will take longer than five to ten months to complete.

“FAST TRACK” ACCOUNTING CLERK CERTIFICATE (One Semester)

Upon completion of the following courses with at least a “C” grade in each course, a student will be awarded a “Fast Track” Accounting Clerk Certificate.

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
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<tbody>
<tr>
<td>ACCTG 53a</td>
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<td>3.0</td>
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<tr>
<td>ACCTG253a</td>
<td>Intro Accounting 1</td>
<td>3.0</td>
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<tr>
<td>BUS 53</td>
<td>B Math/Electronic Calc</td>
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<tr>
<td>BUS 253</td>
<td>B Math/Electronic Calc</td>
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<tr>
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**Required Courses**

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<th>Course Name</th>
<th>Units</th>
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<tr>
<td>BUS 53</td>
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<tr>
<td>ACCTG253a</td>
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<td>ACCTG 53b</td>
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<td>ACCTG253b</td>
<td>Intro Accounting 11</td>
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<td>ACCTG 54</td>
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</tr>
<tr>
<td>ACCTG260</td>
<td>Acctg on Computer</td>
<td>2.0</td>
</tr>
<tr>
<td>BUS 53</td>
<td>B Math/Electronic Calc</td>
<td>4.0</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 253</td>
<td>B Math/Electronic Calc</td>
<td>4.0</td>
</tr>
</tbody>
</table>

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 53</td>
<td>Intro Accounting 1</td>
<td>3.0</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCTG253a</td>
<td>Intro Accounting 1</td>
<td>3.0</td>
</tr>
<tr>
<td>OR</td>
<td></td>
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</tr>
<tr>
<td>ACCTG 53b</td>
<td>Intro Accounting 11</td>
<td>3.0</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCTG253b</td>
<td>Intro Accounting 11</td>
<td>3.0</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCTG 54</td>
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<td>3.0</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCTG254</td>
<td>Payroll Accounting</td>
<td>3.0</td>
</tr>
<tr>
<td>ACCTG260</td>
<td>Acctg on Computer</td>
<td>2.0</td>
</tr>
<tr>
<td>BUS 53</td>
<td>B Math/Electronic Calc</td>
<td>4.0</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 253</td>
<td>B Math/Electronic Calc</td>
<td>4.0</td>
</tr>
</tbody>
</table>

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 53</td>
<td>Intro Accounting 1</td>
<td>3.0</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCTG253a</td>
<td>Intro Accounting 11</td>
<td>3.0</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCTG 54</td>
<td>Payroll Accounting</td>
<td>3.0</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCTG254</td>
<td>Payroll Accounting</td>
<td>3.0</td>
</tr>
<tr>
<td>ACCTG260</td>
<td>Acctg on Computer</td>
<td>2.0</td>
</tr>
<tr>
<td>BUS 53</td>
<td>B Math/Electronic Calc</td>
<td>4.0</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 253</td>
<td>B Math/Electronic Calc</td>
<td>4.0</td>
</tr>
</tbody>
</table>

NOTE: BUS A 1a may be substituted for ACCTG 253a. ENGL 1 or ENGL 1a may be substituted for OFF T 262.
"FAST TRACK" CLERICAL CERTIFICATE

Upon completion of the following courses with at least a "C" grade in each course, a student will be awarded a "Fast Track" Clerical Certificate.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 53 B Math/Elctrnc Calc</td>
<td>4.0</td>
<td>OFFT 260 Spelling Off/Trn</td>
<td>1.5</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td>OFFT 62 Business English</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 253 B Math/Elctrnc Calc</td>
<td>4.0</td>
<td>OFFT 262 Business English</td>
<td>3.0</td>
</tr>
<tr>
<td>OFF T 56 Office Procedures</td>
<td>3.0</td>
<td>OFF T 75 Filing</td>
<td>1.5</td>
</tr>
<tr>
<td>OFF T 200 Dev Fast Track Prog</td>
<td>0.5</td>
<td>OFF T 275 Filing</td>
<td>1.5</td>
</tr>
<tr>
<td>OFF T 50a Beginning Typing</td>
<td>3.0</td>
<td>OFF T 277 Machine Transcriptn</td>
<td>1.5</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td>OFF T 250a Beginning Typing</td>
<td>3.0</td>
</tr>
<tr>
<td>OFF T 250b Intermed Typing</td>
<td>3.0</td>
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<td></td>
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</tbody>
</table>

"FAST TRACK" GENERAL OFFICE CERTIFICATE

Upon completion of the following courses with at least a "C" grade in each course, a student will be awarded a "Fast Track" General Office Certificate.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 53a Intro Accounting 1</td>
<td>3.0</td>
<td>OFF T 50b Intermed Typing</td>
<td>3.0</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCTG253a Intro Accounting 1</td>
<td>3.0</td>
<td>OFF T 250b Intermed Typing</td>
<td>3.0</td>
</tr>
<tr>
<td>ACCTG 54 Payroll Accounting</td>
<td>3.0</td>
<td>OFF T 260 Spelling Off/Trn</td>
<td>1.5</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td>OFF T 62 Business English</td>
<td>3.0</td>
</tr>
<tr>
<td>ACCTG254 Payroll Accounting</td>
<td>3.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 53 B Math/Elctrnc Calc</td>
<td>4.0</td>
<td>OFF T 262 Business English</td>
<td>3.0</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td>OFF T 75 Filing</td>
<td>1.5</td>
</tr>
<tr>
<td>BUS 253 B Math/Elctrnc Calc</td>
<td>4.0</td>
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<td></td>
</tr>
<tr>
<td>OFF T 56 Office Procedures</td>
<td>3.0</td>
<td>OFF T 275 Filing</td>
<td>1.5</td>
</tr>
<tr>
<td>OFF T 200 Dev Fast Track Prog</td>
<td>0.5</td>
<td>OFF T 277 Machine Transcriptn</td>
<td>1.5</td>
</tr>
<tr>
<td>OFF T 50a Beginning Typing</td>
<td>3.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OFF T 250a Beginning Typing</td>
<td>3.0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
"FAST TRACK" PAYROLL CLERK CERTIFICATE (One Semester)

Upon completion of the following courses with at least a "C" grade in each course, a student will be awarded a "Fast Track" Payroll Clerk Certificate.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>UN</th>
<th>Course</th>
<th>UN</th>
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</thead>
<tbody>
<tr>
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<td>OR</td>
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<td>OFF T 262 Business English</td>
<td>3.0</td>
</tr>
<tr>
<td>ACCTG 54 Payroll Accounting</td>
<td>3.0</td>
<td>OFF T 75 Filing</td>
<td>1.5</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td>OFF T 275 Filing</td>
<td>1.5</td>
</tr>
</tbody>
</table>

NOTE: BUS A 1a may be substituted for ACCTG 253a. ENGL 1 or ENGL 1a may be substituted for OFF T 262.

"FAST TRACK" SECRETARIAL CERTIFICATE

Upon completion of the following courses with at least a "C" grade in each course, a student will be awarded a "Fast Track" Secretarial Certificate.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>UN</th>
<th>Course</th>
<th>UN</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 53a Intro Accounting 1</td>
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<td>OFF T 50b Intermed Typing</td>
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<tr>
<td>OR</td>
<td></td>
<td>OFF T 250b Intermed Typing</td>
<td>3.0</td>
</tr>
<tr>
<td>ACCTG253a Intro Accounting 1</td>
<td>3.0</td>
<td>OFF T 250c Production Typing</td>
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<tr>
<td>OR</td>
<td></td>
<td>OFF T 260 Spelling Off/Trnees</td>
<td>1.5</td>
</tr>
<tr>
<td>BUS 53 B Math/Electronic Calc</td>
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<td>OFF T 62 Business English</td>
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<tr>
<td>OR</td>
<td></td>
<td>OFF T 262 Business English</td>
<td>3.0</td>
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<tr>
<td>BUS 253 B Math/Electronic Calc</td>
<td>4.0</td>
<td>OFF T 264 &quot;How to&quot; Bus Engl</td>
<td>1.5</td>
</tr>
<tr>
<td>OFF T 20 Elem Gregg Shorthand</td>
<td>4.0</td>
<td>OFF T 268a Gregg Shorthand D/T Pl</td>
<td>3.0</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td>OFF T 75 Filing</td>
<td>1.5</td>
</tr>
<tr>
<td>OFF T 266 B Gregg Shorthand Theo</td>
<td>3.0</td>
<td>OFF T 200 Dev Fast Track Prog</td>
<td>0.5</td>
</tr>
<tr>
<td>OFF T 56 Office Procedures</td>
<td>3.0</td>
<td>OFF T 50a Beginning Typing</td>
<td>3.0</td>
</tr>
<tr>
<td>OFF T 60b Adv Wrd Proc/CRT Tr</td>
<td>1.5</td>
<td>OFF T 275 Filing</td>
<td>1.5</td>
</tr>
<tr>
<td>OFF T 200 Dev Fast Track Prog</td>
<td>0.5</td>
<td>OFF T 277 Machine Transcriptn</td>
<td>1.5</td>
</tr>
<tr>
<td>OFF T 250a Beginning Typing</td>
<td>3.0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
“FAST TRACK” WORD PROCESSING CERTIFICATE

Upon completion of the following courses with at least a “C” grade in each course, a student will be awarded a “Fast Track” Word Processing Certificate.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>UN</th>
<th>UN</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFF T 56 Office Procedures</td>
<td>3.0</td>
<td>OFF T 260 Spelling/Off Trnees</td>
</tr>
<tr>
<td>OFF T 60b Adv Wrd Proc/CRT Tr</td>
<td>1.5</td>
<td>OFF T 62 Business English</td>
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<tr>
<td>OFF T 200 Dev Fast Track Prog</td>
<td>0.5</td>
<td>OR</td>
</tr>
<tr>
<td>OFF T 50a Beginning Typing</td>
<td>3.0</td>
<td>OFF T 262 Business English</td>
</tr>
<tr>
<td>OR</td>
<td>OFF T 264 “How to” Bus Eng</td>
<td>1.5</td>
</tr>
<tr>
<td>OFF T 250a Beginning Typing</td>
<td>3.0</td>
<td>OFF T 75 Filing</td>
</tr>
<tr>
<td>OFF T 50b Intermed Typing</td>
<td>3.0</td>
<td>OR</td>
</tr>
<tr>
<td>OR</td>
<td>OFF T 275 Filing</td>
<td>1.5</td>
</tr>
<tr>
<td>OFF T 250b Intermed Typing</td>
<td>3.0</td>
<td>OFF T 277 Machine Transcript</td>
</tr>
</tbody>
</table>

ASSOCIATE DEGREE PROGRAMS

Students are encouraged to continue their training and education beyond the Certificate in Achievement by taking additional technical-related courses and general education courses which may lead to an Associate in Science or Associate in Arts Degree.

Students must comply with the requirements as shown in the catalog under Graduation Requirements. Counselors/advisors will assist the student in planning for an associate degree.

ACCOUNTING

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>UN</th>
<th>UN</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 53a Intro to Accounting</td>
<td>1 3.0</td>
<td>ACCTG263 Taxation Accounting</td>
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<tr>
<td>OR</td>
<td>BUS 40 Personal Finance</td>
<td>3.0</td>
</tr>
<tr>
<td>ACCTG253a Intro to Accounting</td>
<td>3.0</td>
<td>BUS 53 B Math/Electronic Calc</td>
</tr>
<tr>
<td>ACCTG 53b Intro Accounting 2</td>
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<td>OR</td>
</tr>
<tr>
<td>OR</td>
<td>BUS 253 B Math/Electronic Calc</td>
<td>4.0</td>
</tr>
<tr>
<td>ACCTG253b Intro Accounting 2</td>
<td>3.0</td>
<td>BUS 55 Survey Business Law</td>
</tr>
<tr>
<td>ACCTG 54 Payroll Accounting</td>
<td>3.0</td>
<td>OR</td>
</tr>
<tr>
<td>OR</td>
<td>BUS A 18a Business Law</td>
<td>3.0</td>
</tr>
<tr>
<td>ACCTG254 Payroll Accounting</td>
<td>3.0</td>
<td>BUS 58 Human Relat/Motivat</td>
</tr>
<tr>
<td>ACCTG260 Acctng on Computer</td>
<td>2.0</td>
<td>DTA P 1 Intro Data Proce</td>
</tr>
<tr>
<td>OR</td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>BUS A 10 Acctg/Microcomputer</td>
<td>2.0</td>
<td>COM S 5 Intr Prg w/BASIC</td>
</tr>
</tbody>
</table>

NOTE: BUS A 1a may be substituted for ACCTG 532a or 253a and 53b or 253b.
BANKING AND FINANCE

Designed for the student preparing to enter banking and finance service or those in a management training position in these two fields.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>UN</th>
<th>Course</th>
<th>UN</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG Approved Course</td>
<td>3.0</td>
<td>BUS 58 Human Relat/Motivat</td>
<td>3.0</td>
</tr>
<tr>
<td>ACCTG Approved Course</td>
<td>3.0</td>
<td>DTA P 1 Intr Data Process</td>
<td>3.0</td>
</tr>
<tr>
<td>BNKG 70a Prin Bank Operation</td>
<td>3.0</td>
<td>MGMT 43 Prin Organiz/Mgmt</td>
<td>3.0</td>
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<tr>
<td>BNKG 76 Money and Banking</td>
<td>3.0</td>
<td>PHIL 53ab Work Ethics</td>
<td>3.0</td>
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<tr>
<td>BNKG 78 Analyz Finan Statem</td>
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<td>OR</td>
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</tr>
<tr>
<td>BUS 40 Personal Finance</td>
<td>3.0</td>
<td>PHIL 14 Bus/Socl Responsib</td>
<td>3.0</td>
</tr>
</tbody>
</table>

BUSINESS ADMINISTRATION

The general purpose of the program in Business Administration at the university and state college is twofold. First, they are organized to help students to develop a broad understanding of our economy and our society in order to serve as a basis for responsible administrative and executive positions in business and government. Second, they offer the opportunity for students to acquire skills in specialized and professional types of employment.

**BUSINESS ADMINISTRATION MAJOR CALIFORNIA STATE COLLEGE AND UNIVERSITIES**

Since requirements vary, the current catalog of the chosen college or university should be consulted for specific requirements of the school of Business Administration.

This suggested program will meet most of the lower division requirements at the California State colleges and universities as well as fulfilling all the requirements for the Associate in Arts Degree from Bakersfield College.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>UN</th>
<th>Course</th>
<th>UN</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS A 1a Prin of Accounting</td>
<td>4.0</td>
<td>DTA P 1 Intro Data Process</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS A 1b Prin of Accounting</td>
<td>4.0</td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>BUS A 10 Acctg/Microcomputer</td>
<td>2.0</td>
<td>COM S 5 Intr Prog w/BASIC</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS A 18a Business Law</td>
<td>3.0</td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>DTA P 4 COBOL Prgrm Lang</td>
<td>3.0</td>
<td>COM S 18 Intr Cmp Prg w/FORT3.0</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>PHIL 14 Bus/Socl Responsib</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Additional courses may be needed depending upon the particular state college or university selected. For California State Bakersfield, BUS A 18a may not be transferable.
REAL ESTATE
Designed to prepare the student for a career in real estate. Job opportunities are in lending institutions doing specialized work in appraising, financing, managing property; in government, in real estate offices as a salesperson or broker (State licensing examination is required).

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 52</td>
<td>Business World Today</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 53</td>
<td>B Math/Electronic Calc</td>
<td>4.0</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 253</td>
<td>B Math/Electronic Calc</td>
<td>4.0</td>
</tr>
<tr>
<td>BUS 58</td>
<td>Human Relat/Motivat</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS A 1a</td>
<td>Prin of Accounting</td>
<td>4.0</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCTG 53a</td>
<td>Intro Accounting</td>
<td>3.0</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCTG 53b</td>
<td>Intro Accounting</td>
<td>3.0</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Other Suggested Courses
OFF T 50a Beginning Typing (3); BUS 40 Personal Finance (3), BUS 55 Survey of Bus Law (3); R EST 65 Inc Tax RI Est Inv (3); MGMT 61 Personnel Management (3), MGMT 63 Written Communication (3); BNKG 77c Installment Credit (3); BUS A 1b Prin of Accounting (3).

SECRETARY/STENOGRAPHER
Designed for the student who is beginning or continuing stenographic training. In addition to mastery of skills, successful secretaries and stenographers must possess a high sense of responsibility, good grooming and desirable personality traits.

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
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<td>ACCTG 53a</td>
<td>Intro Accounting</td>
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<td>OR</td>
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<td></td>
</tr>
<tr>
<td>ACCTG 53b</td>
<td>Intro Accounting</td>
<td>3.0</td>
</tr>
<tr>
<td>OR</td>
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<td></td>
</tr>
<tr>
<td>BUS 52</td>
<td>Business World Today</td>
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</tr>
<tr>
<td>BUS 53</td>
<td>B Math/Electronic Calc</td>
<td>4.0</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 253</td>
<td>B Math/Electronic Calc</td>
<td>4.0</td>
</tr>
<tr>
<td>BUS 58</td>
<td>Human Relat/Motivat</td>
<td>3.0</td>
</tr>
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<td>OFF T</td>
<td>Approved Shorthand</td>
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</tr>
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</tbody>
</table>
WORD PROCESSING

Designed to prepare the student for a career in word processing. Job opportunities are becoming more available in this field as well as opportunities to advance into management positions.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 52</td>
<td>Business World Today</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 53</td>
<td>B Math/Electronic Calc</td>
<td>4.0</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 253</td>
<td>B Math/Electronic Calc</td>
<td>4.0</td>
</tr>
<tr>
<td>OFFT 60a</td>
<td>Word Proc/CRT Mach</td>
<td>1.5</td>
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<tr>
<td>OR</td>
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<tr>
<td>OFFT 65</td>
<td>Sec Word Processing</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 58</td>
<td>Human Relat/Motiv</td>
<td>3.0</td>
</tr>
<tr>
<td>OFFT 50b</td>
<td>Intermed Typing</td>
<td>3.0</td>
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<td>OR</td>
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<tr>
<td>OFFT 250b</td>
<td>Intermed Typing</td>
<td>3.0</td>
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<tr>
<td>OFFT 10</td>
<td>Business Correspon</td>
<td>3.0</td>
</tr>
<tr>
<td>OFFT 56</td>
<td>Office Procedures</td>
<td>3.0</td>
</tr>
</tbody>
</table>

COURSE DESCRIPTIONS

The following abbreviations are commonly used in the course descriptions: **lect** lecture; **lab** laboratory; **demo** demonstration; **CCS** Course Classification System. Hours given in parentheses are total hours for the course. Hours lecture, lab, etc., are hours required per week usually. Prerequisites are expressed as minimum requirements. See page 60 for a fuller explanation.

ACCOUNTING

ACCTG 53a  INTRODUCTION TO ACCOUNTING 1 (3 units)

An introduction to modern financial accounting theory and practice. Analysis of financial transactions using the rules of double-entry bookkeeping. Accounting cycle including adjusting entries, the expanded worksheet, the use of special journals, bank reconciliations, and the preparation of financial statements. **Prerequisite:** Minimum Reading Level B required. BUS 53 or 253 strongly recommended (may be taken concurrently). **Hours:** (54) 3 lect. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only. **Note:** Not open to students with credit in ACCTG 253a.

ACCTG 53b  INTRODUCTION TO ACCOUNTING 2 (3 units)

A continuation of an introduction to modern financial accounting theory and practice. Analysis of financial transactions peculiar to the partnership and corporate forms of business ownership. Accounting methods and procedures including valuation of inventory, accounts receivable, notes payable, notes receivable and drafts, depreciation, depletion and amortization, capital stock transactions, bonds and other long-term liabilities, worksheets and payroll. **Prerequisite:** ACCTG 53a or 253a. **Hours:** (54) 3 lect. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only. **Note:** Not open to students with credit in ACCTG 253b.
ACCTG 54  PAYROLL ACCOUNTING (3 units)
A foundation in payroll computations, payroll record keeping, and the filing of quarterly and annual payroll tax reports. Involves the study of California Disability Insurance, California Unemployment Insurance, Federal Social Security, Federal Unemployment Insurance, Federal Income Tax and California Income Tax, and how these taxes affect the employee/employer. **Prerequisite:** ACCTG 53a or 253a. May be taken concurrently with ACCTG 53b, 253b, or 263. **Hours:** (54) 3 lect. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only. **Note:** Not open to students with credit in ACCTG 254.

ACCTG 57  FEDERAL AND CALIFORNIA INCOME TAXES (4 units)
Instruction in Federal and California Income Tax law, theory and practice. Designed to meet 60-hour requirement for registration as a tax preparer, or to serve as a refresher course in current tax laws. **Prerequisite:** ACCTG 53a or 253a, and 53b or 253b or BUS A 1a or equivalent transfer-level introductory accounting principles course. **Hours:** (72) 4 lect. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

ACCTG 253a  INTRODUCTION TO ACCOUNTING 1 (3 units)
An introduction to modern financial accounting theory and practice. Analysis of financial transactions using the rules of double-entry bookkeeping. Accounting cycle, including adjusting entries, the expanded worksheet, the use of special journals, bank reconciliations, and the preparation of financial statements. **Prerequisite:** Minimum Reading Level B required. BUS 53 or 253 strongly recommended (may be taken concurrently). **Hours:** (54) 3 hours individualized, self-paced instruction and supervised lab. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only. **Note:** Not open to students with credit in ACCTG 53a.

ACCTG 253b  INTRODUCTION TO ACCOUNTING 2 (3 units)
A continuation of an introduction to modern financial accounting theory and practice. Analysis of financial transactions peculiar to the partnership and corporate forms of business ownership. Accounting methods and procedures including valuation of inventory, accounts receivable, notes payable, notes receivable and drafts, depreciation, depletion and amortization, capital stock transactions, bonds and other long-term liabilities, worksheets and payroll. **Prerequisite:** ACCTG 53a or 253a. **Hours:** (54) 3 hours individualized, self-paced instruction and supervised lab. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only. **Note:** Not open to students with credit in ACCTG 53b.

ACCTG 254  PAYROLL ACCOUNTING (3 units)
A foundation in payroll computations, payroll record keeping, and the filing of quarterly and annual payroll tax reports. Involves the study of California Disability Insurance, California Unemployment Insurance, Federal Unemployment Insurance, Federal Social Security, Federal Income Tax and California Income Tax and how these taxes affect the employee/employer. **Prerequisite:** ACCTG 53a or 253a. May be taken concurrently with ACCTG 53b, 253b or 263. **Hours:** (54) 3 hours individualized, self-paced instruction and supervised lab. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only. **Note:** Not open to students with credit in ACCTG 54.
ACCTG 260  ACCOUNTING ON THE COMPUTER (2 units)
Application of accounting principles by requiring maintenance of general ledger, ac¬
counts receivable, accounts payable, and payroll accounting records on a computer.
Introduction to and accounting applications of the electronic spreadsheet. Prerequi-
site: ACCTG 53a or 253a AND 53b or 253b OR BUS A 1a OR evaluation by instruc-
tor. Hours: (72) 1 lect, 3 lab. CCS: Occupational Education. Not Transferable:
Associate Degree only. Note: Not open to students with credit in BUS A 10.

ACCTG 263  TAXATION ACCOUNTING (3 units)
An introduction to federal income taxation, dealing primarily with individual income taxes,
but including taxation of partnerships and corporations. Tax laws and their application in
solving problems, including the completion of federal tax forms. Prerequisite: ACCTG
53a or 253a. Hours: (54) 3 hours individualized, self-paced instruction and supervised
lab. CCS: Occupational Education. Not Transferable: Associate Degree only.

BANKING

BANKG 70a  PRINCIPLES OF BANK OPERATION (3 units)
The development of banking in the United States, economic functions of banking,
principles behind bank operations and the many facets of banking services to the
public. Recommended for Business Administration and Economics majors. Prerequi-
site: Reading Level A. Hours: (54) 3 lect. CCS: Occupational Education. Not
Transferable: Associate Degree only.

BANKG 76  MONEY AND BANKING (3 units)
Emphasizes the banking system as the circulating medium of our economy; the effect of
bank operation on the economy; the nature and creation of money; the uses of money
in modern society; and the influence of money on price levels and on general business
activity. Discusses the Federal Reserve system, its obligations and powers, and Treasury
policy as it affects monetary problems. Prerequisite: None. Hours: (54) 3 lect. CCS:
Occupational Education. Not Transferable: Associate Degree only.

BANKG 77a  AGRICULTURAL FINANCE (3 units)
Designed as a review of the role of credit in modern agriculture. Presents the methods
employed in making, servicing and collecting farm loans. The extension of agricultural
credit is approached from the standpoint of financing cattle, sheep, dairy, poultry and
producers of grain, cotton, tobacco, potatoes, fruits and truck crops. Also considered
are farm equipment, farm real estate loans, farming as a business, loan analysis and
the public relations aspects of farm financing. Prerequisite: None, but recommended
for those employed in lending or farming enterprises. Hours: (54) 3 lect. CCS: Oc-
cupational Education. Not Transferable: Associate Degree only.

BANKG 77b  CREDIT ADMINISTRATION (3 units)
Provides assistance in preparing bank loans and discounts. Considers the formulation
and administration of a sound loan policy, emphasizing the factors to be reviewed in each
bank. Careful review is made of the means by which adequate information may be col-
lected and analyzed and the degree of risk approximated. Prerequisite: None, but
recommended for those employed by banks in credit or lending positions. Hours: (54)
3 lect. CCS: Occupational Education. Not Transferable: Associate Degree only.
BANKG 77c  INSTALLMENT CREDIT (3 units)
Outlines policies, procedures and techniques of installment lending developed recently by commercial banks. Emphasizes credit, collection, new business, policy relations. Discusses automobile financing, the importance of installment credit to all income groups and its role in community life. **Prerequisite:** Evaluation by instructor. **Hours:** (54) 3 lect. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

BANKG 78  ANALYZING FINANCIAL STATEMENTS (3 units)
An introduction to the practical analysis of financial statements to assist in the wise and profitable extension of credit. Primarily aimed toward students employed by financial institutions and granters of credit. **Prerequisite:** Evaluation by instructor. **Hours:** (54) 3 lect. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

**BUSINESS**

BUS 40  PERSONAL FINANCE (3)
A study of the major economic problems facing the consumer. Principles of income allocation and intelligent consumer choice. Includes consumer credit, insurance, buying real estate, investments, banking services, estate planning, transportation and taxes. Emphasizes the application of the principles studied. **Prerequisite:** Reading Level A. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** CSU and Private Colleges. **Note:** Formerly BUS 54.

BUS 51  BUSINESS MATHEMATICS (3 units)
A review of basic arithmetic skills to increase proficiency and mastery of such skills in their application to business problems and situations. Emphasizes bank records, invoices, cash and trade discounts, markup and markdown, inventory valuation, payroll, simple and compound interest, promissory notes, installment buying, stocks and bonds, amortization, real estate loans, property tax, personal income tax, depreciation, and insurance. **Prerequisite:** Reading Level B and MATH 60 or qualifying score on Basic Math Test. **Hours:** (54) 3 lect/demo. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only. **Note:** Not open to students with credit in BUS 53 or BUS 253.

BUS 52  TODAY'S BUSINESS WORLD (3 units)
Explores the economics, fundamentals and functions of business and its components; how business is owned, organized, and managed. Includes organization, management, labor relations, decision making and problem solving, marketing, production, financing, business ethics, government regulations and taxation, the legal environment and the labor union. Required of all entry-level business career students. **Prerequisite:** Reading Level B. **Hours:** (54) 3 lect/discussion. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only. **Note:** Not open to students with credit in BUS A 20.

BUS 53  BUSINESS MATHEMATICS ON ELECTRONIC CALCULATORS (4 units)
Reviews basic arithmetic skills along with instruction in the use of the 10-key adding machine by touch and all the functions of the electronic calculator. Using machines,
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complete business functions such as bank records, invoices, cash and trade discounts, markup and markdown, inventory valuation, payroll, simple and compound interest, promissory notes, installment buying, stocks and bonds, amortization, real estate loans, property tax, personal income tax, depreciation and insurance. **Prerequisite:** Qualifying score on a basic math test administered by business math instructor. **Hours:** (90) 5 lect/demo. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only. **Note:** Not open to students with credit in BUS 251 or 253.

**BUS 58 HUMAN RELATIONS AND MOTIVATION (3 units)**
A behavioral approach to the business environment. Stresses self-improvement through self-understanding; elements of job applications and job advancement; motivation, people-to-people relationships and techniques of leadership on the job. Satisfies three units of behavioral sciences requirement. **Prerequisite:** None. **Hours:** (54) 3 lect/discussion. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

**BUS 73 INTRODUCTION TO INVESTMENTS (3 units)**
An introduction to the principles of investments and money management with an in-depth survey of the stock market. **Prerequisite:** None. **Hours:** (54) 3 lect. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

**BUS 75 APPLICATION OF INVESTMENT PRINCIPLES (3 units)**
Designed to assist the student who is actively developing and monitoring an investment portfolio. Covers the entire financial planning process from managing taxes to tailoring retirement plans. An ordered discussion is given to critical topics on financial planning. **Prerequisite:** BUS 73 or equivalent and/or evaluation by instructor. **Hours:** (54) 3 lect/discussion. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

**BUS 251 BUSINESS MATHEMATICS (3 units)**
A review of basic arithmetic skills to increase proficiency and mastery of such skills in their application to business problems and situations. Emphasizes bank records, invoices, cash and trade discounts, markup and markdown, inventory valuation, payroll, simple and compound interest, promissory notes, installment buying, stocks and bonds, amortization, real estate loans, property tax, personal income tax, depreciation, and insurance. **Prerequisite:** Reading Level B and qualifying score on a basic math test administered at the Weill Institute Math Lab. **Hours:** (54) 3 hours individualized, self-paced instruction and supervised lab. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only. **Note:** Not open to students with credit in BUS 53 or BUS 253.

**BUS 253 BUSINESS MATHEMATICS ON ELECTRONIC CALCULATORS (4 units)**
A review of basic arithmetic skills to increase proficiency and mastery of such skills in their application to business problems and situations. Students will become proficient in the use of the ten-key by touch, the use of all the functions of the electronic calculator, and master the technique of solving business problems with the aid of the calculator. Emphasizes bank records, invoices, cash and trade discounts, markup and markdown, inventory valuation, payroll, simple and compound interest, promissory notes, installment buying, stocks and bonds, amortization, real estate loans, property
tax, personal income tax, depreciation and insurance. **Prerequisite:** Reading Level B and MATH 60 or equivalent, or evaluation by instructor. **Hours:** (90) 5 hours individualized self-paced instruction and supervised lab. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only. **Note:** Not open to students with credit in BUS 53 or BUS 251.

**BUS 264 TEN-KEY PROFICIENCY (1 unit)**
Designed to develop skill and proficiency in the use of the ten-key calculator by touch and the application of such skill and proficiency in the solution of the more frequently encountered business problems and the processing of business forms and documents. **Prerequisite:** None. **Hours:** (30) 5 hours individualized, self-paced instruction and supervised lab for six weeks. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only. **Note:** Not open to students with credit in BUS 53 or 253.

**BUSINESS ADMINISTRATION**

**BUS A 1a PRINCIPLES OF ACCOUNTING (4 units)**
The first semester of accounting theory and practice which includes recording, analyzing, and summarizing procedures used in preparing balance sheets and income statements. **Prerequisite:** Sophomore standing. **Reading Level:** A. **Hours:** (72) 4 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges.

**BUS A 1b PRINCIPLES OF ACCOUNTING (4 units)**
The second semester of accounting theory and practice tailored to satisfy the requirements for business administration majors at colleges and universities. Includes managerial financial decisions involving debt and investments, analysis and interpretation of problems in corporate financial reporting and cost accumulation and control including job order, process and standard costs. **Prerequisite:** BUS A 1a or equivalent. **Hours:** (72) 4 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges.

**BUS A 10 ACCOUNTING ON THE MICROCOMPUTER (2 units)**
Provides those without computer knowledge an opportunity to gain knowledge of computerized accounting principles. Consists of five major accounting systems commonly found in computerized accounting environments — general ledger, depreciation, accounts receivable, accounts payable, and payroll. Emphasizes “hands-on” experience with a microcomputer used in business and industry. **Prerequisite:** ACCTG 53a or 253a or equivalent. **Reading Level:** A. **Hours:** (36) 2 lect/discussion. **CCS:** Liberal Arts and Sciences. **Transferable:** CSU and Private Colleges.

**BUS A 18a BUSINESS LAW (3 units)**
Rules of law as they relate to business transactions. Origins of American legal system. Definition and classification of law. Court systems and procedure. Law of contracts: essentials of enforceable agreements, operation and discharge. Law of agency and employer-employee: creation of relationship, rights and liabilities of parties and termination of relationship. The law of torts and the concept of negligence. **Prerequisite:** Reading Level A. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. Credit limitations. For specific information see counselor.
BUS 20  PRINCIPLES OF BUSINESS AND INDUSTRY (3 units)
The nature, function and management of the business enterprise in our modern political, social and economic environment; business structure and organization; business decision-making processes; evaluation of the relationships of business to government, to labor and to the public. **Prerequisite:** Reading Level A. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** CSU and Private Colleges.

INSURANCE

INSUR 21  PRINCIPLES OF INSURANCE (3 units)
Basic principles of insurance as well as the nature and operation of the insurance business. Principles which underlie the entire field of insurance. The fundamentals of indemnity, insurable interest, co-insurance, subrogation, proximate cause, negligence and contributory negligence, risk, requisites of insurable risks, deductibles, value policy and probability. One of the required subject areas for the I.I.A. program in general insurance. Equivalent to I.I.A. Course No. 21. **Prerequisite:** Reading Level A. **Hours:** (54) 3 lect. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.

INSUR 22  PROPERTY INSURANCE (3 units)
Property and liability insurance principles. Focuses on property insurance coverage implemented through contracts for property risks. Topics include the standard fire insurance policy, indirect losses, ocean and inland marine, burglary and theft insurance, multiple-line insurance. Specimen forms analyzed to understand provisions which determine protection provisions for various property risks. Equivalent to I.I.A. Course No. 22. **Prerequisite:** INSUR 21 or evaluation by instructor. **Hours:** (54) 3 lect. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.

INSUR 23  CASUALTY INSURANCE (3 units)
Casualty risks and the means by which such hazards may be minimized by insurance. Study includes general liability insurance, automobile insurance, workmen’s compensation, fidelity and surety bonding, individual health insurance, life and social insurance and the collective merchandising of insurance. **Prerequisite:** INSUR 21 or evaluation by instructor. **Hours:** (54) 3 lect. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.

MANAGEMENT

MGMT 41  ADVANCED PERSONNEL MANAGEMENT (3 units)
Advanced training in the general and social nature of personnel management, such as communications, attitudes, leadership, and motivation. An in-depth study of the major activities of personnel management covering work analysis, staffing, training and development, performance appraisal, compensation, maintenance of the work environment, and union relations. Includes a special unit on the role of the personnel manager as a human resource specialist in the “new-age” automated office of today and the future. **Prerequisite:** Reading Level A. **Hours:** (54) 3 lect. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.
MGMT 43  PRINCIPLES OF ORGANIZATION AND MANAGEMENT (3 units)
A study of formal organization, the organizational environment and organization planning and control. Topics include the nature of complex organization, decision-making, small group studies, individual behavior, planning theory, systems management and non-formal behavior. **Prerequisite:** Reading Level A. **Hours:** (54) 3 lect. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.

MGMT 45  ADVANCED STUDY OF PUBLIC ADMINISTRATION (3 units)
An advanced study of the historical and contemporary status of administrative institutions, principles and practices of public administration and the process of public management. Includes the process of public policy-formulation, governmental planning and programming and administrative decision-making. **Prerequisite:** Reading Level A. **Hours:** (54) 3 lect. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.

MGMT 54  HOW TO START YOUR OWN SMALL BUSINESS (1.5 units)
A basic "how-to" course designed for those men and women who some day may go into business for themselves or manage a small business. Also designed for those who are already in business for themselves but wish to strengthen their entrepreneurial skills. Topics include advantages and disadvantages of going into business for oneself; how to value a business opportunity; writing a business plan, and marketing and financial controls; legal and insurance aspects of small business management and ownership. Satisfies one of the requirements for a certificate from the U.S. Small Business Administration. **Prerequisite:** None. **Hours:** (27) 3 lect for 6 weeks. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

MGMT 55  FINANCING A SMALL BUSINESS (0.5 unit)
Designed to provide practical knowledge of how to set up internal financial systems to provide small business control and to supply financial information to locate and obtain appropriate forms of capital and/or debt if needed. Satisfies one of the requirements for a certificate from the U.S. Small Business Administration. **Prerequisite:** None. **Hours:** (9) 3 lect for 3 weeks. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

MGMT 56  MARKETING A SMALL BUSINESS (1 unit)
Designed to provide an understanding of the importance of marketing in the success of a small business. Provides a close examination of elements in a marketing plan. Reviews the components of the marketing mix-product, price, promotion, distribution, and people as they relate to the overall business strategy. Marketing principles discussed are applicable to retail, service, and wholesale businesses and to professionals. Satisfies one of the requirements for a certificate from the U.S. Small Business Administration. **Prerequisite:** None. **Hours:** (18) 3 lect for 6 weeks. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.
MGMT 60a  INTRODUCTION TO SUPERVISORY TRAINING (1 unit)
An introduction to current methods of supervision. Emphasizes developing the techniques and skills required to promote harmony and productivity within the organization. Trains new entry-level supervisors in the key skills of self-management, human relations, employee supervision, planning, organizing, delegating and/or participating, and evaluating human resources and operations. Prerequisite: Reading Level B. Hours: (18) 3 lect for 6 weeks. CCS: Occupational Education. Not Transferable: Associate Degree only.

MGMT 60b  ADVANCED SUPERVISORY TRAINING (1 unit)
An advanced course for training supervisors to become management oriented. Develops major resources of the supervisor, management-mindedness, leadership and job knowledge. Designed for supervisors to improve their skills by participating in a program of performance objectives, case studies and discussions on employee and management problems, and to develop management skills. Prerequisite: MGMT 60a or equivalent or evaluation by instructor. Hours: (18) 3 lect for 6 weeks. CCS: Occupational Education. Not Transferable: Associate Degree only.

MGMT 61  PERSONNEL MANAGEMENT (1.5 units)
A review of essential personnel management concepts and techniques. Topics include recruitment and placement, training and development, compensation and motivation, performance appraisals, and the legal environment of personnel. Prerequisite: None. Hours: (27) 3 lect for 9 weeks. CCS: Occupational Education. Not Transferable: Associate Degree only.

MGMT 63  ADVANCED WRITTEN COMMUNICATIONS (3 units)
A comprehensive treatment of the principles of written communication as an important function of management. Includes analysis of the most widely used forms of business writing—the letter, the report and the memorandum—as well as applications of the associated skills of dictation and reading. Prerequisite: Eligibility for ENGL 1a or evaluation by instructor. Hours: (54) 3 lect. CCS: Occupational Education. Not Transferable: Associate Degree only.

MGMT 64  ADMINISTRATIVE LAW (3 units)
Using the California Administrative Code, this course acquaints the student with administrative law in general. Designed to inform the student of the processes of adopting rules and regulations and to enable him/her to understand and appreciate the various areas and problems in law relating to public employment and services. Prerequisite: None. Hours: (54) 3 lect. CCS: Occupational Education. Not Transferable: Associate Degree only.

MGMT 65a  BASIC PRINCIPLES OF ENGLISH FOR BUSINESS/PUBLIC ORGANIZATIONS (1 unit)
A review of basic principles of English as they apply to today's business office. Prerequisite: English Level B or evaluation by instructor. Hours: (18) 3 lect for 6 weeks. CCS: Occupational Education. Not Transferable: Associate Degree only.
MGMT 65b  PRINCIPLES OF WRITING FOR BUSINESS/PUBLIC ORGANIZATIONS (1 unit)
Comprehensive review of the techniques involved in writing business letters, memos, and reports. **Prerequisite:** MGMT 65a; English Level B; Reading Level B. **Hours:** (18) 3 lect/discussion for 6 weeks. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

MGMT 65c  ORGANIZATIONAL COMMUNICATIONS (1 unit)
An examination of the processes of human behavior and communication within the organizational context of a reflection of the dynamic, all-encompassing role of communication in the operation of organizations. Topics include the role of communication in organizations, communication styles, the relationship between verbal and nonverbal behaviors, barriers to effective communication, identification of channels of communication within an organization, small-group communication, conflict and communication. **Prerequisite:** None. **Hours:** (18) 3 lect/discussion for 6 weeks. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

MGMT 66  CASE STUDIES IN MANAGEMENT (1 unit)
Provides an opportunity to think about managerial problems, make decisions, interview managers, and participate in discussions on various management problems utilizing the case method. **Prerequisite:** This is the last course of the Management/Public Administration Certificate of Achievement series. It must be taken as the last course or concurrently with the last units for the certificate. **Hours:** (18) 3 lect/discussion for 6 weeks. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

MGMT 67  FUNDAMENTALS OF FISCAL ADMINISTRATION (3 units)
Surveys the field of finance, both public and private. Emphasizes current problems and basic principles of finance. Financial institutions and the instruments and procedures used for loans and investments to meet the demand for funds in the capital markets. **Prerequisite:** None. **Hours:** (54) 3 lect. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

MGMT 70  TOPICS IN MANAGEMENT (0.5 unit each)
Workshops or seminars related to special topics of interest and concern to managers in both the private and public sectors. **Prerequisite:** None. **Hours:** (9) 9 lect. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

MGMT 70c  BUSINESS ENVIRONMENT
MGMT 70e  MANAGEMENT SKILLS
MGMT 70f  PERSONAL CAREER DEVELOPMENT
MGMT 70g  MANAGEMENT ISSUES
MGMT 70h  LABOR ISSUES
MGMT 70i  PERSONAL DEVELOPMENT ISSUES
MGMT 70j  FINANCIAL ISSUES
MGMT 71 LEADERSHIP AND MANAGEMENT TRAINING (1.5 units)
Basic leadership training with emphasis on student participation using practical class projects. Defines, discusses problems of and preparation for leadership. Prerequisite: None. Hours: (27) 3 lect/discussion for 9 weeks. CCS: Occupational Education. Not Transferable: Associate Degree only.

MGMT 72 INTRODUCTION TO MANAGEMENT PRACTICES (1.5 units)
A survey of basic management concepts, theories, and practices. Emphasizes a uniquely practical orientation focusing on what managers do, how they do it, and what factors determine whether or not they will be successful. Prerequisite: None. Hours: (27) 3 lect for 9 weeks. CCS: Occupational Education. Not Transferable: Associate Degree only.

MGMT 73 IMPROVING PRODUCTIVITY AT WORK: EMPLOYEE PERFORMANCE AND MOTIVATION (1.5 units)
An examination of the latest and most effective behavioral management tools that can be implemented to improve productivity, while keeping costs to a minimum. Emphasizes logical and realistic methods for assessing employee strengths and weaknesses and practical productivity-boosting techniques. Prerequisite: None. Hours: (27) 3 lect for 9 weeks. CCS: Occupational Education. Not Transferable: Associate Degree only.

MGMT 74 LABOR RELATIONS (1.5 units)
An examination of the historical development of the labor movement, the structure of union organizations, and federal agencies involved in labor relations in both the public and private sectors; and the processes of collective bargaining, including the identification of bargaining issues, negotiations, and contract administration. Prerequisite: None. Hours: (27) 3 lect for 9 weeks. CCS: Occupational Education. Not Transferable: Associate Degree only.

MGMT 76 MANAGEMENT OF CHANGE AND CONFLICT (1.5 units)
A study of new methods for producing and responding to change. Techniques and methods presented are necessary to meet the challenge of high technology and an unpredictable economy. Topics covered include how to diagnose both the behavioral problems of an individual and the organizational needs. Prerequisite: MGMT 60a and MGMT 60b. Hours: (27) 3 lect for 9 weeks. CCS: Occupational Education. Not Transferable: Associate Degree only.

MARKETING

MKTG 1 FUNDAMENTALS OF MARKETING (3 units)
An introduction emphasizing key concepts and issues underlying the modern practice of marketing. Surveys the general nature of marketing, markets, the marketing concept, process and organization, and buyer behavior. Prerequisite: Sophomore standing recommended. Reading Level A. Hours: (54) 3 lect/discussion. CCS: Occupational Education. Transferable: CSU and Private Colleges.
MKTG 53a  FUNDAMENTALS OF RETAILING (3 units)
Examines job opportunities in the field of goods and services and their allied occupations. Stresses obtaining a job and keeping it, personality development, selling, merchandising, promotions, merchandise analysis, store mathematics, effective oral expression, and human relations. The business community is used as a laboratory to illustrate the latest methods and techniques in the fields of retailing, marketing, and distribution. **Prerequisite:** None. **Hours:** (54) 3 lect/discussion. Field trips required. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

MKTG 53b  FUNDAMENTALS OF RETAILING (3 units)
The latest techniques in the field of fabrics, styles for men and women, plastics, furniture, super markets, shoes, and other merchandise which provides sufficient background to become a salesman, buyer or an intelligent consumer. Field trips, window displays, and speaker demonstrations enhance merchandise analysis. **Prerequisite:** None. **Hours:** (54) 3 lect/discussion. Field trips required. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

MKTG 62  FUNDAMENTALS OF PERSONAL SELLING (3 units)
A study of the fundamental principles of creative selling. Prospecting, the approach, methods of presentation and demonstration, meeting objections, the close and the follow-up are covered thoroughly with frequent student participation. Special emphasis on the development of poise, improvement in personality and stimulation of confidence through training in the speech aspects of selling. **Prerequisite:** None. **Hours:** (54) 3 lect/discussion. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

MKTG 64  FUNDAMENTALS OF ADVERTISING (3 units)
A survey of the field of advertising, its uses and its economic implications. Emphasizes understanding and evaluating the place of advertising in our economy, rather than technical skill. Includes preparation of advertising, field trips, guest speakers and class discussions. **Prerequisite:** None. **Hours:** (54) 3 lect/discussion. Field trips required. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

**OFFICE TRAINING**

OFF T 10  BUSINESS CORRESPONDENCE (3 units)
Emphasizes the techniques of writing credit, collection, sales, acknowledgement, adjustment and application letters as well as other types of routine correspondence used in business. Continued training in spelling, punctuation and points of grammar especially needed by stenographers and secretaries, such as sentence and paragraph structure. **Prerequisite:** OFF T 62 or 262 and typing ability. OFF T 264 recommended. English Level A; Reading Level A. **Hours:** (54) 3 lect/discussion. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.
OFF T 20  ELEMENTARY GREGG SHORTHAND (4 units)
A beginning study of Gregg theory with dictation and transcription practice. Open to
students who have had no previous shorthand or who have had one year of shorthand
in high school with less than a “C” grade. **Prerequisite:** Concurrent enrollment in typing
is required unless OFF T 250c has been completed. English Level A; Reading Level A. Hours: (126) 5 lect, 2 lab. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges. **Note:** Not open to students with credit in OFF T 266.

OFF T 50a  BEGINNING TYPING (3 units)
Develops the keyboard by touch and a knowledge of all operational parts of the typewriter. Instruction in centering, letter placement, simple tabulation, manuscripts and rough drafts. **Prerequisite:** English Level B; Reading Level A. Hours: (90) 5 lect. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges. **Note:** Not open to students with credit in OFF T 250a.

OFF T 50b  INTERMEDIATE TYPING (3 units)
Designed to develop greater typing speed and accuracy and to type a variety of business office problems including business letters, reports, memorandums, tabulations, and forms. **Prerequisite:** OFF T 50a or 250a; Part 3, with a grade of “C” or minimum typing placement test score of 35 NWAM. Hours: (90) 5 lect/lab. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only. **Note:** Not open to students with credit in OFF T 250b.

OFF T 56  OFFICE PROCEDURES (3 units)
Provides advanced training in specialized secretarial duties such as telephone and telegraphic services; incoming and outgoing mail procedures; selection of office supplies and equipment; banking services; reprographic methods and processes; travel arrangements for executives; keeping appointment calendars and arranging meetings; job attitudes; resumes, application letters and interview techniques. **Prerequisite:** OFF T 50b or 250b (may be taken concurrently). Eligibility for English Level A. Hours: (54) 3 lect/discussion. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

OFF T 60a  BEGINNING WORD PROCESSING – CRT MACHINE TRAINING (1.5 units)
Basic operational functions of a CRT display screen, word processing system. Develops competency in creating, editing, merging, storing, and printing of letters, tables and reports. **Prerequisite:** English Level A, 40 NWPM typing speed, ability to correctly format letters, memos, and business reports. Hours: (36) 4 lab for 9 weeks. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

OFF T 60b  ADVANCED WORD PROCESSING – CRT MACHINE TRAINING (1.5 units)
Advanced operational functions of a CRT display screen, word processing system. Develops competency in advanced editing, merging, transferring information from one disk to another and using the list and sort features. **Prerequisite:** OFF T 60a. Hours: (36) 4 lab for 9 weeks. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.
OFF T 62  BUSINESS ENGLISH FOR SECRETARIES (3 units)
Basic English usage for business correspondence including punctuation, capitalization, number usage, plurals, possessives, troublesome words, and grammar. Prerequisite: OFF T 50a or 250a, Part 3, or one year of high school typing, ENGL 60 with a grade of "C" or eligibility for English Level A; Reading Level A. Hours: (54) 3 lect. CCS: Occupational Education. Not Transferable: Associate Degree only. Note: Not open to students with credit in OFF T 262.

OFF T 65  SECRETARIAL WORD PROCESSING (3 units)
A study of the modern word processing/administrative support concepts in the organization, operation, and control of office functions. Emphasizes the secretary's dual role as an administrative assistant or as a correspondence secretary. Includes the role of management and career opportunities in the word processing field. These concepts and principles are necessary for an individual for entry into and success in developing positions in the field of word processing. Prerequisite: English Level A. Hours: (54) 3 lect. CCS: Occupational Education. Not Transferable: Associate Degree only.

OFF T 73  LEGAL MACHINE TRANSCRIPTION (1.5 units)
Designed to develop understanding of legal terminology and skill in transcribing legal correspondence, contracts, agreements, etc. Prerequisite: OFF T 74a and 277 with a grade of "C." Hours: (27) 3 lect for 9 weeks. CCS: Occupational Education. Not Transferable: Associate Degree only.

OFF T 74a  LEGAL OFFICE PROCEDURES (3 units)
Designed to explore the various aspects of the job of a legal secretary. Noncourt forms and documents, legal filing procedures, and legal office record keeping. Develops knowledge and usage of legal terminology. Prerequisite: Completion of or concurrent enrollment in BUS 55 and OFF T 250b or BUS A 18a. English Level A. Hours: (54) 3 lect, 2 lab. CCS: Occupational Education. Not Transferable: Associate Degree only.

OFF T 75  FILING (1.5 units)
The fundamentals, rules, and procedures common to basic systems of filing. Filing equipment and supplies are used to provide instruction and practice in alphabetic, geographic, numeric, and subject filing. Prerequisite: English Level B. Hours: (27) 3 lect for 9 weeks. CCS: Occupational Education. Not Transferable: Associate Degree only. Note: Not open to students with credit in OFF T 275.

OFF T 250a  BEGINNING TYPING, PART 1-2-3 (1 – 1 – 1 unit)
Individualized typewriting instruction includes two general areas: (1) the mastery of the keyboard by touch and a knowledge of all operational parts of the typewriter; (2) the ability to apply this skill in the preparation of letters, tabulations, manuscripts and business forms. Each 1 unit of work completed will be assigned a letter grade. Prerequisites: OFF T 250a, Part 1: English Level B; OFF T 250a, Part 2: OFF T 250a, Part 1 with a grade of "C"; OFF T 250a, Part 3: OFF T 250a, Part 2 with a grade of "C." Hours: (90) 5 hours individualized, self-paced instruction and supervised lab. Open entry/open exit. CCS: Occupational Education. Transferable: CSU and Private Colleges. Note: Not open to students with credit in OFF T 50a.
OFF T 250b  INTERMEDIATE TYPING, PART 1-2-3 (1-1-1 unit)
Intermediate level individualized typewriting instruction to develop speed and accuracy and learn to type the various styles of business letters, business forms and reports, telegrams, memorandums, tabulations and manuscripts. Each 1 unit of work completed will be assigned a letter grade. Prerequisite: OFF T 250b, Part 1: OFF T 250a, Part 3, with a grade of "C" OR minimum typing placement test score of 35 NWAM OR completion of OFF T 50a; OFF T 250b, Part 2: OFF T 250b, Part 1, with a grade of "C"; OFF T 250b, Part 3: OFF T 250b, Part 2, with a grade of "C." Hours: (90) 5 hours individualized, self-paced instruction and supervised lab. Open entry/open exit. CCS: Occupational Education. Transferable: CSU and Private Colleges. Note: Not open to students with credit in OFF T 50b.

OFF T 250c  PRODUCTION TYPING (1 unit)
Advanced level individualized typewriting instruction to prepare for employment competency. Production of mailable quality letters, reports, memos, minutes, news releases, and rosters taken from a variety of handwritten, heavily edited documents. Integrates basic English grammar, spelling, word usage, and proofreading. Prerequisite: OFF T 250b, Part 3, with a grade of "C" OR a minimum typing placement test score of 45 NWAM and knowledge of proper formatting. English Level B. Hours: (30) 5 hours individualized, self-paced instruction and supervised lab for 6 weeks. CCS: Occupational Education. Transferable: CSU and Private Colleges.

OFF T 251  TYPING SPEED BUILDING, PART 1-2 (0.5-0.5 unit)
Individualized, self-paced instruction designed to increase typing speed. Prerequisite: OFF T 251, Part 1: Minimum typing placement score of 30 NWAM; OFF T 251, Part 2: OFF T 251, Part 1 with credit. Hours: (24) 12 hours per 0.5 unit. Open entry/open exit. CCS: Occupational Education. Not Transferable: Associate Degree only.

OFF T 260  SPELLING FOR OFFICE TRAINEES (1.5 units)
Designed to review, illustrate and apply the basic spelling rules necessary to become a competent speller in a business office. Prerequisite: OFF T 250a, Part 3. Hours: (27) 3 hours individualized, self-paced instruction and supervised lab for 9 weeks. CCS: Occupational Education. Not Transferable: Associate Degree only.

OFF T 262  BUSINESS ENGLISH FOR SECRETARIES (3 units)
Using realistic business correspondence, applies basic English grammar including punctuation, capitalization, number usage, plurals, possessives and troublesome words. Prerequisite: OFF T 50a or 250a, Part 3, or one year of high school typing. ENGL 60 with a grade of "C" or English Level A. Reading Level A. Hours: (54) 3 hours individualized, self-paced instruction and supervised lab. Open entry/open exit. CCS: Occupational Education. Not Transferable: Associate Degree only. Note: Not open to students with credit in OFF T 62.

OFF T 264  A "HOW TO" OF BUSINESS ENGLISH (1.5 units)
A "finishing" course in business English designed to prepare the student for employment. Instruction in use of reference manual; basic English grammar including punctuation, capitalization, number usage, plurals, possessives, spelling and troublesome words;
and other aspects of style that apply in all written communications. **Prerequisite:** OFF T 50a or 250a, Part 3, or one year of high school typing; OFF T 262 with a grade of "C" or evaluation by instructor; Reading Level A; English Level A. **Hours:** (27) 3 hours individualized, self-paced instruction and supervised lab for 9 weeks. Open entry/open exit. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

**OFF T 266  BEGINNING GREGG SHORTHAND THEORY (3 units)**
A beginning study of Gregg Shorthand theory with dictation and transcription practice. **Prerequisite:** Minimum typing speed of 30 WAM accurately; English Level A; Reading Level A. **Hours:** (90) 5 hours individualized, self-paced instruction and supervised lab. Open entry/open exit. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only. **Note:** Not open to students with credit in OFF T 20.

**OFF T 268a  GREGG SHORTHAND DICTATION AND TRANSCRIPTION, PART 1 (3 units)**
A review of Gregg shorthand theory with practice in dictation from specially prepared tapes designed to improve the student’s shorthand skill (speed ranges from 50 to 80 words a minute). Transcription includes grammar, punctuation, spelling and business vocabulary. **Prerequisite:** OFF T 20 or 266; ability to type 30 WAM accurately; ability to transcribe at the typewriter materials dictated at 50 words a minute with 95% accuracy. **Hours:** (90) 5 hours individualized, self-paced instruction and supervised lab. Open entry/open exit. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

**OFF T 268b  GREGG SHORTHAND DICTATION AND TRANSCRIPTION, PART 2 (3 units)**
A review of Gregg shorthand theory with practice in dictation and transcription. Dictation speeds range from 70 to 100 words a minute. Grammar, punctuation, spelling, and business vocabulary will be stressed. Individual Progress Method (IPM) encourages the student to complete the course content at a pace that fits his/her individual learning style. Dictation will be taken from specially prepared tapes designed to improve the student’s shorthand skill. **Prerequisite:** Completion of OFF T 268a with a "C" grade or higher. Ability to type at least 30 words per minute accurately. Ability to transcribe at the typewriter material dictated at 60 words per minute with 95% accuracy. **Hours:** (90) 5 hours individualized, self-paced instruction and supervised lab. Open entry/open exit. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

**OFF T 275  FILING (1.5 units)**
Fundamentals, rules, and procedures common to basic systems of filing. Filing laboratory materials provide instruction and practice in alphabetic, numeric, geographic, and subject filing. **Prerequisite:** English Level B. **Hours:** (27) 3 hours individualized, self-paced instruction and supervised lab for 9 weeks. Open entry/open exit. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only. **Note:** Not open to students with credit in OFF T 75.
OFF-T 277  MACHINE TRANSCRIPTION (1.5 units)
Designed to develop skill in operating transcribing machines. Practice will be given in transcribing letters, memoranda, and manuscripts from various areas of business and government. Emphasizes English usage, punctuation and spelling techniques. Prerequisite: OFF T 250b with a grade of "C"; OFF T 262 with a grade of "C" or English Level A or evaluation by instructor. Completion of or concurrent enrollment in OFF T 250c is highly recommended. Hours: (27) 3 hours individualized, self-paced instruction and supervised lab for 9 weeks. Open entry/open exit. CCS: Occupational Education. Not Transferable: Associate Degree only.

REAL ESTATE

R EST 39  PRINCIPLES OF REAL ESTATE (3 units)
Fundamentals of real estate practice with emphasis on principles rather than on sales techniques. The real estate business, liens, taxes, bonds, contracts, leases, deeds, and other real estate instruments are studies in conjunction with brokerage and home ownership. Although the approach is directed principally from the point of view of the consumer, the student is thoroughly oriented to the vocational aspects of the field. Satisfies partial educational requirement of state sales and broker's license. Prerequisite: Reading Level A. Hours: (54) 3 lect/discussion. CCS: Occupational Education. Transferable: CSU and Private Colleges.

R EST 51  LAND DEVELOPMENT ENGINEERING (3 units)
Designed to develop knowledge of processes, procedures, technical and legal requirements for the development and subdivision of land. Provides useful information in civil engineering, real estate, and building/developing fields. Prerequisite: MATH D recommended. Hours: (54) 3 lect/discussion. CCS: Occupational Education. Not Transferable: Associate Degree only. Note: Not open to students with credit in ENGR 51.

R EST 55  ESCROW PROCEDURES I (3 units)
The principles and methods of handling escrows involving title to land, sale of personal property and all other types of escrows ordinarily handled in an escrow office. Includes a study of the various forms and practices used in the drawing of the escrow instructions and the buyers' and sellers' closing statements. Also considers the duties of the escrow officers. Prerequisite: Reading Level A. Hours: (54) 3 lect/discussion. CCS: Occupational Education. Transferable: CSU and Private Colleges.

R EST 56  ESCROW PROCEDURES II (3 units)
The student will learn the more unusual and difficult types of real estate escrows, with evaluation of solutions to problems. The case problem method of teaching will be used extensively. Prerequisite: R EST 55 or evaluation by instructor. Hours: (54) 3 lect/discussion. CCS: Occupational Education. Transferable: CSU and Private Colleges.

R EST 57  PROPERTY MANAGEMENT (3 units)
Introduces property management as a specialized activity that offers services to property owners. Contains current, specific information on the real estate market, inflation, and government activities. Detailed emphasis is given to the management of
residential property, condominiums, office buildings, and shopping centers. Satisfies partial requirement of state sales and broker license. **Prerequisite:** Reading Level A or evaluation by instructor. **Hours:** (54) 3 lect. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

**REST 60  LEGAL ASPECTS OF REAL ESTATE (3 units)**
A study of California real estate law, including rights incident to property ownership and management, agency, contracts and application to real estate transfer, conveyancing, probate proceedings, trust deeds and foreclosures, as well as recent legislation governing real estate transactions. Satisfies partial educational requirement of State broker’s examination. **Prerequisite:** REST 39 recommended. **Hours:** (54) 3 lect/discussion. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

**REST 61  REAL ESTATE ECONOMICS (3 units)**
An advanced course dealing with the nature and classification of land; business fluctuations and their relationship with real estate cycles; residential and commercial market trends; rural property and special purpose trends; economic factors affecting the development of property, construction and subdivision. Satisfies partial education requirement for State broker’s examination. **Prerequisite:** REST 39 recommended. **Hours:** (54) 3 lect. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

**REST 62  REAL ESTATE FINANCE (3 units)**
Practical study and analysis of real estate financing, with actual cases illustrating lending policies, problems, risks involved in financing transactions in residential, apartment, commercial, and special purpose properties. Satisfies partial educational requirement for State broker’s examination. **Prerequisite:** REST 39 recommended. **Hours:** (54) 3 lect. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

**REST 63  REAL ESTATE APPRAISAL (3 units)**
Principles and basic fundamentals of real estate appraisal pertaining primarily to single-family and small multiple dwellings. Explains the appraisal process and the different approaches, methods, and techniques used to determine the value of various types of property. Satisfies partial educational requirement for State broker’s examination. **Prerequisite:** Reading Level A or evaluation by instructor. **Hours:** (54) 3 lect. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

**REST 64  REAL ESTATE PRACTICE (3 units)**
Basic elements of day-to-day real estate sales and brokerage practice, primarily for holders of real estate licenses as salesmen and brokers. Topics include listing, prospecting, advertising, financing, sales techniques, escrow and ethics. Satisfies partial educational requirement for State broker’s examination. **Prerequisite:** Real estate license or REST 39 recommended. Reading Level A or evaluation by instructor. **Hours:** (54) 3 lect. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.
R EST 65 INCOME TAX ASPECTS OF REAL ESTATE INVESTMENT (3 units)
A comprehensive introduction for real estate investors, salespersons and developers to the tax principles governing the operation of business real estate. By means of practical examples, illustrations and workshop problems, real estate transactions are examined in light of their tax implications, with emphasis on tax benefits arising from ownership in real estate. Pertinent tax law revisions are analyzed. **Prerequisite:** Some previous knowledge of taxes and/or evaluation by instructor, one year of accounting. REST 39, 60 and 64 recommended. **Hours:** (54) 3 lect. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

R EST 68 ADVANCED REAL ESTATE APPRAISAL (3 units)
Deals with the principles of appraisal, the appraisal process, features of appraisal, property considerations, appraisal techniques and professional standards of appraisers. There will be field trips to local sites illustrating the particular principle involved in that section of the course. The term project for each individual will consist of an actual appraisal of a local apartment complex illustrating all of the factors involved in the appraisal process. Satisfies partial educational requirement of State broker's examination. **Prerequisite:** R EST 63 with a grade of “C” or evaluation by instructor. **Hours:** (54) 3 lect. Field trips required. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

R EST 70 TOPICS IN REAL ESTATE (1 unit)
Workshop and seminar related to special topics of interest and concern to the real estate industry. Features panels of specialists or individual speakers. **Prerequisite:** None. **Hours:** (18) 18 hours per unit. May be repeated 3 times. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

R EST 70a SALESPEerson/BROKER PRELICENSE PREPARATION
R EST 70b FINANCING ISSUES
R EST 70c INVESTMENT
R EST 70d REAL ESTATE LEGAL ISSUES
R EST 70e REAL ESTATE INDUSTRY ANALYSIS
The Communications Department offers courses which provide lower division training for Broadcasting, Journalism, Special Education, and Speech majors who expect to transfer at the end of their sophomore year.

ASSOCIATE DEGREE PROGRAMS

Students expecting to transfer to an upper division institution with a major in Broadcasting, Journalism, Special Education or Speech must comply with the requirements as shown in the catalog under Graduation Requirements and should consult the catalog of the college or university of their choice for required and/or recommended courses. Counselors/advisors will assist the student in planning for an Associate Degree.

BROADCASTING

Designed to provide training for entry into the radio and television broadcasting fields.

Minimum units required in related disciplines — 25

Required Courses

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<th>Course</th>
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<tbody>
<tr>
<td>BRDCS 1a</td>
<td>Surv Radio Brdcasting</td>
<td>3.0</td>
<td>JRNL 1</td>
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<tr>
<td>BRDCS 2</td>
<td>Radio Production</td>
<td>3.0</td>
<td>SPCH 18</td>
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<tr>
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<td>Surv TV Brdcasting</td>
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BAKERSFIELD COLLEGE

JOURNALISM
Designed to provide training for entry into newspaper and magazine journalism and photojournalism.

Minimum units required in related disciplines — 22

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
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<tbody>
<tr>
<td>JRNL 1</td>
<td>Communic/Mass Media</td>
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<tr>
<td>JRNL 2a</td>
<td>Intr Newspaper Jnl</td>
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<td>JRNL 27a</td>
<td>Newsmr Operations</td>
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<td>JRNL 27b</td>
<td>Magazine Productn</td>
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<tr>
<td>JRNL 27e</td>
<td>Publicatn Photo Lab</td>
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<td>Magazine Journalism</td>
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<tr>
<td>JRNL 15</td>
<td>Photojournalism</td>
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</tbody>
</table>

SPECIAL EDUCATION (SIGN LANGUAGE EMPHASIS)
Designed to give training in sign language for the hearing impaired and for those who wish to communicate with the hearing impaired.

Minimum units required in related disciplines — 24

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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<tbody>
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<td>SPED 12</td>
<td>Intermed Ameslan</td>
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<td>SPED 13</td>
<td>Advanced Ameslan</td>
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<td>SPED 63</td>
<td>Interpreting Ameslan</td>
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<td>SPED 54</td>
<td>Fingerspelling</td>
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<td>SPED 56</td>
<td>Survival Skills</td>
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<td>Speech Communicatn</td>
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<td>SPCH 2</td>
<td>Living Communicatn</td>
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<tr>
<td>SPCH 5</td>
<td>Argumentatn/Debate</td>
<td>3.0</td>
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<tr>
<td>SPCH 18</td>
<td>Voice and Diction</td>
<td>3.0</td>
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<tr>
<td>SPCH 51</td>
<td>General Speech</td>
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SPEECH
Designed to provide training in basic oral skills in formal and informal situations.

Minimum units required in related disciplines — 25

Required Courses

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<tr>
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<tbody>
<tr>
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<td>SPCH 2</td>
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<td>SPCH 18</td>
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<td>SPCH 27*</td>
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<tr>
<td>SPCH 21</td>
<td>Oral Interpretation</td>
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<td>SPCH 22</td>
<td>Reader's Theatre</td>
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<tr>
<td>SPCH 35</td>
<td>Story Telling/Ch Lit</td>
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<tr>
<td>JRNL 1</td>
<td>Commun/Mass Media</td>
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</table>

*SPCH 27 may be taken four times for a total of no more than 8 units.
COURSE DESCRIPTIONS

The following abbreviations are commonly used in the course descriptions: lect lecture; lab laboratory; demo demonstration; CCS Course Classification System. Hours given in parentheses are total hours for the course. Hours lecture, lab, etc., are hours required per week usually. Prerequisites are expressed as minimum requirements. See page 60 for a fuller explanation.

BROADCASTING

BRDCS 1a SURVEY OF RADIO BROADCASTING (3 units)
A survey of the radio broadcast industry emphasizing its historical development, social importance and basic production techniques. Prerequisite: English Level A; Reading Level A. Hours: (54) 3 lect. CCS: Liberal Arts and Sciences. Transferable: CSU and Private Colleges. Credit limitations. For specific information see counselor.

BRDCS 1b SURVEY OF TELEVISION BROADCASTING (3 units)
A survey of the television broadcast industry emphasizing its historical development, social importance, and basic production techniques. Prerequisite: English Level A; Reading Level A. Hours: (54) 3 lect. CCS: Liberal Arts and Sciences. Transferable: CSU and Private Colleges. Credit limitations. For specific information see counselor.

BRDCS 2 RADIO PRODUCTION (3 units)
An introduction to current radio production theories. Emphasizes programming, sales, and components of electronic production. Discusses complexities of modern radio broadcasting. Prerequisite: English Level A; Reading Level A. Hours: (54) 3 lect. CCS: Liberal Arts and Sciences. Transferable: CSU and Private Colleges.

BRDCS 3 TV NEWS: WRITING AND PRODUCTION (3 units)
A survey of the field of television, newswriting and production, giving theoretical and practical experiences in writing, taping, editing and broadcasting television news. Prerequisite: English Level A; Reading Level A. Hours: (54) 3 lect/studio. CCS: Liberal Arts and Sciences. Transferable: CSU and Private Colleges.

BRDCS 27a RADIO STATION OPERATION
(1–3 units. Limit of 8 units.)
A laboratory experience in the various phases of radio station operation, including on-the-air studio operation, tape recording, editing and scriptwriting (except newswriting), while assisting in the operations of KBCC-FM, the campus radio station. Prerequisite: BRDCS 2 (may be taken concurrently); Reading Level A. Hours: (54-162) 3-6-9 hours lab by arrangement. May be repeated. CCS: Liberal Arts and Sciences. Transferable: CSU and Private Colleges.

BRDCS 27b RADIO NEWS: WRITING AND PRODUCTION
(1–2 units. Limit of 4 units)
A laboratory experience in radio newswriting and produciton, including writing, interviewing, taping, editing, re-writing teletype copy and on-the-air news broadcasting over KBCC-FM, the campus radio station. Prerequisite: BRDCS 2 (may be taken concurrently). English Level A; Reading Level A. Hours: (54-90) 1 unit: 1 lect, 2 lab by arrangement; 2 units: 1 lect, 4 lab by arrangement. May be repeated. CCS: Liberal Arts and Sciences. Transferable: CSU and Private Colleges.
JOURNALISM

JRNL 1 SURVEY OF THE MASS MEDIA (3 units)
An introduction to mass communication through the study of mass media and media technology. Includes a survey of media functions, responsibilities and practices, as well as a study of media history, development, influences on society and potential for the future. **Prerequisite:** English Level A; Reading Level A. **Hours:** (54) 3 lect/discussion. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges.

JRNL 2a BEGINNING REPORTING (3 units)
An introduction to the field of journalism through the study of information gathering and reporting techniques. Concentration on research, investigation, interviewing, reporting and writing, demonstrated by mastering basic writing skills applicable in the mass media. Emphasizes news, feature, sports and persuasion writing. **Prerequisite:** English Level A; Reading Level A. **Hours:** (54) 3 lect/discussion. Field trips required. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.

JRNL 4 INTRODUCTION TO PUBLIC RELATIONS (3 units)
An introduction to public relations in today’s society. Includes a survey of the origins of public relations and a study of the definitions, processes, and audiences of public relations. Specifics will include public relations in businesses, as well as associations, volunteer agencies and educational institutions. Includes how to write, prepare and submit release to video/audio and print media. **Prerequisite:** JRNL 2a. **Hours:** (54) 3 lect/discussion. **CCS:** Liberal Arts and Sciences. **Transferable:** CSU and Private Colleges.

JRNL 15 PRESS PHOTOGRAPHY (3 units)
Study and application of photography as applied to journalism. Practical problems in photo-journalism for news reporting, sports publicity, feature articles and public relations; emphasizes the use of press camera, together with practice in pertinent darkroom techniques. Emphasizes photography for publication. **Prerequisite:** English Level A; Reading Level A. **Hours:** (90) 2 lect/discussion, 3 supervised lab. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.

JRNL 26 PUBLICATION MANAGEMENT (1 unit)
Discusses with the publication advisor(s) content planning and evaluation, art, page, design, ethics and policy. Designed for editors of the campus newspaper and magazine. **Prerequisite:** JRNL 2a. Concurrent enrollment in JRNL 27a. **Hours:** (18) 1 lect. May be repeated 3 times. **CCS:** Liberal Arts and Sciences. **Transferable:** CSU and Private Colleges.

JRNL 27a NEWSPAPER PRODUCTION (2 units)
A production practicum for the college weekly newspaper offering experience in reporting, headline writing, copy editing, proof reading, layout procedures and computer use. All students on the newspaper major staff should be enrolled. **Prerequisite:** JRNL 2a. **Hours:** (72) 2 lect, 3 lab. May be repeated 3 times. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.
COMMUNICATIONS

JRNL 27e PHOTOGRAPHY LABORATORY FOR CAMPUS PUBLICATIONS (2 units)
A production practicum for student publications, offering experience in taking photographs, editing and sizing, and photo essay design. QUALIFIED student work will be published in student publications. **Prerequisite:** JRNL 15 or equivalent experience. English Level A; Reading Level A. **Hours:** (72) 1 lect, 3 lab. May be repeated 3 times. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.

JRNL 52 MULTI-CULTURAL MEDIA WORKSHOP (4 units)
An extensive introduction to various aspects of media, with specific concentration on newspaper journalism. Open to high school juniors and seniors who qualify for concurrent enrollment. **Prerequisite:** English Level A; Reading Level A. **Hours:** (152) 40 hours for 4 weeks. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only. **Note:** Offered in summer only.

SPECIAL EDUCATION

SP ED 11 BEGINNING AMESLAN (3 units)
Fundamentals of American Sign Language (AMESLAN or A.S.L.). Introduces the history, basic grammatical structure, techniques of signing and non-verbal aspects of American Sign Language. **Prerequisite:** Reading Level A. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** CSU and Private Colleges.

SP ED 12 INTERMEDIATE AMESLAN (3 units)
Develops fluency in American Sign Language. Emphasizes conceptual accuracy, numerical proficiency, and a mastering of the manual alphabet. Refines receptive and expressive skills. Introduces idiomatic expressions. **Prerequisite:** SP ED 11. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** CSU and Private Colleges.

SP ED 13 ADVANCED AMESLAN (3 units)
Instruction in the identification and correct translation of English idioms into sign language. Emphasizes advanced conversational fluency in AMESLAN. **Prerequisites:** SP ED 11 and 12. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** CSU and Private Colleges.

SP ED 20 SIGNING Exact ENGLISH (1.5 unit)
The student will understand a system of signs used in the educational setting and be able to apply it to Signing Exact English in academic areas, i.e., English grammar, reading, and spelling. **Prerequisite:** SP ED 11. **Hours:** (27) 3 lect/demo for 9 weeks. **CCS:** Liberal Arts and Sciences. **Transferable:** CSU and Private Colleges.

SP ED 54 FINGERSPELLING (1.5 units)
The manual alphabet and numerical digits used in conjunction with American Sign Language. Develops a fluency in expressive and receptive fingerspelling and numbers. **Prerequisite:** None. **Hours:** (27) 3 lect for 9 weeks. **CCS:** Liberal Arts and Sciences. **Not Transferable:** Associate Degree only.
SP ED 55 CULTURAL AWARENESS OF THE DEAF (1.5 units)
The cultural aspects related to the deaf population. Discusses areas involving language barrier, rights, discrimination and every day obstacles faced by a silent minority. **Prerequisite:** None. **Hours:** 3 lect for 9 weeks. **CCS:** Liberal Arts and Sciences. **Not Transferable:** Associate Degree only.

SP ED 56 SIGN LANGUAGE SURVIVAL SKILLS (1 unit)
Designed to provide specialized vocabulary in AMESLAN and its use in specific areas of interest. **Prerequisite:** None. **Hours:** (18) 18 hours per unit. Each may be repeated once. **CCS:** Liberal Arts and Sciences. **Not Transferable:** Associate Degree only.

SP ED 56a RELIGIOUS SIGNS
SP ED 56b MEDICAL SIGNS
SP ED 56c HUMAN SEXUALITY SIGNS
SP ED 56d SOCIAL SERVICE SIGNS
SP ED 56e LAW ENFORCEMENT SIGNS
SP ED 56f EDUCATIONAL SIGNS

SP ED 63 INTERPRETING AMESLAN (3 units)
An introduction to the field of sign language interpreting. Emphasizes conceptual accuracy, clarity, idiomatic expressions and correct grammatical structure used in American Sign Language. **Prerequisite:** SP ED 11, 12, and 13. **Hours:** (54) 3 lect/discussion. **CCS:** Liberal Arts and Sciences. **Not Transferable:** Associate Degree only.

SP ED 64 REVERSE INTERPRETING (1.5 units)
An introduction to interpreting from sign to voice what is being transmitted in American Sign Language. Discussions of conceptual accuracy. Appropriate vocalization and the proper interpretation of idiomatic expressions used in American Sign Language. **Prerequisite:** SP ED 63. **Hours:** (27) 3 lect for 9 weeks. **CCS:** Liberal Arts and Sciences. **Not Transferable:** Associate Degree only.

SP ED 65 SIGN AND SONG (3 units)
Instruction in analyzing and translating lyrics from music into visual vocabulary development, sign clarity and mime techniques. **Prerequisite:** SP ED 11 or evaluation by instructor. **Hours:** (54) 3 lect/discussion. May be repeated once. **CCS:** Liberal Arts and Sciences. **Not Transferable:** Associate Degree only.

SP ED 66 INTERPRETING LAB (0.5 unit)
A laboratory to enhance interpreting proficiency using American Sign Language. Develops and improves expressive and receptive skills while experiencing a variety of mock interpreting situations. **Prerequisites:** SP ED 11 and 12 or evaluation by instructor. **Hours:** (27) 27 hours lab per one-half unit. May be repeated 3 times. **CCS:** Liberal Arts and Sciences. **Not Transferable:** Associate Degree only.
SPCH 1  SPEECH COMMUNICATION (3 units)
Instruction in the composition, presentation and evaluation of original speeches and critical assessment of other communication events. Emphasizes topic selection, research, organization, development, delivery, audience analysis and critical analysis of persuasive communication. **Prerequisite:** Eligibility for ENGL 1a; Reading Level A. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges.

SPCH 2  FUNDAMENTALS OF COMMUNICATION (3 units)
An introduction to all aspects of the communication process, including intra and interpersonal communication, as well as public speaking. Emphasizes an understanding of communication in everyday life in conjunction with a knowledge of how to present ideas. **Prerequisite:** Eligibility for ENGL 1a; Reading Level A. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** CSU and Private Colleges.

SPCH 5  ARGUMENTATION AND DEBATE (3 units)
Instruction in both the theoretical and practical aspects of argumentation (both general and legal) and public debate. Instruction in the composition, presentation and evaluation of speeches of argumentation and debate. Emphasizes research, structuring arguments, evaluating argumentation, analysis, refutation and rebuttal. **Prerequisite:** Eligibility for ENGL 1a; Reading Level A. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges.

SPCH 18  VOICE AND DICTION (3 units)
Instruction in developing acceptable standards of voice production, emphasizing an understanding of the basic speech mechanism as related to respiration, phonation, resonation, and articulation. **Prerequisite:** English Level A; Reading Level A. **Hours:** (54) 3 lect/lab. **CCS:** Liberal Arts and Sciences. **Transferable:** CSU and Private Colleges. Credit limitations. For specific information see counselor.

SPCH 21  ORAL INTERPRETATION (3 units)
A study of the theoretical and technical aspects involved in the selection, analysis, and oral performance of literature. Includes participation in various types of performance exercises including presentation of prose, poetry, drama and readers’ theatre. **Prerequisite:** Eligibility for ENGL 1a; Reading Level A. **Hours:** (54) 3 lect/discussion. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges.

SPCH 22  READERS’ THEATRE (3 units)
An introduction to the oral performance of literature, with an emphasis on preparing and performing literature in solo, simple reading, staged, composite, chamber, and story reading productions. **Prerequisite:** Eligibility for ENGL 1a; Reading Level A. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges.
SPCH 24a  BEHAVIOR STYLES IN COMMUNICATION (1.5 units)
Instruction in styles of communication which produce both desirable and undesirable results. Emphasizes the communication process, ineffective communication styles (aggressive, passive) and resultant failures and effective communication styles (assertive, direct) and resultant successes. Prerequisite: English Level A; Reading Level A. Hours: (27) 3 lect/discussion for 9 weeks. CCS: Liberal Arts and Sciences. Transferable: CSU and Private Colleges.

SPCH 24b  SITUATIONAL COMMUNICATION (1.5 units)
Instruction in creating positive communication styles in emotionally charged situations. Emphasizes communication situations in which anxiety, guilt, anger, criticism and conflict tend to disrupt effective styles of communication. Vocational, professional and personal setting. Analyzes vocational, professional and personal settings. Prerequisite: English Level A; Reading Level A. Hours: (27) 3 lect/discussion for 9 weeks. CCS: Liberal Arts and Sciences. Transferable: CSU and Private Colleges.

SPCH 25  EFFECTIVE COMMUNICATION IN LEADERSHIP (1.5 units)
Instruction in both the theoretical and practical aspects of the relationship between leadership, supervision and effective communication. Emphasizes assessment of leadership effectiveness, personality variables, interaction variables, improving the communication climate, improving group processes, improving organizational meetings and improving performance appraisal interviews. Prerequisite: English Level A; Reading Level A. Hours: (27) 3 lect/discussion for 9 weeks. CCS: Liberal Arts and Sciences. Transferable: CSU and Private Colleges. Note: Formerly SPCH 24b Leadership through Effective Communication.

SPCH 27  INTERCOLLEGIATE SPEECH COMPETITION (1 unit)
Training in various speech forms for intercollegiate forensic competition and community speaking. Intensive discussion and practice in prepared and limited preparation events including humorous, oral interpretation, readers' theatre, duet interpretation and communication analysis. Prerequisite: Eligibility for ENGL 1a; Reading Level A. Hours: (18) 1 lect. May be repeated 3 times. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.

SPCH 27L  INTERCOLLEGIATE SPEECH COMPETITION (1–3 units)
Training in and application of various speech forms for intercollegiate forensic competition and community speaking. Intensive practice in prepared and limited preparation speaking events including debate, impromptu, extemporaneous, persuasive, informative, and humorous speaking, oral interpretation of literature, readers' theatre, duet interpretation and communication analysis. Prerequisite: Eligibility for Engl 1a; Reading Level A. Hours: (54–162) 1 unit: 3 lab; 2 units: 6 lab; 3 units: 9 lab. May be repeated 3 times. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.

SPCH 31a–31b–31c–31d  PERSUASION IN A DEMOCRATIC SOCIETY (1.5–1.5–1.5–1.5 units)
Prerequisite: Eligibility for ENGL 1a; Reading Level A. Hours: (27 each) Each 3 lect/discussion for 9 weeks. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.
SPCH 31a  FREEDOM OF EXPRESSION
Instruction in the analysis and evaluation of constitutional guarantees of freedom of expression. Instruction in the historical development of freedom of expression, obscenity, legal liabilities. Emphasizes freedom of expression in radio, television and politics.

SPCH 31b  FREEDOM OF SPEECH
Instruction in the analysis and evaluation of constitutional guarantees of freedom of speech. Instruction in the historical background, regulation of time, place and manner, legal protection of the speaker and free speech on college campuses. Emphasizes responsibilities involved in freedom of speech in contemporary American society.

SPCH 31c  THE RHETORIC OF AGITATION
Instruction in the techniques of agitation and revolution with emphasis on the rhetoric of conflict in both formal and informal discourse. Instruction in the values and dangers of agitation. Emphasizes the effect of agitation on decision making in a democratic society.

SPCH 31d  INTERRACIAL COMMUNICATION
Instruction in cultural conflict and confrontation. Instruction in basic communication problems within a multi-racial, multi-cultural society. Emphasizes face-to-face interracial difficulties.

SPCH 51  GENERAL SPEECH (3 units)
A study of the basic concepts of oral communication, especially as they relate to career-education. Emphasizes those aspects of oral communication which will most frequently be used in a career setting. Prerequisite: English and Reading Level B or evaluation by instructor. Hours: (54) 3 lect/discussion. CCS: Liberal Arts and Sciences. Not Transferable: Associate Degree only.

SPEECH COURSES FOR EFL* STUDENTS

SPCH 57ab  SPECIAL PROBLEMS IN ENGLISH PRONUNCIATION FOR BILINGUAL/BICULTURAL STUDENTS
(1.5-1.5 units. 57ab equivalent to 3 units)
Designed for students who are completely fluent in English, but who have difficulty being understood at times because of a dialect or an accent. Goals are to correct pronunciation errors by teaching how sounds are made, to give instruction in rhythm and intonation, and to correct stress on words in sentences and syllables in words. Prerequisite: ENGL 75 and SPCH 75 series OR placement based on the Bakersfield College English as a Foreign Language Placement Test OR recommendation of any Bakersfield College instructor. Hours: (27-27) 3 lect/lab. A student may enter at mid-semester. CCS: Liberal Arts and Sciences. Not Transferable: Associate Degree only.
SPCH 57cd  SPECIAL PROBLEMS IN ENGLISH PRONUNCIATION FOR BILINGUAL/BICULTURAL STUDENTS
(1.5 – 1.5 units. 57cd equivalent to 3 units.)
See description for 57ab. **Prerequisite:** SPCH 57ab OR placement based on the Bakersfield College English as a Foreign Language Placement Test OR recommendation of any Bakersfield College instructor. **Hours:** (27-27) 3 lect/lab. A student may enter at mid-semester. **CCS:** Liberal Arts and Sciences. **Not Transferable:** Associate Degree only.

SPCH 75ab  INTERMEDIATE LISTENING/SPEAKING ENGLISH AS A FOREIGN LANGUAGE (2 – 2 units. 75ab equivalent to 4 units)
Designed to improve the pronunciation, intonation patterns, and aural comprehension of the non-native English-speaking person. Emphasizes vowels, listening skills, and vocabulary development. **Prerequisite:** Placement based on the Bakersfield College English as a Foreign Language Placement Test. **Hours:** (36-36) 4 lect/discussion. A student may enter at mid-semester. **CCS:** Liberal Arts and Sciences. **Not Transferable:** Associate Degree only.

SPCH 75cd  INTERMEDIATE LISTENING/SPEAKING ENGLISH AS A FOREIGN LANGUAGE (1.5 – 1.5 units. 75cd equivalent to 3 units)
Designed at a higher level than SPCH 75ab to improve the pronunciation, intonation patterns, and aural comprehension of the non-native English-speaking person. Emphasizes consonants and note taking. **Prerequisite:** SPCH 75ab OR placement based on the Bakersfield College English as a Foreign Language Placement Test. **Hours:** (27-27) 3 lect/discussion. **CCS:** Liberal Arts and Sciences. **Not Transferable:** Associate Degree only.

*EFL—English as a Foreign Language. See also English courses for EFL students.*
CERTIFICATES OF ACHIEVEMENT

These training programs are designed for those who prefer career specialization courses and the earliest possible opportunity for job placement. Students wishing greater in-depth preparation may continue toward more advanced courses, an associate degree or transfer to a four-year institution.

COMPUTER INFORMATION SYSTEMS CERTIFICATE

Designed for the student who plans to specialize in business computer applications. Upon completion of the following courses with at least a “C” grade in each course, a student will be awarded a Computer Information Systems Certificate of Achievement.

Minimum units in required discipline - 33

Required Courses

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COMPUTER SCIENCE CERTIFICATE

Designed for the student who plans to specialize in math, science, or engineering computer applications. Upon completion of the following courses with at least a “C” grade in each course, a student will be awarded a Computer Science Certificate of Achievement.

Minimum units in required discipline - 30 to 32

Required Courses

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ASSOCIATE DEGREE PROGRAMS

Students are encouraged to continue their training and education beyond the Certificate of Achievement by taking additional technical-related courses and general education courses which may lead to an Associate in Science or Associate in Arts Degree.

Students must comply with the requirements as shown in the catalog under Graduation Requirements. Counselors/advisors will assist the student in planning for an associate degree.

For students wishing to transfer, the current catalog of the chosen college or university should be consulted for specific requirements. The college or university should be contacted in insure the transferability of the courses.

ASSOCIATE IN ARTS

COMPUTER INFORMATION SYSTEMS

Designed for the student who plans to transfer to California State University system or private colleges as a Computer Information Systems, Management Information Systems, or Data Processing Major. Provides an emphasis in business computer applications with a broad educational background.
Minimum units required - 19 to 21

Required Courses

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Other Suggested Courses


ASSOCIATE IN SCIENCE

COMPUTER INFORMATION SYSTEMS

Designed for the student who plans to specialize in business computer applications. The student will learn professional skills leading to employment and will gain a broad educational background. Provides a foundation for further studies in Computer Information Systems, Management Information Systems, or Data Processing.

Minimum units required - 33

Required Courses

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<td>BUS A 1a</td>
<td>Prin of Accounting</td>
<td>4.0</td>
<td>BUS A 20</td>
<td>Prin Busss/Indstry</td>
<td>3.0</td>
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<tr>
<td>BUS A 1b</td>
<td>Prin of Accounting</td>
<td>4.0</td>
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Other Suggested Courses

COMPUTER SCIENCE
Designed for the student who plans to specialize in math, science, or engineering applications. Students will learn professional skills leading to employment and will gain a broad educational background. Provides a foundation for further studies in Computer Science. Students intending to transfer should take COM S 10.

Minimum units required - 30 to 33

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>UN</th>
<th>Required for professional degree</th>
<th>UN</th>
</tr>
</thead>
<tbody>
<tr>
<td>DTA P 1 Intro Data Proces</td>
<td>3.0</td>
<td>MATH 6b Analyt Geom Calc II</td>
<td>4.0</td>
</tr>
<tr>
<td>DTA P 9 Structrd Prog Desgn</td>
<td>1.0</td>
<td>MATH 6c Calculus III</td>
<td>4.0</td>
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<tr>
<td>MATH 6a Analyt Geom Calc I</td>
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<td>MATH 22 Probability/Statist</td>
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Required for transfer degree

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>DTA P 15 Adv Prog with BASIC</td>
<td>3.0</td>
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<tr>
<td>OR</td>
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<tr>
<td>COM S 20 Advanced PASCAL</td>
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Elective Minimum of 6 units

<table>
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<tbody>
<tr>
<td>COM S 5 Intro Prog w/BASIC</td>
<td>3.0</td>
</tr>
<tr>
<td>COM S 7 Intro Assembly Lang</td>
<td>3.0</td>
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</table>

Other Suggested Courses

PHYSC 2a Gen Physc-Mech/Heat (4), PHYSC 2b Gen Physc-Slemmp (4), PHIL 7 Intro Logic (3), ELE T 1 Survey/Electronics (3).

COURSE DESCRIPTIONS

The following abbreviations are commonly used in the course descriptions: lect lecture; lab laboratory; demo demonstration; CCS Course Classification System. Hours given in parentheses are total hours for the course. Hours lecture, lab, etc., are hours required per week usually. Prerequisites are expressed as minimum requirements. See page 60 for a fuller explanation.

COMPUTER STUDIES

COM S 5 INTRODUCTION TO PROGRAMMING WITH BASIC (3 units)
Fundamentals of programming and operating computer systems in BASIC (Beginner's All-purpose Symbolic Instruction Code). Develops programming and problem solving skills and provides experience in using the computer as a problem solving tool in business, mathematics, physical sciences, social sciences, and other areas. Prerequisite: Two years of high school algebra or MATH D or equivalent or evaluation by instructor. Reading Level A. Some previous experience with computer usage, programming logic, or DTA P 1 or DTA P 9 recommended. Hours: (108) 3 lect, 3 lab by arrangement. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges. Credit limitations. For specific information see counselor.
COM S 7  INTRODUCTION TO ASSEMBLY LANGUAGE (3 units)
Fundamentals of assembly language programming. Topics include binary octal and hexadecimal arithmetic, data storage, bit manipulation, processor architecture and instruction set, system hardware, operating-system supervisory functions, program modularization through effective use of macros and procedures, use of assembler, linker, object-library manager, and debugger storage. Emphasizes the development of libraries (macro and object) of commonly-used input/output routines. The primary machine for the course will vary; the major topics of the course are common to assembly-language programming on any processor, and in any environment. Prerequisite: Two years of high school algebra, or MATH D or equivalent, DTA P 1 (or equivalent), and at least one course in a high-level language or evaluation by instructor. Reading Level A. Hours: (108) 3 lect, 3 lab by arrangement. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges. Credit limitations. For specific information see counselor.

COM S 10  INTRODUCTION TO PROGRAMMING WITH PASCAL (3 units)
Fundamentals of structured programming and problem solving and operating computer systems in Pascal. Develops structured programming and problem solving skills and provides experience in using the computer in a variety of applications. Prerequisite: Two years of high school algebra or MATH D or equivalent or evaluation by instructor. Reading Level A. Hours: (108) 3 lect, 3 lab by arrangement. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges. Credit limitations. For specific information see counselor.

COM S 11  INTRODUCTION TO PROGRAMMING WITH C (3 units)
Fundamentals of structured programming and operating computer systems in C. Develops structured programming and problem-solving skills and provides experience in using the computer in a variety of applications. Prerequisite: Successful completion of a high-level language (BASIC, Cobol, Fortran, or Pascal), or an Assembly Language Course or evaluation by instructor. Reading Level A. Hours: (54) 3 lect. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.

COM S 18  INTRODUCTION TO COMPUTER PROGRAMMING WITH FORTRAN (3 units)
Fundamentals of programming and operating computer systems using the FORTRAN 77 language. Develops skills and provides experience in using the computer as a problem solving tool in mathematics, physical sciences, engineering, life sciences, business, and social sciences. Prerequisite: MATH D or equivalent or evaluation by instructor. Hours: (108) 3 lect, 3 lab by arrangement. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges. Credit limitations. For specific information see counselor.

COM S 20  ADVANCED PROGRAMMING WITH PASCAL (3 units)
Advanced techniques of programming in the structured problem solving computer language Pascal. Emphasis on developing advanced skills in algorithm building and understanding data structures in a wide variety of applications. Prerequisite: COM S 10. Hours: (108) 3 lect, 3 lab by arrangement. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges. Credit limitations. For specific information see counselor.
COM S 21  SPECIAL PROJECTS
IN COMPUTER SCIENCE (1 unit. Limit 2 units)
Individual directed work in a computer science and computer information system area. Individ­ual research problems using materials, equipment and techniques not available in larger classes. Designed for students' vocational application of their choice and to tutor students in the computer laboratory. Prerequisite: Completion of a basic course in computer science or business data processing with a grade of "B" and evaluation by the instructor. Hours: (18) 18 lab per unit. CCS: Liberal Arts and Sciences. Transferable: CSU and Private Colleges. Credit limitations. For specific information see counselor.

COM S 45  LEARNING WITH COMPUTERS (3 units)
Introduction to Computer Assisted Instruction (CAI), in the use of computers in teaching. Includes an introduction to computers and computing, programming languages, design and development of instructional software, use of computer graphics, microcomputers, and the selection and evaluation of instructional programs and computer equipment. Prerequisite: Reading Level A. Hours: (54) 3 lect. CCS: Occupational Education. Transferable: CSU and Private Colleges.

COM S 48  INTRODUCTION TO COMPUTER ASSISTED INSTRUCTION (1 unit)
Use of a system wordprocessor, test generating and quiz systems, a computer managed instruction system, and computer assisted instruction systems: Prerequisite: Reading Level A. Hours: (18) 2 lect for 9 weeks. CCS: Liberal Arts and Sciences. Transferable: CSU and Private Colleges.

DATA PROCESSING

DTA P 1  INTRODUCTION TO DATA PROCESSING (3 units)
Introduction to the concept of electronic data processing and the use of the computer as a problem-solving tool in business, economics, mathematics, and the sciences. Includes the history of data processing, computer system components, sequential and direct-access processing, database management systems, tele-processing, distributed processing, and beginning BASIC programming. Prerequisite: Minimum one year of high school algebra or MATH A (may be taken concurrently) or evaluation by instructor. Reading Level A. Hours: (81) 3 lect, 1½ lab by arrangement. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges. Credit limitations. For specific information see counselor.

DTA P 4  COBOL PROGRAMMING LANGUAGE (3 units)
The fundamentals of the COBOL programming language. Students will be able to write structured COBOL programs to solve various types of business problems. Prerequisite: DTA P 1 or evaluation by instructor. Hours: (90) 3 lect, 2 lab by arrangement. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges. Credit limitations. For specific information see counselor.
DTA P 6  INTRODUCTION TO PROGRAMMING WITH RPGII (3 units)
The fundamentals of the RPGII programming language, the basics of RPGII program
logic and coding, and programming for various business applications. **Prerequisite:**
DTA P 1 or evaluation by instructor. **Hours:** (90) 3 lect, 2 lab. **CCS:** Liberal Arts and
Sciences. **Transferable:** UC, CSU and Private Colleges.

DTA P 7  SYSTEMS ANALYSIS AND DESIGN (3 units)
The tools and techniques involved in the analysis and design of computerized business
systems. Covers investigative techniques such as interviewing, sampling, question­
aire design, cost-benefit analysis, project management tools, and evaluation of hard­
ware, software and vendors. Actual business systems will be analyzed and designed.
**Prerequisite:** DTA P 1 and a high-level programming language. **Hours:** (54) 3 lect.
**CCS:** Liberal Arts and Sciences. **Transferable:** CSU and Private Colleges.

DTA P 9  STRUCTURED PROGRAM DESIGN (1 unit)
The fundamentals of writing computer programs. Emphasizes the development of
logic to solve problems. Covers various tools and techniques used to write structured
programs using any programming language. **Prerequisite:** Reading Level A.
**Hours:** (18) 3 lect for 6 weeks. **CCS:** Liberal Arts and Sciences. **Transferable:** UC,
CSU and Private Colleges.

DTA P 11  COMPUTER LITERACY FOR HEALTH CAREERS (1 unit)
Introduction to computers, including computer terminology, types of computers,
general information about the operation of computers, and a survey of various types
of computer languages. Emphasizes “hands-on” experience with video-display ter­
inals, and applications in health careers. **Prerequisite:** Student must be accepted
into one of the Bakersfield College health career programs or be an applicant to a
health career program. Reading Level A. **Hours:** (18) 2 lect for 9 weeks. **CCS:** Oc­
cupational Education. **Transferable:** CSU and Private Colleges.

DTA P 14  ADVANCED PROGRAMMING IN COBOL (3 units)
Advanced applications techniques, procedures, and language statements in COBOL.
Students will be able to write COBOL programs of professional quality. **Prerequisite:**
DTA P 4 or evaluation by instructor. **Hours:** (90) 3 lect, 2 lab. **CCS:** Liberal Arts and
Sciences. **Transferable:** UC, CSU and Private Colleges. Credit limitations. For
specific information see counselor.

DTA P 15  ADVANCED PROGRAMMING WITH BASIC (3 units)
Advanced application topics in structured, business-oriented programming in the
BASIC (Beginner's All-purpose Symbolic Instruction Code) programming language.
Topics include structured programming techniques (writing, “maintainable” programs,
elimination of GOTO's), menu handling, use of files (sequential, virtual-array,
relative-record, random, and indexed-sequential), data formatting, arrays and
matrices, sorting and searching, and use of peripheral devices. **Prerequisite:** COM S
5 and DTA P 1 or equivalent. **Hours:** (108) 3 lect, 3 lab. **CCS:** Liberal Arts and
Sciences. **Transferable:** UC, CSU and Private Colleges. Credit limitations. For
specific information see counselor.
DTA P 16 ADVANCED PROGRAMMING IN RPGII (3 units)
Advanced RPGII file and array processing and programming techniques commonly used in current programming environments. **Prerequisite:** DTA P 6 or evaluation by instructor. **Hours:** (90) 3 lect, 2 lab. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges.

DTA P 20 OPERATING SYSTEM PROCEDURAL LANGUAGE (3 units)
Procedures using the Operation Control Language (OCL) of the IBM System/36 and use of system utilities such as the Data File Utility, the Screen Design Aid, the Source Entry Utility, the Programmer and Operator Productivity Aid, and the system sort. Covers the fundamentals necessary to effectively use and operate a medium-sized computer in a business setting. **Prerequisite:** A high-level programming course with a grade of “C” or evaluation by instructor. **Hours:** (90) 3 lect, 2 lab. **CCS:** Liberal Arts and Sciences. **Transferable:** CSU and Private Colleges.

DTA P 22 BUSINESS DATABASE SYSTEMS (3 units)
Fundamentals of the use of relational and CODASYL model databases in a business environment. Emphasizes the use of SQL, IDMS, and dBASE III database formats. Covers various data structures and the designing to databases for both the relational and CODASYL models, as well as the fundamentals of writing business applications. **Prerequisite:** DTA P 1 and 4. **Hours:** (81) 3 lect, 1½ lab. **CCS:** Liberal Arts and Sciences. **Transferable:** CSU and Private Colleges.

DTA P 25 INTRODUCTION TO SMALL BUSINESS COMPUTERS (3 units)
Provides a working knowledge of small computers. Covers background and orientation material on microcomputers, including hardware and software selection. Focuses on the business applications of small computers, including word processing, spreadsheet, data management, and graphics. **Prerequisite:** Reading Level A. **Hours:** (81) 3 lect, 1½ lab. **CCS:** Liberal Arts and Sciences. **Transferable:** CSU and Private Colleges.

DTA P 40 THE NEW LITERACY (TV) (3 units)
Students will become acquainted with the evolution of computers; the impact of the “microelectronic revolution” on society; the growing use of information and how that information is gathered and dispensed; the new world of personal computing; the area of television and its implications; technology and its “humanization”; the biomedical applications of technology; transnational flow of information; sensing and modeling; simulations; “electronic medicine”; machine memory and storage; electronic music; new perspectives and implications of all these new devices; concepts; and techniques. **Prerequisite:** Reading Level A. **Hours:** (26) 30-lesson television series, plus 1 orientation, 2 review sessions, 2 test sessions. **CCS:** Liberal Arts and Sciences. **Transferable:** CSU and Private Colleges. UC credit limitations. For specific information see counselor.

DTA P 52 INTRODUCTION TO THE MICROCOMPUTER (1 unit)
Introduction to the microcomputer. Uses the Disk Operating System (DOS) on microcomputers including program and file capabilities, advanced features, many utilities and major applications, and provide a basis for computer literacy. **Prerequisite:** None. **Hours:** (18) 3 lect for 6 weeks. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.
DTA P 61 INTRODUCTION TO LOTUS 1-2-3 (1 unit)
Introduces the Lotus 1-2-3 spreadsheet program, including setting up a spreadsheet, reading from and dumping to a database, cell data entry, formulas, and options. **Prerequisite:** Some knowledge of microcomputer operation recommended. **Hours:** (18) 3 lect for 6 weeks. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

DTA P 62a INTRODUCTION TO WORDSTAR (1 unit)
Introduces the use of WordStar word processing system, including the command structure, entry to and exit from a processing session, file creation and change, cutting and pasting, tables, print options and printing, and file handling options. **Prerequisite:** Some knowledge of microcomputer operations recommended. **Hours:** (18) 3 lect for 6 weeks. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

DTA P 62b INTRODUCTION TO WORDPERFECT (1 unit)
Enables the student to use the WordPerfect word processing system, including the command structure, entry to and exit from a processing session, file creation and change, cutting and pasting, tables, print options and printing, and file handling options. **Prerequisite:** Some knowledge of microcomputer operations recommended. **Hours:** (36) 3 lect for 6 weeks. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

DTA P 63 INTRODUCTION TO dBASE II AND III (1 unit)
Introduces the use of dBASE II/III database management program, including creating and updating databases, writing command files to access databases, producing reports from the contents of databases, and preparing databases for access by other programming languages. **Prerequisite:** Some knowledge of microcomputer operations recommended. **Hours:** (18) 3 lect for 6 weeks. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

DTA P 64 INTRODUCTION TO BUSINESS GRAPHICS (1 unit)
Designed to use microcomputer software to produce charts and graphs for business purposes. Focuses on the creation of graphs using CHARTMASTER, the use of the graphics portion of LOTUS 1-2-3, the enhancement of business graphics by the use of electronic clip art, and the transfer of data from spreadsheets to graphics programs. **Prerequisite:** Familiarity with the IBM PC operating system and microcomputer spreadsheets highly recommended. **Hours:** (18) 3 lect for 6 weeks. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.

DTA P 70 TOPICS IN MICROCOMPUTER APPLICATIONS (0.5 – 1 unit)
Topics in series about Microcomputer Literacy will be offered on an occasional basis as the community need seems to indicate. Microcomputer application courses both for the home and office will offer hands-on experience with popular microcomputers. **Prerequisite:** None. **Hours:** (9-18) 18 lect per unit. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

DTA P 70a PC-FILE (1 unit)  **Hours:** (18) 3 lect for 6 weeks.
DTA P 71  ADVANCED LOTUS 1-2-3 (1 unit)
A continuation of DTA P 61 which involves the development of advanced computer spreadsheet skills, such as manipulation of databases, the creation of macros, and utilization of graphics and printing capabilities. **Prerequisite:** DTA P 61. **Hours:** (18) 3 lect for 6 weeks **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

DTA P 72  INTRODUCTION TO PROGRAMMING WITH dBASE III, III+ (1 unit)
Fundamentals of programming in dBASE III, III+. Develops programming and problem-solving skills and provides experience in a data base programming environment. **Prerequisite:** DTA P 63 or evaluation by instructor. **Hours:** (36) 3 lect. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

DTA P 80  MICROCOMPUTER FUNDAMENTALS (0 unit)
Designed for those with little or no computer experience. Hands-on experience using the functions of a microcomputer. Includes terminology, assessing computer needs, operating a computer, simple programming and using software. **Prerequisite:** COR A 1 or equivalent. **Hours:** (8) 8 lect/lab. **CCS:** Occupational Education. **Not Transferable:** Not degree applicable.

DTA P 81  MICROCOMPUTERS — DATABASE MANAGEMENT (0 unit)
Designed for those with some experience using a microcomputer. Hands-on experience focusing on software used in the management of records. Students will design a database system relevant to their own needs and generate that database on the computer. **Prerequisite:** COR A 1 or equivalent. **Hours:** (8) 8 lect/lab. **CCS:** Occupational Education. **Not Transferable:** Not degree applicable.
COUNSELING

There are no degree or certificate programs in Counseling at the two-year college level. The courses described below are taught by counselors to help students decide on a career and to meet their educational goals.

COURSE DESCRIPTIONS

The following abbreviations are commonly used in the course descriptions: lect lecture; lab laboratory; demo demonstration; CCS Course Classification System. Hours given in parentheses are total hours for the course. Hours lecture, lab, etc., are hours required per week usually. Prerequisites are expressed as minimum requirements. See page 60 for a fuller explanation.

COUNS 1 EDUCATIONAL PLANNING (0.5 unit)
Designed to assist students to in understanding college requirements and to help them in making educational plans. Required for both the A.A. and A.S. degrees. Prerequisite: Reading Level A. Hours: (9) 9 lect. CCS: Liberal Arts and Sciences. Transferable: CSU and Private Colleges.

COUNS 4 INTRODUCTION TO COLLEGE FOR INTERNATIONAL STUDENTS (1 unit)
Designed to give international students a practical training in studying effectively, the techniques for survival within the college setting, and making their educational plan for college studies. Satisfies counseling requirement for graduation from Bakersfield College. Prerequisite: Reading Level A or evaluation by instructor. Hours: (18) 2 lect/discussion for 9 weeks. CCS: Liberal Arts and Sciences. Transferable: CSU and Private Colleges.

COUNS 5 CURRENT CONCERNS SEMINAR (1–1–1–1 unit)
Discussions of current topics of interest and significance to students. The topics are to be timely and relevant to student needs. Prerequisite: Reading Level A. Hours: (18) 18 lect per unit. Each topic may be taken only once. CCS: Liberal Arts and Sciences. Transferable: CSU and Private Colleges.

COUNS 11 TOOLS FOR COLLEGE SURVIVAL (1.5 units)
A concentrated exposure to ways of successfully dealing with problems of college study and college life. Prerequisite: Reading Level A. Hours: (18) 1 lect. CCS: Liberal Arts and Sciences. Transferable: CSU and Private Colleges.
COUNS 51 ORIENTATION FOR INTERNATIONAL STUDENTS (1 unit)
An intensive program of orientation for the incoming foreign-born student including
an introduction to Bakersfield College staff, facilities and regulations and the com­
munity of Bakersfield. Prerequisite: None. Hours: (20) 4 hours for 5 days im­
mediately before the beginning of the semester. CCS: Liberal Arts and Sciences. Not
Transferable: Associate Degree only.

COUNS 76 INTRODUCTION TO COSMETOLOGY (1 unit)
Understanding of the field of cosmetology, the job opportunities in the field, the skills
and need for competency in the field, and policies and procedures of the Bakersfield
College Cosmetology Program. Prerequisite: None. Hours: (9) 9 lect. CCS: Oc­
cupational Education. Not Transferable: Associate Degree only. Note: Not open to
students with credit in COSMT 76.
Studies in English provide preparation for the professions, government service, and politics. Career opportunities in English include teaching, journalism, publishing, advertising, and copywriting.

Students seeking an Associate Degree must take a writing course, either English 1 or 1a, and may take a literature class in fulfillment of the humanities requirement. Students seeking a Baccalaureate Degree should take English 1a and may take English 1b and other literature courses in fulfillment of specific General Education requirements. Students planning to major in English should take English 1a and 1b and at least one of the following: English 5a and 5b or English 30a and 30b. Students planning to transfer to the University of California should consider English 2. For specific information, students should consult the catalog of the school to which they intend to transfer.

**ELIGIBILITY**

Eligibility for English classes depends upon a student's writing ability. English 60, 1 and 1a are sequential courses designed to develop proficiency in writing. To determine the appropriate level, Bakersfield College administers objective and essay tests to entering students. All students must take the essay test to be admitted to a composition class.

Students who are classified 1a are eligible for English 1a; Level A for English 1; Level B for English 60; and Level C for Learning Skills 68, English 63, English 64, English 71abc or English 77abcdef.

After a student begins the English 60, 1, 1a sequence, the student must earn a grade of "C" or better in the preceding course to move to the next level. For example, he/she must earn a grade of "C" in English 60 to be eligible for English 1, a grade of "C" in English 1 to be eligible for English 1a. Eligibility for other English courses, including literature courses, depends upon the student's eligibility in the composition sequence. Note the prerequisite for each course.
ENGLISH

ENGL 1 INTRODUCTORY COMPOSITION (3–4 units)
Satisfies the General Education requirement in written English for the AA and AS Degrees and prepares transfer students for ENGL 1a. Emphasizes the competent writing of complete essays using exposition and argumentation. In Continuing Education and Summer Session, ENGL 1 is a three hour per week, three unit course. Prerequisite: English Level A or ENGL 60 with a grade of “C.” Hours: (54-72) 3 or 4 lect. CCS: Liberal Arts and Sciences. Transferable: CSU and Private Colleges.

ENGL 1a EXPOSITORY COMPOSITION (4 units)
Expository writing and reading. Review of paragraph development; organization of the whole paper; study of style. Preparation of a reference paper with extensive instruction in use of the library. Readings in assigned works. Prerequisite: English Level A or ENGL 1 with a grade of “C.” Hours: (72) 4 lect. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.

ENGL 1b INTRODUCTION TO TYPES OF LITERATURE (3 units)
An introductory course in literature, comprising critical analysis of notable works in prose fiction, drama and poetry, with emphasis on evaluating the logical relationship between form and content and on formulating criteria for artistic judgment. Continued instruction in the communication skills of writing, listening and discussing. Prerequisite: Eligibility for ENGL 1a. Hours: (54) 3 lect. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.

ENGL 2 ADVANCED COMPOSITION (5 units)
Expository writing; reading of expository and literary works. Study of the rhetoric, style, and thought of selected expository and literary masterworks from Plato to the present. Prerequisite: ENGL 1a and recommendation of a counselor or an instructor. Hours: (90) 4 lect/discussion plus 1 hour arranged. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.

ENGL 5a–5b SURVEY OF ENGLISH LITERATURE TO 1900 (3–3 units)
The history of English literature with emphasis on the critical reading of representative works from Chaucer to 1900. Required for students whose major or minor is English and recommended for students who desire to extend their knowledge of the literary tradition. Prerequisite: Eligibility for ENGL 1a. Hours: (54) 3 lect. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.
ENGL 11  TWENTIETH CENTURY DRAMA (3 units)
An average of three hours per week of lecture, discussion, and viewing of plays on film. A study of contemporary world drama, utilizing American and European film productions. Emphasizes dramatic literature and concentrates on past and present theatre movements as well as the merits of the play. **Prerequisite:** Eligibility for ENGL 1a. **Hours:** (54) 3 lect/discussion. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges.

ENGL 12  MODERN SHORT FICTION (3 units)
The student will read a selection of modern short stories and learn to identify such elements as plot, character, theme, point of view, tone and symbol. He/she will develop an understanding of the evolution of the modern story. He/she will practice writing about personal reactions and objective analyses. **Prerequisite:** Eligibility for ENGL 1a. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges.

ENGL 21  BLACK LITERATURE (3 units)
The study of the Black Experience through literature. The contribution of noted Black authors in prose, poetry and drama. **Prerequisite:** Eligibility for ENGL 1a. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges.

ENGL 27  THE BIBLE AS LITERATURE (3 units)
Presents the poetry and prose of the Bible, especially of the Old Testament. Includes lecture, discussion, and dramatic readings. **Prerequisite:** Eligibility for ENGL 1a. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges.

ENGL 28  CLASSICAL MYTHOLOGY (3 units)
Designed to acquaint the student with the body of Greek and Roman myths and to consider the various ways these myths survive in our culture today. **Prerequisite:** Eligibility for ENGL 1a. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges.

ENGL 29  SCIENCE FICTION (3 units)
Through reading and discussion of novels and short stories, students will learn to recognize the themes of contemporary science fiction. Lectures will cover the history of the genre, focusing on developments since World War II. Some attention will be given to the related genre of fantasy and horror fiction as well as to science fiction films. **Prerequisites:** Eligibility for English 1a or evaluation by instructor. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges.

ENGL 30a–30b  SURVEY OF AMERICAN LITERATURE (3–3 units)
A study of the most notable American authors from the Revolutionary period to the present with emphasis on the intrinsic values of the literature. Recommended as an elective for majors in any of the humanities, in history or in education. **Prerequisite:** Eligibility for ENGL 1a. 30a is not prerequisite to 30b. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges.
ENGL 31a  LATIN AMERICAN AND MEXICAN LITERATURE (3 units)
A survey of the literature of Mexico and Latin America. Introduces the most representative works of Mexican and Latin American writers. Special emphasis on works that best reflect the spirit of social and political change in Mexico and the rest of Latin America. **Prerequisite:** Eligibility for ENGL 1a. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. **Note:** Not open to students with credit in CH ST 31a.

ENGL 31b  CHICANO LITERATURE (3 units)
A bilingual (Spanish-English) analysis and criticism of Chicano literature in the United States. Introduces the contemporary literature of the Chicano and its literary and content development. Emphasizes the Chicano novel, short story, essay, poetry and teatro. **Prerequisite:** Eligibility for ENGL 1a. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. **Note:** Not open to students with credit in CH ST 31b.

ENGL 34  INTRODUCTION TO BOOKS AND LIBRARIES (0.5 unit)
Designed to increase efficiency in finding information, broaden knowledge of library resources, develop skills in compiling bibliographies and suggest methods of personal enrichment through books and library materials. **Prerequisite:** Reading Level A. **Hours:** (9) 1 lect for 9 weeks. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges.

ENGL 35  STORYTELLING AND CHILDREN’S LITERATURE (3 units)
Emphasizes oral presentation of literature for kindergarten, elementary and intermediate grades as well as evaluation, selection, reading and discussion of the literature. **Prerequisite:** Eligibility for ENGL 1. **Hours:** (54) 3 lect/demonstration and field practice by arrangement. **CCS:** Liberal Arts and Sciences. **Transferable:** CSU and Private Colleges. Credit limitations. For specific information see counselor.

ENGL 41a–41b  INTRODUCTION TO CREATIVE WRITING (3–3 units)
A course in the writing of poems and short stories, with emphasis on the control of language. The lectures cover the use of sound, imagery, and sense in poetry; the elements of character, plot, theme, and point of view in fiction; and the importance of creative choice to the writer. **Prerequisite:** Eligibility for ENGL 1a. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.

ENGL 41c–41d  INTRODUCTION TO CREATIVE WRITING (2–2 units)
A course in the writing of poems and short stories, with emphasis on the control of language. The lectures cover the use of sound, imagery, and sense in poetry; the elements of character, plot, theme, and point of view in fiction; and the importance of creative choice to the writer. **Prerequisite:** Eligibility for ENGL 1a. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.
ENGL 57abc  SPECIAL PROBLEMS IN ENGLISH COMPOSITION
FOR BILINGUAL/BICULTURAL STUDENTS (3 units)*
57a—57b—57c (1—1—1 unit) equivalent to 57abc.
Provides specific intensive instruction and training in areas of composition which the
student has not yet mastered. The students will write compositions and complete
prescribed remedial exercises to improve his or her writing skills. **Prerequisite:**
ENGL 60 with a grade of "C" or higher OR Placement based on the Bakersfield Col­
lege English as a Foreign Language Placement Test OR recommendation of an
English instructor. **Hours:** (18-54) 3 lec/discussion/laboratory for 6 weeks per unit.
CCS: Liberal Arts and Sciences. **Not Transferable:** Associate Degree only. **Note:**
Formerly ENGL 257ab.

ENGL 57def  SPECIAL PROBLEMS IN ENGLISH COMPOSITION
FOR BILINGUAL/BICULTURAL STUDENTS (3 units)*
57d—57e—57f (1—1—1 unit) equivalent to 57def.
See description for 57abc.

ENGL 60  BASIC USAGE AND GRAMMAR (3—4 units)
A comprehensive review of the fundamentals of correct English. Intensive drill on
usage and spelling. Sentence and paragraph writing to test the student's application of
these mechanics. **Prerequisite:** English Level B. **Hours:** (54-72) 3 or 4 lec. CCS:
Liberal Arts and Sciences. **Not Transferable:** Associate Degree only.

ENGL 63  BEGINNING VOCABULARY DEVELOPMENT (3 units)
Strategies for vocabulary development including the use of context clues, word
analysis, dictionary and thesaurus. Practice in applying strategies to textbooks, newspa­
papers, magazines, and fiction. Instruction in distinguishing among commonly con­
fused words and recognizing multiple meanings. Elementary principles of language,
including how words enter the language, connotation, denotation, and usage. Em­
phasis upon using new words in students' own speech and writing. **Prerequisite:**
None. **Hours:** (54) 3 lec. CCS: Liberal Arts and Sciences. **Not Transferable:**
Associate Degree only.

ENGL 64  LANGUAGE STUDY
AND VOCABULARY DEVELOPMENT (3 units)
Presents basic concepts of present-day English, its development and its employment
for practical communication. Provides practice in a variety of vocabulary-building
techniques. Recommended for career education students. May not be used as an
avenue into ENGL 1. **Prerequisite:** None. **Hours:** (54) 3 lec. CCS: Liberal Arts
and Sciences. **Not Transferable:** Associate Degree only.

ENGL 65  MODERN CULTURE AND THE POPULAR ARTS (3 units)
A study of the cultural and social aspects of life as reflected by the popular arts, in­
cluding the place and nature of art, the quality of life in our society, and cultural
change. A general education course which includes study of art, music, literature, and
philosophy. Recommended but not limited to students who are unlikely to take other
courses in the humanities. **Prerequisite:** None. **Hours:** (54) 3 lec. CCS: Liberal
Arts and Sciences. **Not Transferable:** Associate Degree only.
ENGL 69abc  READING AND DISCUSSION
OF AMERICAN CULTURE FOR FOREIGN STUDENTS (3 units)∗
69a—69b—69c (1—1—1) equivalent to 69abc.
Designed for advanced level EFL students. Provides a transition in language learning
from a rigidly-controlled setting toward a less-structured classroom approach. The stu-
dent will learn to read unadapted material, ask questions, participate in discussions,
and use English structures and idioms. Prerequisite: ENGL 75d with a grade of “C”
OR advanced placement based on the Bakersfield College English as a Foreign
Language Placement Test. Hours: (18-54) 3 lect/discussion for 6 weeks per unit.
CCS: Liberal Arts and Sciences. Not Transferable: Associate Degree only.

ENGL 71a—71b—71c  SPECIAL GRAMMAR REVIEW (1—1—1 unit)
ENGL 71a—Parts of Speech and How They Function. ENGL 71b—Variation of
Sentence Structure. ENGL 71c—Punctuation.
The student will be prepared to function more effectively in ENGL 60 as a result of
having received a comprehensive review of the parts of speech and their function, of
commonly used sentence patterns, of common contractions and their homonymic
possessive noun forms. Prerequisite: None. Hours: (18-54) 3 lect/discussion for 6
weeks per unit. CCS: Liberal Arts and Sciences. Not Transferable: Associate
Degree only.

ENGL 72  INTENSIVE GRAMMAR DRILL
FOR FOREIGN AND BICULTURAL AMERICAN STUDENTS (1 unit)
Recommended for foreign and bicultural American students who need extra help with
specific grammatical structures such as verbs, articles and prepositions. Instruction will
emphasize intensive oral and written drill of the specific elements being taught. Prereq-
usite: Completion of ENGL 75ab and ENGL 75cd or placement based on the
Bakersfield College English as a Foreign Language Placement Test OR recommenda-
tion of any Bakersfield College English instructor. Hours: (36) 1 lect, 1 lab/grammar
drill. CCS: Liberal Arts and Sciences. Not Transferable: Associate Degree only.

ENGL 75ab  INTERMEDIATE
ENGLISH AS A FOREIGN LANGUAGE (4 units)∗
75a—75b (2—2) equivalent to 75ab.
Offers instruction in intermediate-level reading and writing and in basic English gram-
mar. Prerequisite: A score of 500 on the Test of English as a Foreign Language
(ToeFL) OR placement based on the Bakersfield College English as a Foreign
Language Placement Test OR verification by a Bakersfield College EFL instructor that
the student has a working knowledge of English sufficient to complete courses at
Bakersfield College not requiring extensive reading and writing skills. For 75b, ENGL
75a with a grade of “C” OR placement based on the Bakersfield College English as a
Foreign Language Placement Test. Hours: (36-72) 4 lect/discussion/laboratory for 9
weeks. CCS: Liberal Arts and Sciences. Not Transferable: Associate Degree only.
ENGL 75cd  INTERMEDIATE
ENGLISH AS A FOREIGN LANGUAGE (3 units)
75c—75d (1.5—1.5) equivalent to 75cd.
Continuation of ENGL 75ab with more complex intermediate reading and writing.
Covers the more advanced structures of English grammar and continues to build
reading and writing skills and vocabulary. **Prerequisite:** ENGL 75b with a grade of
"C" OR placement based on the Bakersfield College English as a Foreign Language
Placement Test. **Hours:** (27-54) 3 lect/discussion/laboratory for 9 weeks. **CCS:**
Liberal Arts and Sciences. **Not Transferable:** Associate Degree only.

ENGL 77abc  INTERMEDIATE WRITING PRACTICE
FOR FOREIGN AND BICULTURAL AMERICAN STUDENTS (1-3 units)*
77a—77b—77c equivalent to 77abc.
Recommended for foreign and bicultural American students who still need to develop
control of grammar and usage in order to advance into ENGL 60. Instruction will em-
phasize continued practice of the grammatical structures and elements of usage which
are commonly missed by foreign and minority students as well as paragraph develop-
ment. Learning skills will be applied in written exercises and compositions. **Prerequi-
site:** Completion of ENGL 75ab and ENGL 75cd or placement based on the
Bakersfield College English as a Foreign Language Placement Test or recomenda-
tion by any Bakersfield College English instructor. **Hours:** (30-90) 5 lect/writing lab
per unit. **CCS:** Liberal Arts and Sciences. **Not Transferable:** Associate Degree only.

ENGL 77def  INTERMEDIATE WRITING PRACTICE
FOR FOREIGN AND BICULTURAL AMERICAN STUDENTS (3 units)*
77d—77e—77f (1—1—1 unit) equivalent to 77def.
**Hours:** (18-54) 3 lect/writing lab per unit. See description for 77abc.

ENGL 260  BASIC USAGE AND GRAMMAR (3—4 units)
Self-paced open entry/open exit. For description, see ENGL 60.

ENGL 264  LANGUAGE STUDY
AND VOCABULARY DEVELOPMENT (3 units)
Self-paced open entry/open exit. For description, see ENGL 64.

ENGL 5  SPELLING IMPROVEMENT (1 unit)
A course in basic spelling, including the use of the apostrophe. Open to all students.
**Prerequisite:** None. **Hours:** (18) 1 lect. **CCS:** Liberal Arts and Sciences.
**Transferable:** Not transferable; Associate Degree only.

*EFL—English as a Foreign Language
See also Speech Courses for EFL students
Bakersfield College offers a complete program of courses for the EFL student, including English, speech, and reading courses at the intermediate and advanced levels as well as special sections of regular English and learning skills courses.

A comprehensive testing program has been especially designed to insure that all foreign students are placed in the courses which will best suit their needs. ALL EFL STUDENTS ARE URGED TO TAKE THE BAKERSFIELD COLLEGE ENGLISH AS A FOREIGN LANGUAGE PLACEMENT TEST. Those who do not take this test will be required to begin their English instruction with English 75a. Some students may find, however, that the test will show that their English language skills are good enough that they can begin with the more advanced courses.

An International Student Advisor is available in the International Student Center to assist with scheduling of courses and to discuss academic as well as personal problems. All international students and other students for whom English is a foreign language are urged to visit the Center and take advantage of the services offered there.

**ENGLISH COURSES FOR EFL STUDENTS**

For course descriptions of below courses, see English course listings.

**ENGL 57abc** SPECIAL PROBLEMS IN ENGLISH COMPOSITION FOR BILINGUAL/BICULTURAL STUDENTS (1.0—1.0—1.0 unit)

**ENGL 57def** SPECIAL PROBLEMS IN ENGLISH COMPOSITION FOR BILINGUAL/BICULTURAL STUDENTS (1.0—1.0—1.0 unit)

**ENGL 60** BASIC USAGE AND GRAMMAR (3 units)

Special section of English 60 for bilingual/bicultural students.

**ENGL 63** BEGINNING VOCABULARY DEVELOPMENT (3 units)

**ENGL 69abc** READING AND DISCUSSION OF AMERICAN CULTURE FOR FOREIGN STUDENTS (3 units)

**ENGL 75a—75b** INTERMEDIATE ENGLISH AS A FOREIGN LANGUAGE (2—2 units)
ENGL 75c—75d INTERMEDIATE ENGLISH AS A FOREIGN LANGUAGE (1.5—1.5 units)

ENGL 77abc INTERMEDIATE WRITING PRACTICE FOR FOREIGN AND BICULTURAL AMERICAN STUDENTS (1—3 units)

ENGL 77def INTERMEDIATE WRITING PRACTICE FOR FOREIGN AND BICULTURAL AMERICAN STUDENTS (1—3 units)

LEARNING SKILLS MODULES FOR EFL * STUDENTS

LRN S 70a—e STUDY SKILLS (0.5—2.5 units)

EFL students will receive assistance in developing effective study skills. For general description and listing of mini-courses, see Learning Skills 70a—e.

READING COURSE FOR EFL * STUDENTS

For course description of below Reading course, see Reading course listings.

RDNG 72 READING FOR FOREIGN AND BILINGUAL STUDENTS (3 units)

SPEECH COURSES FOR EFL * STUDENTS

For course descriptions of below Speech courses, see Speech course listings.

SPCH 18 VOICE AND DICTION (3 units)

Advanced instruction in speech production for greater fluency. For course description, see Speech 18.

SPCH 57ab SPECIAL PROBLEMS IN ENGLISH PRONUNCIATION FOR BILINGUAL/BICULTURAL STUDENTS (1.5—1.5 units)

SPCH 57cd SPECIAL PROBLEMS IN ENGLISH PRONUNCIATION FOR BILINGUAL/BICULTURAL STUDENTS (1.5—1.5 units)

SPCH 75a—75b INTERMEDIATE LISTENING/SPEAKING ENGLISH AS A FOREIGN LANGUAGE (2—2 units)

SPCH 75c—75d INTERMEDIATE LISTENING/SPEAKING ENGLISH AS A FOREIGN LANGUAGE (1.5—1.5 units)

*EFL—English as a Foreign Language
ETHNIC STUDIES
Black Studies
Chicano Studies
Related Ethnic Studies
Courses

The Ethnic Studies curriculum consists of three areas: Black Studies, Chicano Studies and related courses which have special significance to racial minorities and to the general student. These courses will normally be listed within the appropriate subject areas.

Several universities and state colleges have established ethnic studies majors. These may be specialized as Black or Chicano studies or combined as Ethnic Studies. Students intending to transfer in these major areas should consult the catalog of the transfer institution. At Bakersfield College a student completing 18 units in either Black or Chicano studies in combination with related courses will qualify as a major in that area.

COURSE DESCRIPTIONS

The following abbreviations are commonly used in the course descriptions: lect lecture; lab laboratory; demo demonstration; CCS Course Classification System. Hours given in parentheses are total hours for the course. Hours lecture, lab, etc., are hours required per week usually. Prerequisites are expressed as minimum requirements. See page 60 for a fuller explanation.

BLACK STUDIES

The Black Studies Program as part of Ethnic Studies is designed to promote academic awareness and develop a sensitivity to the historical, cultural and social development of this particular group of people. Courses are described below.

ENGL 21 BLACK LITERATURE (3 units)
The study of the Black Experience through literature. The contribution of noted Black authors in prose, poetry and drama. Prerequisite: Eligibility for ENGL 1a. Hours: (54) 3 lect. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.

HIST 20a–20b BLACK HISTORY (3–3 units)
A survey of the role and contribution of the Black American to United States history. A history of the Blacks in America from African beginnings to the present. Fulfills code requirements in the U.S. Constitution, American history and institutions and California state and local government. 20a includes a study of the U.S. Constitution and federal government. 20b includes a study of California state and local government. Prerequisite: Reading Level A. Hours: (54—54) 3 lect. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.
CHICANO STUDIES

CHICANO STUDIES CERTIFICATE

The Chicano Studies Program offers students the opportunity to learn about the history, culture, and socio-economic characteristics of the Mexican people living and working in the United States and Mexico. The program is an interdisciplinary curriculum in which a student may receive credit as a discipline course such as, English, History, Sociology, Anthropology, Art, Music, Psychology, Philosophy, Political Science, or Women's Studies.

REQUIREMENTS FOR CHICANO STUDIES CERTIFICATE

A. Six units from the Social Sciences and Behavioral Sciences: CH ST 5b; CH ST 24, 26; CH ST 30a (Hist 30a); CH ST 30b (Hist 30b); CH ST 36 (Soc 36); CH ST 36L (Soc 36L); CH ST 38a, 38b, 38c.

B. Three units from the Humanities: CH ST 31a (Engl 31a); CH ST 31b (Engl 31b); CH ST 32a; CH ST 32b; CH ST 33a (Engl 33a); CH ST 34 (Music 34); CH ST 35 (Phil 35).

C. Six units from any of the following Spanish classes: SPAN 1ab, 2ab, 3, 4, 5a, 5b, 52a, 52b, 52c.

D. Three units in approved English class in consultation with a counselor or advisor.

E. Six additional units chosen from either A or B.

F. To receive a certificate in Chicano Studies a student must complete work with a “C” average (2.0 grade point average), and must have taken at least 12 or the required 24 units at Bakersfield College.

ASSOCIATE IN ARTS PROGRAM

A student completing 18 units in Chicano Studies out of the 60 units required for the AA degree will qualify for a major in that area. Students wishing to transfer in this major should consult the catalog of the transfer institution. Several universities and state colleges have established Chicano Studies majors and minors.

A student wishing to become a teacher in BILINGUAL EDUCATION is encouraged to major in Chicano Studies. The above outlined course of study is recommended. Additionally, teacher aides from local school districts are encouraged to pursue this course of study.
Minimum units required – 18

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<td>Mexican/Chicano Art</td>
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COURSES RELATED TO CHICANO STUDIES

BASIC SUBJECTS

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SPANISH CLASSES

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COURSE DESCRIPTIONS

The following abbreviations are commonly used in the course descriptions: lect lecture; lab laboratory; demo demonstration; CCS Course Classification System. Hours given in parentheses are total hours for the course. Hours lecture, lab, etc., are hours required per week usually. Prerequisites are expressed as minimum requirements. See page for a fuller explanation.

CHICANO STUDIES

CH ST 24  LATINAS IN THE UNITED STATES (2 units)
A survey of the changing psychological and social conditions of Latinas as they pertain to the economic, political, and family developments within the Hispanic cultural context. An analysis of specific issues such as housing, health, and employment will be made in their specific relationships with Latinas in relation to the broad areas of the economy, the family and politics. Prerequisite: Reading Level A. Hours: (36) 2 lect/discussion. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges. Note: Not open to students with credit in WN ST 24.
CH ST 26  CHICANO ORGANIZATIONS
AND PUBLIC INSTITUTIONS (3 units)
Provides an understanding of the interaction between public institutions and the
Chicano community. Introduces basic concepts, principles, and perspectives related
to a variety of community affairs affecting the Chicano. The community affairs ana­
yzed include employment, education, law, and local government. The allocation of
public resources and services in relation to proposed community needs will be re­
viewed in terms of the types of the social policy reflecting the dominant and/or
Chicano Cultural values. Prerequisite: Reading Level A. Hours: (54) 3 lect/discus­
sion. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.
Note: Not open to students with credit in POL S 26.

CH ST 30a  EARLY CHICANO HISTORY (3 units)
A survey of the history of the peoples of the Mexican-American Borderlands, from
Pre-Columbian times until 1848. Examines the social, economic, and political evolu­
tion of the region with emphasis upon the inter-relationships between the histories of
the United States and Mexico. Fulfills code requirements in U.S. Constitution,
American history and institutions. Prerequisite: Reading Level A. Hours: (54) 3
lect. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.
Note: Not open to students with credit in HIST 30a.

CH ST 30b  HISTORY OF CHICANOS IN THE SOUTHWEST (3 units)
A survey of the Chicanos with an emphasis on the development of California and the
Southwest from 1848 to the present. Examines the aftermath of the U.S.-Mexican
War, 1846-1848; the inter-relationship of Mexican and U.S. history between 1860
and 1910; the effects of the Mexican Revolution of 1910 on the 20th Century ex­
perience of Chicanos in the U.S.; and the California State Constitution. Fulfills code
requirements in California state and local government. Prerequisite: Reading Level
A. Hours: (54) 3 lect. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and
Private Colleges. Note: Not open to students with credit in HIST 30b.

CH ST 31a  LATIN AMERICAN AND MEXICAN LITERATURE (3 units)
A survey course of the literature of Mexico and Latin America. The student will be in­
troduced to the most representative works of Mexican and Latin American writers. Emphasizes works that best reflect the spirit of social and political change in Mexico,
and the rest of Latin America. Prerequisite: Eligibility for ENGL 1a. Reading Level
A. Hours: (54) 3 lect. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and
Private Colleges. Note: Not open to students with credit in ENGL 31a.

CH ST 31b  CHICANO LITERATURE (3 units)
A bilingual (Spanish-English) analysis and criticism of Chicano literature in the United
States. Introduces the student to the contemporary literature of the Chicano and its
literary and content development. Emphasizes the Chicano novel, short story, essay,
poetry and teatro. Prerequisite: Eligibility for ENGL 1a. Reading Level A. Hours:
(54) 3 lect. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private
Colleges. Note: Not open to students with credit in ENGL 31b.
CH ST 32a ART OF LATIN AMERICA (3 units)
A survey of the arts, architecture, and artifacts produced in Latin America. Geographically it covers the regions of Mexico and Central and South America with emphasis on Mexico and the Central Andes. Studies will embrace pre-Columbian to modern times, with emphasis on pre-Columbian Indian empires. Prerequisite: Reading Level A. Hours: (54) 3 lect. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges. Note: Not open to students with credit in ART 32a.

CH ST 32b MEXICAN AND CHICANO ART (3 units)
Deals with art history from 1521 to the present in Mexico and the United States. Emphasizes modern Mexican and Chicano artists who have worked in the 20th century. Explores panorama of relationships between art, history, religion, philosophy, and respective art movements. Develops historical and cultural awareness in the students of the contributions to our society by the people of Mexican and Chicano heritage in both the United States and Mexico. Contemporary Chicano art styles will also be explored. Prerequisite: Reading Level A. Hours: (54) 3 lect/discussion. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges. Note: Not open to students with credit in ART 32b.

CH ST 34 MEXICAN AND CHICANO MUSIC (3 units)
An historical survey of Mexican music from Pre-Columbian Culture to the present. Analysis of diverse styles of music in Mexico and in the Chicano community. Emphasis on the music of Mexico, composition of leading Mexican composers, aspects of indigenous and Mexican/Chicano folk music. Course may be offered either as a regular class or through Coordinated Instructional Systems, using broadcast media, with seminars and examinations by arrangement. Prerequisite: Reading Level A. Bilingualism recommended. Hours: (54) 3 lect/discussion. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges. Note: Not open to students with credit in MUSIC 34.

CH ST 35 MEXICAN PHILOSOPHY (3 units)
A study of the background of Mexican philosophic thought as derived from Spanish and Indian sources and refined by Mexican writers. The influences of Spanish and Indian institutions on philosophic writers such as Samuel Ramos, Octavio Paz and Joe Vasconcellos are read and reported upon. The philosophy of Chicanismo is read and discussed. Prerequisite: Reading Level A. Hours: (54) 3 lect/discussion. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges. Note: Not open to students with credit in PHIL 35.

CH ST 36 SOCIOLOGY OF THE CHICANO (3 units)
A survey course covering the socioeconomic characteristics of the Chicano community. The emerging cultural forces of the Chicano population are studied with an analysis of their educational status, immigration issues, barrio culture, politics, women, and socioeconomic features. A study of the inter-relationships of Chicano Cultural groups in labor, politics, and the barrio. Studies the developments of assimilation, minority status, Chicanismo, and cultural suppression as they relate to the Chicano experience. Prerequisite: Reading Level A. English Level B. Hours: (54) 3 lect/discussion. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges. Note: Not open to students with credit in SOC 36.
CH ST 36L  FIELDWORK IN CHICANO SOCIOLOGY (2 units)
Provides students with field work experience in the Chicano community in a variety of settings such as tutoring, bilingual aides, high school liaison committees, and/or research projects. Students are allowed to design their own field work projects that relate to their respective interests, career goals, or community involvement. Conducted on the basis of “observing” the Chicano community in which field trips will be arranged and coordinated throughout the semester, also with weekly seminars. Prerequisite: Reading Level A. Hours: (108) 2 lect-seminar and 4 field work. CCS: Liberal Arts and Sciences. Transferable: CSU and Private Colleges. Credit limitations. For specific information see counselor. Note: Not open to students with credit in SOC 36L.

CH ST 38a–38b–38c  TOPICS IN BILINGUAL EDUCATION (1–1–1 unit)
Develops history and cultural awareness for teachers and aides of the contributions to our society by people of Mexican-American/Chicano heritage in both Mexico and the United States. Provides an opportunity to examine current and traditional children’s stories, fables, legends and fairy tales. Introduces teachers and aides to the method of teaching reading in Spanish with sound-symbol relationship. Prerequisite: Reading Level A. Hours: (18-18-18) 3 lect/discussion for 6 weeks. CCS: Liberal Arts and Sciences. Transferable: CSU and Private Colleges.

RELATED ETHNIC STUDIES COURSES

HIST 20a–20b  BLACK HISTORY (3–3 units)
A survey of the political, economic, and cultural history of the United States from earliest colonial times to present. A history of the role and contribution of the Black American from African beginnings to the present. The first semester (to 1877) includes a study of the U.S. Constitution, and federal government. The second semester (since 1877) includes a study of the state and local government of California. The two semesters fulfill the “American History and Institutions Requirement” at state colleges and universities. Prerequisite: Reading Level A. 20a is not a prerequisite for 20b. Hours: (54) 3 lect. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.

HIST 36  HISTORY OF NATIVE AMERICANS (3 units)
A study of the American Indian including a survey of origins, customs and religion. The main emphasis will be on encounter with white expansion and United States governmental policies. Prerequisite: Reading Level A. Hours: (54) 3 lect. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges. Note: Offered only occasionally.
PSYCH 28  PSYCHOLOGY OF ETHNIC IDENTITY (3 units)
Theoretical approach to the study of the psychological, cultural and biological factors
relating to ethnic differences in contemporary society. Investigation of racial and social
class differences in economic opportunity, social mobility, attitude formation and at-
titude changes. Also includes an examination of the sources of prejudice, inter-group
relations and the minority reaction to dominance. Prerequisite: Reading Level A;
English Level B. Hours: (54) 3 lect. CCS: Liberal Arts and Sciences. Transferable:
UC, CSU and Private Colleges.

SPCH 31a—31b—31c—31d
PERSUASION IN A DEMOCRATIC SOCIETY (1.5—1.5—1.5—1.5 units)
Prerequisite: Eligibility for ENGL 1a; Reading Level A. Hours: (27 each) Each 3
lect/discussion for 9 weeks. CCS: Liberal Arts and Sciences. Transferable: UC,
CSU and Private Colleges.

SPCH 31a  FREEDOM OF EXPRESSION
Instruction in the analysis and evaluation of constitutional guarantees of freedom of ex-
pression. Instruction in the historical development of freedom of expression, obscenity,
legal liabilities. Emphasizes freedom of expression in radio, television and politics.

SPCH 31b  FREEDOM OF SPEECH
Instruction in the analysis and evaluation of constitutional guarantees of freedom of
speech. Instruction in the historical background, regulation of time, place and manner,
legal protection of the speaker and free speech on college campuses. Emphasizes
responsibilities involved in freedom of speech in contemporary American society.

SPCH 31c  THE RHETORIC OF AGITATION
Instruction in the techniques of agitation and revolution with emphasis on the rhetoric of
conflict in both formal and informal discourse. Instruction in the values and dangers of
agitation. Emphasizes the effect of agitation on decision making in a democratic society.

SPCH 31d  INTERRACIAL COMMUNICATION
Instruction in cultural conflict and confrontation. Instruction in basic communication
problems within a multi-racial, multi-cultural society. Emphasizes face-to-face inter-
racial difficulties.
FAMILY AND CONSUMER EDUCATION

Child Development
Consumer Education
Cosmetology
Family Studies
Fashions
Food Service/Culinary Arts
Institutional Management
Interior Design
Nutrition
Teacher Aide

The Family and Consumer Education Department offers students the opportunity to select among several career programs. The department also offers courses which provide lower division credit for majors transferring to baccalaureate programs.

The student may develop a program of study leading to a specific career certificate goal, the Associate in Science degree, the Associate in Arts degree, or lower division courses that lead to the baccalaureate degree in Home Economics, Child Development, Foods and Nutrition, Interior Design, or related fields.

CERTIFICATES OF ACHIEVEMENT

These programs are designed for those who prefer career specialization and the earliest possible opportunity for job placement and/or small business enterprise. Students wishing greater in-depth preparation may continue toward advanced courses and the associate degree.

Programs offering these occupational certificates include: Fashions/Textiles, Cook Apprentice, Cosmetology, Culinary Arts, Dietary Managers, Interior Design, California State Dietetic Service Supervisor.

Each program consists of basic requirements and suggested electives. Electives may be selected to achieve personalized educational objectives.

Upon completion of requirements, the student may apply for a Certificate of Achievement. Certificates are awarded upon approval by program coordinators and the department chairperson.
FAMILY AND CONSUMER EDUCATION

CALIFORNIA STATE DIETETIC SERVICE SUPERVISOR CERTIFICATE

A program designed to meet the minimum qualification requirements of the California State approved program for dietetic service supervisors approved by the California State Department of Health Services. Students are encouraged to continue their training and education toward the Dietary Managers Certificate.

Minimum units required in discipline — 18

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>UN</th>
<th>UN</th>
</tr>
</thead>
<tbody>
<tr>
<td>FD SV 51a Food Serv Skills Dev</td>
<td>1.0</td>
<td>NUTR 10 Elem Nutrition</td>
</tr>
<tr>
<td>FD SV 51b Food Prep/Theory</td>
<td>3.0</td>
<td>FD SV 64a Hlth Care Fd Sv Op</td>
</tr>
<tr>
<td>FD SV 52 Sanitation/Safety</td>
<td>2.0</td>
<td>FD SV 64b Hlth Care Fd Sv Op</td>
</tr>
<tr>
<td>FD SV 58 Supervisory Techniqs</td>
<td>3.0</td>
<td></td>
</tr>
</tbody>
</table>

COOK APPRENTICE CERTIFICATE

This three-year program is designed to fulfill the academic requirements of the American Culinary Federation Institute's Apprenticeship Training Program for Chefs. Students are required to complete 2,000 hours of specified work per year for three years for a total of 6,000 hours in addition to the academic program. Eligibility of candidates for the program is determined by the selection committee of the Chef de Cuisine Association of Bakersfield.

Minimum units required in discipline — 26

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>UN</th>
<th>UN</th>
</tr>
</thead>
<tbody>
<tr>
<td>FD SV 51 Intro Food Serv Ind</td>
<td>1.0</td>
<td>FD SV 55 Advanced Baking</td>
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<tr>
<td>FD SV 51a Food Serv Skills Dev</td>
<td>3.0</td>
<td>FD SV 57 Purchasing</td>
</tr>
<tr>
<td>FD SV 51b Food Prep/Theory</td>
<td>3.0</td>
<td>FD SV 58 Supervisory Techniqs</td>
</tr>
<tr>
<td>FD SV 52 Sanitation/Safety</td>
<td>2.0</td>
<td>FD SV 60 Menu Plng/Mktg/Cost</td>
</tr>
<tr>
<td>FD SV 53 Garde Manger/Buffet</td>
<td>2.0</td>
<td>NUTR 10 Elem Nutrition</td>
</tr>
<tr>
<td>FD SV 54 Clas/Internl Cuisine</td>
<td>3.0</td>
<td></td>
</tr>
</tbody>
</table>

COSMETOLOGY CERTIFICATE PROGRAM

Bakersfield College has contracted for specialized education in Cosmetology with local training facilities which are state approved and accredited. Trainees successfully completing 1,600 hours of training are qualified to take the State Board of Cosmetology examination to become licensed cosmetologists. Entry into training may occur at the beginning of the fall, spring or summer terms. At least 12 units of approved Bakersfield College courses must be completed prior to entry into the program unless the student's test scores indicate eligibility for transfer level English and mathematics, in which case the student may be automatically eligible for admission.
Prerequisites for Entry

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>UN</th>
<th>Course</th>
<th>UN</th>
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<tbody>
<tr>
<td>ENGL</td>
<td>3.0</td>
<td>ART 3ef Fundamental/Color</td>
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<tr>
<td>MATH</td>
<td>3.0</td>
<td>ART 7ab Basic Ceramics</td>
<td>3.0</td>
</tr>
<tr>
<td>H ED 1</td>
<td>2.0</td>
<td>MKTG 53a Fund of Retailing</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 58</td>
<td>3.0</td>
<td>SPAN 52a El Convers Spanish</td>
<td>2.0</td>
</tr>
<tr>
<td>COS 76</td>
<td>1.0</td>
<td>SPCH 51 General Speech</td>
<td>3.0</td>
</tr>
</tbody>
</table>

*Students eligible for ENGL 1 or 1a may take a recommended course in lieu of English.
**Based on Math Placement Test.

CULINARY ARTS CERTIFICATE

The Culinary Arts Certificate Program emphasizes the theory and practice of food preparation and service involved in commercial and institutional food service operations. Through work station rotations in the training facilities and work experience in various types of food service operations related to their individual interest, students are exposed to all aspects of the front and back of the house operations which will prepare them for entry level positions as cooks, pantry workers, assistant bakers, cook’s helpers and dining room servers. Students may apply certificate credits to an Associate Degree in the Food Service Management Program.

Minimum units required in discipline – 28

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>UN</th>
<th>Course</th>
<th>UN</th>
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<tr>
<td>FD SV 1</td>
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<td>FD SV 51a</td>
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<td>Food Serv Skills Dev</td>
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</tr>
<tr>
<td>FD SV 51b</td>
<td>3.0</td>
<td>Food Prep/Theory</td>
<td></td>
</tr>
<tr>
<td>FD SV 51c</td>
<td>3.0</td>
<td>Restaurant Operatns</td>
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</tr>
<tr>
<td>FD SV 52</td>
<td>2.0</td>
<td>Sanitation/Safety</td>
<td></td>
</tr>
<tr>
<td>FD SV 53</td>
<td>2.0</td>
<td>Garde Manger/Buffet</td>
<td></td>
</tr>
<tr>
<td>FD SV 54</td>
<td></td>
<td>Clas/Internl Cuisine</td>
<td>3.0</td>
</tr>
<tr>
<td>FD SV 57</td>
<td></td>
<td>Purchasing</td>
<td>3.0</td>
</tr>
<tr>
<td>FD SV 58</td>
<td></td>
<td>Supervisory Tecniqs</td>
<td>3.0</td>
</tr>
<tr>
<td>NUTR 10</td>
<td></td>
<td>Elem Nutrition</td>
<td>3.0</td>
</tr>
<tr>
<td>W EXP 49</td>
<td></td>
<td>Coop Work Exp Educ</td>
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</tr>
</tbody>
</table>

DIETARY MANAGERS CERTIFICATE

The Dietary Managers Certificate Program is designed to provide upward mobility in the field of dietetics. Those students completing the certificate program will assist a Registered Dietitian, a Dietetic Technician, or an Administrator with a Registered Consultant Dietitian in assigned areas of supervision/food production in hospitals, nursing homes, extended care facilities, day care centers, schools and community health programs. The program is approved by the Dietary Managers Association. A Dietary Manager Certificate of Achievement is given to all students completing the program. Upon successful completion of the program, students may apply for membership in the Dietary Managers Association.
Minimum units required in discipline – 28

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>UN</th>
<th>Course Code</th>
<th>Course Name</th>
<th>UN</th>
</tr>
</thead>
<tbody>
<tr>
<td>FD SV 1</td>
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<td>1.0</td>
<td>FD SV 58</td>
<td>Supervisory Techniqs</td>
<td>3.0</td>
</tr>
<tr>
<td>FD SV 51a</td>
<td>Food Serv Skills Dev</td>
<td>3.0</td>
<td>FD SV 60</td>
<td>Menu Plng/Mktg/Cost</td>
<td>3.0</td>
</tr>
<tr>
<td>FD SV 51b</td>
<td>Food Prep/Theory</td>
<td>3.0</td>
<td>NUTR 10</td>
<td>Elem Nutrition</td>
<td>3.0</td>
</tr>
<tr>
<td>FD SV 52</td>
<td>Sanitation/Safety</td>
<td>2.0</td>
<td>FD SV 64a</td>
<td>Hlth Care Fd Sv Op 1</td>
<td>3.0</td>
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<tr>
<td>FD SV 57</td>
<td>Purchasing</td>
<td>3.0</td>
<td>FD SV 64b</td>
<td>Hlth Care Fd Sv Op 2</td>
<td>3.0</td>
</tr>
</tbody>
</table>

FASHIONS/TEXTILES CERTIFICATE

The Fashions and Textiles Certificate of Achievement Program prepares students to enter the expanding field of clothing construction and alterations.

Minimum units required in discipline – 24

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>UN</th>
<th>Course Code</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>FASH 9</td>
<td>Cloth Constructn 1</td>
<td>3.0</td>
<td>FASH 12</td>
<td>Tailoring 1</td>
<td>2.0</td>
</tr>
<tr>
<td>FASH 10</td>
<td>Cloth Constructn 2</td>
<td>3.0</td>
<td>FASH 53</td>
<td>Custom Fit/Altertns</td>
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</tr>
<tr>
<td>FASH 24</td>
<td>Textiles/Fashions</td>
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</table>

Electives – Minimum of 11 units

<table>
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<tr>
<th>Course Code</th>
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<th>Course Name</th>
<th>UN</th>
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</thead>
<tbody>
<tr>
<td>FASH 13</td>
<td>Tailoring 2</td>
<td>2.0</td>
<td>FASH</td>
<td>76h Overlock Techniques</td>
<td>1.0</td>
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<tr>
<td>FASH 23</td>
<td>Apparel Selection</td>
<td>0.5</td>
<td>BUS</td>
<td>40 Personal Finance</td>
<td>3.0</td>
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<tr>
<td>FASH 51</td>
<td>Beginning Clothing</td>
<td>1.5</td>
<td>BUS</td>
<td>251 Business Math</td>
<td>3.0</td>
</tr>
<tr>
<td>FASH 52</td>
<td>Intermediate Sewing</td>
<td>1.5</td>
<td>Work Experience</td>
<td>4.0</td>
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<tr>
<td>FASH 54</td>
<td>Garmt Dsgn/Constr</td>
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<tr>
<td>FASH 55</td>
<td>GrmntDsgn/Constr 2</td>
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</table>

INTERIOR DESIGN CERTIFICATE

The curriculum is designed to prepare students for entry level employment in interior design and related fields.

Minimum units required in discipline – 30

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>UN</th>
<th>Course Code</th>
<th>Course Name</th>
<th>UN</th>
</tr>
</thead>
<tbody>
<tr>
<td>INT D 1</td>
<td>Intr Inter/Envr Des</td>
<td>1.0</td>
<td>INT D 21ab</td>
<td>Interior Drawing</td>
<td>3.0</td>
</tr>
<tr>
<td>INT D 14</td>
<td>Art Tchnqs Prsntatn</td>
<td>1.0</td>
<td>INT D 22</td>
<td>Housing/Envir Dsgn</td>
<td>3.0</td>
</tr>
<tr>
<td>INT D 15a</td>
<td>Elemnts/Prin Design</td>
<td>3.0</td>
<td>INT D 23ab</td>
<td>Furniture Styles</td>
<td>4.0</td>
</tr>
<tr>
<td>INT D 15b</td>
<td>Mats/Compons Int D</td>
<td>3.0</td>
<td>INT D 24</td>
<td>Textiles</td>
<td>3.0</td>
</tr>
<tr>
<td>INT D 12</td>
<td>Careers: Prof Pract</td>
<td>2.0</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Restrictive Electives* (Minimum of 7 units)

*Seven units must be chosen from the Restrictive Electives listed below. Students may select all seven units from one area of emphasis or may select units from either of the three areas to total seven.

I. General Emphasis

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTD 16</td>
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<tr>
<td>ART 30a</td>
<td>3.0</td>
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<tr>
<td>ART 2ab</td>
<td>3.0</td>
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<tr>
<td>ART 30b</td>
<td>3.0</td>
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<tr>
<td>ART 30c</td>
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<td>W EXP 49</td>
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II. Arch/Design Emphasis

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>INTD 25</td>
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<tr>
<td>ART 3ab</td>
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<tr>
<td>ART 3cd</td>
<td>3.0</td>
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<tr>
<td>ART 14cd</td>
<td>3.0</td>
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<td>IN DR 20a</td>
<td>3.0</td>
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<td>IN DR 30a</td>
<td>3.0</td>
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<td>ARCH 11</td>
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<td>ARCH 12</td>
<td>3.0</td>
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<tr>
<td>ARCH 21</td>
<td>1.0</td>
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<tr>
<td>ARCH 31</td>
<td>3.0</td>
</tr>
<tr>
<td>INT D 75c</td>
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</table>

III. Retail Sales Emphasis

<table>
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<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>INTD 75a</td>
<td>1.0</td>
</tr>
<tr>
<td>INT D 75c</td>
<td>1.0</td>
</tr>
</tbody>
</table>

Other Suggested Courses (Not to be applied to 30 required units.)

- BUS 52 Business Wrld Today (3)
- BUS 58 Human Relat/Motivat (3)
- PSYCH 1a General Psychology (3)
- WOOD 1 Basic Wood Working (3)
- SPCH 51 General Speech (3)
- ACCTG 53a Intro Accounting 1 (3)
- ACCTG 53b Intro Accounting 2 (3)
- MKTG 62 Fund Persnal Selling (3)

ASSOCIATE DEGREE PROGRAMS

Students may continue their training and education beyond the Certificate of Achievement by taking additional related and general education courses which may lead to an Associate in Science or Associate in Arts degree.

Students must comply with the requirements as shown in the catalog under Graduation Requirements. Counselors/advisors will assist the student in planning for an Associate degree.
ASSOCIATE IN ARTS DEGREE PROGRAMS

CHILD DEVELOPMENT AND FAMILY RELATIONS

This program is designed to train students to work in a variety of early childhood settings. The two-year program primarily serves students desiring an early childhood background, supervised student teaching experience and fulfillment of academic requirements for a Regular Children’s Center Instructional Permit (See Course of Study for Children’s Center Permit). It is strongly recommended that students in this program work closely with the departmental counselor/advisor.

Minimum units required in discipline — 29

Required Courses

<table>
<thead>
<tr>
<th>UN</th>
<th>CH DV 13a Child Growth/Devel 3.0</th>
<th>CH DV 41aL Pr Early Childhd Lab 2.0</th>
</tr>
</thead>
<tbody>
<tr>
<td>UN</td>
<td>CH DV 13b Child Growth/Devel 3.0</td>
<td>CH DV 41b Prin Early Childhood 2.0</td>
</tr>
<tr>
<td>UN</td>
<td>CH DV 33 Survey Special Educ 3.0</td>
<td>CH DV 41bL Pr Early Childhd Lab 2.0</td>
</tr>
<tr>
<td>UN</td>
<td>CH DV 40a Creat Activ/Children 3.0</td>
<td>CH DV 42 Chld/Family/Comnty 3.0</td>
</tr>
<tr>
<td>UN</td>
<td>CH DV 40b Mus Activ/Children 2.0</td>
<td>CH DV 44 Inf/Todlr Care/Dev 2.0</td>
</tr>
<tr>
<td>UN</td>
<td>CH DV 41a Prin Early Childhood 2.0</td>
<td>CH DV 44L Inf/Tod Care/Dv Lab 2.0</td>
</tr>
</tbody>
</table>

Other Suggested Courses

ENGL 35 Childrens Lit/Story (3), CH DV 43 Techniq Parent Educ (3), CH DV 45a Admin Prgrms Childrn (3), CH DV 70 Topics Ch Dv/Fam St (4), FAM S 31 Marriage (3), NUTR 10 Elem Nutrition (3).

Special Education Emphasis

<table>
<thead>
<tr>
<th>UN</th>
<th>CH DV 34 Prin/Prtctce Spcl Ed 3.0</th>
<th>CH DV 35c Dvlpmtl Disabld Child 1.0</th>
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<tbody>
<tr>
<td>UN</td>
<td>CH DV 35a Emtonly Hndcpd Child 1.0</td>
<td>CH DV 35d Phys Handicapd Child 1.0</td>
</tr>
<tr>
<td>UN</td>
<td>CH DV 35b Lrng Disabled Child 1.0</td>
<td>CH DV 35e Work/Autistic Child 1.0</td>
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INTERIOR DESIGN

The curriculum is designed to prepare students for employment in interior design and related fields.

Minimum units required in discipline — 21.5

Required Courses

<table>
<thead>
<tr>
<th>UN</th>
<th>INT D 1 Intr Inter/Envr Des 1.0</th>
<th>INT D 21a Interior Drawing 1.5</th>
</tr>
</thead>
<tbody>
<tr>
<td>UN</td>
<td>INT D 14 Art Tchnqs Prsnttn 1.0</td>
<td>INT D 22 Housing/Envir Design 3.0</td>
</tr>
<tr>
<td>UN</td>
<td>INT D 15a Elements/Prin ID 3.0</td>
<td>INT D 23ab Furniture Styles 4.0</td>
</tr>
<tr>
<td>UN</td>
<td>INT D 15b Mats/Components ID 3.0</td>
<td>INT D 24 Textiles 3.0</td>
</tr>
<tr>
<td>UN</td>
<td>INT D 16 Measuremnt/Calculat 2.0</td>
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ASSOCIATE IN SCIENCE DEGREE PROGRAM

FAMILY AND CONSUMER STUDIES
The associate degree curriculum in Family and Consumer Studies is designed to prepare individuals to function effectively in changing family, community, and work environments. It provides educational opportunities that respond to future technologies and humanistic needs in preparing students for employment, advanced study, and lifelong learning. Also, it enables individuals to develop skills that improve the quality of life in a pluralistic society.

Minimum units required in discipline — 37

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH DV 13a</td>
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<td>FAM S 31</td>
<td>3.0</td>
</tr>
<tr>
<td>CH DV 13b</td>
<td>3.0</td>
<td>PSYCH 31</td>
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</tr>
<tr>
<td>FASH 9</td>
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<td>MKTG 1</td>
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</tr>
<tr>
<td>FASH 10</td>
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</tr>
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<td>BUS A 20</td>
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</tr>
<tr>
<td>INT D 1</td>
<td>1.0</td>
<td>BUS 52</td>
<td>3.0</td>
</tr>
<tr>
<td>INT D 15a</td>
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<td>DTA P 1</td>
<td>3.0</td>
</tr>
<tr>
<td>INT D 51a</td>
<td>3.0</td>
<td>DTAP 1</td>
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</tr>
<tr>
<td>NUTR 10</td>
<td>3.0</td>
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</table>

FOOD SERVICE MANAGEMENT

The food service industry, being the largest retail employer in the U.S., offers limitless job opportunities. Programs are designed to provide necessary educational background and practical experiences which will qualify graduates for numerous positions having production, sales and service, and mid-management responsibilities in commercial and institutional food service operations. Typical opportunities for graduates are soup chef, pastry chef, purchasing agent, broiler cook, assistant manager and for training positions with franchise and chain operations. Students must comply with the requirements as shown in the catalog under Graduation Requirements.

Minimum units required in discipline — 35

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>Course</th>
<th>Units</th>
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<td>FD SV 57</td>
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<td>FD SV 51b</td>
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<td>FD SV 58</td>
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<td>FD SV 51c</td>
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<td>FD SV 60</td>
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<td>NUTR 10</td>
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<tr>
<td>FD SV 54</td>
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<td>MGMT 43</td>
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</table>
SUGGESTED TRANSFER PROGRAMS
Since requirements vary, the current catalog of the chosen college or university should be consulted for specific requirements of the chosen field.

These suggested programs will meet most of the lower division requirements at California State Universities/Colleges as well as fulfilling all the requirements for the associate degree from Bakersfield College.

CHILD DEVELOPMENT
Child Development majors are planned to be designed for professional careers in teaching, business, and human service areas.

Suggested Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>UN</th>
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</thead>
<tbody>
<tr>
<td>CH DV 13a</td>
<td>Child Growth/Devel</td>
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</tr>
<tr>
<td>CH DV 33</td>
<td>Survey Special Educ</td>
<td>3.0</td>
</tr>
<tr>
<td>CH DV 40a</td>
<td>Creat Activ/Childrn</td>
<td>2.0</td>
</tr>
<tr>
<td>CH DV 40b</td>
<td>Mus Activ/Childrn</td>
<td>2.0</td>
</tr>
<tr>
<td>CH DV 41a</td>
<td>Prin Early Childhood</td>
<td>2.0</td>
</tr>
<tr>
<td>CH DV 41aL Pr Early Chldhd Lab</td>
<td>2.0</td>
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</tbody>
</table>

INTERIOR DESIGN
Designed for students preparing for professional careers in teaching and business. The degree is the Bachelor of Arts with a major in Interior Design.

Suggested Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>UN</th>
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<tbody>
<tr>
<td>INT D 15a</td>
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</tr>
<tr>
<td>INT D 15b</td>
<td>Mats/Components ID</td>
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</tr>
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</tr>
<tr>
<td>INT D 21b</td>
<td>Interior Drawing</td>
<td>1.5</td>
</tr>
<tr>
<td>INT D 22</td>
<td>Housing/Envir Dsign</td>
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</tbody>
</table>

BAKERSFIELD COLLEGE COURSE OF STUDY
FOR REGULAR CHILDREN'S CENTER PERMIT

Students must complete the following requirements to qualify for a Children's Center Permit. The permit is required to teach in children's centers and preschool programs that are wholly or partially financed by state or federal funds.

A. Children's Center Permit requirements:

1. 24 units in approved Child Development courses.
2. 1 field study course (fulfilled by CH DV 41b and 41bL).
3. 100 days experience (See description in “C” below).
4. 16 units General Education Requirements (See “D” below).
5. A Proficiency Test or AA Degree.
B. Required Courses - 10 units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>CH DV 13a</td>
<td>Child Development</td>
<td>3.0</td>
</tr>
<tr>
<td>CH DV 42</td>
<td>Child/Family/Comnty</td>
<td>3.0</td>
</tr>
<tr>
<td>CH DV 41b</td>
<td>Prin Early Childhood</td>
<td>2.0</td>
</tr>
<tr>
<td>CH DV 41bL</td>
<td>Pr Early Childhd Lab</td>
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</table>

Electives – Minimum of 14 units

<table>
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<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
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<tbody>
<tr>
<td>CH DV 13b</td>
<td>Child Growth Devel</td>
<td>3.0</td>
</tr>
<tr>
<td>CH DV 33</td>
<td>Survey Special Educ</td>
<td>3.0</td>
</tr>
<tr>
<td>CH DV 40a</td>
<td>Creat Activ/Yng Chld</td>
<td>2.0</td>
</tr>
<tr>
<td>CH DV 40b</td>
<td>Mus Activ/Yng Chld</td>
<td>2.0</td>
</tr>
<tr>
<td>CH DV 40c</td>
<td>Mvmt Activ/Yng Chld</td>
<td>2.0</td>
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<tr>
<td>CH DV 41a</td>
<td>Prin Early Childhood</td>
<td>2.0</td>
</tr>
<tr>
<td>CH DV 41aL</td>
<td>Pr Early Childhd Lab</td>
<td>2.0</td>
</tr>
<tr>
<td>CH DV 43</td>
<td>Techniq Parent Educ</td>
<td>2.0</td>
</tr>
<tr>
<td>CH DV 44</td>
<td>Inf/Todr Car/Dev</td>
<td>2.0</td>
</tr>
<tr>
<td>CH DV 44L</td>
<td>Inf/Tod Care/Dv Lab</td>
<td>2.0</td>
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<tr>
<td>CH DV 45a</td>
<td>Adm Child/Bus Prog</td>
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<tr>
<td>CH DV 40a</td>
<td>Creat Activ/Yng Chld</td>
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<tr>
<td>CH DV 40c</td>
<td>Mvmt Activ/Yng Chld</td>
<td>2.0</td>
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<tr>
<td>CH DV 41a</td>
<td>Prin Early Childhood</td>
<td>2.0</td>
</tr>
<tr>
<td>CH DV 41aL</td>
<td>Pr Early Childhd Lab</td>
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Special Education Emphasis

Students wishing to place an emphasis on Special Education should take the following courses as part of the 14 units required for Electives.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH DV 34</td>
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<td>3.0</td>
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<tr>
<td>CH DV 35a</td>
<td>Emtonly Hndcpd Chld</td>
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</tr>
<tr>
<td>CH DV 35b</td>
<td>Lrng Disabled Child</td>
<td>1.0</td>
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</tbody>
</table>

C. Lab Days Contributing to one-year experience requirement (100 days).

- CH DV 41aL - 36 days (3 hrs/day)
- CH DV 44L - 36 days (2 hrs/day)
- CH DV 34 - 36 days (2 hrs/day)

Documented work experience may be used. Check with your advisor.

D. General Education Requirements - 16 units

Units must be taken in each of the following areas: English, Math/Science, History and Humanities. NUTR 10 Elem Nutrition (3 units) is a recommended science course; ENGL 35, Children’s Lit/Story (3 units) is a recommended English course.
BAKERSFIELD COLLEGE COURSE OF STUDY FOR TEACHERS IN PRIVATE NURSERY SCHOOLS AND CHILD CARE CENTERS

Courses offered at Bakersfield College fulfilling California Department of Social Services Requirements of 12 semester units for fully qualified teachers* in private centers are:

**Required Courses – 6 units**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Unit(s)</th>
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</thead>
<tbody>
<tr>
<td>CH DV 13a</td>
<td>Child Growth/Devel</td>
<td>3.0</td>
</tr>
<tr>
<td>CH DV 42</td>
<td>Chld/Family/Comnty</td>
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**Electives – Minimum of 6 units**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Unit(s)</th>
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<tbody>
<tr>
<td>CH DV 40a</td>
<td>Creat Activ/Yng Chld</td>
<td>2.0</td>
</tr>
<tr>
<td>CH DV 40b</td>
<td>Music Activ/Yng Chld</td>
<td>2.0</td>
</tr>
<tr>
<td>CH DV 40c</td>
<td>Mvmt Activ/Yng Chld</td>
<td>2.0</td>
</tr>
<tr>
<td>CH DV 41a</td>
<td>Prin Early Childhood</td>
<td>2.0</td>
</tr>
<tr>
<td>CH DV 41aL</td>
<td>Pr Early Chldhd Lab</td>
<td>2.0</td>
</tr>
<tr>
<td>CH DV 44</td>
<td>Inft/Todlr Care/Dev</td>
<td>2.0</td>
</tr>
<tr>
<td>CH DV 44L</td>
<td>Inf/Tod Care/Dv Lab</td>
<td>2.0</td>
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<tr>
<td>CH DV 70</td>
<td>Topics Ch/Dv Fam St</td>
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The following courses are recommended for infant-toddler teachers:

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Unit(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH DV 44</td>
<td>Inft/Todlr Care/Dev</td>
<td>2.0</td>
</tr>
<tr>
<td>CH DV 44L</td>
<td>Inf/Tod Care/Dv Lab</td>
<td>2.0</td>
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</table>

(CH DV 70 courses are provided as update courses for those teachers already licensed.)

**Experience Requirement:**

At least 3 hours/day of work (volunteer or paid) with children, for a minimum of 50 days within a six-month period fulfills the experience requirement.

*Requirements for Emergency Approval

The California Department of Social Services will give emergency approval to teachers who, prior to employment, have completed six semester units in Child Development.

CH DV 13a Child Growth and Development (3 units) is recommended along with any courses listed above.

After employment, a teacher working with an emergency approval must pass 2 units per semester from the list above until the 12 required units to be fully qualified are earned.

The above regulations are the minimum required in private nursery schools. Many schools have set their teacher education requirements at a higher level.
The following abbreviations are commonly used in the course descriptions: lect lecture; lab laboratory; demo demonstration; CCS Course Classification System. Hours given in parentheses are total hours for the course. Hours lecture, lab, etc., are hours required per week usually. Prerequisites are expressed as minimum requirements. See page 60 for a fuller explanation.

**CHILD DEVELOPMENT**

**CH DV 10  THE GROWING YEARS (3 units)**
Designed for parents or future parents. Interplay of biological factors, human interactions, social structure, and other environment factors which affect the shaping of a child from conception through adolescence. **Prerequisite:** Reading Level A. **Hours:** 30 TV lessons, 1 orientation, 2 review sessions, 2 test sessions. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.

**CH DV 13a  CHILD GROWTH AND DEVELOPMENT (3 units)**
The developing child from conception through adolescence with an emphasis on ages two through five years. Includes major theories of emotional, social, physical, and cognitive development. **Prerequisite:** Reading Level A. **Hours:** (72) 3 lect, 1 hour per week observation in Child Study Center. **CCS:** Occupational Education. **Transferable:** UC, CSU and Private Colleges. Credit limitations. For specific information see counselor.

**CH DV 13b  CHILD GROWTH AND DEVELOPMENT (3 units)**
Physical, intellectual, emotional, and social development of the school age child through adolescence. Major theories of human development and the influences of the family, peers, school, and puberty. **Prerequisite:** CH DV 13a with a grade of “C.” **Hours:** (72) 3 lect, 1 hour per week observation. **CCS:** Occupational Education. **Transferable:** UC, CSU and Private Colleges. Credit limitations. For specific information see counselor.

**CH DV 33  SURVEY OF SPECIAL EDUCATION (3 units)**
Introduction to special education in the public schools. Emphasizes legal aspects, assessment, placement. Includes examination of all disabilities served in the public schools and day care settings and the role of child care professionals and paraprofessionals in the field of special education. **Prerequisite:** Reading Level A. **Hours:** (54) 3 lect. Field trips required. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.

**CH DV 34  PRINCIPLES AND PRACTICES IN SPECIAL EDUCATION (3 units)**
Practicum experience for students entering the field of special education or persons interested in working as an instructional aide in a special education setting. Includes disabilities served by the public schools system, deaf, blind, visually impaired, hard of hearing, mentally retarded, multihandicapped, autistic, seriously emotionally disturbed, speech impaired, and other health related problems. **Prerequisite:** CH DV 33. **Hours:** (108) 2 lect, 4 lab. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.
CH DV 35a  UNDERSTANDING
THE EMOTIONALLY HANDICAPPED CHILD (1 unit)
Understanding of emotional disturbance in children concentrating on the preschool-age
and the early grade school-age child. Study of the utilization of appropriate methods of inter­
tervention for those emotionally disturbed children, both preschool-age and early grade
school-age. Prerequisite: Reading Level A. Hours: (18) 2 lect for 9 weeks. CCS: Oc­
cupational Education. Transferable: CSU and Private Colleges.

CH DV 35b  UNDERSTANDING
THE LEARNING DISABLED CHILD (1 unit)
Types of learning disabilities of children will be recognized. Students will learn remedial techniques used with students having learning disabilities. Prerequisite: Reading Level A. Hours: (18) 2 lect for 9 weeks. CCS: Occupational Education. Transferable: CSU and Private Colleges.

CH DV 35c  UNDERSTANDING
THE DEVELOPMENTALLY DISABLED CHILD (1 unit)
Presents the history of mental retardation and defines mental retardation in relation to
child development. Studies teaching techniques for levels of retarded children. Pre­
requisite: Reading Level A. Hours: (18) 2 lect for 9 weeks. CCS: Occupational Education. Transferable: CSU and Private Colleges.

CH DV 35d  UNDERSTANDING
THE PHYSICALLY HANDICAPPED CHILD (1 unit)
Studies physical handicaps of children and the characteristics of those handicaps. Ex­
plains mainstreaming and those responsibilities of teacher, parent, and specialist. Pre­
requisite: Reading Level A. Hours: (18) 2 lect for 9 weeks. CCS: Occupational Education. Transferable: CSU and Private Colleges.

CH DV 35e  WORKING WITH AUTISTIC CHILDREN (1 unit)
Practical application of behavior modification techniques. Prerequisite: Reading Level A. Hours: (18) 2 lect for 9 weeks. CCS: Occupational Education. Transferable: CSU and Private Colleges.

CH DV 40a  CREATIVE ACTIVITIES FOR YOUNG CHILDREN (2 units)
Materials and techniques in teaching creative activities to young children. Developing
creativity will be emphasized. This course meets Child Development Associate option,
competency No. 7. Prerequisite: Reading Level A. Hours: (36) 2 lect/demo. CCS: Oc­
cupational Education. Transferable: CSU and Private Colleges. Credit limitations. For specific information see counselor.

CH DV 40b  MUSIC ACTIVITIES FOR YOUNG CHILDREN (2 units)
Music, teaching techniques and materials appropriate to the growth and development of
young children. This course meets Child Development Associate option, com­
petency No. 7. Prerequisite: Reading Level A. Hours: (36) 2 lect/demo. CCS: Oc­
cupational Education. Transferable: CSU and Private Colleges. Credit limita­
tions. For specific information see counselor.
CH DV 40c  MOVEMENT ACTIVITIES FOR YOUNG CHILDREN (2 units)
Movement activities designed to develop gross and fine motor skills and increase self confidence for young children. This course meets Child Development Associate option, competency No. 4. **Prerequisite:** Reading Level A. **Hours:** (36) 2 lect/demonstration. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges. Credit limitations. For specific information see counselor.

CH DV 40d  CREATIVE ACTIVITIES FOR SCHOOL AGE CHILDREN (2 units)
Art principles and materials appropriate to the artistic, intuitive and perceptual growth and development of school age children. Also includes creative activities with storytelling, books, puppets, and nature. **Prerequisite:** Reading Level A. **Hours:** (36) 2 lect. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges. Credit limitations. For specific information see counselor.

CH DV 41a  PRINCIPLES AND PRACTICES IN EARLY CHILDHOOD EDUCATION (2 units)
Basic techniques of working with young children including: promoting self-esteem; creativity; self-discipline; development of physical and cognitive skills; and planning appropriate curriculum. **Prerequisite:** CH DV 13a with a grade of “C.” CH DV 41aL should be taken concurrently. It is strongly suggested that at least one of the CH DV 40 series be completed before taking CH DV 41a. **Hours:** (36) 2 lect/discussion. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.

CH DV 41aL  LABORATORY FOR PRINCIPLES AND PRACTICES IN EARLY CHILDHOOD EDUCATION (2 units)
Supervised laboratory experience working with children two to five years of age in the Child Study Centers applying knowledge gained in CH DV 41a. **Prerequisite:** CH DV 13a with a grade of “C.” CH DV 41aL should be taken concurrently. **Hours:** (108) 6 lab. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.

CH DV 41b  PRINCIPLES AND PRACTICES IN EARLY CHILDHOOD EDUCATION (2 units)
Advanced skills and knowledge for early childhood programs. Planning learning experiences and developing teaching materials appropriate to the physical, cognitive, social and emotional growth of the young child aged three to five. **Prerequisite:** CH DV 41a with a grade of “C.” CH DV 41bL should be taken concurrently. **Hours:** (36) 2 lect/discussion. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.

CH DV 41bL  LABORATORY FOR PRINCIPLES AND PRACTICES IN EARLY CHILDHOOD EDUCATION (2 units)
Advanced laboratory experience and practice teaching in early childhood programs. Emphasizes curriculum and activity planning, and teaching techniques for three to five year olds. **Prerequisite:** CH DV 41aL with a grade of “C.” CH DV 41b should be taken concurrently. **Hours:** (108) 6 lab. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.
CH DV 41c  PRINCIPLES AND PRACTICES IN EXTENDED DAY PROGRAMS (4 units)
Curriculum development and techniques for working with school age children, five to eighteen. Activities and equipment for extended day programs, as well as methods of developing self-control, solving conflicts, and working with families. **Prerequisite:** CH DV 13b. **Hours:** (144) 2 lect/discussion, 6 lab. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.

CH DV 42  CHILD, FAMILY AND THE COMMUNITY (3 units)
Patterns of family living and implications for the care and education of children and the community. Emphasis on process of socialization. This course meets Child Development Associate option, competency No. 11. **Prerequisite:** CH DV 13a with a grade of “C.” **Hours:** (54) 3 lect. **CCS:** Occupational Education. **Transferable:** UC, CSU and Private Colleges. **Credit limitations. For specific information see counselor.**

CH DV 43  TECHNIQUES OF PARENT EDUCATION (2 units)
The philosophy, materials, and techniques necessary for a viable parent education program for parents of young children. Developing teacher communication skills. Conducting group discussions, parent meetings and conferences. Developing parents’ self-esteem and participation. **Prerequisite:** Reading Level A. **Hours:** (36) 2 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** CSU and Private Colleges.

CH DV 44  INFANT/TODDLER CARE AND DEVELOPMENT (2 units)
Infant/toddler development — physical, emotional, social and intellectual. Principles of child care, nutrition, health practices, and curriculum for children ages birth through two years. **Prerequisite:** CH DV 13a with a grade of “C.” CH DV 44L should be taken concurrently. **Hours:** (36) 2 lect. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.

CH DV 44L  LABORATORY FOR INFANT/TODDLER CARE AND DEVELOPMENT (2 units)
Supervised laboratory experience in an infant/toddler center. Application of knowledge gained in CH DV 44. Class discussion of experiences with infants and toddlers in the Child Study Center. **Prerequisite:** CH DV 13a with a grade of “C.” Concurrent enrollment in CH DV 44. **Hours:** (90) 1 lect/discussion, 4 lab. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.

CH DV 45a  ADMINISTRATION OF PROGRAMS FOR YOUNG CHILDREN: BUSINESS PROCEDURES (3 units)
Administration of programs for young children including private and publicly-funded day-care centers and preschool programs, emphasizing business procedures. **Prerequisites:** CH DV 41a with a grade of “C” or better. CH DV 41b is strongly recommended. **Hours:** (54) 3 lect. **CCS:** Occupational Education. **Transferable:** UC, CSU and Private Colleges.
CH DV 45b  ADMINISTRATION OF PROGRAMS FOR YOUNG CHILDREN: PERSONNEL MANAGEMENT PROCEDURES (3 units)
Administration of programs for young children including private and publicly-funded day-care centers and preschool programs. Emphasizes personnel management. **Prerequisite:** CH DV 45a with a grade of “C” or better. **Hours:** (54) 3 lect. **CCS:** Occupational Education. **Transferable:** UC, CSU and Private Colleges.

CH DV 46  CHILD ABUSE AND NEGLECT (3 units)
Dimensions of child abuse and neglect; physical, emotional, and social. Response systems for families experiencing problems. **Prerequisite:** Reading Level A. **Hours:** (54) 3 lect/discussion. **CCS:** Occupational Education. **Transferable:** UC, CSU and Private Colleges.

CH DV 47  CHILDREN IN CRISIS (3 units)
Understanding and recognizing emotional and social problems. Emphasizes prevention of future emotional and educational problems. Develops appropriate referral systems. **Prerequisite:** Reading Level A. **Hours:** (54) 3 lect/discussion. **CCS:** Occupational Education. **Transferable:** UC, CSU and Private Colleges.

CH DV 54  INTRODUCTION TO EARLY CHILDHOOD EDUCATION (1 unit)
Assists students in understanding the field of child development and in making educational plans. Satisfies 0.5 unit counseling requirement for graduation from Bakersfield College. **Prerequisite:** None. **Hours:** (18) 1 lect. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

CH DV 68  TOPICS IN EXTENDED DAY CARE FOR SCHOOL AGE CHILDREN (1 unit)
Current information for the school age child. Does not apply or fulfill requirements for the Children’s Center Permit. **Prerequisite:** None. **Hours:** (18) 2-4 lect for 1-9 weeks. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

CH DV 68a  AGES AND STAGES OF DEVELOPMENT OF THE SCHOOL AGE CHILD
An exploration of the social, emotional, physical, and intellectual development of the child through the preadolescent years, including planning curriculum and structuring the environment for each stage.

CH DV 68b  CURRICULUM I: SCHOOL AGE CHILD
A workshop for developing school age appropriate flannelboard stories, puppets, choral readings and creative dramas. Emphasis is on child participation in preparing materials, such as puppets, stages, costumes, sets and scripts.
CH DV 70  TOPICS IN CHILD DEVELOPMENT (0.5 – 1.0 unit)
Current information on child development issues and curricula. Recommended as update
courses for licensed teachers. **Prerequisite:** Evaluation by instructor. **Hours:** (9-18) 18
lect/lab per unit. May be repeated as indicated. **CCS:** Occupational Education. **Not
Transferable:** Associate Degree only.

CH DV 70b  PRESCHOOL CURRICULUM FOR PARENTS.
May be repeated three times.

CH DV 70c  USE OF PUPPETS IN THE CLASSROOM

CH DV 70d  DISCIPLINE TECHNIQUES FOR PRESCHOOL CHILDREN

CH DV 70e  INFANT CARE

CH DV 70f  TODDLER CARE

CH DV 70g  PIAGETIAN ACTIVITY

CH DV 70h  SCIENCE FOR YOUNG CHILDREN

CH DV 70i  DISEASE MANAGEMENT TRAINING

CH DV 70j  COMMUNICATING WITH CHILDREN ABOUT SEXUALITY

CH DV 70k  FLANNELBOARD AND STORYTELLING TECHNIQUES.
May be repeated once.

CH DV 70l  DRAMATIC PLAY.
May be repeated once.

CH DV 70m  CREATIVE LEARNING ENVIRONMENT – INSIDE.
May be repeated once.

CH DV 70n  CREATIVE LEARNING ENVIRONMENT – OUTSIDE.
May be repeated once.

CH DV 70p  PORTFOLIO DEVELOPMENT.
May be repeated three times.

CH DV 70q  MATH AND NUMBER CONCEPTS.
May be repeated once.

CH DV 70s  ACTIVITIES FOR NUTRITION OF INFANTS/TODDLERS.
May be repeated once.

CH DV 70t  STAFF DEVELOPMENT TRAINING

CH DV 70u  DEVELOPING LANGUAGE & MATH SKILLS
May be repeated once.

CH DV 70v  LEGAL AND ETHICAL ISSUES OF CHILD DEVELOPMENT.
May be repeated once.
CH DV 71a  TOPICS IN
FOSTER PARENTING: HOME ENVIRONMENT (0.5 unit)
An examination of the roles of persons involved in foster care: agencies, placements, birth and foster children and parents. Emphasizes promoting communication skills, discipline and self-esteem. Prerequisite: None. Hours: (9) 1 lect for 9 weeks. CCS: Occupational Education. Not Transferable: Not degree applicable.

CH DV 71b  TOPICS IN
FOSTER PARENTING: FOSTER CARE AND THE LAW (0.5 unit)
An examination of the laws governing dependent children of the court; how the juvenile court interprets them; how decisions are made and carried out by the agency responsible for the children’s care and custody and what foster parents can do as the children’s advocates. Prerequisite: None. Hours: (9) 3 lect for 3 weeks. CCS: Occupational Education. Not Transferable: Not degree applicable.

CONSUMER EDUCATION

CON E 76  TOPICS IN CONSUMER EDUCATION (1 unit)
Current information on selected areas in consumer education, such as budget management, labeling of foods, buying of clothing and textiles, planning balanced diets/meals, consumer buying of food, credit buying and housing. Prerequisite: None. Hours: (18) 18 lect. CCS: Occupational Education. Not Transferable: Associate Degree only.

COSMETOLOGY

COSMT 50ab  BASIC COSMETOLOGY (7 – 7 units)
Basic scientific theory as it applies to cosmetology, anatomy, disorders and diseases of the skin, scalp and hair; physiology of skin, hair and nails; chemistry and electricity, salon management, bacteriology and sterilization. Composition and application of shampoos; finger-waving and shaping; curl construction, including pin curling and sculpture curling; cold waving, including composition and reaction to materials used; color rinses and vegetable tints; manicuring; and basic hair cutting. Prerequisite: Admission to Cosmetology Program. Hours: 5 lect and 27 minimum laboratory per week. CCS: Occupational Education. Not Transferable: Associate Degree only.

COSMT 50cd  INTERMEDIATE COSMETOLOGY (7 – 7 units)
Hairstyling and introductory contest work; introduction to salon clinic, permanent hair coloring, massage and scalp treatments, intermediate permanent waving, hair shaping, hair straightening. Shaping and styling of wigs, and care of hair pieces. Training and experience in receptionist duties. Prerequisite: Completion of COSMT 50ab with a minimum grade of “C”. Hours: 5 lect and 27 minimum laboratory per week. CCS: Occupational Education. Not Transferable: Associate Degree only.
**COSMT 50ef  ADVANCED COSMETOLOGY (7 - 7 units)**
Senior hair styling, contest work, experience in the salon clinic in shampooing, hair shaping, manicuring, permanent waving, hair coloring, facials, scalp treatments. Salesmanship practice, advanced theory and 127 hours State Board preparatory testing practice. **Prerequisite:** Completion of COSMT 50ab—50cd with at least a “C” grade. **Hours:** 5 lect and 27 minimum laboratory per week. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

**COSMT 76  INTRODUCTION TO COSMETOLOGY (1 unit)**
Understanding of the field of cosmetology, the job opportunities in the field, the skills and need for competency in the field, and policies and procedures of the Bakersfield College Cosmetology Program. **Prerequisite:** None. **Hours:** (18) 2 lect for 9 weeks. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only. **Note:** Not open to students with credit in COUNS 76.

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**FAMILY STUDIES**

**FAM S 11  FAMILY PORTRAIT:**
A STUDY OF CONTEMPORARY LIFE STYLES (3 units)
A study of marriage and the family and contemporary life styles in our society, with emphasis on both the physical and emotional health of the individual and the couple. **Prerequisite:** Reading Level A. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** CSU and Private Colleges.

**FAM S 31  MARRIAGE (3 units)**
A basic study of the institution of marriage. Covers some historical aspects of marriage and family life. Emphasizes attitudes, feelings, communication, and adjustment to marriage in a changing society. **Prerequisite:** Reading Level A. English Level A. **Hours:** (54) 3 lect/disc. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. **Note:** Not open to students with credit in PSYCH 31.

**FAM S 60  RESIDENTIAL CARE FOR SENIORS TRAINING (1 unit)**
Instructs residential home operators and administrators how to provide care and services for individuals sixty-two years or older. **Prerequisite:** None. **Hours:** (20) 2 lect for 10 weeks. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

**FAM S 66a  TRAINING FOR RESIDENTIAL CARE HOME SPECIALISTS (3 units)**
Designed to train residential care home specialists serving persons with special developmental needs. Topics included are general patterns of human development, understanding mental retardation, autism, epilepsy and cerebral palsy, skill development, social and emotional development and fostering of independent living skills. **Prerequisite:** None. **Hours:** (54) 3 lect. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.
FAM S 66b  TRAINING FOR RESIDENTIAL CARE HOME SPECIALISTS (3 units)
Designed to train residential care home specialists serving persons with special developmental needs. Topics included are licensing regulations and procedures, health and safety factors, record keeping, community resources, behavior management, medical techniques, counseling techniques and vocational training. **Prerequisite:** None. **Hours:** (54) 3 lect. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

FAM S 66c  TEACHING THE DEVELOPMENTALLY DISABLED: PROGRAM PLANNING AND IMPLEMENTATION (3 units)
The student will be able to assess the learning needs of clients with developmental disabilities and to implement and evaluate an individualized client program plan based on the assessed needs and abilities of the client as demonstrated in the completion of an Individual Program Plan. **Prerequisite:** None. **Hours:** (54) 3 lect/discussion. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

FAM S 70  TOPICS IN FAMILY STUDIES (0.5 – 2 units. Limit 8 units.)
Current information on selected areas of Family Studies such as parenting, marriage, family crises. **Prerequisite:** None. **Hours:** (9-18) 9 hours per one-half unit. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

FAM S 90  PARENT/CONSUMER EDUCATION (0 units)
Designed to help parents develop a philosophy of parenthood and an understanding of the problems facing today's families. **Prerequisite:** None. **Hours:** 1-3 hours per week; 9-18 weeks. **CCS:** Community Education — Parenting. **Not Transferable:** Not degree applicable.

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**FASHIONS**
(Formerly Clothing)

**FASH 9**  CLOTHING CONSTRUCTION I (3 units)
Basic sewing techniques and usage of commercial patterns. Construction of three garments. Pattern and fabric selection based on current fashion trends and correct color, line, and design for the individual. **Prerequisite:** Reading Level A. FASH 51 or 52 or evaluation by instructor. **Hours:** (90) 2 lect, 3 lab. **CCS:** Occupational Education. **Transferable:** UC, CSU and Private Colleges. **Note:** Formerly CLTH 9.

**FASH 10**  CLOTHING CONSTRUCTION II (3 units)
Individualizing basic and designer patterns with more intricate detail and style. Alteration principles and techniques of handling fabrics. Advanced color and line techniques. **Prerequisite:** Reading Level A. **Hours:** (90) 2 lect, 3 lab. **CCS:** Occupational Education. **Transferable:** UC, CSU and Private Colleges. **Note:** Formerly CLTH 10.
FASH 12  TAILORING I (2 units)
The techniques of both traditional and contemporary tailoring using both hand and machine methods. Emphasizes proper fit and fine detail. A woman’s coat or jacket or a man’s sportcoat will be required. **Prerequisite:** FASH 9 and 10 or evaluation by instructor. **Hours:** (72) 1 lect, 3 lab. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges. **Note:** Formerly CLTH 12.

FASH 13  TAILORING II (2 units)
Information and skills necessary to develop the ability to make both men’s and women’s pants and women’s skirts which are tailored to fit. Two garments are required using all techniques which are demonstrated. **Prerequisite:** FASH 9 and 10 or evaluation by instructor. **Hours:** (72) 1 lect, 3 lab. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges. **Note:** Formerly CLTH 13.

FASH 23  APPAREL SELECTION (0.5 unit)
Using elements of art and principles of design, the selection of apparel is discussed as it relates to the individual. Factors also considered when personalizing the wardrobe: lifestyle, profession, financial status, and the statement you want to communicate. **Prerequisite:** Reading Level A. **Hours:** (9) 3 lect for 3 weeks. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges. **Note:** Formerly CLTH 23.

FASH 24  TEXTILES AND FASHIONS (3 units)
Characteristics of fibers, yarns, fabric construction, dyes, and finishes. Emphasizes how these relate to wearability and design in today’s fashion world. Field trips may be required. **Prerequisite:** Reading Level A. **Hours:** (54) 3 lect. **Transferable:** UC, CSU and Private Colleges.

FASH 51  BEGINNING SEWING (1.5 units)
Use and care of the sewing machine and fundamental clothing construction techniques. **Prerequisite:** None. **Hours:** (54) 1 lect, 2 lab. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only. **Note:** Formerly CLTH 51.

FASH 52  INTERMEDIATE CLOTHING (1.5 units)
A continuation of the fundamental clothing techniques learned in FASH 51. **Prerequisite:** FASH 51 or high school clothing or evaluation by instructor. **Hours:** (54) 1 lect, 2 lab. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only. **Note:** Formerly CLTH 52.

FASH 53  CUSTOM FITTING AND ALTERATIONS (2 units)
Basic principles of pattern alteration to achieve custom fitting of garments and of altering ready-to-wear garments. **Prerequisite:** FASH 51 or 52 or high school clothing or evaluation by the instructor. **Hours:** (72) 1 lect, 3 lab. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only. **Note:** Formerly CLTH 53.

FASH 54  GARMENT DESIGN AND CONSTRUCTION I (2 units)
Designing a customized garment by modifying a basic pattern. Methods of individualizing clothing with structural and applied designs will be learned. **Prerequisite:** FASH 9 and 10 or evaluation by instructor. **Hours:** (72) 1 lect, 3 lab. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only. **Note:** Formerly CLTH 54.
FASH 55  GARMENT DESIGN AND CONSTRUCTION II (2 units)
Design adjustments necessary for constructing garments from fabrics which require special handling techniques including synthetic suedes, furs, lycras, tricot and other specialized fabrics. **Prerequisite:** FASH 9 and 10 or evaluation by instructor. **Hours:** (72) 1 lect, 3 lab. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only. **Note:** Formerly CLTH 55.

FASH 76h  OVERLOCK TECHNIQUES (1 unit)
Designed for students interested in updating on the industry's newest production equipment, fashion notions, and clothing construction techniques. **Prerequisite:** Evaluation by instructor. **Hours:** (27) 1 lect, 2 lab. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only. **Note:** Formerly CLTH 76h.

**FOOD SERVICE/CULINARY ARTS**

FD SV 1  INTRODUCTION TO THE FOOD SERVICE INDUSTRY (1 unit)
Surveys the history, organization and functions of typical food service operations. Discusses job positions at all levels, including education and experience requirements, personal qualifications, job responsibilities, and career advancement. Provides an orientation to Bakersfield College curriculum and requirements. Satisfies the 0.5 unit counseling requirement for graduation from Bakersfield College. **Prerequisites:** Reading Level A and eligibility for associate degree English and math. **Hours:** (18) 1 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** CSU and Private Colleges. **Note:** Formerly FD SV 50a.

FD SV 51a  FOOD SERVICE SKILLS DEVELOPMENT (1 unit)
An open entry/open exit course designed to develop performance skills and professional attitude. Introduces the student to the methods, techniques, terminology and equipment essential for job function in the food service industry. **Prerequisite:** Reading Level A. **Hours:** (54) 3 lab. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

FD SV 51b  FOOD PREPARATION AND THEORY (3 units)
Basic principles and scientific concepts of food preparation for food service operations. Application of cookery principles to major food group classifications (i.e., stocks, sauces, soups, milk, cheese, eggs, meats, poultry, fish, fruits, vegetables, salads, breakfast items, and bakery items and desserts). Food presentation techniques. Application of basic culinary skills and procedures which can be adapted and applied to any cooking situation. **Prerequisites:** Reading Level A and completion of or concurrent enrollment in FD SV 51a. **Hours:** (90) 2 lect, 3 lab. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

FD SV 51c  RESTAURANT OPERATIONS (3 units)
Practical experience in preparation of basic restaurant menu items and in serving procedures. Students rotate through various work stations (i.e., range, pantry, backup,
quantity food production, storeroom, cashier, host/hostess, and waiter/waitress). Emphasizes station organization, quality standards, portion control, sanitation/safety, customer satisfaction, and professional attitudes and behavior. **Prerequisites:** Reading Level A and completion of FD SV 51b. **Hours:** (126) 1 lect, 6 lab. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

**FD SV 52 SANITATION AND SAFETY (2 units)**

Basic principles of sanitation and safety standards set by regulatory agencies. Causes and prevention of food-borne illnesses. Proper sanitation practices and personal hygiene. Application of sanitary production, service and facilities maintenance techniques. Health regulations and inspections are emphasized. Exam given for the National Institute for the Foodservice Industry certificate. **Prerequisite:** Reading Level A. **Hours:** (36) 2 lect. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

**FD SV 53 GARDE MANGER/BUFFET (2 units)**

Preparation of advanced cold food items with emphasis on pates, galantines, terrines, tallow, chaudfroid, appetizers, foie gras, mousse, ice carvings, and food decorations. Buffet presentation is integrated in this course. **Prerequisite:** Reading Level A. **Hours:** (72) 1 lect, 3 lab. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

**FD SV 54 CLASSICAL AND INTERNATIONAL CUISINE (3 units)**

Preparation, presentation, and service of Classical international dishes. A la carte service, wine service and tableside preparation of various specialty food items are demonstrated and practiced. Emphasizes ethics of the profession: staffing; purchasing; menu planning and forecasting; food cost analysis; service techniques, and supervision. Banquet functions will be planned, prepared, and served. Students rotate through the various stations of the Renegade Room campus restaurant with special emphasis on the student chef of the day. **Prerequisites:** Reading Level A and completion of FD SV 51b. **Hours:** (126) 1 lect, 6 lab. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

**FD SV 55 ADVANCED BAKING (2 units)**

Advanced baking experience in the production of European-style cakes, basic creams and icings, dessert sauces, doughnuts, crepes, tarts, puff pastry, eclairs, baked meringles, petits fours, and specialty cookies. Decorating work and display pieces, produce presentation and marketing techniques demonstrated. **Prerequisites:** Reading Level A and completion of FD SV 51b. **Hours:** (90) 1 lect, 4 lab. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

**FD SV 56 SPECIAL PROJECT IN FOOD SERVICE (1 unit)**

Opportunity for students to pursue special interests relating to the food service industry under the direction of a faculty member. Topics must extend study beyond courses offered. Student project requires departmental approval. Registration for food service management majors only. May be repeated for a maximum of two units. **Prerequisites:** Reading Level A and completion of required courses of the first-year curriculum of the food service management program with a grade of “B” or better. **Hours:** (18) 1 seminar. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.
FD SV 57 PURCHASING (3 units)
Food purchasing policies and procedures with respect to budget. Introduction to the market and buyer. Basic marketing functions and selection of food products for commercial and institutional food service operations. Emphasizes developing standard purchase specifications for various food service operations and on procedures for buying, receiving, storing and issuing. **Prerequisite:** Reading Level A. **Hours:** (54) 3 lect. Field trips required. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

FD SV 58 SUPERVISORY TECHNIQUES (3 units)
Current methods of supervision and leadership which are applicable to the food service industry. Methods and techniques of training and supervising for overall efficiency of operation are stressed. Recruitment, selection, orientation, training and evaluation of personnel. **Prerequisite:** Reading Level A. **Hours:** (54) 3 lect. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

FD SV 60 MENU PLANNING/MARKETING/COST CONTROL (3 units)
Basic principles of menu planning for food service operations and essentials of merchandising food. Budget development and cost-control procedures relating to inventories, labor, production and service, and sales income. Use of simple mathematics to solve problems of food management, forecasting, and preparation of financial statements. Emphasizes the application of marketing and advertising principles for food service operations. **Prerequisites:** Reading Level A; eligibility for MATH 50 and completion of FD SV 57. **Hours:** (54) 3 lect. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

FD SV 64a HEALTH CARE FOOD SERVICE OPERATIONS I (3 units)
Role and responsibilities of the dietary manager and/or dietetic service supervisor in managing health care and community food service operations. Application of standards, principles, and techniques of normal nutrition, therapeutic nutrition, food production and service, human relations, institutional development and data management. Provides 90 hours directed work experience in approved health care facilities for students enrolled in either the Dietary Managers Program or the California state approved Dietetic Service Supervisor Program. **Prerequisites:** Reading Level A and completion of or concurrent enrollment in NUTR 10, FD SV 51b and 52. **Hours:** (126) 2 lect, 5 directed work experience. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only. **Note:** Formerly FD SV 55a.

FD SV 64b HEALTH CARE FOOD SERVICE OPERATIONS II (3 units)
Continuation of FD SV 64a emphasizing the management responsibilities of the dietary manager and/or dietetic service supervisor in the application of nutritional assessment, menu modifications, patient nutrition education, personnel management, leadership and interdepartmental relationships, communications, sanitary and safety practices, work flow and equipment concerns and evaluation of dietary services. Provides 90 hours of directed work experience in approved health care facilities for students enrolled in either the Dietary Managers Program or the California state approved Dietetic Service Supervisor Program. **Prerequisites:** Reading Level A and completion of FD SV 64a. **Hours:** (126) 2 lect, 5 directed work experience. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only. **Note:** Formerly FD SV 55b.
FD SV 65  BASIC SKILLS: BASIC FOODS (2 units)
Overview of basic preparation skills involved in preparing and serving nutritious acceptable foods in schools, child care centers, and family day care programs. Subject areas include food preparation principles, standardized recipes, components of the reimbursable meal pattern, United States Dietary Guidelines and the Basic Four Food Groups, safety and sanitation standards and procedures, portion control, basics of work improvement, recordkeeping, and methods of developing communication skills. **Prerequisite:** Reading Level A. **Hours:** (54) 1 1/2 lect. 1 1/2 lab. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

FD SV 66  MENU DESIGN FOR CHILD NUTRITION PROGRAMS (3 units)
Overview of menu planning for child nutrition programs including reimbursable meal patterns, student preferences, basic nutrition and menu planning principles, menu development techniques, and menu management procedures. **Prerequisite:** Reading Level A. **Hours:** (54) 3 lect. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

**INSTITUTIONAL MANAGEMENT**

I MGT 55a  DIETETIC CLINICAL EXPERIENCE I (2 units)
Provides directed clinical experience in the application of standards, principles and techniques of basic nutrition, sanitation and safety, food service skills and basic food preparation and service in health care and community food service operations for dietetic students. Analyzes the scope and responsibilities of dietetic team members. **Prerequisite:** NUTR 10, FD SV 51a, 51b, and 52 (all may be taken concurrently). **Hours:** (108) 1 lect, 5 clinical experience. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

I MGT 55b  DIETETIC CLINICAL EXPERIENCE II (2.5 units)
Provides directed clinical experience in the application of standards, principles and techniques of quantity food preparation, menu planning, purchasing and diet modification in health care and community food service operations for dietetic students. **Prerequisite:** I MGT 55a. FD SV 51c, 51d, 57 (may be taken concurrently). **Hours:** (153) 1 lect and 7 1/2 clinical experience. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

I MGT 57  NUTRITION CARE—SCHOOL RECORDS (3 units)
Includes the specifics on recordkeeping for a school food service program with an emphasis on the needs and requirements of the Federal Type A Lunch. **Prerequisite:** FD SV 50a and 52. **Hours:** (198) 1 lect and 10 supervised field experience. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

I MGT 65  BASIC SKILLS: BASIC FOODS (2 units)
A basic course in food preparation skills. Covers selection of food and supplies for work stations, recordkeeping, selection of food to satisfy the reimbursable child care food patterns, proper use of kitchen equipment and use of sanitary methods in food preparation. **Prerequisite:** None. **Hours:** (54) 1 1/2 lect, 1 1/2 lab. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.
I MGT 71a  NUTRITION: THE YOUNG CHILD (0.5 unit)
The student will be able to identify the basic principles of nutrition relating to the young child. Nutrients supplied by the Child Care Food Program meal patterns and minimum food amounts for children of different ages will be emphasized. **Prerequisite:** None. **Hours:** (9) 3 lect for 3 weeks. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

I MGT 71b  MENU PLANNING: CHILD CARE FOOD PROGRAM (0.5 unit)
The student will apply basic menu planning principles in writing a week's menu for breakfast, lunch and snack following the Child Care Food Program reimbursable meal pattern guidelines. **Prerequisite:** None. **Hours:** (9) 3 lect for 3 weeks. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

### INTERIOR DESIGN

**INT D 1  INTRODUCTION TO INTERIOR AND ENVIRONMENTAL DESIGN (1 unit)**
Overview of the field of Interior Design and how it relates to architecture and environmental design, employment opportunities, and educational programs. **Prerequisite:** Reading Level A. **Hours:** (18) 1 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** CSU and Private Colleges.

**INT D 10  DESIGNING HOME INTERIORS (3 units)**
Basic principles of interior design. A telecourse which emphasizes the planning of residential interiors that will satisfy individual and family needs, values, and lifestyles. Consumer education and consumer tips regarding the selection of home furnishing materials. **Prerequisite:** Reading Level A. **Hours:** 30 TV lessons, 1 orientation, 2 review sessions, 2 test sessions. **CCS:** Liberal Arts and Sciences. **Transferable:** CSU and Private Colleges.

**INT D 12  CAREERS: PROFESSIONAL PRACTICES (2 units)**
Surveys interior design, decoration and related occupations. Includes business methods and techniques, professional skills required for employment, professional ethics and other practices necessary for success. **Prerequisite:** INT D 1, 15a, 21a and 15b (may be taken concurrently). **Hours:** (36) 3 lect for 12 weeks. Field trips required. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.

**INT D 14  ART TECHNIQUES FOR PRESENTATION (1 unit)**
Basic concepts and techniques for interior design presentations. Application of art principles in visual communication, including the survey and exploration of various media and the organization of portfolios, graphs, charts, posters and display boards. **Prerequisite:** Concurrent enrollment in INT D 15a; ART 2a (may be taken concurrently). **Hours:** (18) 2 lect for 9 weeks. Field trips required. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.
INT D 15a  ELEMENTS AND PRINCIPLES OF INTERIOR DESIGN (3 units)
Identification and application of the elements and principles of design. Emphasis on organized selection and arrangements for beauty, comfort and care as adapted to user needs. Prerequisite: Concurrent enrollment in INT D 14. ART 3a recommended. Reading Level A. Hours: (54) 3 lect. Field trips required. CCS: Occupational Education. Transferable: UC, CSU and Private Colleges. Credit limitations. For specific information see counselor.

INT D 15b  MATERIALS AND COMPONENTS OF INTERIOR DESIGN (3 units)

INT D 16  MEASUREMENTS AND CALCULATIONS (2 units)
Installation methods and problems. Accurate measurement and calculation of materials and costs involved in design treatments for walls, windows, floors, furniture, bedding, and other soft goods. Prerequisite: Reading Level A., MATH 50 or high school algebra. Hours: (36) 2 lect. Field trips may be required. CCS: Occupational Education. Transferable: CSU and Private Colleges.

INT D 21a  INTERIOR DRAWING (1.5 units)
The drafting of floor design, interior elevations, and sections for working with craftsmen and presentation to the client. Prerequisite: INT D 1 or ARCH 1. Hours: (54) 1 lect, 2 lab. CCS: Occupational Education. Transferable: CSU and Private Colleges.

INT D 21b  INTERIOR DRAWING (1.5 units)
Basic drawing and rendering techniques for presenting interiors to design clientele. Prerequisite: INT D 21a. Hours: (54) 1 lect, 2 lab. CCS: Occupational Education. Transferable: CSU and Private Colleges.

INT D 22  HOUSING AND ENVIRONMENTAL DESIGN (3 units)
Environmental and socio-economic approach to total home design. Physical site, landscape, architecture, houseplans, space planning, construction and costs. Prerequisite: Reading Level A. Hours: (54) 3 lect. CCS: Occupational Education. Transferable: CSU and Private Colleges.

INT D 23a  FURNITURE STYLES (2 units)
Styles of architecture and furnishings from antiquity through modernity. Middle Ages, Italian Renaissance, Hispanic, French and English periods emphasized. Development of design and adaptation to contemporary use. Prerequisite: INT D 15 a or ART 30a, b, or c (may be taken concurrently). Hours: (36) 2 lect. Field trips may be required. CCS: Occupational Education. Transferable: CSU and Private Colleges.
INT D 23b  FURNITURE STYLES (2 units)
Furniture decor and architectural style in Early American, Victorian, Oriental, Modern,
and Contemporary design. **Prerequisite:** INT D 23a. **Hours:** (36) 2 lect. Field trips may
be required. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.

INT D 24  TEXTILES (3 units)
Characteristics of fibers, yarns, fabric construction, dyes, and finishes. Emphasis on
design, serviceability, and care related to interior design needs. **Prerequisite:**
Reading Level A. **Hours:** (54) 3 lect. **CCS:** Occupational Education. **Transferable:**
CSU and Private Colleges.

INT D 25  INTRODUCTION TO SPACE PLANNING (3 units)
Introduction to fundamentals of space planning. Emphasis on recognition of project ob­
jectives, analysis of project information, and formation and execution of floor plans
prepared from data gathered. **Prerequisites:** INT D 15b, 21ab and ARCH 10 (or
equivalent). **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.

INT D 50  PROFESSIONAL DEVELOPMENT: FIELD EXPLORATION (1 unit)
Students will survey the resources of the greater design community to obtain a working
knowledge of the business procedures and purchasing methods of the interior design com­
munity. **Prerequisite:** INT D 15a. **Hours:** (33) 13 lect, 20 lab for one week. **CCS:** Oc­
cupational Education. **Not Transferable:** Associate Degree only. **Note:** Students will
bear all costs.

INT D 75  TOPICS IN INTERIOR DESIGN (0.5 – 2 units. Limit 8 units)
**Prerequisite:** None. **Hours:** (9-36) Minimum of 9 hours per half unit of credit. **CCS:**
Occupational Education. **Not Transferable:** Associate Degree only.

INT D 75a  USE OF ACCESSORIES
INT D 75b  LIGHTING (0.5 – 1.0 unit) **Note:** Formerly INT D 74d.
INT D 75c  COMMERCIAL SPECIFICATIONS
INT D 75e  MAKING HOME ACCESSORIES **Note:** Formerly INT D 74a.
INT D 75f  WALLPAPERING TECHNIQUES **Note:** Formerly INT D 74c.
INT D 75g  RETAILING AND MERCHANDISING IN INTERIOR DESIGN

NUTRITION

NUTR 10  ELEMENTARY NUTRITION (3 units)
Principles of nutrition and their application to diets under normal conditions. **Prerequi­
site:** Reading Level A. **Hours:** (54) 3 lect. **CCS:** Occupational Education. **Transferable:**
CSU and Private Colleges.
NUTR 12  CURRENT ISSUES IN CHILD NUTRITION PROGRAMS (3 units)
Role and responsibilities of unit school food service managers, child care admin­
istrators or family day care sponsors in providing meals to children and youth which comply with legislative and budgetary perimeters and which meet their nutrition­
al, social, psychological and ethnic needs; and the role of participants in in­
tegrating the food service program with classroom nutrition education activities. Pre­
requisite: Reading Level A. Hours: (54) 3 lect. CCS: Occupational Education. Not 
Transferable: Associate Degree only.

NUTR 70  TOPICS IN NUTRITION (0.5 unit. Limit 8 units.)
Prerequisite: None. Hours: (9-18) Minimum of 9 per one-half unit. CCS: Occupa-
tional Education. Not Transferable: Associate Degree only.

TEACHER AIDE PROGRAM

TCH A 70  CURRENT PRACTICES (0.5–2 units)
Provides information and study related to current practices, student needs and recent developments within the field. Prerequisite: None. Hours: (18-24) Minimum of 9 per one-half unit. CCS: Occupational Education. Not Transferable: Associate Degree only.

TCH A 77b  MATHEMATICS LIFE EXPERIENCE (3 units)
The teacher aide will better understand that the Math Life Experience curriculum is designed to tempt teenage students into learning more about mathematics, while seeming to teach it less. Prerequisite: None. Hours: (54) 3 lect. CCS: Occupational Education. Not Transferable: Associate Degree only.

TCH A 77c  TEACHING THE LAUBACH LITERACY PROGRAM (3 units)
Covers problems of learning the English language with emphasis on the sound system of English. Presents the Laubach Literacy method and materials, supplementary vocabulary lists and drills, teaching aids, and materials for review and reinforcement. Develops skills in writing high-interest literacy instruction. Introduces language prob­
lems of the exceptional student and the Laubach method of basic language skills in­
struction. Prerequisite: Reading Level B. Hours: (54) 3 lect. CCS: Occupational Education. Not Transferable: Associate Degree only.

TCH A 77d  ADVANCED LAUBACH LITERACY PROGRAM (3 units)
A continuation of TCH A 77c, advanced study of the Laubach Literacy Program. Pre­
requisite: TCH A 77c. Hours: (54) 3 lect. CCS: Occupational Education. Not 
Transferable: Associate Degree only.

TCH A 77e  CAREER TRAINING SKILLS (3 units)
Career Training Skills is a one semester, basic vocational course designed to acquaint teacher aides with the fundamental operations of career training. The primary purpose is to help teacher aides understand the role they play in career education. Prerequi­
site: None. Hours: (54) 3 lect. CCS: Occupational Education. Not Transferable: Associate Degree only.
FOREIGN LANGUAGES

Filipino
French
German
Latin
Spanish

General breadth requirements for a liberal arts program should be followed.

**GERMAN**

**Required Courses**

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<td>GERM 4 Intermed German</td>
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<td>GERM 2ab Elementary German</td>
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<td>GERM 5ab Oral German</td>
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<td>GERM 3 Intermed German</td>
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**Electives**

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<td>MUSIC 22ac Music Appreciation</td>
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<td>POLS 2 Comparative Govt</td>
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**SPANISH**

**Required Courses**

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<td>ENGL 31a Latin Am/Mexican Lit</td>
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<td>HIST 30a Early Chicano Hist</td>
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**FILIPINO**

Note: Students may enroll in Conversational Filipino a maximum of four times regardless of level.

**FILIP 52a—52b** ELEMENTARY CONVERSATIONAL FILIPINO (2—2 units)
Designed for those who wish to develop a basic understanding of conversational Filipino. Emphasizes pronunciation, correct usage and common idiomatic speech. **Prerequisite:** 52a: None; 52b: FILIP 52a. **Hours:** (54-54) 3 hours. **CCS:** Liberal Arts and Sciences. **Not Transferable:** Associate Degree only.

**FILIP 52c—52d** INTERMEDIATE CONVERSATIONAL FILIPINO (2—2 units)
Designed for those who wish to develop a basic understanding of conversational Filipino. Emphasizes pronunciation, correct usage and common idiomatic speech. **Prerequisite:** 52c: FILIP 52b or evaluation by instructor; 52d: 52c or evaluation by instructor. **Hours:** (54-54) 3 hours. **CCS:** Liberal Arts and Sciences. **Not Transferable:** Associate Degree only.

**FRENCH**

**FREN 1ab** ELEMENTARY FRENCH (5 units)
1a—1b (2.5—2.5) equivalent to 1ab.
An introduction to French language and culture. Development of basic language skills: listening, speaking, reading and writing, with emphasis upon oral communication. Frequent drills in pronunciation, comprehension and structure. Aspects of French life and culture are integrated with language learning. Requires practice in the language laboratory outside of regular class time. **Prerequisite:** Reading Level A. **Hours:** (90) 5 hours. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges.

**FREN 2ab** ELEMENTARY FRENCH (5 units)
2a—2b (2.5—2.5) equivalent to 2ab.
A continuation and consolidation of the fundamental skills and content of French 1ab. **Prerequisite:** FREN 1ab or two years of high school French. **Hours:** (90) 5 hours. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges.
FREN 3  INTERMEDIATE FRENCH (4 units)
A review of basic structures learned in the first year course with new elements added. Continued emphasis of all four language skills—listening, speaking, reading and writing. Reading selections present modern French writers and aspects of French civilization and culture. Requires practice in language laboratory. Prerequisite: FREN 2ab or three years of high school French. Reading Level A. Hours: (72) 4 hours. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.

FREN 4  INTERMEDIATE FRENCH (4 units)
A continuation of the studies begun in FREN 3. Grammar review and presentation of some of the more complex structures. Special emphasis is given to oral and written communication and to selected excerpts from the works of modern French writers. Requires time outside of class listening to taped programs. Prerequisite: FREN 3 or 4 years of high school French. Hours: (72) 4 hours. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.

NOTE: Students may enroll in Conversational French a maximum of four times regardless of level.

FREN 52a–52b  ELEMENTARY CONVERSATIONAL FRENCH (2–2 units)
Designed for those who wish to develop a basic understanding of conversational French. Emphasizes pronunciation, correct usage and common idiomatic speech. Prerequisite: 52a: None; 52b: FREN 52a or equivalent. Hours: (54-54) 3 hours. CCS: Liberal Arts and Sciences. Not Transferable: Associate Degree only.

GERMAN

GERM 1ab  ELEMENTARY GERMAN (5 units)
1a–1b (2.5–2.5) equivalent to 1ab.
Presentation of the fundamentals of German construction necessary for accurate speaking, reading, writing and understanding German. Daily drill in pronunciation, structure and comprehension of the language. Practice in the language laboratory. Prerequisite: Reading Level A. Hours: (90) 5 hours. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.

GERM 2ab  ELEMENTARY GERMAN (5 units)
2a–2b (2.5–2.5) equivalent to 2ab.
Continuation of GERM 1ab with additional emphasis on conversational style. Practice in the language laboratory. Prerequisite: GERM 1ab, or two years of high school German. Hours: (90) 5 hours. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.

GERM 3  INTERMEDIATE GERMAN (4 units)
Selected readings in German with study of German cultural background. Review of essentials of grammar with more advanced structure and vocabulary. Use of audio-visual materials for improvement of comprehension. Practice in the language laboratory. Prerequisite: GERM 2ab or three years of high school German. Reading Level A. Hours: (72) 4 hours. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.
GERM 4 INTERMEDIATE GERMAN (4 units)
Continued readings in German from selected works of German authors. Study of cultural development of Germany and its historical background. More advanced experience in vocabulary development, comprehension, speaking and writing German. Some specialized reading in student's major field. **Prerequisite:** GERM 3 or four years of high school German. **Hours:** (72) 4 hours. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges.

GERM 5a–5b ORAL GERMAN (3–3 units)
Intensive practice in advanced audio-lingual drills and exercises designed to improve pronunciation and intonation and to develop fluency. Study of selected materials from everyday dialogues, prose readings, poetic and dramatic interpretations. Structural review and composition as necessary to perfect style. **Prerequisite:** GERM 3 or equivalent. May be taken concurrently with GERM 4. 5a is not a prerequisite to 5b. **Hours:** (54-54) 3 hours. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges.

**NOTE:** Students may enroll in Conversational German a maximum of four times regardless of level.

GERM 52a–52b ELEMENTARY CONVERSATIONAL GERMAN (2–2 units)
Designed for those who wish to develop a basic understanding of conversational German. Emphasizes pronunciation, correct usage and common idiomatic speech. **Prerequisite:** 52a: None; 52b: GERM 52a or equivalent. **Hours:** (54-54) 3 hours. **CCS:** Liberal Arts and Sciences. **Not Transferable:** Associate Degree only.

GERM 52c ELEMENTARY CONVERSATIONAL GERMAN (2 units)
Designed to present continuity in studying conversational German. More extensive practice in conversation through the use of filmstrips and recordings which reveal present-day German culture and customs. Designed for those who wish to improve their present speaking knowledge of German. **Prerequisite:** GERM 52b or GERM 1ab or at least two years of recent high school German. **Hours:** (54) 3 hours. **CCS:** Liberal Arts and Sciences. **Not Transferable:** Associate Degree only.

LATIN

LATIN 1 ELEMENTARY LATIN (3 units)
An introduction to basic vocabulary and grammatical forms for reading simple Latin phrases. **Prerequisite:** Reading Level A. **Hours:** (54) 3 hours. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. **Note:** Offered only occasionally.

LATIN 2 ELEMENTARY LATIN (3 units)
A continuation of course 1; emphasizes reading and interpreting works of noted Roman authors. **Prerequisite:** LATIN 1 or two years of high school Latin. **Hours:** (54) 3 hours. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. **Note:** Offered only occasionally.
SPANISH

SPAN 1ab ELEMENTARY SPANISH (5 units)
1a—1b (2.5—2.5) equivalent to 1ab.
Emphasizes comprehension and correct oral delivery of basic language patterns. Simple exercises in reading and writing as well as constant oral drill in class and language laboratory afford the opportunity to acquire an active use of the language on an elementary level. Prerequisite: Reading Level A. Hours: (90) 5 hours. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.

SPAN 2ab ELEMENTARY SPANISH (5 units)
2a—2b (2.5—2.5) equivalent to 2ab.
Continuation of SPAN 1ab. Emphasizes comprehension and correct oral delivery of basic and more advanced language patterns. Advanced exercises in reading and writing as well as constant oral drill in class and language laboratory. Prerequisite: SPAN 1ab, or two years of high school Spanish. Hours: (90) 5 hours. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.

SPAN 3 INTERMEDIATE SPANISH (4 units)
Readings in Spanish and Latin-American literature aimed toward developing competence in the language and an understanding of the spirit and culture of Spanish-speaking peoples. Practice in oral and written expression with a systematic review of grammar and practice in the language laboratory. Prerequisite: SPAN 2ab or three years of high school Spanish. Hours: (72) 4 hours. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.

SPAN 4 INTERMEDIATE SPANISH (4 units)
Continuation of SPAN 3. Advanced readings in Spanish and Latin-American literature aimed toward increased competence in the language and a greater understanding of the spirit and culture of Spain and Latin-America. Practice in oral and written expression with a review of grammar and practice in the language laboratory. Prerequisite: SPAN 3 or four years of high school Spanish. Hours: (72) 4 hours. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.

SPAN 5a—5b ADVANCED SPANISH (3—3 units)
Extensive readings in Spanish and Latin-American literature and further development of conversational ability. Written and oral reports. Prerequisite: Four years of high school Spanish, or SPAN 3 with a grade of “B” or SPAN 4. May be taken concurrently with SPAN 4. Hours: (54-54) 3 hours. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.

NOTE: Students may enroll in Conversational Spanish a maximum of four times regardless of level.

SPAN 52a—52b ELEMENTARY CONVERSATIONAL SPANISH (2—2 units)
Designed for those who wish to develop a basic understanding of conversational
Spanish. Emphasizes pronunciation, correct usage and common idiomatic speech. **Prerequisite:** 52a: None; 52b: SPAN 52a or equivalent. **Hours:** (54-54) 3 hours. **CCS:** Liberal Arts and Sciences. **Not Transferable:** Associate Degree only.

**SPAN 52c–52d INTERMEDIATE CONVERSATIONAL SPANISH (2–2 units)**

Designed to present continuity in the study of conversational Spanish. Advanced practice in conversation, usage and grammar. **Prerequisite:** 52c: SPAN 52b or evaluation by instructor; 52d: SPAN 52c or evaluation by instructor. **Hours:** (54-54) 3 hours. **CCS:** Liberal Arts and Sciences. **Not Transferable:** Associate Degree only.

**SPAN 52e–52f ADVANCED CONVERSATIONAL SPANISH (2–2 units)**

For students who have achieved the “survival level” in everyday spoken Spanish and who want to continue to improve their skills in conversation, expand their working vocabulary, and perfect their comprehension of the language as used the native speakers. **Prerequisite:** SPAN 52d or equivalent, or evaluation by instructor. **Hours:** (54-54) 3 hours. **CCS:** Liberal Arts and Sciences. **Not Transferable:** Associate Degree only.

**SPAN 54 SPANISH FOR HEALTH CAREERS (2 units)**

The student will develop speaking, listening and reading skills in Spanish appropriate for carrying on simple exchanges in medical/health settings. Emphasis will be on oral drill and practice in simulated employee-patient situations. **Prerequisite:** None. **Hours:** (54) 3 hours. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

**SPAN 55 SPANISH FOR LAW ENFORCEMENT PERSONNEL (2 units)**

Presents speaking, listening, reading and writing skills in Spanish. Communication in various situations which law enforcement personnel encounters in the course of their work will be offered. Emphasis will be on oral drill and practice in simulated situations. **Prerequisite:** None. **Hours:** (54) 3 hours. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

**SPAN 57a SPANISH FOR SECRETARIES AND RECEPTIONISTS (3 units)**

The student will develop basic conversational skills necessary for general receptionist work and writing skills useful for writing letters and memos. **Prerequisite:** None. **Hours:** (54) 3 hours. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

**SPAN 59a–59b PRACTICAL SPANISH FOR AGRICULTURE (2–2 units)**

Introduces students to the vocabulary and idiom in current use among Spanish speakers of the San Joaquin Valley agricultural region. While grammatical concepts are presented, the primary goal is development of listening and speaking skills, along with acquisition of appropriate cultural concepts. **Prerequisites:** 59a — none. 59b — SPAN 59a. One year of high school Spanish recommended. **Hours:** (54—54) 3 lect. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only. **Note:** Not open to students with credit in AGRIC 59a and 59b.

**SPAN 70 TOPICS IN SPANISH (1–2 units. Limit 8 units.)**

Concentrates on current events derived from current sources written in Latin America and Spain. May be taken four times only. **Prerequisite:** One year of college Spanish or two years of high school Spanish or the ability to read newspapers or magazines in Spanish with the help of a dictionary. **Hours:** (18) 18 lect/discussion per unit. May be repeated 3 times. **CCS:** Liberal Arts and Sciences. **Not Transferable:** Associate Degree only.
GENERAL STUDIES
(Formerly Women's Studies)

The following abbreviations are commonly used in the course descriptions: **lect** lecture; **lab** laboratory; **demo** demonstration; **CCS** Course Classification System. Hours given in parentheses are total hours for the course. Hours lecture, lab, etc., are hours required per week usually. Prerequisites are expressed as minimum requirements. See page 60 for a fuller explanation.

**GN ST 1 THE CONTEMPORARY WOMAN (1 – 3 units)**
Explores the problems of the Contemporary Woman. Students can acquire a better understanding of changing roles, laws, job opportunities and how to re-enter the labor market. Students will also have the opportunity to explore the problems of being single, divorced or widowed and examine the physical and emotional needs of women. Resource people from the community will be utilized. **Prerequisite:** Reading Level A. **Hours:** (18-54) 18 hours lect per unit. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. **Note:** Formerly WN ST 1.

**GN ST 5sdw SELF DEFENSE FOR WOMEN (0.5 – 1 unit)**
Simple techniques to prepare women to meet an emergency without panic, to minimize the possibility of danger and to give poise and confidence when confronted with danger. **Prerequisite:** Reading Level A. **Hours:** (18-36) 18 hours per 0.5 unit. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor. **Note:** Not open to students with credit in PH ED 5sdw. **Note:** Formerly WN ST 5sdw.

**GN ST 10 INDEPENDENT READING PROGRAM (1 – 2 units)**
A program designed for the student interested in independent reading of books in the social sciences, physical sciences and humanities under library staff supervision. **Prerequisite:** None. **Hours:** (36) One 2-hour meeting and coordinated instruction system. Time by arrangement. **CCS:** Liberal Arts and Sciences. **Transferable:** CSU and Private Colleges.

**GN ST 13 OPTIONS:**
**ORIENTATION TO COLLEGE AND CAREERS (1 unit)**
OPTIONS, Opportunity Program Training Individuals for Occupational and Non-traditional career Success offers an introduction to career search strategies. Students will be given a variety of skills, interests, personality and vocational tests. Individual needs and values will be discussed. Students will learn techniques for goal setting, decision making, and researching the job market. Development of resume writing and interviewing skills will be emphasized. Satisfies 0.5 unit counseling requirement for graduation from Bakersfield College. **Prerequisite:** Reading Level A. **Hours:** (18) 3 lect for 6 weeks. **CCS:** Liberal Arts and Sciences. **Transferable:** CSU and Private Colleges. **Note:** Not open to students with credit in LRN S 13.
GN ST 13a  OPTIONS: DISCOVERING YOURSELF AND YOUR CAREER (3 units)
Opportunity Program Training Individuals of Occupational and Non-traditional career Success offers an introduction to the world of work and higher education. Through vocational and personality testing, values clarification and goal-setting strategies, the student is guided through the process of career decision making. Emphasizes the ongoing process of life planning as a prerequisite to career success. Includes an introduction to the college and educational planning. Satisfies the 0.5 unit counseling requirement for graduation from Bakersfield College. Prerequisite: Reading Level A. Hours: (54) 3 lect/discussion. CCS: Liberal Arts and Sciences. Transferable: CSU and Private Colleges. Note: Not open to students with credit in LRNS 13.

GN ST 13b  OPTIONS: ORIENTATION TO COLLEGE AND CAREERS (5 units)
Opportunity Program Training Individuals for Occupational and Non-traditional career Success. The program is designed to assist the returning or new student to become academically successful while developing an appropriate career plan. Offers a combination of learning skills techniques and career exploration activities. Topics include time planning, study techniques, communication skills, personal issues faced by many new and returning students, self-assessment, job search, resume writing, interviewing and the world of work. Satisfies the 0.5 unit counseling requirement for graduation from Bakersfield College. Prerequisite: Reading Level A. Hours: (90) 5 lect/discussion. CCS: Liberal Arts and Sciences. Transferable: CSU and Private Colleges. Note: Not open to students with credit in LRNS 13.

GN ST 15  CAREER SHADOWING (0.5 unit)
Students will explore a specific job for two full working days through the cooperation of local employers and employees; meet with the volunteer employee and actually "shadow" the employee through his/her usual daily duties; and meet with the instructor before and after the shadowing experience to plan, evaluate and continue the career choice process. Prerequisite: GN ST 13/LRNS 13. Hours: (18) 18 practicum experience. May be repeated once. CCS: Liberal Arts and Sciences. Transferable: CSU and Private Colleges. Note: Not open to students with credit in COUNS 15 taken prior to Spring 1988. Formerly WN ST 15.

GN ST 24  LATINAS IN THE UNITED STATES (2 units)
A survey of the changing psychological and social conditions of Latinas as they pertain to the economic, political, and family developments within the Hispanic cultural context. An analysis of specific issues such as housing, health, and employment will be made in their specific relationships with Latinas in relation to the broad areas of the economy, the family and politics. Prerequisite: Reading Level A. Hours: (36) 2 lect/discussion. CCS: Liberal Arts and Sciences. Transferable: CSU and Private Colleges. Note: Not open to students with credit in CH ST 24. Formerly WN ST 24.

GN ST 28  WOMEN IN THE WORLD (3 units)
A comparative study of women's cultures in the societies of the world. Topics are to include historical, psychological, sociological aspects. Selected regional cultures will be
emphasized every semester. **Prerequisite:** Reading Level A. **Hours:** (54) 3 lect/disc. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. **Note:** Not open to students with credit in SOC 28. Formerly WN ST 28.

**GN ST 30 TRANSACTIONAL SKILLS (3 units)**
An examination of behavior through the concepts of Transactional Analysis and the Karpman Drama Triangle. The aim is to afford the individual student an awareness of behaviors which are productive, non-productive or destructive, and to enhance awareness of student's own communication choices. **Prerequisite:** Reading Level A. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** CSU and Private Colleges. **Note:** Formerly WN ST 30.

**GN ST 35 RELATIONSHIPS IN THE 1980's (3 units)**
Student will explore a variety of relationship choices and realities including the fact that at some point all relationships end. Reading, exercises, speakers, discussion, journal writing, communication and other skills will be utilized so as to learn what external influences have shaped the options now available as well as what internal influences affect how those options are perceived and chosen. **Prerequisite:** Reading Level A. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** CSU and Private Colleges. **Note:** Formerly WN ST 35.

**GN ST 36ab WOMEN ARTISTS (3 units)**
36a—36b (1.5—1.5 units) equivalent to 36ab. The student will gain an understanding of art history and art appreciation through the study of women artists, as related to the psychology, philosophy, and politics of the times. The student will gain an understanding of the contemporary women artists through a biographical approach. **Prerequisite:** Reading Level A. **Hours:** (27-27) 3 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. **Note:** Not open to students with credit in ART 36ab. Formerly WN ST 36ab.

**GN ST 37 PSYCHOLOGY OF WOMEN (3 units)**
The student will know and understand the basic concepts of women in history and mythology, theories of female development, states of female adjustment, female abilities, achievement, and motivation, biological influences on female behavior, female sexuality, minority group females, and cross-cultural perspectives on the female role. Included will be emphasis on application of the aforementioned theoretical knowledge to the life of the student. **Prerequisite:** Reading Level A. PSYCH 51 or la recommended. **Hours:** (54) 3 lect/discussion. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. **Note:** Formerly WN ST 37.

**GN ST 50 CHOICES AND CHALLENGES (3 units)**
Personal planning and self-awareness for young women and men. The aim is to help students set life-long job related and personal goals and develop the specific and essential skills needed to make the choices and to meet the challenges to attain these goals for the rest of their lives. The purpose is to help each student to begin to face reality, learn to accept responsibility, think about their future, learn to set reasonable goals and learn sound decision-making techniques for developing logical plans to achieve those goals.
GENERAL STUDIES

Satisfies 0.5 unit counseling requirement for graduation from Bakersfield College. **Prerequisite:** Reading Level A. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Not Transferable:** Associate Degree only. **Note:** Not open to students with credit in COUNS 50 taken prior to Spring, 1988. Formerly WN ST 50.

**GN ST 55  WOMEN IN BUSINESS (3 units)**
Examines the roles of women in business from both historical and contemporary perspectives. The needs of women in business at all levels of career development — from prospective employee to top-level management — will be addressed. Topics will include career decision making and management; the effects of sex-role stereotyping; networking and mentoring; conflict management; and effective communication in business settings. **Prerequisite:** None. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Not Transferable:** Associate Degree only.

**GN ST 74a  EFFECTIVE INTERPERSONAL COMMUNICATION (1 unit)**
Provides the skills to communicate clearly and directly. Students will learn to express themselves in interpersonal relations, to identify and clearly communicate their individual needs, and to act on, rather than react to others. **Prerequisite:** None. **Hours:** (18) 2 lect for 9 weeks. **CCS:** Liberal Arts and Sciences. **Not Transferable:** Associate Degree only.

**GN ST 74b  UNDERSTANDING SELF THROUGH WRITING (1 unit)**
Provides direction and practice in journal writing. Readings, discussions and structured exercises will be used to facilitate student self-exploration and expression. Students will keep a daily journal during the course of the class. **Prerequisite:** None. **Hours:** (18) 2 lect for 9 weeks. **CCS:** Liberal Arts and Sciences. **Not Transferable:** Associate Degree only.

**GN ST 74c  PARENTING SKILLS (0.5 unit)**
Designed as a discussion group to examine and explore issues of parenting. Topics will include ages and stages of child development, communication skills, working together as a family team, time management, techniques in parenting skills. **Prerequisite:** None. **Hours:** (9) 1 lect for 9 weeks. **CCS:** Liberal Arts and Sciences. **Not Transferable:** Associate Degree only.

**GN ST 74d  WOMEN AND FOOD (1 unit)**
The special relationship between women and food will be explored, drawing on the anthropological, medical and psychological literature. Topics will include the nutritional needs of women across the lifespan; the food-related roles of women cross-culturally; the emotional and symbolic uses of food in women's lives and the contemporary phenomenon of eating disorders. **Prerequisite:** None. **Hours:** (18) 2 lect for 9 weeks. **CCS:** Liberal Arts and Sciences. **Not Transferable:** Associate Degree only.

**GN ST 74e  FAMILIES AND HOW TO SURVIVE THEM (1 unit)**
Students will explore the dynamics of their family of origin and how these dynamics influence their current relationships. Topics will include selection of mates; the family as a system; the influence of birth order; the impact of children on the marital relationship; special family problems like addiction and abuse; parenting and communication skills. **Prerequisite:** None. **Hours:** (18) 2 lect for 9 weeks. **CCS:** Liberal Arts and Sciences. **Not Transferable:** Associate Degree only.
ADMISSIONS TO HEALTH CAREER PROGRAMS

I. Statement of philosophy concerning admission into Health Career Programs:

All persons who are able to perform satisfactorily the responsibilities and tasks required in an education and training program and in subsequent employment in the field should have an opportunity to succeed. It is recognized that the need to protect the safety and welfare of the student and the community is a primary consideration in the health occupations.

II. Admission Procedures

A. Determination of eligibility for admission:

The student must meet educational and health requirements established for the program.

1. Educational Requirements
   a. A high school diploma or equivalent is required for all health career programs.
   b. Meet specific program prerequisites.

2. Health Requirements

The student must be free from communicable diseases, infection, psychological disorders, and other conditions that would prevent the successful performance of the responsibilities and tasks required in the education and training program of the college. Any condition described above which is developed by the student after admission to the program may be considered sufficient cause for suspension from the program. If possible, such a student should be counseled to enter a more appropriate program.
a. Physical Examinations — This exam is to be completed AFTER the student receives notification of selection into the program. The applicant must have a level of emotional and physical health necessary to meet program requirements.

b. Immunizations — As needed for acceptance in a clinical and training facility, and to protect the health and welfare of the student and community.

3. Eligibility for Admission

Applicants who have completed their applications, have their high school and college transcripts on file, and have met the educational and health requirements will be designated as eligible for admission. Information regarding criteria for selection may be obtained in the Health Career's Office.

DENTAL ASSISTING

A Dental Assistant provides service in chairside procedures, preventative dentistry, dental radiography, and general office procedures. The 10-month program at Bakersfield College makes possible the practical application of techniques in a classroom setting which is designed and equipped to simulate a modern dental office and laboratory.

You are best suited to this career if your assets include neatness, good manual dexterity, patience, a wish to be helpful and good judgment.

Upon successful completion of the Dental Assisting program, graduates are eligible to take the National Certification Examination for Dental Assistants, and the California State Registered Dental Assistant Examination Written and Practical Examination for Licensure. Graduates of the program are well-prepared to function in a professional manner in local dental offices.

Students are selected for the Dental Assisting Program once a year. Classes begin each Summer (August 1st). Applications are accepted from November 1 through May 31 each year.

Prerequisites for the program:
1. High school graduate, or GED equivalent.
2. English 1 eligibility.
3. Typing skills
4. MATH 50 or equivalent.
5. Proof of adequate health status is required for final acceptance.
6. Applicants must have current (within 2 years of application) BC placement scores.
SUMMER (2 Weeks)

DNT A 50  Intro Dental Asstng 3.0

First Semester  
DNT A 51  Mtrl/Proced/Instrum 3.0  
DNT A 52  Dent Anat Terminology 3.0  
DNT A 54  Commnc/Psych Dnt A 1.0  
DNT A 58a  Operatory Technique 3.0  
DNT A 60a  Dental Radiography 3.0  
DNT A 65a  Int Chairside Asstg 3.0  
TOTAL 16.0

Second Semester  
DNT A 53  Bio Dental Sciences 3.0  
DNT A 55  Dent Office Proced 3.0  
DNT A 58b  Operatory Technique 3.0  
DNT A 59*  Intra Oral Procedure 2.0  
DNT A 60b  Dental Radiography 2.0  
DNT A 65b  Adv Chair/Offc Asst 6.0  
TOTAL 17.0-19.0

EMERGENCY MEDICAL TECHNOLOGY PROGRAMS

EMERGENCY MEDICAL TECHNICIAN 1  
This is a 120-hour certificate program (12 week course) which will prepare the student to perform basic emergency care as part of the mobile emergency care team. EMT 1 certification is required by the State in order to function in emergency patient care.

A class of 50 students begins each semester. At the end of the course those students who successfully pass the final examination (75% or higher) will be certified by the Kern County Health Department for a two-year period. Re-certification every two years is required to maintain EMT 1 status (see EMT 1 course description).

PRIMARY CARE ASSOCIATE  
(Physician's Assistant)  
Stanford University Medical Center administers a program to train individuals who function in association with physicians in the maintenance and delivery of primary health care to medically underserved communities.

Upon completion of the prerequisite pre-clinical program at Bakersfield College or other accredited institutions, students admitted to the program have 15 months of clinical experience coordinated through Stanford University Medical Center. Students participate in didactic course work full-time for the first quarter (3 months) at Stanford Medical Center in Palo Alto, California. Then they complete an equivalent of five days didactic instruction each month (12 months) thereafter. All clinical experience occurs in an office practice preceptorship.

NOTE: CONTACT COUNSELING DEPARTMENT FOR FURTHER INFORMATION.
Prerequisites:

Minimum requirements for application and admission include:

1. United States Citizen or permanent Visa.
2. High School Diploma or equivalent.
3. A minimum of 12 months direct patient care experience.
4. Satisfactory completion of the following academic prerequisites or their equivalents.

The student must have a preceptor site established in order to complete the clinical experiences necessary for the program.

Upon successful completion of the P.C.A. program, the graduate will sit for a certifying examination, administered by the National Commission on Certification of Physician's Assistants. Passing this examination allows the Physician's Assistant to perform direct patient services under the supervision of primary care physicians certified by the California Board of Medical Quality Assurance.

Pre-Clinical Program Requirements

A grade of "C" or better must be attained in each of these courses. Only work from a regionally accredited college can be accepted.

Algebra — Elementary. One year of high school math or MATH A/200a at Bakersfield College.

Anatomy 1 and Physiology 1 at Bakersfield College or equivalent. Must be at least 10-12 quarter units or 7-8 semester units.

Chemistry — Introductory. One year of high school chemistry, or CHEM 11 at Bakersfield College or equivalent.

Cultural Anthropology or Sociology: ANTH 2, SOC 1 at Bakersfield College, or other acceptable course.

English Composition — Freshman level: ENGL 1, ENGL 1a at Bakersfield College, or other acceptable course.

General Psychology — PSYCH 1a at Bakersfield College, or other acceptable course.

Microbiology with laboratory: BACT 2 at Bakersfield College, or other acceptable course.

*American History and Institutions. HIST 17a and HIST 17b at Bakersfield College.

*Computer Literacy — Two semester units. Must include experience at a terminal (DTA P 1 or COM S 5 at Bakersfield College, or other acceptable course).
• Ethnic Studies — A course that reflects the experience of an American Ethnic group.

• Humanities — One course from List A and one course from List B. (A) Literature, Philosophy (not Logic), or Western Civilization. (B) Art Appreciation, Music Appreciation, or Theatre Arts Appreciation.

• Physical Education — Four quarter courses or three semester courses.

• Speech — Public Speaking or interpersonal communication: SPCH 1 or SPCH 2 at Bakersfield College, or other acceptable course.

*These course areas are required if candidate does not possess an A.A., A.S. or higher academic degree.

RADIOLOGIC TECHNOLOGY

Radiologic Technology is a health care profession whose practitioners work in hospitals, clinics, and private physicians' offices. The radiologic technologist (Radiographer) is a member of the allied health team who works directly with the patient and the physician performing a wide variety of diagnostic x-ray procedures. The role of the graduate radiographer may be that of staff radiographer, special imaging radiographer, supervisor, administrator or educator, depending upon the level of education and experience obtained.

The Bakersfield College Associate Degree radiologic technology (R.T.) program provides concurrent didactic and clinical education. The R.T. program is 24 months in length, once a student has completed the prerequisites for admission.

The program provides the theory and skill experience necessary for employment and to apply for admission to write the certification examination by the American Registry of Radiologic Technologists (ARRT) and the California Certification examination for radiologic technologists, administered by the State of California, Department of Health Services. Students must earn a minimum of a “C” in all radiography and related general education courses and have met all clinical education objectives to be recommended for the above examinations.

Admission to the Radiologic Technology Program

The Bakersfield College program admits students every other even year (1988, 1990, etc.) in June. Applications must be submitted between September 1 and March 31 for each program sequence prior to the June starting date.
R.T. Program Admission Requirements
Prerequisite courses must be passed with a "C" grade or higher (except where otherwise noted) prior to admission to the program.

1. Graduation from high school or equivalent education.
2. Health Science 1 (Anatomy and Physiology)
3. Completion of H.S. Algebra 2 with a "B" or higher or MATH D/200d at B.C.
4. Eligibility for English 1a as demonstrated by qualifying scores on the B.C. assessment tests or completion of ENGL 1.

General Education Requirements
Additional courses which may be taken prior to Admission to the R.T. program and which must be completed to meet degree and graduation requirements include:

1. Written communication requirements. (See Graduation Requirements).
2. Oral communication (Speech 1 or 2).
3. Philosophy 12.
4. All other graduation requirements of the college must be met.

Additional Information
A physical examination will be required AFTER acceptance into the program to demonstrate the level of physical and emotional health necessary to meet the objectives of the program.

The Radiologic Technology Program is accredited by the Committee on Allied Health Education and Accreditation (CAHEA) in cooperation with the Joint Review Committee on Education in Radiologic Technology (JRCERT) and by the State of California, Department of Health Services.

ASSOCIATE DEGREE RADIOLOGIC TECHNOLOGY PROGRAM

Summer 1 (6 weeks)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
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<tr>
<td>RAD T 1</td>
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<tr>
<td>MED S 50</td>
<td>Handling Patients</td>
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<td>MED S 60a</td>
<td>Medical Terminology</td>
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First Semester (Fall)                     Second Semester (Spring)

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<thead>
<tr>
<th>Course Code</th>
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<th>Units</th>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
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<tbody>
<tr>
<td>RAD T 2a</td>
<td>Rad Anat/Position 1</td>
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<td>RAD T 2b</td>
<td>Rad Anat/Position 2</td>
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</tr>
<tr>
<td>RAD T 3a</td>
<td>Radiographic Prin 1</td>
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<td>RAD T 3b</td>
<td>Radiographic Prin 2</td>
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<td>RAD T 4</td>
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<td>DTA P 11</td>
<td>Comp Lit/HLth Carer</td>
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<td>RAD T 6</td>
<td>Clinical Education 2</td>
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**Summer 2 (9 weeks)**

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**Third Semester (Fall)**

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<tr>
<td>RAD T 2c Rad Anat/Position 3</td>
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<tr>
<td>RAD T 9 Intr Spcl Procedures</td>
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<td>RAD T 10 Clinical Education 4</td>
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<tr>
<td>RAD T 5 Radiation Physics</td>
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<td><strong>TOTAL</strong></td>
<td><strong>16.0</strong></td>
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**Fourth Semester (Spring)**

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<thead>
<tr>
<th>Course</th>
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<tr>
<td>RAD T 11 Radgr Pathol/Trminl</td>
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<tr>
<td>RAD T 12 Radiatn Safety/Biol</td>
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</tr>
<tr>
<td>RAD T 13 Clinical Education 5</td>
<td>8.0</td>
</tr>
<tr>
<td>General Education (if needed)</td>
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<td><strong>TOTAL</strong></td>
<td><strong>13.0-16.0</strong></td>
</tr>
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</table>

**Summer 3 (5 weeks)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAD T 14 Clinical Education 6</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**REGISTERED NURSING**

Nursing education prepares the graduate to provide services to those who need health care. As needs are varied so are educational programs, which may proceed from the simpler to the more complex in accordance with the career ladder concept. The progression reads: nursing assistant, licensed vocational nurse, registered nurse, and other nurses with Bachelor of Science, Master of Science and Doctorate in Nursing. The role a graduate holds may be that of staff member, supervisor, administrator, clinical specialist, educator, or researcher.

**Philosophy**

The nursing faculty believes that nursing is a process in which the nurse interacts with individuals and families in a variety of settings to help achieve and maintain an optimum level of wellness throughout the life span.

The nursing faculty believes that nursing education is best accomplished in an institution of higher learning which provides the broad background necessary for effective nursing practice. The nursing faculty fully endorses the philosophy and goals of Bakersfield College.

The nursing faculty views learning as an interactive dynamic process occurring throughout the life span incorporating problem solving and involving measurable changes of behavior. We believe learning occurs best in an atmosphere of acceptance and encouragement and is facilitated by both faculty and students. The faculty member acts as a facilitator and resource person and serves as a role model of a caring, competent, professional nurse.
The nursing faculty believes that effective learning and change will occur when the student perceives learning experiences as meaningful and directed toward obtainable goals. Classroom and clinical experiences are selected to meet individual learning needs and learning styles of students. The faculty assists students in developing self-understanding, self-direction, and in achieving learning goals. The attainment of learning goals and objectives is assessed by faculty and students. Final evaluation regarding student performance in meeting objectives is made by faculty.

The curriculum is based upon the following concepts which provide a framework for theory and practice at each level:

1. Utilization of the nursing process to assess, plan, implement, and evaluate nursing care.
2. Man as a bio-psycho-social being.
3. The personal and professional development of the student to prepare for the role of a Registered Nurse.

Admission to the Associate Degree Program

Classes are selected each Fall and Spring semesters from applicants who have met the required prerequisites. Applications must be submitted between March 1 and April 15 for the Fall semester and between October 1 and November 15 for Spring semester.

Nursing Program Admission Requirements

Required courses must be passed with a “C” grade or higher prior to admission to the Program.

1. Graduation from high school or equivalent education.
2. One year of high school Algebra OR MATH A/200a at Bakersfield College.
3. Eligibility for ENGL 1a as demonstrated by qualifying scores on the Bakersfield College assessment tests.
4. Reading competency as demonstrated on the current Bakersfield College reading assessment test. Call 395-4479 for information.
5. CHEM 11 or 2a or 1a at Bakersfield College or an equivalent course at another college. Students who plan to transfer to the B.S.N. Program at Cal State Bakersfield are advised to take CHEM 11.
6. ANAT 1 (HL SC 1, taken before Summer 1984, will be accepted in lieu of ANAT 1). To be accepted, this course must have been taken within the eight years prior to admission.

Additional courses which may be taken prior to Admission to the Nursing Program and which must be completed with a “C” grade or higher for the ADN Program:

1. Written and Oral Communication Requirements (See Graduation Requirements).
2. SOC 1.
3. PSYCH 1a.
4. Social Science requirement (See Graduation Requirements).
5. PHIL 12, Medical-Ethical problems of living and dying or course meeting the Humanities graduation requirement.
NOTE: Students must meet all graduation requirements of the College to receive the AS/AA Degree in Nursing. Upon completion of all requirements, students enrolled in the Associate Degree Nursing Program will be deemed to have satisfied the Counseling Course Requirement for the Associate in Science or Associate in Arts Degree.

Additional Information
A physical examination completed by a physician of the student's choice will be required after acceptance into the program to demonstrate the level of physical and emotional health necessary to meet the objectives of the program. Appropriate immunizations are also required. These will be done at the student's expense.

Expenses:
Students will be required to purchase uniform, textbooks, selected equipment, provide transportation to off-campus sites for clinical experience, and pay current College fees.

ASSOCIATE DEGREE NURSE PROGRAM

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
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<tbody>
<tr>
<td>NURS 1</td>
<td>NURS 2a</td>
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<tr>
<td>NURS 1r</td>
<td>NURS 2ar</td>
</tr>
<tr>
<td>H CRS 31</td>
<td>NURS 2b</td>
</tr>
<tr>
<td>PHYSL 1</td>
<td>NURS 2br</td>
</tr>
<tr>
<td>NURS Fundamentals</td>
<td>Nsr Assmt/Obstetric</td>
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<td>Nsr Fundmtls/Clinic</td>
<td>Ob/Clinical Ex</td>
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<tr>
<td>Basic Pharmacology</td>
<td>Nsr Assmt/Pediatric</td>
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<tr>
<td>Intro Physiology</td>
<td>Pediatric/Clinic</td>
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<tr>
<td>General Education</td>
<td>General Education</td>
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<tr>
<td>(if needed)</td>
<td>(if needed)</td>
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<tr>
<td>TOTAL 17.0-20.0</td>
<td>TOTAL 14.0-17.0</td>
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<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Fourth Semester</th>
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<tbody>
<tr>
<td>NURS 3</td>
<td>NURS 4a</td>
</tr>
<tr>
<td>NURS 3r</td>
<td>NURS 4ar</td>
</tr>
<tr>
<td>H CRS 32</td>
<td>NURS 4b</td>
</tr>
<tr>
<td>Nsr Adult Old Age</td>
<td>Mental Health Nrsr</td>
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<td>Adult/Old Age Cl Ex</td>
<td>Mnt Hlth/Clinicl Ex</td>
</tr>
<tr>
<td>Adv Pharmacology</td>
<td>Nsr Ldshp</td>
</tr>
<tr>
<td>General Education</td>
<td>Nsr Ldshp/Clinical</td>
</tr>
<tr>
<td>(if needed)</td>
<td>Critical Care Nrsr</td>
</tr>
<tr>
<td>TOTAL 12.0-18.0</td>
<td>TOTAL 10.0-16.0</td>
</tr>
</tbody>
</table>

NOTE: THE CLINICAL COMPONENT OF ALL NURSING COURSES ARE GRADED ON A CREDIT/NO CREDIT BASIS ONLY.

ADN students are exempt from the maximum of three Credit/No Credit units which may be taken in a semester and from the maximum of twelve Credit/No Credit units which may be applied toward the AA and AS degrees at Bakersfield College.
LVN TO ASSOCIATE DEGREE NURSE PROGRAM

Vocational nurses who wish to complete requirements for eligibility for the *registered nurse licensure examination as an Associate Degree Nurse* will be considered for advanced placement. Admission to the Educational Mobility Program in Nursing is dependent upon completion of ALL prerequisite requirements, and available space. Applicants who successfully complete all requirements, but are not accepted because of class size, will be given priority ranking based on the Selection/Ranking Criteria used for admission to the first semester of the ADN Program.

**Admission Requirements**

1. Successful completion of an accredited Vocational Nursing Program or equivalent.
2. Graduation from high school or evidence of passing scores on the GED or Proficiency Examinations.
3. Eligibility for ENGL 1a, as demonstrated by a satisfactory score on the Bakersfield College Assessment Tests.
4. One year of high school Algebra or MATH A/200a at Bakersfield College or an equivalent course at another college. A “C” grade or higher is required.
5. Proof of current Vocational Nurse Licensure.
6. Prerequisite courses must be completed before the application will be accepted. COURSES IN PROGRESS WILL NOT BE CONSIDERED: A “C” grade or better is required in all prerequisite courses.
   a. CHEM 11, 2a or 1a at Bakersfield College or an equivalent course at another college.
   b. ANAT 1, PHYSL 1, BACT 2 or equivalent courses at another college. Courses taken at another college must be verified by official transcripts. Requests for consideration of courses for equivalency must be made to the Bakersfield College Admissions Office. (HL SC 1, 2 or 3 taken before Summer 1984 will be accepted in lieu of ANAT 1, PHYSL 1, and BACT 2.) To be accepted, Anatomy, Physiology and Bacteriology must have been taken within the eight years prior to admission.
7. Additional courses which may be taken prior to admission to the Nursing Program and which MUST be completed for the Associate Degree Nursing. A “C” grade or higher must be obtained in all courses.
   a. Written and Oral Communication requirements. (See Graduation Requirements.)
   b. SOC 1.
   c. PSYCH 1a.
   d. Social Science requirement. (See Graduation Requirements.)
   e. PHIL 12 or course meeting the Humanities Graduation Requirement.
8. Competency in Nursing (completed within the last two years).
   a. Fundamentals of Nursing examination—a score of 78 percent must be achieved.
   b. Applicants will be notified by mail of test results.
c. If scores are below required level, applicant may request another testing appointment to retake the examination.

Fundamentals of Nursing examination may be repeated no more than two times during any one year.

9. A physical examination completed by a physician of the student's choice will be required after acceptance into the program to demonstrate the level of physical and emotional health necessary to meet the objectives of the program. Appropriate immunizations are also required. These will be done at the student's expense.

Expenses:

Students will be required to purchase uniform, textbooks, selected equipment, provide transportation to off-campus sites for clinical experience, and pay current College fees.

Required Nursing Courses

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<thead>
<tr>
<th>Course Code</th>
<th>Course Description</th>
<th>Units</th>
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<tbody>
<tr>
<td>NURS 3</td>
<td>Nsg Adlt &amp; Old Age</td>
<td>5.0</td>
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<tr>
<td>NURS 3r</td>
<td>Adult/Old Age Cl Ex</td>
<td>5.0</td>
</tr>
<tr>
<td>NURS 4a</td>
<td>Mental Health Nrsng</td>
<td>3.0</td>
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<tr>
<td>NURS 4ar</td>
<td>Mnt Hlth/Clincl Ex</td>
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</tr>
<tr>
<td>NURS 4b</td>
<td>Nrsng Ldrshp</td>
<td>1.5</td>
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<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Description</th>
<th>Units</th>
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<tr>
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<td>Nrsng Ldrshp</td>
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<tr>
<td>NURS 4br</td>
<td>Nsg Ldrshp/Clinic</td>
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</tr>
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<td>NURS 5</td>
<td>Critical Care Nrsng</td>
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<tr>
<td>NURS 5r</td>
<td>Critical Care/Clinic</td>
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</tr>
<tr>
<td>H CRS 32</td>
<td>Adv Pharmacology</td>
<td>2.0</td>
</tr>
</tbody>
</table>

NOTE: STUDENTS MUST MEET ALL GRADUATION REQUIREMENTS OF THE COLLEGE.

LVN TO NON-DEGREE NURSE (30 UNIT OPTION)

Students seeking information regarding the 30-unit option preparation for the registered nurse licensing examination will be counseled individually by the Health Careers Counselor or the Director of the Associate Degree Nursing Program.

The following courses are required:

PHYSL 1 (5 units)—Meets Board of Registered Nursing requirements in Physiology.

BACT 2 (4 units)—Meets Board of Registered Nursing requirements in Microbiology.

NURS 3, 3r (10 units)—Meets Board of Registered Nursing requirements for advanced medical-surgical nursing, geriatric nursing, and management concepts.

NURS 4a, 4ar (4.5 units)—Meets Board of Registered Nursing requirements for mental health nursing and psychiatric nursing.

NURS 4b, 1.5 (1.5 units)—Meets Board of Registered Nursing requirements for nursing management and leadership principles.

NURS 5, 5r (5 units)—Critical Care Nursing—Courses are designed to increase student's abilities in assessment of the critically ill patient.
Equivalent courses successfully completed at other accredited colleges will be accepted. Equivalency will be determined by the Bakersfield College Admissions Office on the basis of official transcripts, catalog description, course outline content comparison, and hours distribution. A challenge examination may be required when equivalency cannot be determined.

Additional Requirement:
   a. Proof of current Vocational Nurse Licensure.

Expenses:

Students will be required to purchase uniform, textbooks, selected equipment, provide transportation to off-campus sites for clinical experience, and pay current College fees.

TRANSFER AND CHALLENGE POLICY

Transfer—Policy

1. Academic credit earned in regionally accredited institutions of higher education for comparable prelicensure courses will be accepted for transfer.
2. A student who has successfully completed nursing courses in an approved or accredited nursing program may be eligible to receive credit for equivalent courses within the Nursing Program curriculum.
3. Equivalency will be determined on the basis of catalog description, course outline content comparison and hours distribution.
4. A challenge examination may be required when equivalency cannot be identified. One semester in residency will be required to attain degree status from the department.

Challenge by Examination—Policy

1. Challenge examinations are available for all courses in the nursing education curriculum. Students seeking challenge by examination credit will be counseled individually by the Director and/or Assistant Director.
2. Students requesting credit based upon previous work experience as a nurse assistant may challenge clinical aspect of nursing education courses included in the first level of the curriculum.
3. Challenge examinations for credit based on previous education/experience must be requested by the student six weeks prior to the start of the semester in which the course is scheduled to be taught.

Challenge Procedure for Clinical Proficiency

1. The student will be given the clinical objectives, will present himself/herself at a designated clinical area. He/she must demonstrate clinical proficiency in all areas stated in the clinical objectives as determined by the instructor.
2. Each challenge procedure will be on an individual and supervised basis.
VOCATIONAL NURSING

The Licensed Vocational Nursing Program at Bakersfield College includes four semesters of study in college classes and practical experience in several local hospitals. Upon satisfactory completion of these courses the graduates will be eligible to take the State Board Examination which is required to work as an LVN in California.

Prerequisites to the program are:
1. High school graduate or equivalent.
2. ENGL 1 with a grade of "C" or higher or ENGL 1a eligibility.
3. Reading Level A or above on the Bakersfield College Placement Test (if below Level A, RDNG 62 is recommended before re-testing).
4. Math score on the Placement Test of 21 or higher (if below 21 MATH 50 or MATH 250 is recommended).
5. HL SC 1 or ANAT 1 with a grade of "C" or higher.
   NOTE: HL SC 1 will not meet the anatomy prerequisite requirement for the LVN to Associate Degree Nurse Program.
6. Physical Examinations—This exam is to be completed AFTER the student receives notification of selection into the program. The applicant must have a level of emotional and physical health necessary to meet program requirements.

Additional required course:

a. PSYCH 1a (must be completed before graduation).

Additional recommended courses:

a. MED S 60 Medical Terminology.
   b. PHIL 12 Death and Dying.

<table>
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<th>Prerequisite Semester</th>
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<td>Recommended</td>
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<td>PSYCH 1a</td>
<td>General Psychology 3.0</td>
</tr>
<tr>
<td>HL SC 1</td>
<td>Anatomy/Physiology 4.0</td>
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<tr>
<td>MED S 60</td>
<td>Medical Terminology 3.0</td>
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<td>3.0 V NRS 63 Integumentary Nrsng 1.0</td>
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<td>ENGL 1 (English if needed)</td>
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 COURSE DESCRIPTIONS

The following abbreviations are commonly used in the course descriptions: **lect** lecture; **lab** laboratory; **demo** demonstration; **CCS** Course Classification System. Hours given in parentheses are total hours for the course. Hours lecture, lab, etc., are hours required per week usually. Prerequisites are expressed as minimum requirements. See page 60 for a fuller explanation.

**DENTAL ASSISTING**

**DNT A 50  INTRODUCTION TO DENTAL ASSISTING (3 units)**
Dental practices, employment, and job demands; preventive dentistry; the dental health team — who they are, their job tasks and licenses; orientation to and maintenance of major dental equipment. **Prerequisite:** Admission to Dental Assisting Program. **Hours:** (54) 18 lect, 36 lab within 2 weeks. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only. **Note:** Offered in summer only.

**DNT A 51  MATERIALS—PROCEDURES AND INSTRUMENTATION (3 units)**
The manipulation of dental materials in relation to dental procedures along with the sequence of instrumentation found in general dentistry, e.g.: materials, instruments and procedures for completing a silver amalgam filling or a gold crown. **Prerequisites:** Admission to Dental Assisting Program, DNT A 50 with a grade of “C,” or evaluation by instructor. **Hours:** (90) 2 lect, 3 lab. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

**DNT A 52  DENTAL ANATOMY AND TERMINOLOGY (3 units)**
Introduction to general anatomy with emphasis on head and neck, teeth and supporting structures, diet and nutrition related to dental health. **Prerequisite:** DNT A 50 with a grade of “C.” **Hours:** (90) 2 lect, 3 lab. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

**DNT A 53  BIO-DENTAL SCIENCES (3 units)**
A study of the applied aspects of pharmacology, microbiology, pathology, and nutrition which provide a better understanding of scientific principles underlying routine dental assisting procedures. **Prerequisites:** Admission to Dental Assisting Program. DNT A 50, 51, 52, 58a, 60a and 65a with a grade of “C,” or evaluation by instructor. **Hours:** (54) 3 lect/demo. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

**DNT A 54  PRINCIPLES OF COMMUNICATION AND PSYCHOLOGY FOR THE DENTAL ASSISTANT (1 unit)**
A general studies course presenting principles of oral and written communications and psychology for the dental assistant. **Prerequisites:** Admission to Dental Assisting Program. DNT A 50 with a grade of “C.” **Hours:** (18) 2 lect for 9 weeks. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.
DNT A 55  DENTAL OFFICE PROCEDURES (3 units)
Instruction in the non-clinical functions which dental auxiliaries are required to perform with emphasis on communications, scheduling appointments, making financial arrangements, recall, completing insurance forms and maintaining insurance records and maintaining an inventory and supplies. Prerequisites: DNT A 50, 51, 52, 58a, 60a, 65a or evaluation by instructor. Hours: (72) 2 lect, 2 lab. CCS: Occupational Education. Not Transferable: Associate Degree only.

DNT A 58a  CHAIRSIDE OPERATORY TECHNIQUES (3 units)
A study of the principles of four-handed sit-down dentistry, including instrument transfer, oral evacuation, retraction, illumination and proper chair positioning. Prerequisites: Admission to Dental Assisting Program. DNT A 50 with a grade of “C,” or evaluation by instructor. Hours: (108) 2 lect, 4 lab. CCS: Occupational Education. Not Transferable: Associate Degree only.

DNT A 58b  CHAIRSIDE OPERATORY TECHNIQUES IN SPECIALTY DENTISTRY (3 units)
A study of the operatory procedures done in the dental specialties offices, including periosurgery, and endodontic procedures. Preventive dentistry including plaque control, analysis, communication and diet evaluation. Prerequisites: Admission to Dental Assisting Program. DNT A 50, 51, 52, 58a, and 60a with a grade of “C,” or evaluation by instructor. Hours: (90) 2 lect, 3 lab. CCS: Occupational Education. Not Transferable: Associate Degree only.

DNT A 59  INTRAORAL PROCEDURES (2 units)
An evening course that provides chairside application of functions in general and specialty dentistry delegated to the dental assistant and registered dental assistant by the California Dental Practice Act. This course is necessary if the student wishes to sit for the Registered Dental Assistant exams for California. Prerequisites: Admission to Dental Assisting Program. DNT A 50, 51, 52, 58a, 60a, and 65a with a grade of “C,” or evaluation by instructor. Hours: (72) 1 lect, 3 lab. CCS: Occupational Education. Not Transferable: Associate Degree only.

DNT A 60a  DENTAL RADIOGRAPHY – CALIFORNIA RADIATION SAFETY COURSE (3 units)
Includes operating x-ray equipment commonly used in dental offices; exposing, processing x-ray film; evaluating film quality. DNT A 60a and 60b, when completed with a grade of “C” or higher, constitute satisfactory completion of the California Radiation Safety Course requirement for those wishing to take dental x-rays in California. A certificate of completion will be issued upon such satisfactory completion. Prerequisite: Admission to Dental Assisting Program or evaluation by instructor. Hours: (108) 2 lect, 4 lab. CCS: Occupational Education. Not Transferable: Associate Degree only.

DNT A 60b  DENTAL RADIOGRAPHY – CALIFORNIA RADIATION SAFETY COURSE (2 units)
A continued study of current radiography techniques used in the dental office. New techniques such as the panoramic, and occlusal in addition to the periapical and bitewing x-rays. Patient practice in lab is required. DNT A 60a and 60b, when completed
with a grade of "C" or higher, constitute satisfactory completion of the California Radiation Safety Course requirement for those wishing to take dental x-rays in California. A certification of completion will be issued upon such satisfactory completion.

**Prerequisites:** DNT A 60a with a grade of "C." **Hours:** (72) 1 lect, 3 lab. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

**DNT A 65a** INTERMEDIATE CHAIRSIDE ASSISTING (3 units)
Practice in working with the dentist, patients and dental auxiliary in the assigned clinical setting. Off campus—Clinical chairside experience in the dental office including four-handed sit-down dentistry and manipulation of materials and instruments needed for common dental procedures. (e.g.; taking and pouring of preliminary impressions, caring for instruments and tray set-ups, assisting with silver amalgams and gold crowns.) Applications of DNT A 50, 51 and 58a within a dentist's office or other clinical setting. **Prerequisites:** Admission to Dental Assisting Program. DNT A 50 with a grade of "C." Also need a grade of "C" at mid-term of fall semester in DNT A 51 and 58a. **Hours:** (126) 1 hour seminar commencing on the 1st week and 12 clinic per week commencing the 10th week. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

**DNT A 65b** ADVANCED CHAIRSIDE AND OFFICE ASSISTING (6 units)
Second semester of clinical experience with assigned doctors. Further training at chairside focusing in specialty dentistry along with common general procedures, receptionist and preventive dentistry tasks. Specialty rotations are also included. **Prerequisites:** Admission to Dental Assisting Program. DNT A 50, 51, 52, 58a, 60a and 65a with a grade of "C." **Hours:** (306) 1 hour seminar per week on campus and 16 in clinic per week commencing in the first week of the semester. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

**EMERGENCY MEDICAL TECHNICIAN**

**EMT 1** EMERGENCY CARE OF THE SICK AND INJURED (4 units)
Acquaints the student with the correct techniques of emergency medical care needed by different types of patients. Stress is placed on the recognition and treatment of emergency problems. “Meets California State Department of Health Criteria” for EMT 1 (Ambulance) Training and requirements of Kern County Emergency Medical Services. **Prerequisite:** None. **Hours:** (120) 8 lect/lab per week plus 16 ER/Ambulance experience. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

**EMT 1r** EMT-RECERTIFICATION PREPARATION (1 unit)
Designed to update the skills of EMT 1 certificate holders, as prescribed by law. Review and updates material covered in EMT 1. Need prior to recertification in Kern County. **Prerequisite:** Possession of a valid EMT 1 certificate. **Hours:** (27) 27 lect/lab. May be repeated 3 times. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only. **Note:** Formerly H CRS 35.
HEALTH CAREERS

H CRS 31  BASIC PHARMACOLOGY (2 units)
The mathematics or dosage calculation, apothecary, household and metric measurements; the physical and chemical properties of drugs, their action, therapeutic uses, absorption and excretion, preparations and dosages, mode of administration, side effects, toxicity and treatment, interactions, contraindications and patient teaching needs. Equivalent to Nursing 337 at CSB. **Prerequisite:** Admission to RN or VN Nursing Program, Allied Health Workers, or evaluation by instructor. **Hours:** (36) 2 lect. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.

H CRS 32  ADVANCED PHARMACOLOGY (2 units)
Designed to provide the student with an understanding of nursing concepts related to intravenous therapy. Medication dosage calculation, principles of intravenous therapy, and intravenous drug administration will be presented. **Prerequisite:** Enrollment in the third semester RN Program or current LVN/RN licensure. **Hours:** (36) 2 lect. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.

H CRS 33  INTRAVENOUS THERAPY (1.5 units)
Designed to enable the LVN or RN to safely initiate and maintain intravenous therapy in the hospital setting. LVNs successfully completing the course will be certified by the California Board of Vocational Nurse Examiners to initiate and superimpose intravenous fluids. **Prerequisites:** RN or LVN license or appropriate standing in ADN Program or evaluation by instructor. Must be employed by a health facility which will provide the six hours clinical experience. **Hours:** (30) 24 lect plus 6 clinical experience. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

H CRS 34  BASIC CARDIAC RHYTHM INTERPRETATION (2.5 units)
Designed to prepare students for interpretation of basic cardiac rhythms in the health field settings. Heart anatomy, physiology, arrhythmia interpretation and treatment will be presented. **Prerequisite:** Allied Health Workers. **Hours:** (45) 5 lect for 9 weeks. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

H CRS 50  ADVANCED VN PHARMACOLOGY (2 units)
Designed to prepare the student VN to function safely as a medicine nurse in a hospital unit. Includes responsibilities of the medication nurse, drug abuse, drug effects on laboratory tests, drug incompatibilities and interactions and patient teaching. **Prerequisite:** Third semester status in VN Program or evaluation by instructor. **Hours:** (36) 2 lect. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

MEDICAL SCIENCE

MED S 50  HANDLING PATIENTS (2 units)
To acquaint the technologist with basic correct nursing care required by all patients. An overview of types of patients which require special handling; instruction and practice in handling emergencies and first aid situations. **Prerequisite:** Acceptance in the Radiologic Technology Program. **Hours:** (36) 2 lect/demo. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.
MED S 60  MEDICAL TERMINOLOGY (3 units)
Introductory medical terminology offering the student a basic foundation of medical terms related to the major body systems. **Prerequisite:** None. **Hours:** (54) 3 lect. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.

MED S 90  TOPICS IN MEDICAL SCIENCE (0 unit)
Lectures given by physicians or health care specialists on topics within the health careers. Sponsored jointly by Bakersfield College and the Kern County Medical Society. Two to eighteen hours of continuing medical education credit may be earned by RN's and LVN's. **Prerequisite:** None. **Hours:** (18) 2 lect for 9 weeks. **CCS:** Occupational Education. **Not Transferable:** Not degree applicable.

**RADIOLOGIC TECHNOLOGY**

RAD T 1  INTRODUCTION TO RADIOLOGIC TECHNOLOGY (2 units)
An orientation to the role of the Radiologic Technologist as an integral part of the health care team. An overview of the medical use of radiation, interpersonal communication, medical ethics, radiation safety regulations and protection, foundations and futures of medicine and radiology, and a general survey of hospital and departmental operations are stressed. **Prerequisite:** Acceptance in the Radiologic Technology Program. **Hours:** (36) 6 lect for 6 weeks. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges. **Note:** Offered in Summer Session only.

RAD T 2a  RADIOGRAPHIC ANATOMY AND POSITIONING 1 (3 units)
Instruction and practical experience in the radiographic positioning of the patient for proper visualization of structures on the radiograph with film correlation in anatomy and technical aspects. **Prerequisites:** Acceptance in the Radiologic Technology Program. **Hours:** (90) 2 lect, 3 lab. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.

RAD T 2b  RADIOGRAPHIC ANATOMY AND POSITIONING 2 (3 units)
Instruction and practical experience in the radiographic positioning of the patient for proper visualization of structures on the radiograph with film correlation in anatomy and technical aspects. **Prerequisite:** Completion of first semester of Radiologic Technology Program with grades of “C.” **Hours:** (90) 2 lect, 3 laboratory. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.

RAD T 2c  RADIOGRAPHIC ANATOMY AND POSITIONING 3 (3 units)
Instruction and practical experience in the radiographic positioning of the patient for proper visualization of structures on the radiograph with film correlation in anatomy and technical aspects. **Prerequisite:** Completion of second semester of Radiologic Technology Program with grades of “C.” **Hours:** (90) 2 lect, 3 lab. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.
RAD T 3a  RADIOGRAPHIC PRINCIPLES 1 (3 units)
The principles of darkroom chemistry and techniques, x-ray film, screen, and cassette characteristics, causes of image formation, factors affecting the radiographic image, beam restricting devices, and the physical factors involved in photographic processing are stressed. **Prerequisite:** Acceptance in the Radiologic Technology Program. **Hours:** (90) 2 lect, 3 lab. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.

RAD T 3b  RADIOGRAPHIC PRINCIPLES 2 (3 units)
The principles of producing the optimum radiograph, manipulation of exposure factors, radiographic techniques, and technique chart construction are explored. Instruction in the use of accessory equipment in obtaining the optimum radiograph stressing radiation safety. **Prerequisite:** Completion of first semester of Radiologic Technology Program with grades of “C.” **Hours:** (90) 2 lect, 3 lab. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.

RAD T 4  CLINICAL EDUCATION 1 (5 units)
Supervised clinical experiences are provided to perfect skills in a variety of basic radiographic procedures. Case studies of radiographic procedures discussing the fundamentals of anatomy, positioning and technical factors of film quality are analyzed on a case-by-case basis. Correlated with RAD T 2a. **Prerequisites:** Acceptance in Radiologic Technology Program and completion of RAD T 1. **Hours:** (288) 16 clinical experience to include one hour lecture. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.

RAD T 5  RADIATION PHYSICS (3 units)
The physics of electromagnetic radiation, electricity, current, resistance, and interaction of radiation with matter are given. Types of x-ray machines, circuitry, x-ray tubes, and production of x-rays are stressed. **Prerequisite:** Completion of first semester of Radiologic Technology Program with grades of “C.” **Hours:** (90) 2 lect, 3 lab. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.

RAD T 6  CLINICAL EDUCATION 2 (5 units)
Supervised clinical experiences are provided to perfect skills in a variety of basic radiographic procedures. Case studies of radiographic procedures discussing the fundamentals of anatomy, positioning and technical factors of film quality are analyzed on a case-by-case basis. Correlated with RAD T 2b. **Prerequisite:** Completion of first semester of Radiologic Technology Program with grades of “C” or higher. **Hours:** (288) 16 clinical experience to include one hour lecture. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.

RAD T 7  CLINICAL EDUCATION 3 (5 units)
Supervised clinical experiences are provided to perfect skills in a variety of radiographic procedures. Case studies of radiographic procedures discussing the fundamentals of anatomy, positioning and technical factors of film quality are analyzed on a case-by-case basis. Extension of radiographic procedures demonstrated in RAD T 2a, 2b. **Prerequisite:** Completion of second semester of Radiologic Technology Program with grades of
"C" or higher. Hours: (360) 40 hours clinical experience for 9 weeks to include two hours lecture. CCS: Occupational Education. Transferable: CSU and Private Colleges.

RAD T 9 INTRODUCTION TO ANGIOGRAPHY AND PARARADIOLOGIC IMAGING MODALITIES (2 units)
Orientation to neuroradiographic and angiographic examinations including special equipment requirements, supplies, techniques and applications are discussed. Introduction to auxiliary imaging modalities, specifically digital radiography, computer tomography, diagnostic medical sonography, thermography, magnetic resonance, nuclear medicine and radiation therapy is also presented. Prerequisite: Completion of first year of Radiologic Technology Program with grades of "C." Hours: (36) 2 lect. CCS: Occupational Education. Transferable: CSU and Private Colleges.

RAD T 10 CLINICAL EDUCATION 4 (8.5 units)
Supervised clinical experiences are provided to perfect skills in advanced radiographic procedures. Case studies of radiographic procedures discussing anatomy, pathology, positioning and technical factors of image quality are analyzed on a case-by-case basis. Correlated with RAD T 2c. Prerequisite: Completion of first year of Radiologic Technology Program including Clinical Education 3 with grades of "C" or higher. Hours: (432) 24 hours clinical experience to include one hour lecture. CCS: Occupational Education. Transferable: CSU and Private Colleges.

RAD T 11 RADIOGRAPHIC PATHOLOGY AND TERMINOLOGY (3 units)
An overview of medical pathology and terminology selected on the basis of relevance to radiologic examinations. The nature and cause of disease, definition of terms, radiographic findings, as well as lesions affecting organs and systems are presented. Prerequisite: Completion of third semester of Radiologic Technology Program with grades of "C." Hours: (54) 3 lect. CCS: Occupational Education. Transferable: CSU and Private Colleges.

RAD T 12 RADIATION SAFETY AND BIOLOGY (2 units)
Fundamental concepts of radiation protection and application of existing laws to patients and occupationally exposed personnel. The biological effects on living systems, concepts of radiation units, dose determinations, and personnel monitoring are stressed. Prerequisite: Completion of third semester of Radiologic Technology Program with grades of "C." Hours: (36) 2 lect. CCS: Occupational Education. Transferable: CSU and Private Colleges.

RAD T 13 CLINICAL EDUCATION 5 (8.5 units)
Supervised clinical experiences are provided to perfect skills in advanced radiographic procedures. Case studies of radiographic procedures discussing anatomy, pathology, positioning and technical factors of image quality are analyzed on a case-by-case basis. Extension of radiographic procedures demonstrated in RAD T 2a, 2b, 2c and RAD T 9. Prerequisite: Completion of third semester of Radiologic Technology Program with grades of "C" or higher. Hours: (432) 24 hours clinical experience to include one hour lecture. CCS: Occupational Education. Transferable: CSU and Private Colleges.
RAD T 14 CLINICAL EDUCATION 6 (4 units)
An intensive advanced clinical experience to prepare the student for program completion and for state and national diagnostic radiologic technology examinations. An intensive analysis, on a case-by-case basis, of radiographic anatomy, pathology, positioning and technical factors of image quality is performed. **Prerequisite:** Completion of fourth semester of Radiologic Technology Program with grades of "C" or higher. **Hours:** (200) 40 hours clinical experience to include 3 hours lecture per week for 5 weeks. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.

REGISTERED NURSING

NURS 1 NURSING FUNDAMENTALS (5 units)
Provides a foundation of basic nursing arts and sciences necessary for the practice of nursing. Orientation of the nursing student to college policies for graduation is discussed. The evolution of nursing is discussed and trends identified. An understanding of the nursing process is developed. Concepts of man as a bio-psycho-social being, health care practices, concepts for professional nursing practice, communication, asepsis, mobility, comfort and safety, nutrition, fluid homeostasis, oxygenation, elimination, pre-operative care, orthopedic care, cultural diversities and legal aspects are presented. Special nursing needs of the geriatric client, the client with long-term illness, the client experiencing loss, and the dying client are presented. Satisfies the 0.5 unit counseling requirement for graduation from Bakersfield College. **Prerequisite:** Admission to the ADN or VN Program or evaluation by instructor. **Hours:** (90) 5 lect. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.

NURS 1r NURSING FUNDAMENTALS/CLINICAL EXPERIENCE (5 units)
Introduces the student to nursing care in the clinical setting. Application of concepts presented in NURS 1. **Prerequisite:** Concurrent enrollment in NURS 1. **Hours:** (270) 15 clinical experience. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.

NURS 2a NURSING ASSESSMENT-OBSTETRICS (2.5 units)
Focuses on nursing interventions in preventative, remedial, supportive and teaching aspects of nursing in the obstetric and newborn patient. A holistic, i.e., bio-psychosocial, approach to nursing care is applied. Concepts of wellness are presented and these formulate a basis of departure for the study of illness. The nursing process provides a framework for nursing interventions presented throughout the course. **Prerequisite:** Appropriate standing in the ADN Program or evaluation by instructor. **Hours:** (45) 2½ lect. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.

NURS 2ar OBSTETRICAL CLINICAL EXPERIENCE (2.5 units)
Introduces the student to nursing care of the labor, delivery, post-partum and newborn patient with application of concepts presented in NURS 2a. **Prerequisite:** Appropriate standing in the ADN Program or evaluation by instructor. **Hours:** (135) 15 clinical experience for 9 weeks. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.
NURS 2b  NURSING ASSESSMENT-PEDIATRICS (2.5 units)
Focuses on nursing interventions in preventative, remedial, supportive, rehabilitative and teaching aspects of nursing from birth through adolescence. A holistic, i.e., bio-psychosocial approach to nursing care is applied. Concepts of wellness and growth and development are presented and these formulate a basis for the study of illness in children. Nursing process is the basis of in-depth study of illnesses specific to pediatrics. Concepts of nutrition, communication, safety, human sexuality, cultural diversities/ethnicity, pharmacology, child abuse issues are discussed as they relate to growth and development of children. The role of the nurse and nurse management/leadership is expanded. Community health aspects of pediatrics is introduced. Prerequisite: Appropriate standing in ADN Program or evaluation by instructor. Hours: (45) 2 1/2 lect. CCS: Occupational Education. Transferable: CSU and Private Colleges.

NURS 2br  PEDIATRIC CLINICAL EXPERIENCE (2.5 units)
Introduces the student to nursing care of the child. Application of concepts presented in NURS 2b. Prerequisite: Appropriate standing in the ADN Program or evaluation by instructor. Hours: (135) 15 clinical experience for 9 weeks. CCS: Occupational Education. Transferable: CSU and Private Colleges.

NURS 3  NURSING ASSESSMENT AND HEALTH PROMOTION — ADULT THROUGH OLD AGE (5 units)
Continues the study of nursing interventions in preventative, remedial, supportive, rehabilitative and teaching aspects of nursing throughout the life span. Focuses on man as a bio-psychosocial being. Concepts of role, asepsis, communication, safety and comfort, mobility, nutrition, health-wellness, teaching, personal hygiene, cultural diversities/ethnicity, community health, pharmacology, nurse management and leadership are presented and integrated throughout the course. Focuses on health concerns of the young adult, middle-aged and aged persons. Nursing process provides the framework for deliberative nursing interventions presented throughout the course. Prerequisite: Appropriate standing in the ADN Program or evaluation by instructor. Hours: (90) 5 lect/discussion. CCS: Occupational Education. Transferable: CSU and Private Colleges.

NURS 3r  NURSING CLINICAL EXPERIENCE/ASSESSMENT AND HEALTH PROMOTION — ADULT THROUGH OLD AGE (5 units)
Correlated clinical experiences are provided with patients from the age groups of young adulthood to old age who have complicated health problems. Application of concepts presented in NURS 3. The student is guided by specific clinical objectives for each learning experience. Prerequisite: Appropriate standing in the ADN Program or evaluation by instructor. Hours: (270) 15 clinical experience. CCS: Occupational Education. Transferable: CSU and Private Colleges.

NURS 4a  MENTAL HEALTH/PSYCHIATRIC NURSING (1.5 units)
Focuses on the psycho-social aspects of nursing care throughout the life span. Concepts of mental health and mental illness are presented. Human sexuality, alcoholism and drug dependency are discussed in depth. The nursing process is used as the framework
for study of the preventive, supportive, rehabilitative and teaching aspects of nursing interventions for the person experiencing psycho-social stress. The therapeutic nurse-patient relationship is emphasized. **Prerequisite:** NURS 3 and NURS 3r with a grade of "C" or higher or evaluation by instructor. **Hours:** (27) 3 lect for 9 weeks. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.

**NURS 4a**  **MENTAL HEALTH/PSYCHIATRIC CLINICAL EXPERIENCE (1.5 units)**
Concepts presented in NURS 4a are applied in a variety of hospital and community mental health settings. **Prerequisite:** Appropriate standing in the ADN Program or evaluation by instructor. **Hours:** (81) 9 lect/clinical experience for 9 weeks. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.

**NURS 4b**  **NURSING LEADERSHIP (1 unit)**
Examines leadership and management concepts and principles. The legal, social, and ethical aspects of nursing practice are emphasized. Prepares the student for the leadership role expected of a registered nurse. **Prerequisite:** NURS 3 and NURS 3r with a grade of "C" or higher or evaluation by instructor. **Hours:** (18) 2 lect for 9 weeks. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.

**NURS 4br**  **NURSING LEADERSHIP CLINICAL EXPERIENCE (1 unit)**
Concepts and principles of nursing leadership and management are applied in the clinical setting. **Prerequisite:** Appropriate standing in the ADN Program or evaluation by instructor. **Hours:** (54) 6 lect/clinical experience for 9 weeks. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.

**NURS 5**  **CRITICAL CARE NURSING (2.5 units)**
Designed to enable students to apply the nursing process safely and effectively in critical care situations. **Prerequisite:** HCRS 31, 32 and appropriate standing in the ADN Program. Concurrent enrollment in NURS 5r is required. **Hours:** (45) 2½ lect. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.

**NURS 5r**  **CRITICAL CARE CLINICAL EXPERIENCE (2.5 units)**
Designed to increase the student’s abilities in assessment of the critically ill patient, and increase technical skills needed to provide nursing care for the critically ill patient by providing clinical practicum in critical care units. **Prerequisite:** Appropriate standing in the ADN Program or evaluation by instructor. **Hours:** (135) 15 clinical experience for 9 weeks. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.

**VOCATIONAL NURSING**

**NURS 1**  **NURSING FUNDAMENTALS (5 units)**
Provides a foundation of basic nursing arts and sciences necessary for the practice of nursing. Orientation of the nursing student to college policies for graduation is discussed. The evolution of nursing is discussed and trends identified. An understanding of the nursing process is developed. Concepts of man as a bio-psycho-social being, health care practices, concepts for professional nursing practice, communication,
asepsis, mobility, comfort and safety, nutrition, fluid homeostasis, oxygenation, elimination, pre-operative care, orthopedic care, cultural diversities and legal aspects are presented. Special nursing needs of the geriatric client, the client with long-term illness, the client experiencing loss, and the dying client are presented. Satisfies the 0.5 unit counseling requirement for graduation from Bakersfield College. Prerequisite: Admission to the ADN or VN Program or evaluation by instructor. Hours: (90) 5 lect.

CCS: Occupational Education. Transferable: CSU and Private Colleges.

NURS 1v-2v-3v CLINICAL PRACTICE-VOCATIONAL NURSING (5—5—8 units)
Introduction to nursing procedures and clinical experience in nursing care of patients with disease conditions of body systems. Prerequisite: Appropriate standing in VN Program. Hours: (288-288-432) NURS 1v and 2v—16 clinical lab experience; NURS 3v—24 clinical lab experience. CCS: Occupational Education. Not Transferable: Associate Degree only.

V NRS 54 CARDIOVASCULAR NURSING (2 units)
A study of the etiology, symptomatology, treatment and nursing care of patients with illnesses affecting the cardiovascular system. Prerequisite: Appropriate standing in VN Program. Hours: (36) 4 lect for 9 weeks. CCS: Occupational Education. Transferable: CSU and Private Colleges.

V NRS 56 GASTROINTESTINAL NURSING (2 units)
A study of the etiology, symptomatology, treatment and nursing care of patients with illnesses affecting the gastrointestinal system. Prerequisite: Appropriate standing in VN Program. Hours: (36) 4 lect for 9 weeks. CCS: Occupational Education. Transferable: CSU and Private Colleges.

V NRS 57 RESPIRATORY NURSING (2 units)
A study of the etiology, symptomatology, treatment and nursing care of patients with illnesses affecting the respiratory system. Prerequisite: Appropriate standing in VN Program. Hours: (36) 4 lect for 9 weeks. CCS: Occupational Education. Transferable: CSU and Private Colleges.

V NRS 58 ENDOCRINE NURSING (1 unit)
A study of the etiology, symptomatology, treatment, dietary needs, and nursing care of patients with disorders of the endocrine system. Prerequisite: Appropriate standing in VN Program. Hours: (18) 2 lect for 9 weeks. CCS: Occupational Education. Transferable: CSU and Private Colleges.

V NRS 60 ORTHOPEDIC NURSING (2 units)
A study of the disease conditions of the musculoskeletal system in relation to causes, symptoms, diet, medications, nursing care, prevention and rehabilitation. Prerequisite: Appropriate standing in VN Program. Hours: (36) 4 lect for 9 weeks. CCS: Occupational Education. Transferable: CSU and Private Colleges.
V NRS 61  GENITOURINARY NURSING (2 units)
A study of the etiology, symptomatology, treatment and nursing care of genitourinary
conditions in patients. **Prerequisite:** Appropriate standing in VN Program. **Hours:**
(36) 4 lect for 9 weeks. **CCS:** Occupational Education. **Transferable:** CSU and
Private Colleges.

V NRS 62  NEUROSENSORY NURSING (2 units)
A study of the etiology, symptomatology, treatment and nursing care of neurosensory
conditions in patients. **Prerequisite:** Appropriate standing in VN Program. **Hours:**
(36) 4 lect for 9 weeks. **CCS:** Occupational Education. **Transferable:** CSU and
Private Colleges.

V NRS 63  INTEGUMENTARY NURSING (1 unit)
A study of the etiology, symptomatology, treatment and nursing care of conditions of
the integumentary system in patients. **Prerequisite:** Appropriate standing in VN Pro-
gram. **Hours:** (18) 2 lect for 9 weeks. **CCS:** Occupational Education. **Transferable:**
CSU and Private Colleges.
HEALTH AND PHYSICAL EDUCATION

Athletics
Health Education
Physical Education

The exact program to be undertaken by a student in the physical education major at Bakersfield College depends on the requirements of the transfer institution. Students must comply with the requirements as shown in the catalog under Graduation Requirements. Counselors/advisors will assist the student in planning for an Associate degree.

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>PH ED 40</td>
<td>Intro Physical Educ</td>
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</tr>
<tr>
<td>PH ED 41</td>
<td>Recreation Leadership</td>
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</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PH ED 42</td>
<td>Community Recreation</td>
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<tr>
<td>ANAT 1</td>
<td>Human Anatomy</td>
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<td>PHYSL 1</td>
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<tr>
<td>PH ED 31a</td>
<td>Standard First Aid</td>
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Professional Activities for Men and Women

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<th>Course Title</th>
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<tbody>
<tr>
<td>PH ED 35a</td>
<td>Pro Act M/W Ten/Glf</td>
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</tr>
<tr>
<td>PH ED 35b</td>
<td>Racq Sports/Fitness</td>
<td>2.0</td>
</tr>
<tr>
<td>PH ED 35c</td>
<td>Pro Act M/W Aqu/TrF</td>
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</tr>
<tr>
<td>PH ED 35d</td>
<td>Pro Act M/W Tm Spts</td>
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Other Suggested Courses

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<tr>
<td>H ED 5</td>
<td>Substance Awareness</td>
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<tr>
<td>PH ED 39a</td>
<td>Prv/Care Athl Injur</td>
<td>3.0</td>
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</table>

Additional units in Physical Education activity classes are strongly recommended.

RECREATION

Students majoring in recreation at Bakersfield College should consult the catalog of the four-year college to which they intend to transfer. General education and major requirements must be considered in formulating a two-year lower division program as well as requirements in specific areas of concentration.

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
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<tr>
<td>PH ED 42</td>
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<tr>
<td>PH ED 41</td>
<td>Recreatn Leadership</td>
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Other Suggested Courses

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<th>Units</th>
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<tr>
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<td>Pro Act M/W Ten/Glf</td>
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</tr>
<tr>
<td>PH ED 35c</td>
<td>Pro Act M/W Aqu/TrF</td>
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</table>
HEALTH EDUCATION

H ED 1  PRINCIPLES OF HEALTH EDUCATION (2 units)
An examination of today's most important health problems and practical means of effectively dealing with them. Major topics include mental and emotional health, nutrition, physical fitness, human sexuality, the nature of alcohol and tobacco, drug abuse, and their effects upon the body, environmental health, consumer affairs, communicable diseases and chronic disorders. **Prerequisite:** Reading Level A. **Hours:** (36) 2 lect/discussion. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.

H ED 2  PRINCIPLES OF HEALTH EDUCATION (2 units)
For description, see H ED 1. **Prerequisite:** Reading Level A. **Hours:** (54) 3 lect/discussion. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.

H ED 5  ALCOHOL, DRUG, AND SUBSTANCE AWARENESS (1 unit)
Provides the student athlete with a history of drug use in athletics, its short and long term effects; damage to body. Knowledge of drugs in athletic performances, pros and cons of drug screening and/or testing — its legal implications and use of alcohol in the athletic community will be discussed. **Prerequisite:** None. **Hours:** (18) 1 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.

H ED 50  APPLIED HEALTH SCIENCE (3 units)
A practical approach to the study of health concepts and scientific principles designed to enable the student to improve and maintain his total health for more effective living, to provide the student with sound guidelines for making intelligent decisions about his health and that of others, and to challenge the student to involvement in campus and community activities for improved environmental health conditions. **Prerequisite:** None. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Not Transferable:** Associate Degree only.
PH ED 3adp THROUGH 9

**Prerequisite:** None unless otherwise stated. **Hours:** (18-36) 2 hours participation unless otherwise indicated. Activity courses, 3adp through 9, may be repeated 3 times. Example: 6T (Tennis) — A student may take four tennis classes—all four beginning or intermediate or advanced or any combination of those equaling four enrollments. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. Credit limitations. For specific information see counselor.

**PH ED 3adp  ADAPTIVE PHYSICAL EDUCATION (1 unit)**

Individualized fitness programs for the disabled, combined with group physical education activities.

**PH ED 5  TEAM ACTIVITIES FOR WOMEN (1 unit)**

5sc—women’s soccer, 5sdw—self defense for women (0.5 to 1 unit), 5wsb—softball.

**PH ED 6  COEDUCATIONAL TEAM AND INDIVIDUAL ACTIVITIES (1 unit)**

6a—archery, 6b—bowling, 6bad—badminton, 6bb—basketball, 6blb—beginning ballet, 6bli—intermediate ballet, 6ct—circuit training, 6d—diving, 6fa—fitness assessment, 6g—golf, 6gi—intermediate golf, 6hbr—handball/racquetball, 6hx—health exercises, 6jd—jazz dance, 6ls—life saving, 6m—body mechanics, 6md—modern dance, 6mdi—intermediate modern dance, 6mi—intermediate body mechanics (1.5 units. Prerequisite: PH ED 6pf or evaluation by instructor.), 6pf—physical fitness, 6s—swimming, 6sc—soccer, 6sf—swim and stay fit, *6sk—dry skiing (snow), 6skc—ski conditioning, *6ski—intermediate dry skiing (snow), 6t—tennis, 6ti—intermediate tennis, 6v—volleyball, 6vi—intermediate volleyball, 6wsi—water safety, 6wsk—water skiing.

*One ski trip during semester required.

**PH ED 7 ADVANCED TEAM AND INDIVIDUAL ACTIVITIES FOR MEN (1 unit)**

7b—advanced baseball, 7fb—advanced football, 7tr—advanced track, 7w—advanced wrestling. **Prerequisite:** Completion of a basic course in the activity. Some activities require weekend field trips.

**PH ED 8 ADVANCED TEAM ACTIVITIES FOR WOMEN (1 unit)**

8bb—advanced basketball, 8tr—advanced track and field. **Prerequisite:** Completion of a basic course in the activity.

**PH ED 9 ADVANCED TEAM AND INDIVIDUAL COEDUCATIONAL ACTIVITIES (1 unit)**

9s—advanced swimming, 9t—advanced tennis, **Prerequisite:** Completion of a basic course in the activity.
INTERCOLLEGIATE ATHLETICS

Athletic Code Eligibility Requirements

An athlete must be continuously enrolled in a minimum of 12 units during the season of competition. Those competing in a sport, must successfully complete 24 units to be eligible for a second season of competition. A 2.0 grade point average must be maintained to be eligible to participate.

Intercollegiate Competition for Men.

**Prerequisite:** Must meet athletic code eligibility requirements. **Hours:** (180) 10 hours by arrangement (usually 2 hours per day). Athletic courses, 10 through 20, may be repeated twice unless otherwise indicated. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. Credit limitations. For specific information see counselor. **Note:** May be substituted for physical education requirement for graduation.

PH ED 10 INTERCOLLEGIATE FOOTBALL (2 units)
PH ED 11 INTERCOLLEGIATE BASKETBALL (Fall—2 units; Spring—1 unit)
PH ED 12 INTERCOLLEGIATE TRACK AND FIELD (2 units)
PH ED 13 INTERCOLLEGIATE TENNIS (2 units)
PH ED 14 INTERCOLLEGIATE BASEBALL (2 units)
PH ED 15 INTERCOLLEGIATE SWIMMING (2 units)
PH ED 16 INTERCOLLEGIATE GOLF (2 units)
PH ED 17 INTERCOLLEGIATE CROSS-COUNTRY (2 units)
PH ED 18 INTERCOLLEGIATE SOCCER (2 units)
PH ED 20 INTERCOLLEGIATE WRESTLING (2 units)

Intercollegiate Competition for Women

**Prerequisite:** Must meet athletic code eligibility requirements. **Hours:** (180) 10 hours by arrangement (usually 2 hours per day). Athletic courses, 21 through 29, may be repeated twice unless otherwise indicated. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. Credit limitations. For specific information see counselor. **Note:** May be substituted for physical education requirement for graduation.

PH ED 21 WOMEN'S INTERCOLLEGIATE SWIMMING (2 units)
PH ED 22 WOMEN'S INTERCOLLEGIATE TENNIS (2 units)
PH ED 23 SOCCER (2 units)
PH ED 25 WOMEN'S INTERCOLLEGIATE VOLLEYBALL (2 units)
HEALTH AND PHYSICAL EDUCATION 253

PH ED 26 WOMEN'S INTERCOLLEGIATE TRACK AND FIELD (2 units)

PH ED 27 WOMEN'S INTERCOLLEGIATE CROSS-COUNTRY (2 units)

PH ED 28 WOMEN'S INTERCOLLEGIATE BASKETBALL
(Fall – 2 units; Spring – 1 unit)

PH ED 29 WOMEN'S INTERCOLLEGIATE SOFTBALL (2 units)

PH ED 31a STANDARD FIRST AID (1 unit)
Students learn to administer first aid in emergency and accident situations. Includes wounds and their care, shock, artificial respiration, C.P.R., injuries, burns, effects of heat and cold and the transportation of the injured. Upon successful completion of the course each student will qualify for an American Red Cross Standard First Aid card. Prerequisite: None. Hours: (18) 18 lect. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.

PH ED 32 SHAPE UP (3 units)
A total Physical Fitness Program which emphasizes fitness assessment, cardio-vascular exercises, muscle toning, nutrition analysis, and weight control. Basic principles of exercise physiology are taught so students will understand the underlying reasons for lifelong exercise. Prerequisite: Students must be symptom free of any cardio-vascular disease or have a physician’s clearance to participate. Any individual over thirty-five years of age should have a physical examination and doctor’s approval for participating in this program. Hours: (108) 6 participation. May be repeated 3 times. CCS: Liberal Arts and Sciences. Transferable: CSU and Private Colleges. UC credit limitations. For specific information see counselor.

PH ED 35a–35b–35c–35d
PROFESSIONAL ACTIVITIES FOR MEN AND WOMEN (2–2–2–2 units)
35a – tennis/golf, 35b – racquet sports/foundations of fitness, 35c – aquatics/track and field, 35d – team sports. Prerequisite: None. Hours: (54 each) 3 lect/lab. May be repeated 3 times. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.

PH ED 39a PREVENTION AND CARE OF ATHLETIC INJURIES (3 units)
Designed to introduce the student to techniques, procedures and basic information regarding the treatment and prevention of athletic injuries. Includes preventative bandaging and taping methods, along with rehabilitation and conditioning programs. Injury mechanism will also be discussed. Prerequisite: None. Completion of basic anatomy course recommended. Hours: (90) 2 lect, 3 lab. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.

PH ED 39b ADVANCED CARE AND PREVENTION OF ATHLETIC INJURIES (3 units)
Evaluation, rehabilitation, and prevention of athletic injuries will be covered with additional exposure to various physical therapy modalities. Prerequisite: Anatomy course. Reading Level A or evaluation by instructor. Hours: (54) 3 lect/lab. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.
PH ED 40 INTRODUCTION TO PHYSICAL EDUCATION (2 units)
Designed for physical education majors and minors and recreation leaders. A survey of the basic principles underlying physical education. The place and contribution of physical education in the education program. **Prerequisite:** Major or minor in Physical Education or Recreation. **Hours:** (36) 2 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.

PH ED 41 RECREATION LEADERSHIP (2 units)
Designed for majors or minors in physical education or recreation, but is open to any student interested in preparing for summer recreation work. Designed to give prospective teachers in recreation the full meaning and scope of recreation leadership. Problems of organization, types of activities, and problems of leadership form the basic elements of the course. **Prerequisite:** None. **Hours:** (36) 2 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** CSU and Private Colleges. Credit limitations. For specific information see counselor.

PH ED 45 THEORY OF FOOTBALL (2 units)
Designed to give students a better understanding of the principles of offensive and defensive football and to prepare physical education majors for a coaching technique course. **Prerequisite:** Student should be a major or minor in physical education although the course may be taken as an elective. **Hours:** (90) 5 lect. May be repeated twice. **CCS:** Liberal Arts and Sciences. **Transferable:** CSU and Private Colleges.

PH ED 52 CARDIOPULMONARY RESUSCITATION (0.5 unit)
Designed to provide certification or recertification in CPR. Follows the Red Cross format. Successful completers will receive Red Cross Certification. **Prerequisite:** None. **Hours:** (9) 9 lect. May be repeated 3 times. **CCS:** Liberal Arts and Sciences. **Not Transferable:** Associate Degree only.

PH ED 53a TRACK AND FIELD TECHNIQUE (2 units)
Provides a base for teaching and coaching in the area of track and field. Covers philosophy, program promotion, conducting a track and field meet and ways of teaching the various events. **Prerequisite:** None. **Hours:** (36) 2 lect. May be repeated 3 times. **CCS:** Liberal Arts and Sciences. **Not Transferable:** Associate Degree only.

PH ED 53b METHODS IN TRACK AND FIELD (2 units)
Designed for those interested in teaching track and field to the beginner. Provides an opportunity for class participation in a learn-by-doing setting. Explores philosophies of motivation, workout organization and techniques of meet organization and administration. **Prerequisite:** None. **Hours:** (36) 2 lect. May be repeated 3 times. **CCS:** Liberal Arts and Sciences. **Not Transferable:** Associate Degree only.

PH ED 63 PRINCIPLES OF OFFICIATING WRESTLING (1.5 units)
**Prerequisite:** None. **Hours:** (27) 27 lect. May be repeated three times. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.
PH ED 64  PRINCIPLES OF UMPIRING SOFTBALL (1.5 units)
The principles of officiating a men's or women's softball game. **Prerequisite:** None.  
**Hours:** (30) 3 lect/demo for 10 weeks. May be repeated 3 times.  **CCS:** Occupational Education.  **Not Transferable:** Associate Degree only.

PH ED 65  PRINCIPLES OF REFEREEING SOCCER (1.5 units)
The principles of officiating a men's or women's soccer game. **Prerequisite:** None.  
**Hours:** (30) 3 lect/demo for 10 weeks. May be repeated 3 times.  **CCS:** Occupational Education.  **Not Transferable:** Associate Degree only.

PH ED 66  ADVANCED OFFICIATING TECHNIQUES—COLLEGIATE FOOTBALL (1 unit)
The rules and mechanics of college officiating, the rules of officiating and the mechanics of putting the rules into effect. Emphasizes practical application of mechanics. **Prerequisite:** Three years of high school officiating.  
**Hours:** (18) 1 lect, 1 seminar for 9 weeks. May be repeated 3 times.  **CCS:** Occupational Education.  **Not Transferable:** Associate Degree only.

PH ED 71b  WATER SAFETY INSTRUCTOR’S TRAINING (1 unit)
Principles and techniques for instructors in water safety and life saving classes. Lecture, demonstration and laboratory techniques applied to the solution of problems presented in the instruction of various water safety and life saving principles and materials. **Prerequisite:** Current senior life saving card.  
**Hours:** (36) 12 hrs for 3 weeks.  **CCS:** Occupational Education.  **Not Transferable:** Associate Degree only.

PH ED 72  LIFEGUARD TRAINING (1 unit)
Prepares the student to meet the Red Cross certification requirements for lifeguard training. **Prerequisite:** Possession of the following: (1) A current CPR card, (2) a current Red Cross First Aid Certificate, (3) a current Advanced Lifesaving Certificate. Ability to perform the following skills: (1) Swim 500 yards, (2) swim under water, (3) tow a ten-pound diving brick 100 yards using a sidestroke or elementary backstroke, (4) surface dive to the depth of 8-12 feet, recovering a ten-pound diving brick and return with brick to starting point.  
**Hours:** (24) 24 lect/lab. May be repeated 3 times.  **CCS:** Occupational Education.  **Not Transferable:** Associate Degree only.

PH ED 75  FITNESS FOR LIVING (1 unit)
A basic course in physical fitness with emphasis on cardio-vascular improvement through a wide range of physical activities and games to include jogging, continuous motion exercise, weight training, volleyball, handball, racquetball, swimming and basketball. **Prerequisite:** None.  
**Hours:** (36) 2 hours participation. May be repeated 3 times.  **CCS:** Liberal Arts and Sciences.  **Not Transferable:** Associate Degree only.
The Industrial Education Department offers students the opportunity to select among several career options that prepare them for industrial-technical occupations. Entry level through advanced vocational training is available.

Students should develop programs with the aid of departmental counselor or advisor. Studies may lead to short term career goals, the Certificate of Completion or the Associate Degree. Students may also choose lower division courses that transfer to the Bachelor of Arts or Bachelor of Science Degree in Industrial Arts or Industrial Technology.

CERTIFICATES OF ACHIEVEMENT

These training programs are designed for those who prefer career specialization and the earliest possible opportunity for job placement and/or the establishment of a small business. Students may continue toward more advanced courses, an associate degree, or transfer to a four-year institution.

Programs offering these specialized certificates include: Automotive Brakes and Wheel Alignment, Engine Overhaul, Automatic Transmission, Repair Tune-Up and Emission Control, Cabinetmaking, Computer Aided Manufacturing, Electronics Technology, Machine Tool Metalworking, Surveying, and Welding. Each program consists of basic requirements and suggested electives. Electives should be selected in consultation with faculty advisors and counselors.

Upon completion of the requirements, the student may apply for a Certificate of Achievement. Certificates are awarded upon recommendation by lead instructors and the department chairperson.
**AUTO BRAKES AND WHEEL ALIGNMENT CERTIFICATE PROGRAM**

Minimum units required — 24

**Required Courses (Minimum 18 units)**

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<tr>
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<th>Units</th>
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<tbody>
<tr>
<td>AUTO 103</td>
<td>Automotive Brakes</td>
<td>6.0</td>
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<tr>
<td>AUTO 108</td>
<td>Auto Steer/Suspens</td>
<td>6.0</td>
</tr>
<tr>
<td>WELD 1</td>
<td>Intr Oxy-Acet Weldg</td>
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<tr>
<td>OR</td>
<td></td>
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</tr>
<tr>
<td>WELD 70</td>
<td>Intr Oxy-Acet Weldg</td>
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**Electives (Minimum of 6 units)**

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<td>Machine Metalworkg</td>
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<tr>
<td>MCH S 52a</td>
<td>Elem Machine Shop</td>
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**Other Suggested Courses**

AUTO 59 Auto Air Conditioning (2), AUTO 104 Auto Maint/Safety (6); English (3); MATH 54 Industrial Math (3); WELD 53b Beginning Arc Welding (3) or WELD 71 Intro Arc Welding (2); W EXP 49 Coop Work Exp Educ (4).

**AUTO ENGINE OVERHAUL CERTIFICATE PROGRAM**

Minimum units required — 38

**Required Courses (Minimum of 34 units)**

<table>
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<tr>
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<th>Course Title</th>
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<tbody>
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<td>AUTO 102a</td>
<td>Automotive Engines</td>
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<tr>
<td>AUTO 102b</td>
<td>Auto Eng Machining</td>
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<td>Intr Oxy-Acet Weldg</td>
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<tr>
<td>WELD 70</td>
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**Electives (Minimum of 4 units)**

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<td>OR</td>
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<tr>
<td>MCH S 52a</td>
<td>Elem Machine Shop</td>
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</tr>
<tr>
<td>MCH S 52b</td>
<td>Intrmd Machine Shop</td>
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**Other Suggested Courses**

AUTO 66 Computer Systems (4), AUTO 59 Auto Air Conditioning (2); ENGL (3); MATH 60 Basic Arithmetic (3); W EXP 49 Coop Work Exp Educ (4).
AUTOMATIC TRANSMISSION CERTIFICATE PROGRAM

Minimum units required – 24

Required Courses (Minimum of 18 units)

<table>
<thead>
<tr>
<th>AUTO 112 Transm/Power Trains</th>
<th>AUTO 114 Auto Elec/Igntn Sys</th>
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Electives (Minimum of 6 units)

<table>
<thead>
<tr>
<th>AUTO 64a Auto Electricity</th>
<th>AUTO 65 Auto Emiss Cntr Dev</th>
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<table>
<thead>
<tr>
<th>Machine Metalworkng</th>
<th>AUTO 103 Automotive Brake</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.0</td>
<td>6.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MCHS 1 Machine Metalworkng</th>
<th>AUTO 109 Auto Power Trains</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.0</td>
<td>6.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MCHS 52a Elem Machine Shop</th>
<th>2.0</th>
</tr>
</thead>
</table>

Other Suggested Courses

AUTO 57 Parts Sales/Mngmnt (2), AUTO 74 Disc/Brake Drum Srv (2), AUTO 102a Automotive Engines (12); English (3); Mathematics (3); PHIL 53ab Work Ethics (3); W EXP 49 Coop Work Expr Educ (4).

AUTO TUNE-UP AND EMISSION CONTROL CERTIFICATE PROGRAM

Minimum units required – 30

Required Courses (24 units)

<table>
<thead>
<tr>
<th>AUTO 115 Fuel/Emsns Cmpr Cnt</th>
<th>AUTO 114 Auto Elec/Igntn Sys</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.0</td>
<td>12.0</td>
</tr>
</tbody>
</table>

Electives (Minimum of 6 units)

<table>
<thead>
<tr>
<th>Intr Oxy-Acet Weldg</th>
<th>AUTO 62 Automat Transmiss</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.0</td>
<td>2.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Intr Oxy-Acet Weldg</th>
<th>AUTO 112 Transm/Power Trains</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.0</td>
<td>12.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Machine Metalworkng</th>
<th>AUTO 59 Auto Air Conditnng</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.0</td>
<td>2.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MCHS 52a Elem Machine Shop</th>
<th>2.0</th>
</tr>
</thead>
</table>

Other Suggested Courses

AUTO 73 Wheel/Frame Alignmnt (2), AUTO 74 Disc/Brake Drum Srv (2); English (3); Mathematics (3); PHIL 53ab Work Ethics (3); WELD 53b Beginng Arc Welding (3) or WELD 71 Intro Arc Welding (2); W EXP 49 Coop Work Expr Educ (4).
CABINETMAKING CERTIFICATE PROGRAM

Minimum units required — 36

Required Courses (Minimum of 27 units)

<table>
<thead>
<tr>
<th>UN</th>
<th>Course Code</th>
<th>Course Title</th>
<th>UN</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>WOOD 1</td>
<td>Basic Wood Working</td>
<td>3.0</td>
<td>WOOD 55</td>
<td>Intr Cabint/Furn Mkg</td>
</tr>
<tr>
<td></td>
<td>WOOD 2</td>
<td>Machine Woodworking</td>
<td>3.0</td>
<td>WOOD 65a</td>
<td>Adv Cabint/Furn Mkg</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
<td></td>
<td>WOOD 65b</td>
<td>Adv Cabint/Furn Mkg</td>
</tr>
<tr>
<td></td>
<td>WOOD 52a</td>
<td>El Cabinet/Furn Mkg</td>
<td>3.0</td>
<td>IN DR 30a</td>
<td>Industrial Drawing</td>
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</tbody>
</table>

Electives (Minimum of 9 units)

<table>
<thead>
<tr>
<th>UN</th>
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<th>Course Title</th>
<th>UN</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>IN DR 30b</td>
<td>Industrial Drawing</td>
<td>3.0</td>
<td>FORES 1</td>
<td>Intro to Forestry</td>
</tr>
<tr>
<td></td>
<td>MATH</td>
<td>Approved Course</td>
<td>3.0</td>
<td>FORES 2</td>
<td>Natural Resources</td>
</tr>
<tr>
<td></td>
<td>W EXP 49</td>
<td>Coop Wrk Expr Educ</td>
<td>4.0</td>
<td>INT D 23ab</td>
<td>Furniture Styles</td>
</tr>
</tbody>
</table>

Other Suggested Courses

BUS 52 Business Wrd Today (3), BUS 58 Human Relat/Motivat (3) BUS 71a Leadership/Mgt Trn (1-4); English (3); MATH A Elementary Algebra (3), MATH B Geometry (3); PHIL 53ab Work Ethics (3).

COMPUTER AIDED MANUFACTURING CERTIFICATE PROGRAM
(Formerly Numerical Control)

Minimum units required — 29

Required Courses (Minimum of 19 units)

<table>
<thead>
<tr>
<th>UN</th>
<th>Course Code</th>
<th>Course Title</th>
<th>UN</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MCH S 1</td>
<td>Machine Metalworking</td>
<td>3.0</td>
<td>MCH S 2</td>
<td>Prgrmn/Num Con Ctrl</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
<td></td>
<td>MCH S 3</td>
<td>Num Con Lathe/Mchns</td>
</tr>
<tr>
<td></td>
<td>MCH S 52a</td>
<td>Elem Machine Shop</td>
<td>2.0</td>
<td>MCH S 4</td>
<td>Num Cntrl Prgrmng</td>
</tr>
<tr>
<td></td>
<td>MCH S 53b</td>
<td>Intrmd Machine Shop</td>
<td>2.0</td>
<td>MCH S 5</td>
<td>Adv Num Con Prgrmng</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
<td></td>
<td>MEC T 54a</td>
<td>Blprnt Widrs Mchnst</td>
</tr>
<tr>
<td></td>
<td>MCH S 52b</td>
<td>Intrmd Machine Shop</td>
<td>2.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td>An acceptable combina­tion of above</td>
<td></td>
<td></td>
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</tbody>
</table>

Electives (Minimum of 10 units)

<table>
<thead>
<tr>
<th>UN</th>
<th>Course Code</th>
<th>Course Title</th>
<th>UN</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MATH B</td>
<td>Geometry</td>
<td>3.0</td>
<td>MCH S 52d</td>
<td>Adv Machine Shop</td>
</tr>
<tr>
<td></td>
<td>MATH C</td>
<td>or 200C Trigonometry</td>
<td>3.0</td>
<td>COM S 5</td>
<td>Basic Prgrmng Lang</td>
</tr>
<tr>
<td></td>
<td>MCH S 53c</td>
<td>Intrmd Machine Shop</td>
<td>3.0</td>
<td>COM S 18</td>
<td>Fortran Programming</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
<td></td>
<td>IN DR 30a</td>
<td>Industrial Drawing</td>
</tr>
<tr>
<td></td>
<td>MCH S 53d</td>
<td>Adv Machine Shop</td>
<td>3.0</td>
<td>ENGL</td>
<td>Approved Course</td>
</tr>
<tr>
<td></td>
<td>MCH S 52c</td>
<td>Intrmd Machine Shop</td>
<td>3.0</td>
<td></td>
<td></td>
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</tbody>
</table>
ELECTRONICS TECHNOLOGY CERTIFICATE PROGRAM
Minimum units required – 38

Required Courses (34 units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELE T 54a</td>
<td>Fund of Electricity</td>
<td>4.0</td>
<td>ELE T 66a</td>
<td>Communic Electronics</td>
<td>4.0</td>
</tr>
<tr>
<td>ELE T 54b</td>
<td>Fund of Electricity</td>
<td>4.0</td>
<td>ELE T 66b</td>
<td>Communic Electronics</td>
<td>4.0</td>
</tr>
<tr>
<td>ELE T 55</td>
<td>Electro Mech Devices</td>
<td>4.0</td>
<td>ELE T 68</td>
<td>Microprocessors</td>
<td>4.0</td>
</tr>
<tr>
<td>ELE T 59a</td>
<td>Semicond Circ Analy</td>
<td>4.0</td>
<td>MATH 53a</td>
<td>Beg Math/Electronics</td>
<td>3.0</td>
</tr>
<tr>
<td>ELE T 59b</td>
<td>Digital Electronics</td>
<td>4.0</td>
<td>MATH 53b</td>
<td>Adv Math/Electronics</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Other Suggested Courses
ELE T 67 Microwave Communic (3); MATH 53c Calc for Electrons (3), MATH 53d Calc for Electrons (3); PHYSC 2ab Physics (4); ENGL approved course (3); PHIL 53ab Work Ethics (3); W EXP 49 Coop Work Expr Educ (4).

MACHINE TOOL METALWORKING CERTIFICATE PROGRAM
Minimum units required – 34
Courses may only be counted in one group.

Required Courses (Minimum of 22 units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>METAL 1</td>
<td>General Metal</td>
<td>3.0</td>
<td>MCH S 53d</td>
<td>Adv Machine Shop</td>
<td>3.0</td>
</tr>
<tr>
<td>MCH S 1</td>
<td>Machine Metalworking</td>
<td>3.0</td>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OR MCH S 52a</td>
<td>Elem Machine Shop</td>
<td>2.0</td>
<td>MATH</td>
<td>Approved Course</td>
<td>3.0</td>
</tr>
<tr>
<td>OR MCH S 53b</td>
<td>Intrmd Machine Shop</td>
<td>3.0</td>
<td>WELD 1</td>
<td>Intr Oxy-Acet Wldng</td>
<td>3.0</td>
</tr>
<tr>
<td>OR MCH S 52b</td>
<td>Elem Machine Shop</td>
<td>2.0</td>
<td>WELD 70</td>
<td>Intr Oxy-Acet Wldng</td>
<td>2.0</td>
</tr>
<tr>
<td>MCH S 53c</td>
<td>Adv Machine Shop</td>
<td>3.0</td>
<td>MEC T 54a</td>
<td>Bldrnt Wldrs Mchnst</td>
<td>3.0</td>
</tr>
<tr>
<td>OR MCH S 52c</td>
<td>Adv Machine Shop</td>
<td>2.0</td>
<td></td>
<td></td>
<td></td>
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</table>

Electives (Minimum of 12 units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCH S 53d</td>
<td>Adv Machine Shop</td>
<td>3.0</td>
<td>MATH</td>
<td>Approved Course</td>
<td>3.0</td>
</tr>
<tr>
<td>WELD 53b</td>
<td>Beginng Arc Welding</td>
<td>3.0</td>
<td>ENGL</td>
<td>Approved Course</td>
<td>3.0</td>
</tr>
<tr>
<td>OR WELD 71</td>
<td>Intro Arc Welding</td>
<td>2.0</td>
<td>IN DR 30a</td>
<td>Industrial Drawing</td>
<td>3.0</td>
</tr>
<tr>
<td>MCH S 2</td>
<td>Prgrmng/Numr Cntrl</td>
<td>3.0</td>
<td>W EXP 49</td>
<td>Coop Work Expr Educ</td>
<td>4.0</td>
</tr>
</tbody>
</table>

Other Suggested Courses
MATH C Plane Trigonometry (3); ENGR 45 Prop of Materials (3); MCH S 3 Num Con lathe/Mchns (3), MCH S Num Cntrl Prgrmng (3), MCH S 5 Adv Num Con Prgrmng (3); ART 3ab Basic Design (3), ART 3cd 3 Dimensional Desgn (3); WELD 77 Industr Metallurgy (2).

MCH S 90 will satisfy the following subjects: MCH S 1, 53b, 53c, 53d.
PETROLEUM TECHNOLOGY

This program is a cooperative effort of Bakersfield College and Taft College/WESTEC facility. It is designed to provide general knowledge of the petroleum industry and to prepare students for immediate employment.

Minimum units required – 24

Required Courses for All Students – 13 units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH D</td>
<td>Intermediate Algebra</td>
<td>4.0</td>
</tr>
<tr>
<td>PET T 59</td>
<td>Oilfield Mathematics</td>
<td>3.0</td>
</tr>
<tr>
<td>PET T 80</td>
<td>Safety/Fire Prevntn</td>
<td>2.0</td>
</tr>
<tr>
<td>PET T 81</td>
<td>Oilfld Regs/Leg Req</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Courses for Specialty in DRILLING – 11 units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>GEOL 10</td>
<td>Intro Geology</td>
<td>3.0</td>
</tr>
<tr>
<td>PET T 52</td>
<td>Petro Explr/Geology</td>
<td>3.0</td>
</tr>
<tr>
<td>PET T 60</td>
<td>Intr Drilling Fluids</td>
<td>3.0</td>
</tr>
<tr>
<td>PET T 71*</td>
<td>Intr Dril/Well Comp</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Suggested Courses for Speciality in WORKOVER – 11 units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PET T 60</td>
<td>Intr Drilling Fluids</td>
<td>3.0</td>
</tr>
<tr>
<td>PET T 73*</td>
<td>Prod Prac/Downhole</td>
<td>3.0</td>
</tr>
<tr>
<td>PET T 75*</td>
<td>Well Serv/Workover</td>
<td>3.0</td>
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</table>

Suggested Courses for Specialty in PRODUCTION – 11 units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>PET T 54*</td>
<td>Petro Prod Prac</td>
<td>3.0</td>
</tr>
<tr>
<td>PET T 56</td>
<td>Secondary Recovery</td>
<td>3.0</td>
</tr>
<tr>
<td>PET T 73*</td>
<td>Prod Prac/Downhole</td>
<td>3.0</td>
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</tbody>
</table>

Suggested Courses for Specialty in TECHNICAL STUDIES – 12 units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>PET T 52</td>
<td>Petro Explr/Geology</td>
<td>3.0</td>
</tr>
<tr>
<td>PET T 55</td>
<td>Corrosn Cntrol Meas</td>
<td>3.0</td>
</tr>
</tbody>
</table>

*Courses offered at Taft College/WESTEC.

SEE GENERAL ENGINEERING TECHNOLOGY for additional program options.
### SURVEYING CERTIFICATE PROGRAM

**Minimum units required — 24**

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>SURV 61</td>
<td>Surveying Math</td>
<td>4.0</td>
</tr>
<tr>
<td>SURV 62</td>
<td>Surveying Practices</td>
<td>4.0</td>
</tr>
<tr>
<td>SURV 63</td>
<td>Traverse Surveying</td>
<td>4.0</td>
</tr>
<tr>
<td>SURV 64</td>
<td>Highway Curves</td>
<td>4.0</td>
</tr>
<tr>
<td>SURV 65</td>
<td>Topograph Surveying</td>
<td>4.0</td>
</tr>
<tr>
<td>SURV 66</td>
<td>Control Surveying</td>
<td>4.0</td>
</tr>
<tr>
<td>SURV 67</td>
<td>Land Surveying</td>
<td>4.0</td>
</tr>
<tr>
<td>SURV 68</td>
<td>Wrtng Legal Descrip</td>
<td>4.0</td>
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### WELDING CERTIFICATE PROGRAM

**Minimum units required — 35**

**Required Courses (Minimum of 23 units)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>WELD 1</td>
<td>Intr Oxy-Acet Weldg</td>
<td>3.0</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WELD 70</td>
<td>Intr Oxy-Acet Weldg</td>
<td>2.0</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WELD 53b</td>
<td>Beginng Arc Weldg</td>
<td>3.0</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WELD 71</td>
<td>Intro Arc Welding</td>
<td>2.0</td>
</tr>
<tr>
<td>WELD 65a</td>
<td>Adv Arc Welding</td>
<td>5.0</td>
</tr>
<tr>
<td>WELD 65b</td>
<td>Adv Arc Welding</td>
<td>5.0</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WELD 72a</td>
<td>Advanced Arc Weldg</td>
<td>2.0</td>
</tr>
<tr>
<td>WELD 73</td>
<td>Maint/Repair Weldg</td>
<td>2.0</td>
</tr>
<tr>
<td>WELD 74</td>
<td>Tig and Mig Weldg</td>
<td>2.0</td>
</tr>
<tr>
<td>MEC T 54a</td>
<td>Blprnt Wldrs Mchnst</td>
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</table>

**Electives (Minimum of 12 units)**

<table>
<thead>
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<th>Course Name</th>
<th>Units</th>
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<tbody>
<tr>
<td>WELD 66</td>
<td>Welded Steel Strvet</td>
<td>3.0</td>
</tr>
<tr>
<td>WELD 75</td>
<td>Adv Oxy-Acet Weldg</td>
<td>2.0</td>
</tr>
<tr>
<td>WELD 76</td>
<td>Qualific/Certificat</td>
<td>2.0</td>
</tr>
<tr>
<td>WELD 77</td>
<td>Industr Metallurgy</td>
<td>2.0</td>
</tr>
<tr>
<td>METAL 1</td>
<td>General Metal</td>
<td>3.0</td>
</tr>
<tr>
<td>MCH S 1</td>
<td>Machine Metalworkng</td>
<td>3.0</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MCH S 52a</td>
<td>Elem Machine Shop</td>
<td>2.0</td>
</tr>
<tr>
<td>MCH S 53b</td>
<td>Intrmd Machine Shop</td>
<td>3.0</td>
</tr>
<tr>
<td>MCH S 52b</td>
<td>Intrmd Machine Shop</td>
<td>2.0</td>
</tr>
<tr>
<td>MCH S 54b</td>
<td>Blprnt/Layout Wldrs</td>
<td>2.0</td>
</tr>
<tr>
<td>MATH</td>
<td>Approved Course</td>
<td>3.0</td>
</tr>
<tr>
<td>ENGL</td>
<td>Approved Course</td>
<td>3.0</td>
</tr>
<tr>
<td>IN DR 30a</td>
<td>Industrial Drawing</td>
<td>3.0</td>
</tr>
<tr>
<td>ELE T 1</td>
<td>Basic Electricity</td>
<td>3.0</td>
</tr>
<tr>
<td>PHIL 35a</td>
<td>Work Ethics</td>
<td>3.0</td>
</tr>
</tbody>
</table>

### ASSOCIATE DEGREE PROGRAMS

Students are encouraged to continue their education beyond the Certificate of Achievement by taking additional technical and general education courses which lead to an Associate in Science or Associate in Arts Degree.

Students must comply with the requirements as shown in the catalog under Graduation Requirements. Counselors/advisors will assist the student in planning for an Associate degree.
## ASSOCIATE IN SCIENCE DEGREE PROGRAMS

### AERONAUTICS

Minimum units required in related discipline – 31

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>UN</th>
<th>UN</th>
</tr>
</thead>
<tbody>
<tr>
<td>AERO 2 Basic Ground School</td>
<td>3.0</td>
<td>AERO 8 Adv Grnd Schl Cmcl</td>
</tr>
<tr>
<td>AERO 3 Aviation Weather</td>
<td>3.0</td>
<td>MATH D Intermed Algebra</td>
</tr>
<tr>
<td>AERO 4 Instrumnt Gmd Trng</td>
<td>3.0</td>
<td>AERO 6b Instrmt Inflight Trg</td>
</tr>
<tr>
<td>AERO 7 Air Traf Cntrl Prcd</td>
<td>3.0</td>
<td>PHYSC 2a Mech/Heat</td>
</tr>
<tr>
<td>AERO 6a Prmary Inflight Trg</td>
<td>2.0</td>
<td>PHYSC 2b Gen SLEMMP</td>
</tr>
</tbody>
</table>

### AUTOMOTIVE TECHNOLOGY

Minimum units required in discipline – 48

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>UN</th>
<th>UN</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 102a Automotive Engines</td>
<td>12.0</td>
<td>AUTO 109 Auto Power Trains</td>
</tr>
<tr>
<td>AUTO 103 Auto Transmiss Serv</td>
<td>6.0</td>
<td>AUTO 114 Auto Ele/Igntn Sys</td>
</tr>
<tr>
<td>AUTO 105 Auto Transmiss Serv</td>
<td>6.0</td>
<td>OR</td>
</tr>
<tr>
<td>AUTO 108 Auto Steer/Suspens</td>
<td>6.0</td>
<td>AUTO 115 Fuel Emsns Cmp Cnt</td>
</tr>
</tbody>
</table>

### ELECTRONICS TECHNOLOGY

Minimum units required in discipline – 41

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>UN</th>
<th>UN</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 53a Beg Math/Electronics</td>
<td>3.0</td>
<td>ELE T 59b Digital Electronics</td>
</tr>
<tr>
<td>ELE T 54a Fund of Electricity</td>
<td>4.0</td>
<td>ELE T 66a Communc Elecronics</td>
</tr>
<tr>
<td>ELE T 54b Fund of Electricity</td>
<td>4.0</td>
<td>ELE T 66b Communc Elecronics</td>
</tr>
<tr>
<td>ELE T 59a Semicond Circ Analy</td>
<td>4.0</td>
<td>ELE T 67 Microwave Communc</td>
</tr>
<tr>
<td>MATH 53b Adv Math/Electronics</td>
<td>3.0</td>
<td>ELE T 68 Microprocessors</td>
</tr>
<tr>
<td>ELE T 55 Electro Mech Devices</td>
<td>4.0</td>
<td></td>
</tr>
</tbody>
</table>

Other Suggested Courses

MATH 53c Calc for Elctronics (3), MATH 53d Calc for Elctronics (3).
**MACHINE TOOL METALWORKING**

Minimum units required in discipline – 32

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>UN</th>
<th>UN</th>
</tr>
</thead>
<tbody>
<tr>
<td>METAL 1 General Metal</td>
<td>3.0</td>
<td>MCH S 2 Prgrmg/ Numer Cntrl 3.0</td>
</tr>
<tr>
<td>MCH S 1 Machine Metalworking</td>
<td>3.0</td>
<td>MCH S 53c Intrmd Machine Shop 3.0</td>
</tr>
<tr>
<td>MCH S 52a Elem Machine Shop</td>
<td>2.0</td>
<td>MCH S 52c Intrmd Machine Shop 2.0</td>
</tr>
<tr>
<td>WELD 1 Intr Oxy-Acet Weldg</td>
<td>3.0</td>
<td>MCH S 3 Num Con Lathe/Mchns 3.0</td>
</tr>
<tr>
<td>WELD 70 Intr Oxy-Acet Weldg</td>
<td>2.0</td>
<td>MCH S 53d Adv Machine Shop 3.0</td>
</tr>
<tr>
<td>WELD 70 Intr Oxy-Acet Weldg</td>
<td>2.0</td>
<td>IN DR 30a Industrial Drawing 3.0</td>
</tr>
<tr>
<td>WELD 70 Intr Oxy-Acet Weldg</td>
<td>2.0</td>
<td>MCH S 53d Adv Machine Shop 3.0</td>
</tr>
<tr>
<td>WELD 70 Intr Oxy-Acet Weldg</td>
<td>2.0</td>
<td>MCH S 53d Adv Machine Shop 3.0</td>
</tr>
<tr>
<td>WELD 53b Begin Arc Welding</td>
<td>3.0</td>
<td>WELD 77 Industr Metallurgy 2.0</td>
</tr>
<tr>
<td>WELD 71 Intro Arc Welding</td>
<td>2.0</td>
<td></td>
</tr>
</tbody>
</table>

**PETROLEUM TECHNOLOGY**

This program is a cooperative effort of Bakersfield College and Taft College/WESTEC facility.

Minimum units required in discipline – 34

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>UN</th>
<th>UN</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH D Intermediate Algebra</td>
<td>4.0</td>
<td>PET T 54L * Petro Prod Prac Lab 2.0</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td>PET T 54L * Petro Prod Prac Lab 2.0</td>
</tr>
<tr>
<td>PET T 59 Oilfd Mathematics</td>
<td>3.0</td>
<td>PET T 71x * Adv Drl/Wel Lab 2.0</td>
</tr>
<tr>
<td>PET T 73 Prod Prac/Downhole</td>
<td>3.0</td>
<td>PET T 71x * Adv Drl/Wel Lab 2.0</td>
</tr>
<tr>
<td>PET T 80 Safety/Fire Prevntn</td>
<td>2.0</td>
<td>PET T 75x * Adv Well Serv Lab 2.0</td>
</tr>
<tr>
<td>PET T 82 Oilfield Science</td>
<td>3.0</td>
<td>PET T 75x * Adv Well Serv Lab 2.0</td>
</tr>
<tr>
<td>GEOL 10 Intro Geology</td>
<td>3.0</td>
<td>PET T 75x * Adv Well Serv Lab 2.0</td>
</tr>
<tr>
<td>PET T 52 Petro Explr/Geology</td>
<td>3.0</td>
<td>PET T 75x * Adv Well Serv Lab 2.0</td>
</tr>
<tr>
<td>PET T 81 Oilfd Regs/Leg Req</td>
<td>3.0</td>
<td>PET T 75x * Adv Well Serv Lab 2.0</td>
</tr>
<tr>
<td>PET T 70* Petro Fundmtals Lab</td>
<td>2.0</td>
<td>PET T 75x * Adv Well Serv Lab 2.0</td>
</tr>
<tr>
<td>PET T 54* Petro Prod Prac</td>
<td>3.0</td>
<td>PET T 75x * Adv Well Serv Lab 2.0</td>
</tr>
</tbody>
</table>

*Courses offered at Taft College/WESTEC.

NOTE: Students may receive permission to substitute other technical coursework for some of the above courses. Consult the Dean of Occupational Education for details.
## WELDING TECHNOLOGY

**Minimum units required in discipline - 38**

**Required Courses**

<table>
<thead>
<tr>
<th>UN</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELD 1</td>
<td>Intr Oxy-Acet Wldg</td>
<td>3.0 WELD 73 Maint/Repair Weldg</td>
<td>2.0</td>
</tr>
<tr>
<td>OR</td>
<td>WELD 77 Industr Metallurgy</td>
<td>2.0</td>
<td></td>
</tr>
<tr>
<td>WELD 70</td>
<td>Intr Oxy-Acet Weldg</td>
<td>2.0 MCH S 1 Machine Metalworkg</td>
<td>3.0</td>
</tr>
<tr>
<td>OR</td>
<td>OR</td>
<td>MCH S 52a Elem Machine Shop</td>
<td>2.0</td>
</tr>
<tr>
<td>WELD 71</td>
<td>Intro Arc Welding</td>
<td>2.0 WELD 65a Adv Arc Welding</td>
<td>5.0</td>
</tr>
<tr>
<td>METAL 1</td>
<td>General Metal</td>
<td>3.0 IN DR 30a Industrial Drawing</td>
<td>3.0</td>
</tr>
<tr>
<td>MCH S 54a</td>
<td>Blprnt Wldrs Mchnst</td>
<td>3.0 MCH S 53b Intrmd Machine Shop</td>
<td>3.0</td>
</tr>
<tr>
<td>WELD 53b</td>
<td>Beginng Arc Welding</td>
<td>3.0 WELD 65b Adv Arc Welding</td>
<td>5.0</td>
</tr>
<tr>
<td>OR</td>
<td>WELD 74 Tig and Mig Welding</td>
<td>2.0</td>
<td></td>
</tr>
<tr>
<td>WELD 72a</td>
<td>Advanced Arc Weldg</td>
<td>2.0 WELD 75 Adv Oxy-Acet Weldg</td>
<td>2.0</td>
</tr>
</tbody>
</table>

## WOODWORKING TECHNOLOGY

**Minimum units required in discipline - 39**

**Required Courses**

<table>
<thead>
<tr>
<th>UN</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>WOOD 1</td>
<td>Basic Wood Working</td>
<td>3.0 METAL 1 General Metal</td>
<td>3.0</td>
</tr>
<tr>
<td>WOOD 2</td>
<td>Machine Woodworking</td>
<td>3.0 WOOD 65a Adv Cabint/Furn Mkg</td>
<td>6.0</td>
</tr>
<tr>
<td>IN DR 30a</td>
<td>Industrial Drawing</td>
<td>3.0 FORES 1 Intro to Forestry</td>
<td>3.0</td>
</tr>
<tr>
<td>WOOD 55</td>
<td>Int Cabint/Furn Mkg</td>
<td>6.0 WOOD 65b Adv Cabint/Furn Mkg</td>
<td>6.0</td>
</tr>
<tr>
<td>IN DR 30b</td>
<td>Industrial Drawing</td>
<td>3.0 FORES 2 Natural Resources</td>
<td>3.0</td>
</tr>
</tbody>
</table>

## SUGGESTED TRANSFER PROGRAMS

Since requirements vary, the current catalog of the chosen college or university should be consulted for specific requirements of the chosen field.

These suggested programs will meet most of the lower division requirements at California State Universities/Colleges as well as fulfilling all the requirements for the associate degree from Bakersfield College.

## ELECTRONICS TECHNOLOGY

Designed to enter the electronics industry at the technical level.

**Cal Poly, San Luis Obispo; Fresno State and Sacramento State Universities**

**Required Courses in Major**

<table>
<thead>
<tr>
<th>UN</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELE T 54ab</td>
<td>Fund of Electricity</td>
<td>8.0 MATH 53a Beg Math/Electronics</td>
<td>3.0</td>
</tr>
<tr>
<td>ELE T 55</td>
<td>Electro Mech Devices</td>
<td>4.0 MATH 53b Adv Math/Electronics</td>
<td>3.0</td>
</tr>
<tr>
<td>ELE T 59a</td>
<td>Semicond Circ Analy</td>
<td>4.0 MATH 53cd Calc for Electronics</td>
<td>6.0</td>
</tr>
<tr>
<td>ELE T 66ab</td>
<td>Communc Electronics</td>
<td>8.0 PHYSC 2ab Physics</td>
<td>8.0</td>
</tr>
<tr>
<td>ELE T 67</td>
<td>Microwave Communc</td>
<td>3.0</td>
<td></td>
</tr>
</tbody>
</table>
INDUSTRIAL EDUCATION AND TECHNOLOGY

Industrial Education and Technology majors in state universities are planned to provide for professional careers in public school teaching and industrial training.

California State University, Fresno

Required Courses in Major

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 1</td>
<td>3.0</td>
<td>IN DR 30a Industrial Drawing</td>
</tr>
<tr>
<td>ELE T 1</td>
<td>3.0</td>
<td>MCH S 1 Elem Machine Shop</td>
</tr>
<tr>
<td>METAL 1</td>
<td>3.0</td>
<td>WELD 1 Intr Oxy-Acet Weld</td>
</tr>
<tr>
<td>WOOD 1</td>
<td>3.0</td>
<td></td>
</tr>
</tbody>
</table>

Consult other college catalogs for requirements leading to the baccalaureate degree with an Industrial Education Technology major.

INDUSTRIAL TECHNOLOGY

Designed for students who wish to work toward the Bachelor of Science degree in Industrial Technology as offered by many state universities. Graduates find employment in a broad range of professional positions in industrial management, safety, manufacturing, or marketing.

California State University, Fresno

Required Courses in Major

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 2a Intro Gen Chemistry</td>
<td>5.0</td>
<td>MATH 1 Math Analysis</td>
</tr>
<tr>
<td>ECON 1 Prin Econo-Micro</td>
<td>3.0</td>
<td>MATH 6a Analyt Geom Calc I</td>
</tr>
<tr>
<td>ECON 2 Prin Econo-Macro</td>
<td>3.0</td>
<td>METAL 1 General Metal</td>
</tr>
<tr>
<td>ELE T 1 Basic Electricity</td>
<td>3.0</td>
<td>PHYS 2ab Physics</td>
</tr>
<tr>
<td>IN DR 30a Industrial Drawing</td>
<td>3.0</td>
<td></td>
</tr>
</tbody>
</table>

Majors in Industrial Technology may choose manufacturing industries option or construction option to complete the Bachelor of Science degree at California State University, Fresno. Refer to their catalog for specific requirements.

APPRENTICESHIP PROGRAMS

Apprenticeship courses are designed for indentured apprentices under the Shelley-Maloney California Apprenticeship Standards Act. The Apprentice Agreement states that the student will supplement on-the-job training with related classroom instruction during each year of apprenticeship.
Apprentice classes meet three to six hours per week and yield two to six units of credit. Joint Apprenticeship Committees administering each program are composed of representation from labor, management, California State Division of Apprenticeship Standards, and Bakersfield College. These committees adopt state approved standards for operation and assure equal opportunity for applicants. Related training in apprenticeable occupations, in addition to those listed below, may be offered as the need arises.

Information for entry into apprenticeship programs may be obtained from the college coordinator of apprenticeship training. Interested persons are encouraged to apply for any of these programs through the specific trade union.

- Brick/Tile Layers
- Carpenters
- Electricians
- Floorcovering
- Inside Wireman/Electricity
- Operating Engineers
- Painting/Decorating/Papering
- Plasterers/Cement Masons
- Plumbing/Pipefitting
- Roofing
- Sheet Metal
- Surveying

ASSOCIATE DEGREE PROGRAM

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apprenticeship classes for duration of apprentice period (24 units maximum)</td>
</tr>
<tr>
<td>Work Experience (four semesters, maximum of 16 units)</td>
</tr>
<tr>
<td>Related technical subjects as recommended by JAC</td>
</tr>
</tbody>
</table>

In addition, students must comply with the requirements as shown in the catalog under Graduation Requirements. The departmental counselor can assist the student in planning for the A.A. degree.

CERTIFICATE PROGRAM

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apprenticeship classes for duration of apprentice period</td>
</tr>
<tr>
<td>Work Experience</td>
</tr>
</tbody>
</table>

Electives (as recommended by JAC) to reach 30 units total (if needed).
The following abbreviations are commonly used in the course descriptions: lect lecture; lab laboratory; demo demonstration; CCS Course Classification System. Hours given in parentheses are total hours for the course. Hours lecture, lab, etc., are hours required per week usually. Prerequisites are expressed as minimum requirements. See page 60 for a fuller explanation.

**AERONAUTICS**

**AERO 1  GENERAL AERONAUTICS (3 units)**
An introductory course that shows the student how aviation affects the individual directly and indirectly. The student will gain understanding of the part aviation plays in the national economy and world transportation system. The student will learn how aircraft are designed and constructed to meet each purpose for which aircraft are used. The course will also introduce the student to current methods used to fly and navigate aircraft. The student will gain understanding of all phases of aviation. **Prerequisite:** Reading Level A. **Hours:** (54) lect. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.

**AERO 2  BASIC GROUND SCHOOL (3 units)**
A basic study of the Federal Aviation Regulations for pilots, navigation, principles of flight, radio communication, safe aircraft and engine operation. Meets the requirements of the FAA approved Basic Ground School for the private pilots' certificate. **Prerequisite:** Reading Level A. **Hours:** (54) lect. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.

**AERO 3  AVIATION WEATHER (3 units)**
An introductory course that gives the theory of weather, the course includes the composition of the atmosphere, the formation and movement of air mass systems and basic circulation patterns. The course will also include the dynamics of cloud formation, stability of the atmosphere and local weather patterns. The course demonstrates the effects of weather on the lives of individuals, particularly the aviators. The student will learn to read and interpret weather charts and reports such as those broadcast and displayed by radio, TV, weather stations and flight service stations. The student will gain insight on the current theory of the science of weather modification. **Prerequisite:** Reading Level A. **Hours:** (54) lect. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

**AERO 4  INSTRUMENT GROUND TRAINING (3 units)**
Covers the areas of aeronautical knowledge as it pertains to the instrument pilot. Includes the procedures for aircraft navigation and control through the use of radio navigation facilities, instruments, interpretation and landing approach procedures using ADF, ILS, VOR, GCA, DME and radar facilities. Also shows air traffic control procedures. **Prerequisite:** AERO 2 or background in aviation. **Hours:** (54) lect. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.
AERO 6a PRIMARY IN-FLIGHT TRAINING (2 units)
Lecture explains all maneuvers and qualifications needed to become a private pilot. Students will make individual arrangements with a flight school for in-flight training. **Prerequisite:** Reading Level A. AERO 2 and 3 may be taken concurrently. **Hours:** (36) 2 lect. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.

AERO 6b INSTRUMENT IN-FLIGHT TRAINING (2 units)
Lecture explains all maneuvers and qualifications needed to become an instrument rated pilot. Students will make individual arrangements with a flight school for in-flight training. **Prerequisite:** Reading Level A; private pilot certificate. AERO 3 and 4 may be taken concurrently. **Hours:** (36) 2 lect. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.

AERO 6c COMMERCIAL FLIGHT TRAINING (4 units)
Advanced in-flight training to meet the Federal Aviation Agency flight requirements for the Commercial Pilot certificate. Students will make individual arrangements with FAA approved flight school for in-flight time. **Prerequisite:** FAA Second Class medical certificate. AERO 1 and 3 may be taken concurrently. **Hours:** (36) 2 lect. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

AERO 7 AIR TRAFFIC CONTROL PROCEDURES (3 units)
How to stay out of trouble with the FAA. Designed to teach the student how to operate comfortably in today's complex airspace. Will emphasize operations in radar environments to include TCA's, TRSA's, PCA's and other radar environments. **Prerequisite:** Reading Level A. **Hours:** (54) 3 lect. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.

AERO 8 ADVANCED GROUND SCHOOL (COMMERCIAL PILOT) (3 units)
To teach the student advanced aircraft systems and performance associated with today's modern aircraft. The student will also gain a more complete knowledge of Federal Aviation Regulations and Air Traffic Control to enable him/her to pass the FAA Commercial Pilot Airplane written exam. **Prerequisite:** AERO 2 or equivalent knowledge. Reading Level A. **Hours:** (54) 3 lect. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.

AERO 52 FUNDAMENTALS OF INSTRUCTION (1.5 units)
Basic instruction to aid in passing the written portion of the Fundamentals of Instruction FAA test and the oral portion of the Flight Instructor AAA Flight test. Prepares the student to teach ground and flight training to student pilots. Reviews the basic teaching and learning process for those involved in teaching and training. **Prerequisite:** Reading Level A. **Hours:** (27) 3 lect for 9 weeks. May be repeated once. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges. Credit limitations. For specific information see counselor.

AERO 53 CERTIFIED FLIGHT INSTRUCTOR (1.5 units)
Advanced instruction to aid in passing the Flight Instructor Practical and Ground Instructor FAA written tests. Reviews the knowledge and materials tested including
INDUSTRIAL EDUCATION

regulations, weather, aerodynamics, airplane performance, systems, navigation and maneuvers. **Prerequisite:** Reading Level A; Private Pilot Certificate or AERO 2. 

**Hours:** (27) 3 lect for 9 weeks. May be repeated once. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges. Credit limitations. For specific information see counselor.

**AIR CONDITIONING and REFRIGERATION**

**AC RF 54a—54b  AIR CONDITIONING AND REFRIGERATION (3—3 units)**
Principles of refrigeration and air conditioning applied to domestic and commercial systems. Repair and maintenance of equipment. **Prerequisite:** AC RF 54a: MATH 54 or equivalent (may be taken concurrently), ELE T 1 or 52a—52b, or 54a or equivalent, or evaluation by instructor. 54b: AC RF 54a or equivalent. **Hours:** (126-126) 1 lect, 6 lab. May be repeated once. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

**AUTO**

**AUTO 1  BASIC AUTO (3 units)**
An introduction to the general mechanical concepts and related physical principles of the automobile and its component parts. Study will stress the automobile as the primary mode of transportation in contemporary American culture with special emphasis on the effects of the automobile and automotive industry on the national economy and the environment. Students will learn how components of the automobile function, the diagnosis of common problems and the repair of defective components and systems. Course will meet the transfer core requirements for Industrial Arts and Industrial Technology Majors. **Prerequisite:** Reading Level A. **Hours:** (108) 2 lect, 4 demo/lab. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.

**AUTO 59  AUTOMOTIVE AIR CONDITIONING (2 units)**
Principles and theory of automotive air conditioning systems. Laboratory practice in the installation, service and repair of automotive air conditioning. **Prerequisite:** AUTO 1 or equivalent. **Hours:** (54) 1 lect, 2 demo/lab. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

**AUTO 63a  AUTOMOTIVE FUEL AND CARBURETION SYSTEMS (2 units)**
Techniques and procedures for overhaul and service of fuel and carburetor systems including fuel tank, lines, pump, carburetor and Ford vv carburetors. Fuel injection service is also covered. **Prerequisite:** AUTO 1 or one year automotive experience; Reading Level A. **Hours:** (54) 1.5 lect, 1.5 lab. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

**AUTO 64a  AUTOMOTIVE ELECTRICITY (2 units)**
Fundamentals of automotive electrical components including batteries, alternators, starters. Laboratory emphasis on testing and servicing of electrical equipment. **Prerequisite:** Reading Level A. **Hours:** (54) 1.5 lect, 1.5 lab. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.
AUTO 65 AUTOMOTIVE EMISSION CONTROL DEVICES (2 units)
Installation, operation, and repair of automotive pollution control devices including 
crankcase devices, exhaust emissions, and vapor control systems. Meets the California 
Air Resources Board (C.A.R.B.) pre-examination requirements. **Prerequisite:** AUTO 
1 or one year automotive trade experience. **Reading Level:** A. **Hours:** (54) 1.5 lect, 1.5 
lab. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

AUTO 66 AUTOMOTIVE COMPUTER SYSTEMS (4 units)
Operation and diagnosis of domestic computerized engine control systems. Includes 
electronic devices, control modules, sensors, and computerized fuel systems. 
Laboratory includes electronic diagnosis, computer code analysis, and fuel system 
diagnosis. **Prerequisite:** Two years automotive trade experience/or AUTO 64a or 
examination by instructor. **Reading Level:** A. **Hours:** (108) 3 lect, 3 lab. **CCS:** Oc­ 
cupational Education. **Not Transferable:** Associate Degree only.

AUTO 73 WHEEL AND FRAME ALIGNMENT (2 units)
Designed for those actively engaged in the wheel and frame aligning area of the 
avtomotive repair industry. The course will cover effects, factors, specifications, in­ 
fluences and adjustments of correct and incorrect installations. **Prerequisite:** None. 
**Hours:** (54) 1 lect, 2 demo/lab. **CCS:** Occupational Education. **Not Transferable:** 
Associate Degree only.

AUTO 74 AUTOMOTIVE DISC AND DRUM BRAKE SERVICE (2 units)
Designed primarily for the person who wants to learn about brake service in the 
avtomotive repair industry. **Prerequisite:** None. **Hours:** (54) 1 lect, 2 demo/lab. 
**CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

AUTO 75 AUTOMOTIVE ENGINE THEORY 
AND OVERHAUL PROCEDURES (3 units)
Theory of internal combustion, piston type engine design. Component by component 
analysis of common wear areas and trouble spots. Live work practice in engine overhaul 
procedures, repair techniques and machining operations. **Prerequisite:** High school 
avtomotive, AUTO 1 or trade experience. **Hours:** (108) 3 lect, 3 lab. May be repeated 
one. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

AUTO 90 AUTOMOTIVE MAINTENANCE AND REPAIR (3 - 12 units)
Designed to give students entry-level skills in the area of engine component service, chas­ 
sis service, brake service, air conditioning service and basic engine tune-up. **Prerequi­ 
sites:** Minimum of eighth grade level in reading and math; enrollment in the Bakersfield 
College Employers' Training Resource program and concurrent enrollment in IND E 90. 
**Hours:** (113-452) 25 lect, demonstration and hands-on practice. Open entry/open exit. 
**CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

AUTO 102a AUTOMOTIVE ENGINES (12 units)
Practical shop experience involving automotive engine repair and maintenance opera­ 
tions. **Prerequisite:** AUTO 1 with a grade of "C" or one year of high school auto with 
a grade of "B." **Hours:** (360) 8 lect, 12 lab. **CCS:** Occupational Education. **Not 
Transferable:** Associate Degree only.
AUTO 102b AUTOMOTIVE ENGINES MACHINING (12 units)
Practical shop experience involving automotive engine machining, repair and operations. Prerequisites: AUTO 102a and 111. Hours: (360) 5 lect, 15 lab. CCS: Occupational Education. Not Transferable: Associate Degree only.

AUTO 103 BRAKE SYSTEMS—AUTOMOBILES AND TRUCKS (6 units)
A specialized study of brake systems, hydraulic, vacuum and air. Prerequisite: One year high school auto shop or working in automotive trade. Hours: (180) 5 lect, 15 lab for 9 weeks. CCS: Occupational Education. Not Transferable: Associate Degree only.

AUTO 108 AUTOMOTIVE SUSPENSION, STEERING AND ALIGNMENT (6 units)
Automotive suspension, steering and alignment. Prerequisite: WELD 1 (may be taken concurrently), one year high school auto shop or working in automotive trade. Hours: (180) 8 lect, 12 lab for 9 weeks. CCS: Occupational Education. Not Transferable: Associate Degree only.

AUTO 112 AUTOMOTIVE TRANSMISSIONS AND POWER TRAINS SERVICE (12 units)
Theory of the design, operation and practice in servicing of automotive drive train components and systems. Includes automatic trains and transaxes, standard transmissions and transaxes, clutches, "U" joints, and differentials and all related components. All transmissions, standard and automatic, are covered to the extent which should enable the student to pass the National Institute of Service Excellence test. Prerequisite: High school automotive, AUTO 1 or evaluation by instructor. Hours: (360) 8 lect, 12 lab. CCS: Occupational Education. Not Transferable: Associate Degree only.

AUTO 114 AUTOMOTIVE ELECTRICAL, ELECTRONICS, AND IGNITION SYSTEMS (12 units)
Fundamentals of automotive electrical/electronic component repair. Includes electrical theory, diagnosis and repair of charging and ignition systems including computer controlled systems. Laboratory emphasis on computer diagnostic equipment. Field trip required. Prerequisite: Reading Level A; AUTO 1 with a grade of "B" or examination by instructor. Hours: (360) 8 lect/demonstration, 12 lab. CCS: Occupational Education. Not Transferable: Associate Degree only.

AUTO 115 AUTOMOTIVE FUEL SYSTEMS, EMISSIONS AND COMPUTER CONTROLS (12 units)
Theory, operation, and servicing of automotive fuel systems, computer controlled fuel systems, and emission controls. Advanced engine performance will also be included along with the California Air Resources Board (C.A.R.B.) smog program. Laboratory includes using diagnostic equipment for computer controlled automobile servicing. Prerequisites: Reading Level A; AUTO 114 or AUTO 1 with a grade of "B" or better; or 1 year high school auto with a grade of "B" or better, or evaluation by instructor. Hours: (360) 8 lect/demonstration, 12 lab. CCS: Occupational Education. Not Transferable: Associate Degree only.
CONSTRUCTION TECHNOLOGY

CNSTR 1  INTRODUCTION TO CONSTRUCTION (3 units)
Designed as a beginning course to familiarize the students with the basic concepts of the construction industry. An introductory over-view in areas of city and regional planning, managing, contracting, designing, engineering, estimating, bidding, inspecting, and production will be emphasized. This course is designed to encourage the non-traditional student to investigate the construction industry. Prerequisite: None. Hours: (54) 3 lect. CCS: Occupational Education. Not Transferable: Associate Degree only.

CNSTR 2  BLUEPRINT READING AND ESTIMATING (3 units)
Designed to familiarize students with the principles of blueprint reading and estimating in construction. Blueprint reading principles relating to floorplans, elevations, plot plans, special details, symbols and notations will be emphasized. Estimating will deal with an introduction to concrete, framing, roofing, window, electrical, plumbing, heating and air conditioning requirements. Prerequisite: None. Hours: (54) 3 lect. CCS: Occupational Education. Not Transferable: Associate Degree only.

CNSTR 3a  INTRODUCTION TO CARPENTRY (1.5 units)
Designed as a beginning course to familiarize the students with the basic terminology, concepts, and materials used in the light construction industry. Lectures will cover job description, site work, rough carpentry, exterior finishing and interior finishing. This course is designed to encourage the non-traditional student to investigate the construction industry. Prerequisites: CNSTR 1 and 2 (may be taken concurrently). Hours: (27) 3 lect for 9 weeks. CCS: Occupational Education. Not Transferable: Associate Degree only.

CNSTR 3b  INTRODUCTION TO ELECTRICAL WIRING (1.5 units)
Designed as a beginning course to familiarize the students with the basic terminology, concepts and materials used in the residential electrical wiring industry. Lectures will cover job description, basic electricity and circuits, electrician tools, wiring diagrams, switches, receptacles and fixtures. This course is designed to encourage the non-traditional student to investigate the construction industry. Prerequisites: CNSTR 1 and 2 (may be taken concurrently). Hours: (27) 3 lect for 9 weeks. CCS: Occupational Education. Not Transferable: Associate Degree only.

CNSTR 6  TITLE 24 ENERGY REGULATIONS
FOR NEW RESIDENTIAL CONSTRUCTION IN CALIFORNIA (2 units)
Designed to familiarize the student with the Title 24 residential building energy regulations. Prerequisite: None. Hours: (36) 2 lect. CCS: Occupational Education. Not Transferable: Associate Degree only.
ELECTRICAL TECHNOLOGY

ELE T 1  SURVEY OF ELECTRONICS (4 units)
A basic background in electricity/electronics for non-majors. Includes effects of readily available electrical power and the electronics revolution upon modern society, DC and AC circuits, magnetic circuits, sources of power, measuring instruments, and electrical machines. Meets transfer core program requirements for industrial arts teaching and industrial technology majors whose area of concentration is not electricity/electronics. **Prerequisite:** Reading Level A. **Hours:** (108) 3 lect, 3 lab. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.

ELE T 54a–54b  FUNDAMENTALS OF ELECTRICITY (4–4 units)
Consideration is given to DC and AC circuits. An introductory course for students without previous work in electricity. **Prerequisites:** 54a: MATH 53a must be taken concurrently. 54b: ELE T 54a. MATH 53b must be taken concurrently. **Hours:** (108-108) 3 lect, 3 lab. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

ELE T 55  ELECTRICAL MACHINES AND ELECTRO-MECHANICAL DEVICES (4 units)
This course covers the basic principles of design and construction, operation characteristics, efficiency and application of direct and alternating current machines, and electro-mechanical control devices. **Prerequisites:** ELE T 54a, 54b, MATH 53a and 53b, all with a grade of "C." **Hours:** (108) 3 lect, 3 lab. Field trips required. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

ELE T 57  ELECTRONIC FABRICATION (3 units)
Deals with the design and fabrication of electronic equipment. A power supply will be constructed using the guidelines outlined in the text. **Prerequisites:** MATH 53a, 53b, ELE T 54a and 54b. **Hours:** (108) 2 lect, 4 lab. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

ELE T 59a  SEMICONDUCTOR CIRCUIT ANALYSIS (4 units)
Presents the basic principles of analysis and design of bipolar semiconductor circuits. **Prerequisites:** MATH 53b and ELE T 54b (may be taken concurrently) or equivalent background in electronics. **Hours:** (108) 3 lect, 3 lab. May be repeated once. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

ELE T 59b  DIGITAL LOGIC AND COMPUTER CIRCUITS (4 units)
Examines the principles of digital logic and its use in computer circuits. The laboratory utilizes transistor-transistor logic and collect-couple metal oxide semi-conductor integrated circuits. **Prerequisite:** ELE T 59a. **Hours:** (108) 3 lect, 3 lab. May be repeated once. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

ELE T 60  FIELD EFFECT & INTEGRATED CIRCUIT ANALYSIS (4 units)
Presents the basic principles of analysis and design of field effect transistor circuits and linear integrated circuits. **Prerequisite:** MATH 53b, ELE T 59a or equivalent background in electronics. **Hours:** (108) 3 lect, 3 lab. May be repeated once. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.
ELE T 66a COMMUNICATIONS ELECTRONICS (4 units)
Designed to prepare students for F.C.C. examinations (second class telephone license), for positions in broadcast stations and in other electronics fields. Prerequisites: MATH 53a, 53b, ELE T 54a and 54b. Hours: (108) 3 lect, 3 lab. Field trips required. CCS: Occupational Education. Not Transferable: Associate Degree only.

ELE T 66b COMMUNICATIONS ELECTRONICS (4 units)
Designed to prepare students for F.C.C. examinations (second class telephone license), for positions in broadcast stations and in other electronics fields. Prerequisite: ELE T 66a. Hours: (108) 3 lect, 3 lab. Field trips required. CCS: Occupational Education. Not Transferable: Associate Degree only.

ELE T 67 MICROWAVE COMMUNICATIONS (3 units)
Theory of microwave behavior and modes of transmission are tested. Laboratory work involves measurements and circuitry concepts. Prerequisite: ELE T 66b (may be taken concurrently). Hours: (108) 2 lect, 4 lab. CCS: Occupational Education.

ELE T 68 MICROPROCESSORS (4 units)
Examines the microcomputer as a single task controller. Assembly-language programming is utilized. Interfacing to external devices and circuits is performed on individual microcomputer trainers. Prerequisite: ELE T 59b. Hours: (108) 3 lect, 3 lab. CCS: Occupational Education. Not Transferable: Associate Degree only.

MATHEMATICS FOR ELECTRONICS

MATH 53a BEGINNING MATHEMATICS FOR ELECTRONICS (3 units)
Basic mathematics for electrical and electronics majors. Course includes the use of the scientific electronic calculator, first degree equations, special products and factoring, fractional equations, simultaneous equations, exponents, radicals, Theuein's theorem, and Norton's theorem. Prerequisite: One year of high school algebra or equivalent. Hours: (54) 3 lect. CCS: Occupational Education. Not Transferable: Associate Degree only. Note: See counselor for specific information regarding MATH 53a.

MATH 53b ADVANCED MATHEMATICS FOR ELECTRONICS (3 units)
Course includes trigonometry, periodic functions, vector algebra, quadratic equations, logarithms, number systems for computers, and the solutions of series and parallel A.C. circuits. Prerequisite: MATH 53a or equivalent. Hours: (54) 3 lect. CCS: Occupational Education. Not Transferable: Associate Degree only. Note: See counselor for specific information regarding MATH 53b.

MATH 53c–53d CALCULUS FOR ELECTRONICS (3–3 units)
Designed primarily for electronics and electrical technology majors to provide an introduction to the calculus and the fundamental mathematics of circuit analysis. Emphasizes fundamental concepts rather than a high degree of mathematical proficiency. Prerequisite: 53c: MATH 53b with a grade of "C"; 53d: MATH 53c with a grade of "C." Hours: (54-54) 3 lect. CCS: Occupational Education. Transferable: CSU and Private Colleges. Note: See counselor for specific information regarding MATH 53c–53d.
INDUSTRIAL EDUCATION

IND E 51 MOTORCYCLE REPAIR AND MAINTENANCE (3 units)
Provides theory and practice in a wide variety of motorcycle repair applications with emphasis on the two and four stroke cycle engines. Areas to be covered include engine design and operations, diagnosis, tune-up, brake, clutches, transmissions, electrical systems, fuel systems, frame construction, preventative maintenance and basic shop operations and principles. Prerequisite: None. Hours: (108) 2 lect, 4 demo/lab. May be repeated once. CCS: Occupational Education. Not Transferable: Associate Degree only.

IND E 53 SMALL ENGINE REPAIR (2 units)
Provides theory and practice in a wide variety of small engine repair and maintenance. Types of engines to include lawnmower, edger, generators, compressors, chain saws, etc. Areas to be covered include engine design and operations, diagnosis, tune-up, electrical systems, fuel systems, preventative maintenance and basic shop operations and maintenance. Prerequisite: None. Hours: (54) 1 1/2 lect/demo, 1 1/2 lab. May be repeated once. CCS: Occupational Education. Not Transferable: Associate Degree only.

IND E 80a AUTOMOTIVE ELECTRONIC & COMPUTER SYSTEMS (5 units)
A retraining program designed for persons employed in the automotive industry. Covers high tech automotive electronic devices, control modules, sensors, and automotive computer systems. Lab includes hands-on electronic diagnosis, computer code analysis, and diagnostic performance testing. Prerequisite: Must be an automotive technician with a minimum of two years of trade experience or evaluation by instructor. Hours: (144) 4 lect, 4 lab. CCS: Occupational Education. Not Transferable: Associate Degree only.

IND E 90 OCCUPATIONAL READINESS (3–16 units)
Designed to provide students with the survival skills necessary to be successful in their occupational objective. The course is made up of communication, computation and job survival skills. The units on computation and communication are geared toward the use of these skills on the job. The job survival skills include procedures and processes of securing a job, getting along on the job and work ethics. Prerequisites: Eighth grade reading and math level; concurrent enrollment in AUTO 90 or WELD 90. Hours: (54-288) 18 lect/lab per unit after first 3 units. Open entry/open exit. CCS: Occupational Education. Not Transferable: Associate Degree only.

MACHINE SHOP

MCH S 1 ELEMENTARY MACHINE METALWORKING (3 units)
An introductory machine metalworking class designed to develop skills in the design, planning, and construction of projects using various metals. Included in this course will be the study of three dimensional design, and the operation of metal lathes, milling machines, shaper, drill press and grinders. Practice is also provided in the use of hand tools and precision measuring instruments. Prerequisite: Reading Level A. Hours: (108) 2 lect/demo, 4 lab. CCS: Occupational Education. Transferable: CSU and Private Colleges.
MCH S 2 INTRODUCTION TO NUMERICAL CONTROL AND FUNDAMENTALS OF PROGRAMMING (3 units)

An introduction to numerical control of machines and basic programming for machine operation. The course will include a brief history of N.C., machine tools, drive units, C.N.C., and basic programming of machine tools. **Prerequisite:** Two semesters of machine shop or equivalent experience in the machine trade. **Hours:** (54) 3 lect. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

MCH S 3 COMPUTER NUMERICAL CONTROL LATHE AND MACHINING CENTER OPERATION (3 units)

Set-up and operation of the machine tools including: manual data input, tool offsets, control unit operation, tool selection, tool set-up, measurement, editing, tape punch, turret positioning and tool changer operation. Nine weeks will be spent on lathe operation and nine weeks on machining center operation. **Prerequisite:** MCH S 2 with a grade of "C." **Hours:** (108) 2 lect, 4 lab. May be repeated once. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

MCH S 4 NUMERICAL CONTROL PROGRAMMING (3 units)

A computer language using English like characters to convert part geometry and cutter path into a format acceptable to the computer. Programs will be written and proofed on a plotter prior to punching a machine tape to operate a CNC lathe or machining center. **Prerequisite:** MCH S 3 with a grade of "C." **Hours:** (72) 3 lect, 1 lab. May be repeated once. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

MCH S 5 ADVANCED NUMERICAL CONTROL PROGRAMMING (3 units)

Covers advanced geometrical definitions, repetitive programming and non-geometric surfaces. Advanced tape operation of the CNC lathe and machining center with tool changer will also be covered. **Prerequisite:** MCH S 4 with a grade of "C." **Hours:** (72) 3 lect, 1 lab. May be repeated once. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

MCH S 52a ELEMENTARY MACHINE SHOP (2 units)

A study of the lathe, milling machine, drill press, grinding machines, hand tools and precision measuring instruments. **Prerequisite:** None. **Hours:** (54) 2 lect/demo, 1 lab. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

MCH S 52b–52c INTERMEDIATE MACHINE SHOP (2–2 units)

Continued instruction on lathes, shapers, milling machines, grinding machines, hand tools and precision measuring instruments. **Prerequisite:** 52b: MCH S 1 or 52a; 52c: MCH S 52b. **Hours:** (54-54) 2 lect/demo, 1 lab. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

MCH S 52d ADVANCED MACHINE SHOP (2 units)

Advanced instruction in job related skills for employment or advancement in the machine tool metalworking industry or for satisfaction of a student’s individual achievement goals in metal working techniques. **Prerequisite:** MCH S 52c. **Hours:** (54) 2 lect/demo, 1 lab. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.
MCH S 53b  INTERMEDIATE MACHINE SHOP (3 units)
A study of machine tool metalworking procedures including the operation of the lathe, milling machine, shaper, drill press and grinder. Practice is provided in the use of hand tools and measuring instruments. Metal casting and foundry practices are studied. **Prerequisite:** MCH S 1. **Hours:** (108) 2 lect/demo, 4 lab. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

MCH S 53c  INTERMEDIATE MACHINE SHOP (3 units)
Instruction in machine tool operation including the lathe, milling machine, shaper, grinders, precision measuring instruments and hand tools. **Prerequisite:** MCH S 53b. **Hours:** (108) 2 lect/demo, 4 lab. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

MCH S 53d  ADVANCED MACHINE SHOP (3 units)
Advanced instruction in job related skills for employment or advancement in the machine tool metalworking industry or for satisfaction of a student's individual achievement goals in metal working techniques. **Prerequisite:** MCH S 53c. **Hours:** (108) 2 lect/demo, 4 lab. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

MECHANICAL TECHNOLOGY

MEC T 54a  BLUEPRINT READING FOR WELDERS AND MACHINISTS (3 units)
Designed to familiarize students with the principles of blueprint reading as it applies to the welding and machine trades. Emphasis will be placed on the ability to visualize and interpret working drawings. Welding symbols and basic shop math will also be covered. **Prerequisite:** Basic welding or machine shop knowledge. **Hours:** (54) 3 lect. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

MEC T 54b  BLUEPRINT READING AND LAYOUT FOR WELDERS (3 units)
Designed to familiarize students with intermediate blueprint reading and layout. Pipe fittings, pipe layout, and template development will be the central thrust of the class. **Prerequisite:** MEC T 54a. **Hours:** (54) 3 lect. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

MEC T 59a  BASIC HYDRAULICS/FLUID MECHANICS (3 units)
An orientation to mobile and industrial hydraulic systems as a means of power transmission. Provides an identification of terms, laws, theory, components and systems used in this general locality along with their function, performance and problems in trouble shooting and maintenance. Designed to provide material on which a beginner can base his/her hydraulic education and an experienced mechanic can refresh his/her learning. **Prerequisite:** None. **Hours:** (54) 3 lect. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.
MEC T 59b ADVANCED BASIC HYDRAULICS/FLUID MECHANICS (3 units)
A practical approach to the understanding of advanced technical material concerning modern hydraulic systems. Concentrates on trouble shooting techniques, develops speed and skill in repair and maintenance. Prerequisite: MEC T 59a recommended or knowledge of hydraulic fundamentals gained from experience. Hours: (54) 3 lect. CCS: Occupational Education. Not Transferable: Associate Degree only.

MEC T 59c HYDRAULICS/FLUID MECHANICS – DIAGNOSIS AND REPAIR (3 units)
Trouble shooting, diagnosis and repair of mobile and industrial systems. Provides information and techniques useful in solving problems and eliminating their causes in hydraulic systems pertinent to this locality. Designed to provide material with which an experienced hydraulics mechanic or a student with a background in the field of hydraulics can add to his/her education. Prerequisite: MEC T 59b. Hours: (54) 3 lect. CCS: Occupational Education. Not Transferable: Associate Degree only.

PETROLEUM TECHNOLOGY

PET T 53 INTRODUCTION TO PRODUCTION OPERATIONS (2 units)
Student will learn basic practices and equipment in the petroleum industry pertaining to daily operating procedure, including the components of a well, pumping mechanisms, special problems and treatments, storage and separation, enhanced recovery, laws, and employment opportunities. Prerequisite: None. Hours: (36) 2 lect/discussion. CCS: Occupational Education. Not Transferable: Associate Degree only.

PET T 54* PETROLEUM PRODUCTION PRACTICES (3 units)
A study covering the functions of various types of equipment and techniques used in the producing of oil. Prerequisite: Concurrent enrollment in PET T 54L or 54x recommended. Hours: (54) 3 lect/discussion. CCS: Occupational Education. Not Transferable: Associate Degree only.

PET T 54L* PETROLEUM PRODUCTION PRACTICES LAB (2 units)
Designed to provide a hands-on approach to the basic functions of hydrocarbon processing equipment. Emphasis will be on safe operations, common oilfield surface facilities and solving common problems in the oilfield. Prerequisites: PH ED 31a, PET T 80 or evaluation by instructor. Concurrent enrollment in PET T 54 recommended. Hours: (108) 6 lab. Field trips required. CCS: Occupational Education. Not Transferable: Associate Degree only.

PET T 54x* PETROLEUM PRODUCTION PRACTICES, SURFACE LAB (1 unit)
Designed to provide hands-on training in the basic functions of hydrocarbon processing equipment. Emphasis will be on safe operations, common oilfield surface facilities, and solving common oilfield problems. Closely parallels PET T 54L but with less emphasis on fundamental skills. Designed for those who have previous work experience in the oilfield. Prerequisites: PH ED 31a, PET T 80, three years work experience in oilfield, or evaluation by instructor. Concurrent enrollment in PET T 54 recommended. Hours: (54) 3 lab. CCS: Occupational Education. Not Transferable: Associate Degree only.
PET T 55  CORROSION CONTROL MEASURES (3 units)
An outline of the scope of corrosion and corrosion control measures as practiced in the petroleum industry. Basic chemistry, electro-chemistry, electricity, and metallurgical factors as they relate to corrosion control are explored. The use of cathodic protection, coatings, chemical inhibitors, and materials design factors are investigated. Prerequisite: None. Hours: (54) 3 lect/discussion. CCS: Occupational Education. Not Transferable: Associate Degree only.

PET T 56  SECONDARY RECOVERY (3 units)
Designed to develop an understanding of the water and steam flooding techniques in the production of oil. Emulsion, gas injection, and insitu combustion methods will be discussed. Prerequisite: None. Hours: (54) 3 lect/discussion. CCS: Occupational Education. Not Transferable: Associate Degree only.

PET T 57  WELL COMPLETIONS, WORKOVERS, AND STIMULATIONS (3 units)
An outline of basic well completion methods taking into account the reservoir conditions as well as the mechanical equipment. An outline of well testing and subsequent identification of problem wells—and how to cope with them. Stimulation to improve well productivity will be studied as a part of the completion process. Deals predominantly with remedial measures taken in order to deal with formation damage, gas control, water shut-off, sand control, and similar well problems Prerequisite: None. Hours: (54) 3 lect/discussion. CCS: Occupational Education. Not Transferable: Associate Degree only.

PET T 58  BASIC ELECTRICITY AND INSTRUMENTATION (3 units)
Basic principles and practices used in the petroleum industry for the application of electricity and automatic controls, including automation methods used for testing and shipping of petroleum products. Emphasis on application of design and operation. Prerequisite: None. Hours: (54) 3 lect/discussion. CCS: Occupational Education. Not Transferable: Associate Degree only.

PET T 59  PRACTICAL OILFIELD MATHEMATICS (3 units)
Designed to give an understanding and practical working knowledge of the more frequently used mathematical processes used by technician level persons in oilfield operation. Emphasis is placed on practical application of mathematical solutions to common oilfield problems. Proper use of hand held calculators is stressed. Designed to prepare the student for PET T 82. Prerequisite: None. Hours: (54) 3 lect/discussion. CCS: Occupational Education. Not Transferable: Associate Degree only.

PET T 60  INTRODUCTION TO DRILLING FLUIDS (3 units)
A study of the physical and chemical properties of water base drilling fluids. The effect these properties have on hydraulics and manipulation of these properties. An analysis of contaminates and well bore problems as related to drilling fluids will be conducted. Practical experience in testing procedures will be acquired in lab experiments. Prerequisite: None. Hours: (54) 3 lect/discussion/lab. CCS: Occupational Education. Not Transferable: Associate Degree only.
PET T 61 INSTRUMENTATION (2 units)
The student will learn basic principles and practices used in the petroleum industry for
the application of automatic controls, including automation methods used for produc-
ing, processing, testing and shipping of petroleum products. Emphasis will be placed
on application of design and operation of controls. Prerequisite: None. Hours: (36)
2 lect/discussion. CCS: Occupational Education. Not Transferable: Associate
Degree only.

PET T 62a SINGLE PASS STEAM GENERATORS (2 units)
A course of instruction to teach the basic principles and practices used in the applica-
tion of single pass steam generators. Emphasis will be placed on design, operation,
controls, trouble shooting and application. Prerequisite: None. Hours: (36) 2 lect.
CCS: Occupational Education. Not Transferable: Associate Degree only.

PET T 62b ADVANCED SINGLE PASS STEAM GENERATORS (2 units)
Advanced principles and practices used in the application of single pass steam
generators. Emphasizes design, operation, controls, troubleshooting and application.
Prerequisite: PET T 62a or evaluation by instructor. Hours: (72) 4 lect/lab. Three
Saturday field trips per month required. CCS: Occupational Education. Not Trans-
ferable: Associate Degree only.

PET T 63 FUNDAMENTALS OF WATERFLOODS (3 units)
Reservoir engineering aspects of waterflooding. Topics include the prediction of water
injection rates, oil producing rates, producing water-oil ratios, and cumulative oil
recovery at various times in the future. Investigates the effects of well patterns and
reservoir heterogeneities or both vertical and areal sweep efficiencies. Prerequisite:
None. High School algebra recommended. Hours: (54) 3 lect. CCS: Occupational
Education. Not Transferable: Associate Degree only.

PET T 65 FUNDAMENTALS OF THE PETROLEUM INDUSTRY (3 units)
The student will learn the fundamentals of the Petroleum Industry including the
geology of oil, exploration and drilling procedures, production practices, transporta-
tion and refining. Prerequisite: None. Hours: (54) 3 lect. CCS: Occupational
Education. Not Transferable: Associate Degree only.

PET T 70* PETROLEUM FUNDAMENTALS LAB (2 units)
Will promote an understanding of the various areas of technology involved in the
petroleum industry. Areas explored will be land acquisition, geology, drilling, well ser-
vicing, production, transportation, and refining. Prerequisite: None. Hours: (108)
6 lab. Field trips required. CCS: Occupational Education. Not Transferable:
Associate Degree only.

PET T 71* INTRODUCTION
TO DRILLING AND WELL COMPLETION (3 units)
An introductory course designed to familiarize the petroleum technology student with
the equipment and practices employed in the drilling and well completion phases of
hydrocarbon production. Prerequisite: Concurrent enrollment in PET T 71L or 71x
recommended. Hours: (54) 3 lect. CCS: Occupational Education. Not Transfer-
able: Associate Degree only.
PET T 71L*  DRILLING AND WELL COMPLETION LAB (2 units)
Designed to provide the petroleum technology student with practical experience in the techniques of drilling and well completions. **Prerequisites:** PH ED 31a, PET T 80, or evaluation by instructor. Concurrent enrollment in PET T 71 recommended. **Hours:** (108) 6 lab. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

PET T 71x*  ADVANCED DRILLING AND WELL COMPLETION LAB (1 unit)
Designed to provide the petroleum technology student with practical experience in the techniques of drilling and well completion. Closely parallels PET T 71L but with less emphasis on fundamental skills. Designed for those who have previous work experience in the oilfield. **Prerequisites:** PH ED 31a, PET T 80, three years of work experience in the oilfield, or evaluation by instructor. Concurrent enrollment in PET T 71 recommended. **Hours:** (54) 3 lab. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

PET T 73  PETROLEUM PRODUCTION PRACTICES: DOWNHOLE (3 units)
Designed to provide the student with a knowledge base of considerations involving various lifting methods, reservoir stimulation, reservoir characteristics, and troubleshooting parameters. **Prerequisite:** None. **Hours:** (54) 3 lect/discussion. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

PET T 75*  WELL SERVICING AND WORKOVER (3 units)
Covers basic well servicing, workover operations, and the tools utilized in those procedures. Emphasis will be on common problems encountered, safe practices and on an overall understanding of well servicing work. **Prerequisite:** Concurrent enrollment in PET T 75L recommended. **Hours:** (54) 3 lect/discussion. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

PET T 75L*  WELL SERVICING AND WORKOVER LAB (2 units)
Well servicing and workover operations will be practiced on a production rig using the tools and methods covered by classroom lecture. Emphasis will be on safe work practices, equipment operation, and hands-on experience in well servicing procedures. **Prerequisites:** PH ED 31a, PET T 80, or evaluation by instructor. Concurrent enrollment in PET T 75 recommended. **Hours:** (108) 6 lab. Field trips required. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

PET T 75x*  ADVANCED WELL SERVICING AND WORKOVER LAB (1 unit)
Well servicing and workover operations will be practiced on a production rig using the tools and methods described in the classroom lecture. Emphasis will be on safe work practices, equipment operation, and hands-on experience in well servicing procedures. Closely parallels PET T 75L but with less emphasis on fundamental skills. Designed for those who have previous work experience in the oilfield. **Prerequisites:** PH ED 31a, PET T 80, three years of work experience in the oilfield, or evaluation by instructor. Concurrent enrollment in PET T 75 recommended. **Hours:** (54) 3 lab. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.
PET T 80  PETROLEUM SAFETY AND FIRE PREVENTION (2 units)
Designed to provide the petroleum technology student with the safety and fire prevention orientation required of those working in the production and processing of hydrocarbons. **Prerequisite:** None. **Hours:** (36) 2 lect. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

PET T 81  OILFIELD REGULATION AND LEGAL REQUIREMENTS (3 units)
Designed to familiarize the student with various regulatory agencies and the legal requirements which they place upon oilfield development and operation. Emphasizes how these regulations affect daily activities and what precautions can be taken to prevent conflicts. **Prerequisite:** None. **Hours:** (54) 3 lect/discussion. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

PET T 82  OILFIELD SCIENCE (3 units)
Oriented toward the application of scientific principles with respect to oil field operation. Designed to give the student a practical knowledge of the principals of physics, chemistry, mechanics, strength of materials, and thermodynamics as they apply in day-to-day oilfield situations. **Prerequisites:** Eligibility for MATH D or PET T 59 (may be taken concurrently). **Hours:** (54) 3 lect/discussion. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

PET T 83  ADVANCED DRILLING PRACTICES (3 units)
An in-depth look at modern drilling practices and the problems that may be encountered during the drilling phase of a well. Emphasis will be on the technical and economic aspects of drilling. **Prerequisites:** PET T 59, 71, 71L or 71x, 82 or evaluation by instructor. **Hours:** (54) 3 lect/discussion. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

PET T 84  FUNDAMENTALS OF PETROLEUM RESERVOIRS (3 units)
Basic elements of petroleum reservoirs including geology, reservoir mechanics, recovery techniques, calculating reserves, and plotting and maintaining reservoir data will be included in the course. Some previous experience or knowledge of oilfield operations would be helpful. **Prerequisite:** PET T 65 recommended. **Hours:** (54) 3 lect. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

*Courses offered at Taft College/WESTEC.

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**SOLAR**

**SOLAR 1**

**SOLAR HEATING AND COOLING OF RESIDENTIAL BUILDINGS (3 units)**
Includes the fundamental operating characteristics of several types of solar energy systems, the availability of solar radiation, fundamentals of system sizing and selection and practical energy conservation measures. **Prerequisite:** Reading Level A. **Hours:** (54) 3 lect. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.
SOLAR 2
SOLAR ENERGY SYSTEM INSTALLATION PROCEDURES (3 units)
Designed to train students in the basic skills required to properly and safely install and
test various solar domestic hot water systems on residential buildings. **Prerequisite:**
Reading Level A. **Hours:** (108) 2 lect, 4 lab. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.

SOLAR 3  PASSIVE SOLAR TECHNIQUES AND SIZING (3 units)
Designed to present the fundamental concepts of passive solar design and application
in new and retrofit situations. **Prerequisite:** Reading Level A. **Hours:** (54) 3 lect. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.

SURVEYING

SURV 61  SURVEYING MATHEMATICS (3 units)
Application of trigonometric functions and the solution of triangles to surveying. Surveying problems applied to line direction, coordinates, circular curves and calculations. **Prerequisites:** High school algebra and geometry, or equivalent. **Hours:** (54) 3 lect. **CCS:** Occupational Education. Not Transferable: Associate Degree only.

SURV 62  SURVEYING PRACTICES (4 units)
Designed to teach the student sights and signals, plumbing and eccentric, accuracy and theory of errors, field notes and descriptions, linear measurements and leveling, angular measurements and reference points. **Prerequisite:** SURV 61 or equivalent. **Hours:** (108) 3 lect, 3 lab. **CCS:** Occupational Education. Not Transferable: Associate Degree only.

SURV 63  TRAVERSE SURVEYING (4 units)
Traverse surveys, open, closed, deflection angles, azimuth, compass, interior angle, and angles-to-the-right. Checking traverses in field, traverse computations, error latitudes and departures, compass rule and transit rule applications, balancing a survey, plotting area computations, electronic surveys and construction surveys. **Prerequisite:** SURV 61 or equivalent. **Hours:** (108) 3 lect, 3 lab. **CCS:** Occupational Education. Not Transferable: Associate Degree only.

SURV 64  HIGHWAY CURVES (3 units)
Circular, vertical and spiral curves, super elevation, highway construction surveys, public relations and research for survey data as applied to surveying. **Prerequisites:** Surveying mathematics or equivalent and three semesters of surveying courses. **Hours:** (54) 3 lect. **CCS:** Occupational Education. Not Transferable: Associate Degree only.

SURV 65  TOPOGRAPHIC SURVEYING (4 units)
Stadia surveying, topographic, architectural, hydrographic and photogrammetric surveys. Instrument adjustment. **Prerequisite:** SURV 61 or equivalent. **Hours:** (108) 3 lect, 3 lab. **CCS:** Occupational Education. Not Transferable: Associate Degree only.
SURV 66 CONTROL SURVEYING (4 units)
Practical astronomy, construction surveys, property surveys and laws affecting the surveyor. Prerequisite: SURV 61 or equivalent. Hours: (108) 3 lect, 3 lab. CCS: Occupational Education. Not Transferable: Associate Degree only.

SURV 67 LAND SURVEYING (4 units)
U.S. public land surveys, triangulation and trilateration, plane coordinate system. Prerequisite: SURV 61 or equivalent. Hours: (108) 3 lect, 3 lab. CCS: Occupational Education. Not Transferable: Associate Degree only.

SURV 68 WRITING LEGAL SURVEYING DESCRIPTIONS (4 units)
Writing legal descriptions, records search, fundamentals, control, boundaries, monuments, streets, easements, title guarantees, survey plats, professional status. Prerequisite: Survey mathematics or equivalent and three semesters of surveying courses. Hours: (108) 3 lect, 3 lab. CCS: Occupational Education. Not Transferable: Associate Degree only.

SURV 69 LAND SURVEYOR’S REVIEW COURSE (3 units)
Application of topics from SURV 61 through SURV 68 as preparation for taking Land Surveyor’s License Exam. Selected questions from past Land Surveyor’s Review Exams will be used to gauge whether students are prepared to take the examination. Prerequisite: A minimum of 12 units from SURV 61 through SURV 68 or appropriate field experience. Hours: (54) 3 lect. CCS: Occupational Education. Not Transferable: Associate Degree only.

WELDING

WELD 1 INTRODUCTORY OXY – ACETYLENE WELDING (3 units)

WELD 53b BEGINNING ARC WELDING (3 units)
Designed to develop an understanding of basic arc welding theory and manipulative skills relating to the Shielded Metal Arc Welding process. This includes the welding to typical joints in all positions. Prerequisite: None. Hours: (108) 2 lect, 4 lab. CCS: Occupational Education. Not Transferable: Associate Degree only.

WELD 53c INTERMEDIATE ARC WELDING (3 units)
A follow-up course to WELD 53b designed to advance the skills of the beginning welder. More advanced welding techniques with an emphasis on developing the skills required of out-of-position welding. Prerequisite: WELD 53b with a grade of “C.” Hours: (108) 2 lect/demo, 4 lab. CCS: Occupational Education. Not Transferable: Associate Degree only.
WELD 65a–65b ADVANCED WELDING (5–5 units)
Advanced welding techniques. Special attention will be given to the skills required to successfully complete the structural plate and pipe welding qualifications tests. Both the theory and practice of gas metal arc welding, and gas tungsten arc welding of mild steel, aluminum and stainless steel will be presented. **Prerequisite:** 65a: WELD 53b with a grade of “C”; 65b: WELD 65a. **Hours:** (180-180) 2 lect, 8 lab. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

WELD 66 WELDED STEEL STRUCTURES (3 units)
Safety, layout, oxy-acetylene cutting, plasma cutting, shielded metal arc, and gas metal arc welding for the fabrication and construction of steel projects. **Prerequisites:** Reading Level A; previous welding class or experience, or evaluation by instructor. **Hours:** (108) 2 lect, 4 lab. Field trip required. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

WELD 70 INTRODUCTORY OXYGEN-ACETYLENE WELDING (2 units)
Practical welding experience in oxygen-acetylene welding, gas and cutting techniques, silver brazing and silver soldering on ferrous and non-ferrous metals. **Prerequisite:** None. **Hours:** (54) 1 lect, 2 demo/lab. May be repeated once. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

WELD 71 INTRODUCTORY ARC WELDING (2 units)
Designed to develop an understanding of basic arc welding theory and manipulative skills relating to the Shielded Metal Arc Welding process. This includes the welding of typical joints in all positions. **Prerequisite:** None. **Hours:** (54) 1 lect, 2 demo/lab. May be repeated once. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

WELD 72 ADVANCED ARC WELDING (2 units)
Advanced welding techniques with special attention given to the skills required to successfully complete the structural plate and pipe welding qualifications test using shielded metal arc welding process. **Prerequisite:** WELD 53b or WELD 71 with a grade of “C.” **Hours:** (54) 1 lect/demo, 2 lab. May be repeated once. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

WELD 73 MAINTENANCE AND REPAIR WELDING (2 units)
Includes welding and cutting operations related to the repair of cast iron, carbon steel, aluminum, stainless steel, and bronze. Some basic fundamentals in hardfacing worn surfaces will also be covered. **Prerequisites:** WELD 1 or WELD 70 and WELD 53b or WELD 71. **Hours:** (54) 1 lect/demo, 2 lab. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

WELD 74 TIG AND MIG: A FUNDAMENTAL APPROACH TO THE GAS SHIELDED ARC WELDING PROCESSES (2 units)
Includes theory and application of tungsten in gas and metal in gas welding. Emphasis will be placed on the proper operation of MIG and TIG while welding mild steel, aluminum, and stainless steel. **Prerequisites:** WELD 1 or WELD 70 and WELD 53b or WELD 71. **Hours:** (54) 1 lect/demo, 2 lab. May be repeated once. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.
WELD 75 ADVANCED OXYGEN-ACETYLENE WELDING (2 units)
Practical welding experience in oxy-acetylene welding and cutting techniques. Welding ferrous and non-ferrous metals. Making patterns and templates as used in the field. Prerequisite: WELD 1 or WELD 70. Hours: (54) 1 lect, 2 lab. CCS: Occupational Education. Not Transferable: Associate Degree only.

WELD 76 WELDER QUALIFICATION AND CERTIFICATION (2 units)
Designed to cover the requirements of various qualification tests such as the ASME, AWS, API, etc. Practical welding experience will be on plate and pipe that meet these code specifications. Prerequisite: WELD 53b or WELD 71, WELD 53c or WELD 72 with a grade of "C." Hours: (54) 1 lect/demo, 2 lab. CCS: Occupational Education. Not Transferable: Associate Degree only.

WELD 77 INDUSTRIAL METALLURGY (2 units)
Designed to explore the fundamentals of metallurgy as applied to metal welding and machine technology. Focus is on the theoretical and practical applications of metallurgy. Covers information required to choose the most appropriate metals for particular fabrication procedures. Also included will be the weldability, machineability, the physical, and mechanical properties of metals. Prerequisite: None. Hours: (36) 2 lect. CCS: Occupational Education. Not Transferable: Associate Degree only.

WELD 78 MIG AND RELATED GAS SHIELDED ARC WELDING PROCESSES (2 units)
Includes theory and application of MIG, flux-cored, and submerged arc welding. Focus is welding mild steel with the three processes. Aluminum and stainless steel will be welded with the MIG process. Prerequisite: WELD 53b, WELD 71 or evaluation by instructor. Hours: (54) 1 lect/demo, 2 lab. CCS: Occupational Education. Not Transferable: Associate Degree only.

WELD 79 WELDING INSPECTION (2 units)
Includes material from theory and application of various codes and standards to the actual inspection process. Prerequisite: None. Hours: (36) 2 lect. CCS: Occupational Education. Not Transferable: Associate Degree only.

WELD 90 GENERAL WELDING (12 units)
Designed to provide students with the practical and theoretical skills necessary to obtain gainful employment in the welding industry. Course of instruction will include safe and proper application of varied welding processes, oxy-acetylene cutting, blue-print reading, weld inspection, and testing, layout and fabrication. Prerequisite: Eighth grade reading level. Hours: (450) 25 lect/lab. CCS: Occupational Education. Not Transferable: Associate Degree only.
WOOD

WOOD 1  BASIC WOODWORKING (3 units)
An introductory hand tool woodworking course designed to develop skill in the planning, design, and construction of woodworking projects. Gives students an extensive exploration of wood as a medium with emphasis on the basic principles of three-dimensional design. Content includes basic woodworking processes including bending by lamination, finishing, carving and lathe turning. Will meet the transfer core program requirements for Industrial Arts teaching and Industrial Technology majors. **Prerequisite:** Reading Level A. **Hours:** (108) 2 lect, 4 lab. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.

WOOD 2  MACHINE WOODWORKING (3 units)
An introductory machine woodworking course designed to develop skill in the planning, design, and construction of woodworking projects. Gives students an extensive exploration of wood as a medium with emphasis on the basic principles of three-dimensional design. Content includes basic woodworking processes including construction, joinery, finishing, and the development of skill and safety in the use of woodworking machines. **Prerequisite:** Reading Level A. **Hours:** (108) 2 lect/demo/discussion, 4 lab. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.

WOOD 52a  ELEMENTARY CABINET AND FURNITURE MAKING (3 units)
A beginning machine woodworking course designed to develop skill in the use and care of woodworking machines to develop skill in planning and design, and to provide opportunities for practice of construction techniques. **Prerequisite:** None. **Hours:** (108) 2 lect/demo, 4 lab. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

WOOD 53a  INTERMEDIATE MACHINE WOODWORKING (3 units)
A follow up to WOOD 2 and 52a designed to advance the skills of the beginning student. More advanced planning and design of cabinets and furniture plus opportunities for additional practice of construction techniques. **Prerequisite:** WOOD 2 or 52a. **Hours:** (108) 2 lect/demo, 4 lab. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.

WOOD 55  INTERMEDIATE CABINET AND FURNITURE MAKING (6 units)
A follow-up course to WOOD 52a or 2, designed to advance the skills of the beginning student. More advanced planning and design of cabinets and furniture plus opportunities for additional practice of construction techniques. **Prerequisite:** WOOD 2 or 52a. **Hours:** (180) 4 lect/demo/discussion, 6 lab. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.
WOOD 65a  ADVANCED CABINET AND FURNITURE MAKING (6 units)
An advanced machine woodworking course designed to increase previously acquired
skills by combining basic knowledge with new practices and procedures to gain new in-
sight in machine operation, furniture design, joinery, construction and technology.
Prerequisite: WOOD 55. Hours: (180) lecture/demonstration/discussion, 6 lab. CCS: Oc-
cupational Education. Not Transferable: Associate Degree only.

WOOD 65b  ADVANCED CABINET AND FURNITURE MAKING (6 units)
An advanced course to improve manipulative excellence in woodworking. Benefits to
student will include original design, advanced problem solving, joinery methods,
specialty setups on equipment and jig construction. Prerequisite: WOOD 65a.
Hours: (180) lecture/demonstration/discussion, 6 lab. CCS: Occupational Education. Not
Transferable: Associate Degree only.
The Library is responsible for the traditional organized collections of print media and related services to readers. It also provides quiet study carrels, small group study areas, and a typing room.

LEARNING CENTER

The Learning Center, located in the west wing of the Library, provides the following services: self-paced mathematics and study skills courses, computer-assisted instruction, tutorial assistance, and media related to course work and other educational needs. Areas are available where students can review audio-visual materials or receive tutoring.

The Learning Center also offers various language and study skills courses to assist students in reaching their educational goals. For example, Learning Skills 101 is recommended to students who read at Level C on the Bakersfield College Placement Assessment, or who are classified as Level C English. Students with a Level B classification in reading can work on their writing skills by enrolling in Learning Skills 68. In addition, the short-term Learning Skills 70 series provide students reading at Level B or higher an opportunity to gain or improve study skills necessary to succeed in their other academic courses.

Supportive services and a few special classes are also offered for students with learning disabilities.

Students who have not met the reading proficiency requirements should take Reading 50. (See course prerequisites for both RDNG 50 and RDNG 62 regarding appropriate placement.)

COURSE DESCRIPTIONS

The following abbreviations are commonly used in the course descriptions: lect lecture; lab laboratory; demo demonstration; CCS Course Classification System. Hours given in parentheses are total hours for the course. Hours lecture, lab, etc., are hours required per week usually. Prerequisites are expressed as minimum requirements. See page 60 for a fuller explanation.
LEARNING CENTER 293

LEARNING SKILLS

LRN S 5  TUTOR TRAINING AND PRACTICUM (2 units)
The student will learn essential human relations skills and methods of effective tutoring, and will put these skills into practice with tutees referred by the Tutor Coordinator. **Prerequisite:** Reading Level A and a grade of "B" or higher in the subject to be tutored. Recommendation from student’s subject-area instructor(s) and evaluation by the Tutor Coordinator. **Hours:** (54) 18 lect/discussion, 36 supervised tutoring. **CCS:** Liberal Arts and Sciences. **Transferable:** CSU and Private Colleges.

LRN S 5a  TUTOR TRAINING AND PRACTICUM (1 unit)
The student will learn essential human relations skills and methods of effective tutoring, and will put these skills into practice with tutees referred by the Tutor Coordinator. **Prerequisite:** Reading Level A and a grade of "B" or higher in the subject to be tutored. Recommendation from student’s subject-area instructor(s) and evaluation by the Tutor Coordinator. **Hours:** (28) 16 lect/discussion, 12 supervised tutoring. **CCS:** Liberal Arts and Sciences. **Transferable:** CSU and Private Colleges.

LRN S 13  OPTIONS: THE CAREER SEARCH (1 unit)
OPTIONS, Opportunity Program Training Individuals for Occupational and Non-traditional career Success offers an introduction to career search strategies. Students will be given a variety of skills, interests, personality and vocational tests. Individual needs and values will be discussed. Students will learn techniques for goal setting, decision making and researching the job market. Development of resume writing and interviewing skills will be emphasized. Satisfies 0.5 unit counseling requirement for graduation. **Prerequisite:** Reading Level A. **Hours:** (18) 3 lect for 6 weeks. **CCS:** Liberal Arts and Sciences. **Transferable:** CSU and Private Colleges. **Note:** Not open to students with credit in GN ST 13.

LRN S 13a  OPTIONS: DISCOVERING YOURSELF AND YOUR CAREER (3 units)
Opportunity Program Training Individuals of Occupational and Non-traditional career Success offers an introduction to the world of work and higher education. Through vocational and personality testing, values clarification and goal-setting strategies, the student is guided through the process of career decision making. Emphasizes the ongoing process of life planning as a prerequisite to career success. Includes an introduction to the college and educational planning. Satisfies the 0.5 unit counseling requirement for graduation. **Prerequisite:** Reading Level A. **Hours:** (54) 3 lect/discussion. **CCS:** Liberal Arts and Sciences. **Transferable:** CSU and Private Colleges. **Note:** Not open to students with credit in GN ST 13.

LRN S 13b  OPTIONS: ORIENTATION TO COLLEGE AND CAREERS (5 units)
Opportunity Program Training Individuals for Occupational and Non-traditional career Success. The program is designed to assist the returning or new student to become academically successful while developing an appropriate career plan. Offers a combination of learning-skills techniques and career exploration activities. Topics include time planning, study techniques, communication skills, personal issues faced by
many new and returning students, self-assessment, job search, resume writing, interviewing and the world of work. Satisfies the 0.5 unit counseling requirement for graduation from Bakersfield College. **Prerequisite:** Reading Level A. **Hours:** (90) 5 lect/discussion. **CCS:** Liberal Arts and Sciences. **Transferable:** CSU and Private Colleges. **Note:** Not open to students with credit in WN ST 13.

**LRN S 22  AUDITORY PERCEPTUAL/ CONCEPTUAL DEVELOPMENT (2 units)**

Beginning course recommended for teachers and tutors who want to learn the principles and techniques of using the LAC Test (Lindamood Auditory Conceptualization Test) and the ADD Program (Auditory Discrimination in Depth Program). Emphasizes assessing and developing a receptive/expressive base of auditory conceptualization. **Prerequisite:** Reading Level A. A score of 88 or above on the LAC (Lindamood Auditory Conceptualization) Test. May be taken concurrently with LRN S 22a. **Hours:** (36) 2 lect for 18 weeks or 9 lect for 4 weekends. May be repeated once for credit/no credit. **CCS:** Liberal Arts and Sciences. **Transferable:** CSU and Private Colleges.

**LRN S 22a  AUDITORY PERCEPTUAL/ CONCEPTUAL DEVELOPMENT PRACTICUM (1 unit)**

A practicum for LRN S 22. Practice techniques under direct supervision of the instructor by working with students enrolled in LRN S 122a. **Prerequisite:** Reading Level A. A score of 88 or above on the LAC (Lindamood Auditory Conceptualization) Test. Completion of or concurrent enrollment in LRN S 22 required. **Hours:** (18) 1 lect/practicum. May be repeated once for credit/no credit. **CCS:** Liberal Arts and Sciences. **Transferable:** CSU and Private Colleges.

**LRN S 68  BASIC WRITING DEVELOPMENT (4 units)**

Designed for students whose English placement tests indicate they are not ready for English 60. Emphasizes writing practice and the review of basic grammatical structures, writing mechanics, and proper usage. May be repeated once. **Prerequisite:** Reading Level B with a minimum score of 17 on the Asset Reading Assessment. English Level C or recommendation of a Bakersfield College English instructor. Bilingual/bi-cultural students should have successfully completed ENGL 77ac and ENGL 77df. **Hours:** (72) 4 lect/discussion. **CCS:** Remedial Education. **Not Transferable:** Not degree applicable.

**LRN S 70a—e  STUDY SKILLS (0.5 – 3 units. Limit 3 units.)**

Students may take any or all of the six mini-courses offered. Each half-unit course is designed to give practical training in studying effectively for college classes. Topics: 70a—Time Management; 70b—Notetaking; 70c—Textbook Reading; 70d—Test Taking; 70e—Memory. (Credit/No Credit.) **Prerequisite:** Reading Level A, OR Reading Level B with a score of 20 or above on the ASSET Reading Assessment. **Hours:** (9-54) 6 lect, 3 lab for each 0.5 unit. **CCS:** Remedial Education. **Not Transferable:** Associate Degree only.
LEARNING CENTER 295

LRN S 77  UNDERSTANDING LEARNING DISABILITIES (0.5 unit)
Provides the student with an overview of the field of learning disabilities including History of LD, current research, visual perception-training techniques, and suggested compensatory skills for coping with a specific disability. **Prerequisite:** Recommendation of Learning Disability Specialist. Reading Level B. **Hours:** (9) 2 lect, 1 by arrangement for 4 weeks. **CCS:** Remedial Education. **Not Transferable:** Not degree applicable.

LRN S 78  SPECIALIZED STUDY SKILLS (3 units)
Recommended for students with learning disabilities. Emphasizes learning "how to learn." **Prerequisite:** Reading Level B and recommendation of Supportive Services Counselor and/or Learning Disabilities Specialist. **Hours:** (54) 3 lect. **CCS:** Remedial Education. **Not Transferable:** Not degree applicable.

LRN S 79ab  SPECIAL BASIC SKILLS PRACTICE (1-2 units)
Recommended for students with learning disabilities. Emphasizes small group instruction in basic skills such as spelling, reading, comprehension, basic grammar, dictionary and word identification strategies, and math. **Prerequisite:** Reading Level B and recommendation of Supportive Services Counselor and/or Learning Disabilities Specialist. **Hours:** (36-72) 41ab for 9 weeks. **CCS:** Remedial Education. **Not Transferable:** Not degree applicable.

LRN S 80  SUPERVISED TUTORING (0 unit)
Provides tutoring in various academic subjects, conducted in a designated learning center, to augment classroom instruction. **Prerequisite:** Referred by subject-area instructor or counselor on the basis of student’s difficulty. **Hours:** (170) 170 by arrangement. May be repeated 3 times. **CCS:** Remedial Education. **Not Transferable:** Not degree applicable.

LRN S 101  COMMUNICATION SKILLS (3 units)
Provides prescriptive training in reading, spelling, writing, vocabulary development listening, and study techniques. These skills will be enhanced by supervised repetition and practice within class and lab periods. Individual prescriptions may include a broad range of communication skills or be limited to specific problems such as spelling or punctuation. **Prerequisite:** None. **Hours:** (84) 16 lect/classwork, 68 lab. May be repeated once after evaluation by instructor. **CCS:** Remedial Education. **Not Transferable:** Associate Degree only.

LRN S 101h  COMMUNICATION SKILLS (0.5-3 units)
The student will complete individually-prescribed work in spelling, reading, vocabulary development, study skills, survival skills, and/or English. Individual prescriptions may include a broad range of communication skills or be limited to specific problems such as spelling or punctuation. Formal lectures are included, and the instructor may award letter grades. **Prerequisite:** Open only to hearing impaired students. **Hours:** (16-90) 5 lect/lab for 3 units OR 16 laboratory for each 1/2 unit. May be repeated 3 times as long as progress is demonstrated. **CCS:** Remedial Education. **Not Transferable:** Associate Degree only.

LRN S 122  ADD (AUDITORY DISCRIMINATION IN DEPTH) (1 unit)
Recommended for students who have an auditory conceptualization problem. **Prerequisite:** Three or more errors on the extended LAC Test and evaluation by instructor. Concurrent enrollment in LRN S 122a during first semester recommended. **Hours:** (18) 1 lect. **CCS:** Liberal Arts and Sciences. **Not Transferable:** Associate Degree only.
LRN S 122a  TUTORING IN ADD
(AUDITORY DISCRIMINATION IN DEPTH) (0.5—3 units. Limit 8 units)
Recommended for students who have an auditory conceptualization problem. Prereq-
quisite: Three or more errors on the extended LAC Test and evaluation by instruc-
tor. Concurrent enrollment in LRN S 122 during the first semester recommended.
Hours: (16-96) 16 lab/tutoring per 0.5 unit. May be repeated 3 times or up to 8 units
as long as progress is demonstrated. CCS: Liberal Arts and Sciences. Not Transfer-
able: Associate Degree only.

LRN S 222a  TUTORING IN ADD
(AUDITORY DISCRIMINATION IN DEPTH) (0.5—3 units. Limit 8 units)
Recommended for students who have an auditory conceptualization problem. Prerequi-
site: Three or more errors on the extended LAC Test and evaluation by instructor.
Hours: (16-96) 16 open entry/open exit lab/tutoring per 0.5 unit. May be repeated 3
times or up to 8 units as long as progress is demonstrated. CCS: Liberal Arts and
Sciences. Not Transferable: Associate Degree only. Note: Identical to LRN S 122a ex-
cept that it is open entry/open exit within a semester, but not beyond a semester.

READING

RDNG 50  READING FOR ACADEMIC SUCCESS (3 units)
Recommended for students who have not met the reading competency requirements
at entrance or for those who wish to improve their skills in academic reading. Includes
practice in skimming, scanning, outlining, summarizing, answering essay questions,
short report writing from materials read, vocabulary building, and reading of textbooks
and journals from academic and technical areas. A satisfactory grade of “C” or higher
will meet competency requirements in reading for the associate in arts and associate in
science degrees. See page 60 in this catalog for explanation of competency re-
quirements. Prerequisite: Reading Level B with a score of 20 through 22 on the
ASSET Reading Assessment OR a grade of “C” or better in RDNG 62. Hours: (54) 3
lect. CCS: Liberal Arts and Sciences. Not Transferable: Associate Degree only.

RDNG 62  GENERAL READING (3 units)
Recommended for students who need to improve reading comprehension, speed,
and vocabulary. Includes practice in skimming, scanning, outlining, summarizing, and
vocabulary building. Outside reading of fiction and non-fiction and book report writing
are required. Prerequisite: Reading Level B with a score of 17 through 19 on the
Asset Reading Assessment, or evaluation by the instructor. Hours: (54) 3 lect. CCS:
Liberal Arts and Sciences. Not Transferable: Associate Degree only.

RDNG 72  READING FOR FOREIGN AND BILINGUAL STUDENTS (3 units)
Recommended for foreign and bilingual students who need to improve reading com-
prehension and build vocabularies in English. Students will practice the skills of looking
for main ideas, summarizing and making inferences. They will also build vocabulary
through word study and learn to use correct grammar patterns from the reading selec-
tions. Prerequisite: Completion of ENGL 75ab or SPCH 75ab and 75cd, or a qualify-
ing score on the Reading Placement Test for foreign students, or evaluation by instruc-
tor. Hours: (54) 3 lect/discussion. CCS: Liberal Arts and Sciences. Not Transfer-
able: Associate Degree only.
Students expecting to transfer to an upper division institution with a major in a Life Science area must comply with the requirements as shown in the catalog under Graduation Requirements and should consult the catalog of the college or university of their choice for required and/or recommended courses. Counselors/advisors will assist the student in planning for an Associate Degree.

**BACTERIOLOGY (Microbiology – Letters and Science)**

A bacteriologist studies growth, structure, development and general characteristics of bacteria and other microorganisms. Isolates and makes cultures of significant bacteria. Identifies micro organism by microscopic examination. Makes chemical analyses of substances such as enzymes, alcohols and acids produced by bacteria and other microorganisms.

**Required Courses**

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<td>CHEM 8</td>
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**Recommended Courses**

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**BIOLOGY**

Biology is the study of the origin, relationship, development, anatomy, functions and other basic principles of animal and plant life. Graduates may specialize in research based on a particular animal, plant or aspect of biology. A wide variety of occupations is based on biological science. Major fields are biological oceanography, entomology, life science, teaching, botany, wildlife management, zoology and the clinical related fields,
Required Courses

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Recommended Courses

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ASSOCIATE IN SCIENCE DEGREE PROGRAM

CLINICAL LABORATORY ASSISTANT

Clinical Laboratory Assistants perform a wide variety of technical laboratory procedures which assist the physician in the diagnosis and treatment of disease. Their work is done under the supervision of a Clinical Laboratory Scientist/Medical Technologist in hospitals, clinics, private and independent laboratories or in physician office laboratories throughout the United States.

The Clinical Laboratory Assistant curriculum is designed as a career ladder and offers the graduates a promising future with many opportunities for advancement. The program can be completed in two years by taking the first year at Bakersfield College and the second at Cal State Bakersfield. The student can obtain an Associate Degree from Bakersfield College and/or a certificate of program completion from Cal State Bakersfield. Likewise, the student can continue his/her education, obtain a Bachelor's degree, and become eligible for certification and licensure as a Clinical Laboratory Scientist. Clinical Laboratory Scientists may specialize in one of the scientific areas and obtain a Masters or Doctoral degree.

Required Courses – Bakersfield College – 27

<table>
<thead>
<tr>
<th>Course</th>
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<td>CLS 352</td>
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<td>CLS 322.001</td>
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<tr>
<td>CLS 260</td>
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### CLINICAL LABORATORY ASSISTANT CERTIFICATE

A certificate attesting successful completion of the Clinical Laboratory Assistant Program is awarded by California State Bakersfield, Bakersfield. Students must have completed a minimum of 29 units of the program at CSB to be eligible for the certificate. For a complete detail description of CSB courses, refer to CSB catalog.

### PRE-PROFESSIONAL

The following courses of study are recommended for those students who require pre-professional educational preparation in:

#### PRE-MEDICINE; PRE-OPTOMETRY; PRE-PHARMACY

| BIOL 1a | Prin Animal Biology | 4.0 | CHEM 8 | Elem Organic Chem | 3.0 |
| BIOL 1c | Prin Cellular Biol  | 4.0 | CHEM 9 | Organic Chem lab  | 3.0 |
| CHEM 1a | Gen Chemistry       | 5.0 | PHYSC 2a | Gen Mech/Heat | 4.0 |
| CHEM 1b | Gen Chem Analy      | 5.0 | PHYSC 2b | Physc—Slemmp | 4.0 |

#### Other Suggested Courses

BACT 2 Bacteriol-Microbiol (4); ANAT 1 Human Anatomy (4); PHYSL 1 Human Physiology (5).

#### PRE-DENTISTRY; PRE-VETERINARY MEDICINE

| BIOL 1a | Prin Animal Biology | 4.0 | CHEM 1a | Gen Chemistry | 5.0 |
| BIOL 1c | Prin Cellular Biol  | 4.0 | PHYSC 2a | Gen Mech/Heat | 4.0 |
|         |                      |     | PHYSC 2b | Gen Physc—Slemmp | 4.0 |

#### Other Suggested Courses

ANAT 1 Human Anatomy (4); PHYSL 1 Human Physiology (5).
COURSE DESCRIPTIONS

The following abbreviations are commonly used in the course descriptions: lect lecture; lab laboratory; demo demonstration; CCS Course Classification System. Hours given in parentheses are total hours for the course. Hours lecture, lab, etc., are hours required per week usually. Prerequisites are expressed as minimum requirements. See page 60 for a fuller explanation.

ANATOMY

ANAT 1 HUMAN ANATOMY (4 units)
The essential features of human anatomy with special emphasis upon the needs of students majoring in biology, nursing, physical education and the medical sciences. Includes the microscopic and gross anatomy of all the systems: skeletal, muscular, circulatory, respiratory, digestive, excretory, nervous, endocrine, reproductive and integumentary. Prerequisites: Satisfactory completion of a high school biology course with a laboratory or one semester of college biology. Reading Level A. Hours: (144) 2 lect and 6 lab. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.

BACTERIOLOGY

BACT 2 GENERAL BACTERIOLOGY AND MICROBIOLOGY (4 units)
Designed to fulfill the needs/requirements for students pursuing careers in pre-nursing, home economics, dental hygiene, optometry, physical education, engineering and the biological sciences. Topics included are: history, morphology, ecology, effects of physical and chemical agents, microbial biochemistry, immunity, vaccination, public health, disease organisms as they affect man, the sanitation of food, water, sewage treatment and industrial applications. Prerequisite: Reading Level A. CHEM 11 or 2a. Hours: (144) 2 lect, 6 lab. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.

BIOLOGY

BIOL 1a PRINCIPLES OF ANIMAL BIOLOGY (4 units)
An introductory course for students majoring in related biological sciences with emphasis on the science of animal life, the structure and function of organ systems and the survey of living animal groups. Prerequisites: One year of high school chemistry and biology. Reading Level A. Hours: (144) 2 lect, 6 lab and 1 all-day field trip. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.

BIOL 1b PLANT BIOLOGY (4 units)
An introduction to the fundamental principles of biology as illustrated by plants, followed by a survey of the plant kingdom. A basic course for all students of plant and animal science, forestry and agriculture. Prerequisites: High school chemistry and biology. Reading Level A. Hours: (144) 2 lect, 6 lab and 1 all-day field trip. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.
BIOL 1c  PRINCIPLES OF CELLULAR BIOLOGY (4 units)
A course for biology majors including topics common to plants and animals: biochemistry, cell structure and function, genetics, ecology and evolution. **Prerequisites:** CHEM 1a and either BIOL 1a or 1b. **Hours:** (108) 3 lect, 3 lab and 1 all-day field trip. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges.

BIOL 10  INTRODUCTION TO BIOLOGICAL PRINCIPLES (3 units)
An introductory course in biological principles for non-science majors and applicable as an introductory course for science majors, illustrating facts and principles of organization, function, heredity, ecology and evolution of living organisms. **Prerequisites:** BIOL 53 with a grade of “C” or high school sciences with grades of “C.” Reading Level A. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor. **Note:** Lab optional. See “BIOL 10L.”

BIOL 10L  BIOLOGICAL PRINCIPLES LABORATORY (1 unit)
An optional laboratory to be taken concurrently with BIOL 10 if the student is in need of a laboratory science to fulfill general education requirements for transfer to another institution. The laboratory offers practical experience with living organisms and experience in the methods of science. **Prerequisite:** BIOL 10 (may be taken concurrently). **Hours:** (54) 3 lab. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges.

BIOL 11  CONCEPTS OF BIOLOGY (4 units)
An introductory course in biological science illustrating the principles of organization, function and evolution of plants and animals, with particular emphasis on man. **Prerequisite:** BIOL 53 with a grade of “C” or high school sciences with grades of “C.” Reading Level A. **Hours:** (108) 3 lect, 3 demo/discussion/lab per week, plus at least one Saturday field trip. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.

BIOL 12  NATURAL HISTORY (3 units)
Lab and field work offers training and experience in the collection, identification and cataloging of plants and animals. Lectures stress basic principles of ecology, taxonomy and evolutionary relationship of organisms. **Prerequisites:** A basic course in college biology. Reading Level A. **Hours:** (90) 2 lect, 3 lab. Several field trips will be scheduled during lab time and at least one Saturday field trip may be required. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges.

BIOL 18  FIELD BOTANY (2 units)
Study of the key features of native plants in the field and in the lab. Emphasis will be given to the collection, identification and ecological relationships of the local flora. **Prerequisites:** A basic course in biology. Reading Level A. **Hours:** (54) 1 lect, 2 lab. A minimum of two Saturday field trips is required. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges.
BIOL 21  SPECIAL PROJECTS IN BIOLOGY (1—2 units)
Biological preparations, laboratory apparatus and the development of specialized collection material under the direction of individual instructors. Designed for biology majors who plan to teach or wish to develop skills in laboratory demonstrations and biological collections. **Prerequisites:** A basic course in college biology. Reading Level A. **Hours:** (36-72) 2 hours per week per unit. Field trips by arrangement. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges.

BIOL 35a  KERN COUNTY WILDFLOWERS (1 unit)
Surveys the native wild flowers of Kern County by means of scheduled field trips into the local foothills and Kern River Canyon. Students will be introduced to basic floral characteristics, systems of classification, plant communities, life zones and ecological relationships. Techniques of collecting, pressing and display of plant specimens will be emphasized for possible use in the classroom at the elementary instructional level. The class will be of interest to both the beginning student and to those who have had previous training in wildflower study. **Prerequisite:** Reading Level A. **Hours:** (18) 18 lect/discussion/field trips. **CCS:** Liberal Arts and Sciences. **Transferable:** CSU and Private Colleges.

BIOL 35b  KERN COUNTY VERTEBRATES (1 unit)
Provides classroom and field experiences in the behavior and identification of amphibians, reptiles, birds, and mammals. Emphasis will be given to the activities and concepts which are useful in teaching elementary and secondary school. Consideration will be given to the role of the environmental changes and the populations of key local vertebrate species. **Prerequisite:** Reading Level A. **Hours:** (18) 18 lect/discussion/field trips. **CCS:** Liberal Arts and Sciences. **Transferable:** CSU and Private Colleges.

BIOL 35c  INSECTS (1 unit)
A basic study of entomology with special emphasis for elementary school classroom teachers. Students will learn to recognize many native insects and to identify insects using scientific keys. Course emphasis will be on collection, identification, preservation and control of insects. Beneficial as well as detrimental aspects will be studied. **Prerequisite:** Reading Level A. **Hours:** (18) 18 lect/lab. A field trip for collection is required. **CCS:** Liberal Arts and Sciences. **Transferable:** CSU and Private Colleges.

BIOL 35d  KNOW YOUR BODY (1 unit)
Provides some classroom lecture and laboratory experiences regarding human anatomy, physiology and pathology. Emphasizes the concepts and activities which are useful in teaching elementary and secondary school. Consideration will be given to improvement of personal and student health and fitness. **Prerequisite:** Reading Level A. **Hours:** (18) 18 lect/lab/demo. **CCS:** Liberal Arts and Sciences. **Transferable:** CSU and Private Colleges.

BIOL 35e  FRESH WATER BIOLOGY (1 unit)
A study of fresh water life with special emphasis for elementary school teachers. Students will learn to recognize many plants and animals, to make collecting equipment and to utilize aquariums and terrariums in the classroom. Two Saturday field trips will be taken to local environs. **Prerequisite:** Reading Level A. **Hours:** (18) 18 lect/field trips. **CCS:** Liberal Arts and Sciences. **Transferable:** CSU and Private Colleges.
BIOL 35f  SEASHORE LIFE (1 unit)
A study of seashore life with special emphasis for elementary school classroom teachers. Students will learn to recognize many typical seashore animals and plants, will examine several seashore habitats, and will study the pattern and effect of tides. A field trip to the seashore is required for the study of plants and animals in their living situation. **Prerequisite:** Reading Level A. **Hours:** (18) 18 lect/lab/field trip. **CCS:** Liberal Arts and Sciences. **Transferable:** CSU and Private Colleges.

BIOL 35g  CALIFORNIA HABITATS (1 unit)
An introductory study of some natural habitats of the valleys, foothills and mountains of Kern County and nearby areas. The course is especially useful for elementary school classroom teachers who wish to become more familiar with the common plants and animals of the area and the environmental factors which govern their ecological relationships. Week-end field trips are an integral part of the course and provide students an opportunity to identify and study organisms as parts of natural communities. **Prerequisite:** Reading Level A. **Hours:** (18) 18 lect/field trips. **CCS:** Liberal Arts and Sciences. **Transferable:** CSU and Private Colleges.

BIOL 53  GENERAL BIOLOGY (3 units)
Outlines the main facts and principles of biology; experience in the use of scientific method. Recommended (and may be required) as preparation for other college biological sciences whenever the previous school record indicates insufficient preparation for such studies. **Prerequisite:** Reading Level B. **Hours:** (72) 2 lect, 2 lab/demo and field trips by arrangement. **CCS:** Liberal Arts and Sciences. **Not Transferable:** Associate Degree only. **Note:** Not open for credit to students who have already completed BIOL 1a, BIOL 11, PHYSL 1 or high school biology with a grade of “B.”

ENVIRONMENT

ENVIR 1  ENVIRONMENT AND MAN (3 units)
Major consideration will be given to the process which will sustain humans on this planet. Topics to be included: the relevance of ecology to human affairs; historical aspects of ecological principles; population ecology; and ecology and the human future. **Prerequisite:** Reading Level A. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges.

HEALTH SCIENCE

HL SC 1  SURVEY OF ANATOMY AND PHYSIOLOGY (4 units)
A first course in integrated life science for students in health science programs. Principal emphasis is on the structure and function of human organ systems. Also includes cell structure and function, human development and human heredity. **Prerequisite:** Reading Level A. **Hours:** (108) 6 lect/demo/lab. **CCS:** Liberal Arts and Sciences. **Transferable:** CSU and Private Colleges. Credit limitations. For specific information see counselor.
PHYSIOLOGY

PHYSL 1  HUMAN PHYSIOLOGY (5 units)
The physiology of bone, muscle, nerve, circulation, respiration, digestion, excretion, endocrines and reproduction. Introductory course in human physiology with special emphasis on the needs of students majoring in biology, nursing, physical education and medical sciences. **Prerequisite:** Any one of the following courses: CHEM 1a, 2a, 11, ANAT 1, BIOL 1a, 11. **Hours:** (162) 3 lect, 6 laboratory. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges.
MATHEMATICS

Required Courses

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Recommended Courses

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COURSE DESCRIPTIONS

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MATH A ELEMENTARY ALGEBRA (3 units)
Fundamental concepts and mathematical processes, first degree equations, special products and factoring, fractions and fractional equations, ratios, proportions, radicals, exponents, graphs, simultaneous linear equations, quadratic equations. Prerequisite: Qualifying score on entrance examination and/or counselor approval. Hours: (90) 5 lect. CCS: Liberal Arts and Sciences. Not Transferable: Associate Degree only.

MATH B GEOMETRY (3 units)
Elementary logic, fundamental geometric constructions, congruent triangles, similar triangles, geometric proofs, parallel lines, parallelograms, circles, lci, ratio and proportion, areas, "pythagorean" theorem and its applications, geometry of space and coordinate geometry. Prerequisite: MATH A or one year of high school algebra. Hours: (90) 5 lect. CCS: Liberal Arts and Sciences. Not Transferable: Associate Degree only.

MATH C PLANE TRIGONOMETRY (3 units)
The use of trigonometric functions in the solution of problems involving right and oblique triangles; the verification of trigonometric identities; the solution of conditional trigonometric equations; the graphing of trigonometric functions; the study of inverse trigonometric functions; the study of logarithms and logarithmic equations. Prerequisites: Plane geometry and grade of "C" in either advanced high school algebra or MATH D; Reading Level A. Hours: (54) 3 lect. CCS: Liberal Arts and Sciences. Transferable: CSU and Private Colleges.
MATH D  INTERMEDIATE ALGEBRA (4 units)
Topics covered are sets and set operations, fundamental operations, signed numbers, factoring, linear equations, simple and complex fractions, functional notation, simple graphs, exponents and radicals, quadratic equations, the conics, variation, determinants, logarithms, exponential equations, sequences and series and the binomial expansion. Prerequisite: Grade of “C” in either one year of high school algebra or MATH A. Reading Level A. Hours: (90) 5 lect. CCS: Liberal Arts and Sciences. Transferable: CSU and Private Colleges.

MATH 1  MATHEMATICAL ANALYSIS (3 units)
Topics include polynomial, rational, exponential and logarithmic functions, elementary theory of equations, graphing techniques, selected topics from analytic geometry, mathematical induction, symbolic logic, matrix operations and matrix methods for solving systems of linear equations. Prerequisite: MATH D and C or equivalent. Hours: (54) 3 lect. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.

MATH 2  BASIC FUNCTIONS AND CALCULUS FOR BUSINESS (4 units)
Modern concepts in mathematics including functions, matrix algebra and sequences; the basic concepts of differential calculus with an introduction to integral calculus involving numerous applications to business. Prerequisite: Two years of high school algebra with a present working knowledge of algebra or MATH D or equivalent. Hours: (72) 4 lect. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.

MATH 6a  ANALYTIC GEOMETRY AND CALCULUS I (4 units)
A unified course in the elements of analytic geometry, differential calculus and introduction to integration of algebraic functions. Prerequisite: MATH C, D and 1 or equivalents with a grade of “C” in each course. Hours: (72) 4 lect. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.

MATH 6b  ANALYTIC GEOMETRY AND CALCULUS II (4 units)
Continuation of course I. Analytic geometry, differential and integral calculus. Prerequisite: MATH 6a with a grade of “C.” Hours: (72) 4 lect. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.

MATH 6c  CALCULUS III (4 units)
Continuation of course II. Partial differentiation, multiple integrals, vector analysis, including theorems of Green, Gauss and Stokes; infinite series, including Taylor and Fourier, complex variables. Prerequisite: MATH 6b with a grade of “C” Hours: (72) 4 lect. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.

MATH 6d  ORDINARY DIFFERENTIAL EQUATIONS (3 units)
Vector spaces and linear transformations; elementary differential equations; Laplace transforms; series solutions and systems of differential equations; matrices and eigenvalues. Prerequisite: MATH 6c or equivalent. Concurrent enrollment in MATH 6e recommended. Hours: (54) 3 lect. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges. Note: Formerly MATH 6d—Calculus IV.
MATH 6e  ELEMENTARY LINEAR ALGEBRA (3 units)
Real and complex number fields, vector spaces, linear transformation, matrices, systems of equations and matrix inversion, determinants, eigenvalues and eigenvectors. **Prerequisite:** MATH 6c or equivalent. Concurrent enrollment in MATH 6d recommended. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges.

MATH 21  SPECIAL PROJECTS IN MATHEMATICS (1 unit. Limit 2 units)
Individually directed work in mathematics, including advanced topics, research projects, special problems and applications of mathematics to specific subject areas. **Prerequisite:** Completion of a basic course in mathematics with a grade of "B" or better and evaluation by instructor. Reading Level A. **Hours:** (18-36) 1 lab. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges.

MATH 22  ELEMENTARY PROBABILITY AND STATISTICS (5 units)
Graphical methods of description of data, finite probability; discrete and continuous random variables; sampling distributions; hypothesis testing for large and small samples, analysis of variance, nonparametric statistics; linear regression and correlation. **Prerequisite:** MATH D or equivalent. **Hours:** (90) 5 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. UC Credit limitations. For specific information see counselor.

MATH 50  MODERN COLLEGE ARITHMETIC AND PRE-ALGEBRA (3 units)
A general review of basic arithmetic including the fundamental operations of addition, multiplication, subtraction and division of whole numbers, decimals and fractions. Basic understanding and application of percent to be taught with emphasis placed on this concept as a simple equation. Fundamental ideas of signed numbers, ratio and proportions, simple equations and the basic structure of mathematics to be introduced as pre-algebra concepts. **Prerequisite:** Counselor's recommendation and a qualifying test score. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Not Transferable:** Associate Degree only.

MATH 53a  BEGINNING MATHEMATICS FOR ELECTRONICS (3 units)
Basic mathematics for electrical and electronics majors. Course includes the use of the scientific electronic calculator, first degree equations, special products and factoring, fractional equations, simultaneous equations, exponents, radicals, Theuenin's theorem, and Norton's theorem. **Prerequisite:** One year of high school algebra or equivalent. **Hours:** (54) 3 lect. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only. **Note:** See counselor for specific information regarding MATH 53a.

MATH 53b  ADVANCED MATHEMATICS FOR ELECTRONICS (3 units)
Includes trigonometry, periodic functions, vector algebra, quadratic equations, logarithms, number systems for computers, and the solutions of series and parallel A.C. circuits. **Prerequisite:** MATH 53a or equivalent. **Hours:** (54) 3 lect. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only. **Note:** See counselor for specific information regarding MATH 53b.
MATH 53c – 53d   CALCULUS FOR ELECTRONICS (3 – 3 units)
Designed primarily for electronics and electrical technology majors to provide an introduction to the calculus and the fundamental mathematics and circuit analysis. Emphasizes fundamental concepts rather than a high degree of mathematical proficiency. **Prerequisites:** 53c: MATH 53b with a grade of “C”; 53d: MATH 53c with a grade of “C.” **Hours:** (54-54) 3 lect. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges. **Note:** See counselor for specific information regarding MATH 53c—53d.

MATH 54   INDUSTRIAL MATHEMATICS (3 units)
An elementary course in mathematics intended primarily for vocational and industrial majors covering arithmetic processes, ratio, proportion and elementary algebra. Included is a brief coverage of personal finance with emphasis on payroll deductions, budgets and installment credit. **Prerequisite:** None. **Hours:** (54) 3 lect. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

MATH 60   BASIC ARITHMETIC (3 units)
Designed to meet the needs of the individual student for everyday living and job qualifying tests, as well as preparation for advanced courses in mathematics. The fundamental operations of whole numbers, fractions, decimals and percents are stressed. **Prerequisite:** None. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Not Transferable:** Associate Degree only.

MATH 200a   ELEMENTARY ALGEBRA (3 units)
Self-paced, open entry/open exit. For description, see MATH A.

MATH 200c   PLANE TRIGONOMETRY (3 units)
Self-paced, open entry/open exit. For description, see MATH C.

MATH 200d   INTERMEDIATE ALGEBRA (4 units)
Self-paced, open entry/open exit. For description, see MATH D.

MATH 250   MODERN COLLEGE ARITHMETIC AND PRE-ALGEBRA (3 units)
Self-paced open entry/open exit. For description, see MATH 50.

MATH 260   BASIC ARITHMETIC (3 units)
Self-paced, open entry/open exit. For description, see MATH 60.
MUSIC

MUSIC MAJOR OR MINOR

(UNIVERSITY OR STATE COLLEGES)

Students who plan to major or minor in music should commit themselves to the highest possible level of proficiency in theory, piano, literature, group performance, and applied (individual) instruction in their performance area. Students should take the required courses in music and complete courses in general education for the transfer college of their choice. Elective courses will both enrich the student’s background and balance weak areas of knowledge for later academic growth.

Required Courses

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<tr>
<th>Course Code</th>
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<td>MUSIC 15ab</td>
<td>Ear Training</td>
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<tr>
<td>MUSIC 5ab</td>
<td>Class Piano</td>
<td>2.0</td>
<td>MUSIC 21ab</td>
<td>Surv Musical Lit</td>
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Group Performance (Select one each semester)

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<td>MUSIC 10ad</td>
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<td>4.0</td>
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<tr>
<td>MUSIC 12ad</td>
<td>College Orchestra</td>
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Other Suggested Courses

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<tr>
<td>MUSIC 2</td>
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<tr>
<td>MUSIC 5cd</td>
<td>Class Piano</td>
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</tr>
<tr>
<td>MUSIC 6ab</td>
<td>Class Voice</td>
<td>2.0</td>
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<tr>
<td>MUSIC 6cd</td>
<td>Class Voice</td>
<td>2.0</td>
</tr>
<tr>
<td>MUSIC 9ac</td>
<td>Class Guitar</td>
<td>1.0</td>
</tr>
<tr>
<td>MUSIC 13ad</td>
<td>Jazz Ensemble</td>
<td>4.0</td>
</tr>
<tr>
<td>MUSIC 54a</td>
<td>College Chorale</td>
<td>1.0</td>
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<tr>
<td>MUSIC 54b</td>
<td>College Chorale</td>
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</table>

COURSE DESCRIPTIONS

The following abbreviations are commonly used in the course descriptions: lect lecture; lab laboratory; demo demonstration; CCS Course Classification System. Hours given in parentheses are total hours for the course. Hours lecture, lab, etc., are hours required per week usually. Prerequisites are expressed as minimum requirements. See page 60 for a fuller explanation.
MUSIC 1a–1b ELEMENTARY THEORY (4–4 units)
Musical literature is used to develop writing, ear training, keyboard and analytical skills. The Department orients the student in the field of his emphasis, be it instrumental, vocal, keyboard or a combination of these. **Prerequisite:** Evaluation by instructor. Reading Level A. 1a: Must be concurrently enrolled in MUSIC 15a, 1b: must be concurrently enrolled in MUSIC 15b. **Hours:** (90) 3 lect, 2 lab. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges.

MUSIC 2 BASIC ELEMENTS OF MUSIC (3 units)
Designed for the student with little or no previous experience in the reading and writing of music. Development of beginning skills, including ear training, notation, and basic elements of music theory. **Prerequisite:** Reading Level A. Must be concurrently enrolled in MUSIC 16. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges.

MUSIC 3ab INTERMEDIATE THEORY (3 units)
A comprehensive study of the chromatic development in harmony during the 18th and 20th century through an integrated written theoretical, analytical, and aesthetic approach. **Prerequisite:** MUSIC 1a-1b or equivalent and evaluation by instructor. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges.

MUSIC 5a–5b–5c–5d CLASS PIANO (1–1–1–1 unit)
Open to students beginning the study of piano; recommended for students preparing to teach in the elementary grades and for music majors specializing in voice or instruments, other than the piano. **Prerequisite:** 5a: None. **Hours:** (36 each) 2 lab. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.

MUSIC 6a–6b–6c–6d CLASS VOICE (1–1–1–1 unit)
Elementary solo vocal training. Emphasizes breath control, placement of tone, posture and other basic concepts. 6b–6c–6d emphasizes repertoire and further technical development. **Prerequisite:** 6a: None. A basic understanding of music fundamentals, although not required, would be highly desirable. **Hours:** (36 each) 2 lab. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.

MUSIC 9a CLASS GUITAR (1 unit)
Designed to teach the student how to play the guitar. Correct right and left hand technique, how to read guitar music, basic chords, finger-picking and strumming. **Prerequisite:** A suitable acoustic guitar required. **Hours:** (36) 2 lab. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.
MUSIC 9b  INTERMEDIATE CLASS GUITAR (1 unit)
Designed to teach intermediate techniques of guitar playing. The student will learn advanced chord positions, scales, arpeggios, slurs, and bar chords. **Prerequisite:** MUSIC 9a or equivalent. A suitable acoustic guitar required. **Hours:** (36) 2 lab. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.

MUSIC 9c  ADVANCED CLASS GUITAR (1 unit)
Designed to teach advanced techniques of guitar playing. Advanced chord positions, scales, arpeggios, slurs, bar chords and more extensive playing of repertoire. **Prerequisite:** MUSIC 9b or equivalent. A suitable acoustic guitar required. **Hours:** (36) 2 laboratory. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.

MUSIC 10a – 10b – 10c – 10d  CONCERT BAND
(Fall: 2 units; Spring: 2 units)
Emphasizes rehearsal and performance of standard band literature. Public performances such as athletic games, assemblies and concerts are required. **Prerequisite:** Evaluation by instructor. **Hours:** (F: 72; Sp: 72) Fall: 4 lab; Spring: 3 lab and 1 hour by arrangement. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.

MUSIC 12a – 12b – 12c – 12d  COLLEGE ORCHESTRA (1 – 1 – 1 – 1 unit)
Performance of standard works from the orchestra literature. Open to advanced students playing orchestra instruments. Contact instructor to arrange audition. **Prerequisite:** Previous experience and audition for instructor. **Hours:** (54 each) 3 lab. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.

MUSIC 13a – 13b – 13c – 13d  JAZZ ENSEMBLE (1 – 1 – 1 – 1 unit)
Designed for the student desiring to enter the fields of professional dance music, radio or theater orchestra work. Opportunity is provided for practical experience in organizing instrumental combinations of all kinds and sizes. Training in standard dance band phrasing and improvisation. The Jazz Ensemble will perform at different functions and, when given the opportunity, will perform with nationally known guest artists. **Prerequisite:** Evaluation by instructor. **Hours:** (54 each) 3 lab. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.

MUSIC 14a – 14b – 14c – 14d  COLLEGE CHOIR (2 – 2 – 2 – 2 units)
A choral ensemble of select voices which will study major choral literature of all the historical periods. Public performance required for credit. **Prerequisite:** Previous experience in a choral group and demonstrated proficiency, and audition for instructor. **Hours:** (54) 3 lect/1 by arrangement. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.
MUSIC 15a – 15b  EAR TRAINING (1 – 1 unit)
Designed to improve basic ear training. Particularly serves needs of the music major. 
Prerequisite: 15a: Must be taken concurrently with MUSIC 1a; 15b: Must be taken concurrently with MUSIC 1b; or evaluation by instructor. The assignment of level within 15a or 15b will be determined by the instructor. Hours: (36-36) 2 lab. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.

MUSIC 16  BEGINNING EAR TRAINING (1 unit)
Designed to develop aural providency and facility in dictation, chord and interval recognition, and rhythm. Prerequisite: Must be concurrently enrolled in MUSIC 2 or be evaluated by instructor. The assignment of level within MUSIC 16 will be determined by the instructor. Hours: (36) 2 lab. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.

MUSIC 17a – 17b – 17c – 17d  CHAMBER SINGERS (2 – 2 – 2 – 2 units)
A select choral group, specializing in rehearsal and performance of all choral literature for all historical periods. Public performance required for credit. Prerequisite: Previous experience in a choral group and demonstrated proficiency. Audition for instructor. Hours: (54) 3 lect/1 lab by arrangement. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.

MUSIC 19a – 19b – 19c – 19d  MARCHING AND ACTIVITIES BAND (1 – 1 – 1 – 1 unit)
The Marching Band participates in home game pageantry and halftime shows, away football game performances (when feasible), and parades. Emphasizes development of showmanship, performance of popular music and bandsman esprit. The Activities Band performs at most away football games, all home basketball games and other specially designated events. Prerequisite: Definite skill on a band instrument and evaluation by instructor. Hours: (72) 4 lab. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.

MUSIC 20  APPLIED MUSIC (1 unit. Limit 4 units)
Private instruction in the performance of orchestral instruments, voice and piano. Repertoire and study must follow departmental requirements. Two performance examinations are administered per semester and are reviewed by the music faculty. MUSIC 20p Piano; MUSIC 20wp Wind and Percussion Instruments; MUSIC 20v Voice; MUSIC 20s Strings. Prerequisite: Evaluation by instructor. Hours: (36) 2 lab. One course may be taken four times or any combination of the four equaling four enrollments. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.

MUSIC 21a – 21b  SURVEY OF MUSICAL LITERATURE (3 – 3 units)
A survey of styles, practices and aesthetics, which traces the lines of musical development from the Greco-Early Christian era to the present. Uses the musical score as a primary source for study. For liberal arts and music majors. Prerequisite: Some knowledge of music and its terminology. Reading Level A. Hours: (54-54) 3 lect. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.
MUSIC 22abc  MUSIC APPRECIATION (3 units)
22a—22b—22c (1—1—1 unit) equivalent to 22abc.
An introduction to music as the listener's art. Concerts, records and film provide illustrations for directed listening as a basis of appreciation. Prerequisite: Reading Level A. Hours: (54) 3 lect. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.

MUSIC 23  APPRECIATION OF JAZZ (3 units)
Introductory course in the history and appreciation of jazz. Lectures, listening, laboratories and concert attendance are required. Prerequisite: Reading Level A. Hours: (54) 3 lect. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.

MUSIC 26a  JAZZ THEORY (1 unit)
The student will understand the principles of jazz theory related to contemporary jazz practice and develop proficiency in jazz score analysis. Prerequisite: MUSIC 1a, or equivalent, approved professional experience or evaluation by instructor. Hours: (18) 2 lect/lab for 9 weeks. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.

MUSIC 26b  JAZZ ARRANGING (1.5 units)
The student will understand jazz instrument pedagogy and will develop skills in arranging both published and original material for selected jazz ensembles of varied size and instrumentation. Prerequisite: MUSIC 1a, or equivalent, approved professional experience or evaluation by instructor. Hours: (27) 2 lect, 1 laboratory for 9 weeks. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.

MUSIC 27  HISTORY OF AMERICAN POPULAR MUSIC (3 units)
An introduction to the historical and stylistic developments of Rock music, with emphasis on its social, economic and political consequences. Prerequisite: Reading Level A. Hours: (54) 3 lect. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.

MUSIC 34  MEXICAN AND CHICANO MUSIC (3 units)
An historical survey of Mexican music from Pre-Columbian Culture to the present. Analysis of diverse styles of music in Mexico and in the Chicano Community. Emphasis on the music of Mexico, composition of leading Mexican composers, aspects of indigenous and Mexican/Chicano folk music. Course may be offered either as a regular class or through Coordinated Instructional Systems, using broadcast media, with seminars and examinations by arrangement. Prerequisite: Reading Level A. Bilingualism recommended. Hours: (54) 3 lect/discussion. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges. Note: Not open to students with credit in CH ST 34.

MUSIC 51  BAKERSFIELD YOUTH SYMPHONY (0.5 – 1 unit)
An orchestra intended for skilled instrumental players from 7th grade through college. Rehearsal and performance of standard works of the orchestral repertoire. Prerequisite: Audition and evaluation by instructor. Hours: (17-54) 17 lab per one-half unit. Field trips required. CCS: Liberal Arts and Sciences. Not Transferable: Associate Degree only.
MUSIC 53a–53b–53c–53d
JAZZ ENSEMBLE WORKSHOP (1–1–1–1 unit)
A study of the techniques of stage band playing, emphasizing interpretation of the different styles of stage band music (jazz, rock, latin, etc.) as well as section playing, improvisation and odd meters. Arranging for all sizes of jazz-rock ensembles will be explored. **Prerequisite:** Evaluation by instructor. **Hours:** (54 each) 3 lab. **CCS:** Liberal Arts and Sciences. **Not Transferable:** Associate Degree only.

MUSIC 54a–54b–54c–54d COLLEGE CHORALE (1–1–1–1 unit)
A select choral ensemble of mixed voices specializing in the rehearsal and performance of major choral works. Repertoire is selected from choral literature of all periods. **Prerequisite:** Previous experience in a choral group and demonstrated proficiency. **Hours:** (54 each) 3 lab. **CCS:** Liberal Arts and Sciences. **Not Transferable:** Associate Degree only.

MUSIC 55a–55b–55c–55d
SYMPHONIC WIND ENSEMBLE (1–1–1–1 unit)
An elite concert band, playing the finest traditional and contemporary literature available. Emphasis is on a high degree of individual musicianship and fine ensemble playing. Formal concert to be given with outstanding guest soloist and/or conductor. **Prerequisite:** Evaluation by instructor. **Hours:** (54 each) 3 lab. **CCS:** Liberal Arts and Sciences. **Not Transferable:** Associate Degree only.

MUSIC 230a–230b–230c
MUSIC LABORATORY (0.5–1 unit. Limit 4 units.)
The student will learn to read, decipher, and perform the many rhythmic combinations in music through a self-pacing programmed system. **Prerequisite:** None. **Hours:** (18-36 each) 18 lab per one-half unit. **CCS:** Liberal Arts and Sciences. **Not Transferable:** Associate Degree only.
"OPTIONS"
“Opportunity Program Training Individuals for Occupational and Non-Traditional Career Success”

The OPTIONS program is designed for re-entry students, new students, women and men in career change. It is a “package program” which meets three or five hours per week. For one semester students will look, with the help of expert guidance, at their abilities, and career potential. Participants will be given individualized help in the basic learning skills in the five-unit OPTIONS program. Students will be given support and encouragement throughout the semester. Students will develop confidence as they begin or return to college. Participants will also select from opportunities available in educational and vocational training in both traditional and non-traditional areas. A battery of career tests will be given students to assist them in career exploration.

Required Courses

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<td>GN ST 13</td>
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Other Suggested Courses

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<td>GN ST 50</td>
<td>Choices/Challenges</td>
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A major in philosophy has always been and continues to be one of the strongest traditional liberal arts majors in higher education. Although its immediate use would seem to be limited to teaching or research in higher education, its emphasis on logical thinking; theories of knowledge, value and reality, truth, rational argument and proof make it an excellent pre-professional undergraduate major (e.g., for law, theology, medicine, business, computer science) or minor (e.g., for the natural, physical and social science and humanities majors).

Required Courses

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<td>PHIL 10 Intro to Ethics</td>
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<tr>
<td>PHIL 7 Intro Logic</td>
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<td>PHIL 12 Ethics Living/Dying</td>
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Recommended Courses

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<td>PHIL 35 Mexican Philosophy</td>
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<td>PHIL 14 Bus/Soc Responsib</td>
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<td>PHIL 37 Intro Wrld Religions</td>
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<td>PHIL 30 Humanities/The Arts</td>
<td>3.0</td>
<td>SOC 1 Intro Sociology</td>
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<td>PHIL 34 Yoga Theory/Practce</td>
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<td>PSYCH 1a General Psychology</td>
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COURSE DESCRIPTIONS

The following abbreviations are commonly used in the course descriptions: lect lecture; lab laboratory; demo demonstration; CCS Course Classification System. Hours given in parentheses are total hours for the course. Hours lecture, lab, etc., are hours required per week usually. Prerequisites are expressed as minimum requirements. See page 60 for a fuller explanation.

PHIL 6a – 6b INTRODUCTION TO PHILOSOPHY (3 – 3 units)
A method, problems, and issues approach to philosophy through the reading of basic text and selected works. Major consideration is given to the satisfaction of the intellectual needs of the individual student and to the development, through understanding of the responsibilities borne by thoughtful men and women. Prerequisites: 6a: Reading Level A. Eligibility for ENGL 1a recommended. 6b: PHIL 6a, 7, or 10. Hours: (54) 3 lect. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.
PHIL 7  INTRODUCTION TO LOGIC (3 units)
Traditional and some modern logic are considered with an emphasis on their relationships to language, thought and argument. The following material is covered: What is logic? Uses of language and definition and problems with informal fallacies. Deductive logic and the deductive method, not including propositional or class calculus or propositional functions and quantifiers. Inductive logic involving probable inference, causal connections, hypothesis and probability. Designed to fulfill the basic logics requirement at most state colleges and universities. Prerequisite: Reading Level A. Eligibility for ENGL 1a recommended. Hours: (54) 3 lect. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.

PHIL 10  INTRODUCTION TO ETHICS (3 units)
The philosophical approach to the study of morality through the study of the meaning of ethics and the methods used in ethical theorizing and reasoning. Presents major ethical issues and theories and how to construct and handle one's own ethical system. Prerequisite: Reading Level A. Eligibility for ENGL 1a recommended. Hours: (54) 3 lect. CCS: Liberal Arts and Sciences. Transferable: CSU and Private Colleges. Credit limitations. For specific information see counselor.

PHIL 12 ETHICS OF LIVING AND DYING (3 units)
A philosophical yet practical approach to some of the major medical-ethical problems facing human beings today, such as: what patients should be told, the nature and importance of informed consent, the meaning and criteria for living, dying, and death including caring for the dying and allowing to die, mercy death, and mercy killing. Permeating these problems will be a study of the basis for ethical human relationships with particular emphasis on the relationship of the professional and the well to the sick and the dying. Prerequisite: Reading Level A. Eligibility for ENGL 1a recommended. Hours: (54) 3 lect. CCS: Liberal Arts and Sciences. Transferable: CSU and Private Colleges. Credit limitations. For specific information see counselor.

PHIL 13 MORAL ISSUES IN MEDICINE (3 units)
A study of human values and an application of them to specific moral issues which occur in medicine, such as: abortion and infanticide, truth-telling and confidentiality, human experimentation and informed consent, the morality of behavior control (psychosurgery, behavior modification, drug therapy, psychotherapy, etc.), genetic research, control and manipulation, organ donation and transplantation, and the allocation of scarce medical resources. Prerequisite: Reading Level A. Eligibility for ENGL 1a recommended, or PHIL 12. Hours: (54) 3 lect. CCS: Liberal Arts and Sciences. Transferable: CSU and Private Colleges.

PHIL 14 BUSINESS AND SOCIAL RESPONSIBILITY (3 units)
Students will be able to recognize, critically evaluate, and learn how to resolve moral problems in the social and economic areas of their lives, such as issues concerning the environment, business and societal relations, racism, sexism, aging, work ethics, interpersonal ethical relations, consumerism, cheating, stealing, and lying. Prerequisite: Reading Level A. Eligibility for ENGL 1a recommended. Hours: (54) 3 lect/discussion. CCS: Liberal Arts and Sciences. Transferable: CSU and Private Colleges.
PHIL 30 HUMANITIES THROUGH THE ARTS (3 units)
A study of human values, problems and meaning through an integrated, philosophical, and yet practical approach to film, drama, literature, music, painting, sculpture, and architecture with an emphasis on active student participation both audially and visually. Prerequisite: Reading Level A. Hours: (54) 3 lect. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.

PHIL 32 WORLD RELIGIONS: EAST (3 units)
An impartial presentation of the distinctive genius of the major religions of the East: Hinduism, Buddhism, Confucianism and Taoism. Prerequisite: Reading Level A. Hours: (54) 3 lect. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.

PHIL 33 WORLD RELIGIONS: WEST (3 units)
An impartial presentation of the distinctive genius of the major religions of the West: Judaism, Christianity, Islam. Prerequisite: Reading Level A. Hours: (54) 3 lect. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.

PHIL 34 YOGA: THEORY AND PRACTICE (3 units)
An exploration of the practice and theory of yoga designed to give the student some insight into the intuitive basis of Eastern religious thought. Tantric and vedic philosophy will be compared to traditional Christian thought. The relevance of these Eastern perspectives to various contemporary social and intellectual problems will also be explored. Students should be willing to commit themselves to regular practice of some of the techniques presented. Prerequisite: Reading Level A. Hours: (54) 3 lect. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.

PHIL 35 MEXICAN PHILOSOPHY (3 units)
A study of the background of Mexican philosophic thought as derived from Spanish and Indian sources and refined by Mexican writers. The influences of Spanish and Indian institutions on philosophic writers such as Samuel Ramos, Octavio Paz and Jose Vasconcellos are read and reported upon. Prerequisite: Reading Level A. Hours: (54) 3 lect. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges. Note: Not open to students with credit in CH ST 35.

PHIL 37 INTRODUCTION TO THE WORLD'S RELIGIONS (3 units)
This course is a fresh exploration of contemporary religions in practice around the world. Utilizing originally-developed audio-visual materials, the course will present a variety of distinct religious traditions reflecting both the Western World (Catholicism, Orthodox Christianity, Islam, Judaism) and the Eastern World (Hinduism, Buddhism, Chinese Religion). The student will be able to see, practically first-hand, how these religions are practiced. Prerequisite: Reading Level A. Hours: (54) 3 lect. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.

PHIL 39 THE NEW RELIGIONS (3 units)
Acquaints the student with a variety of new religious movements practiced widely in America today. Hare Krishna, Children of God, Zen Buddhism, B'hai, Divine Light,
Transcendental Meditation, among others will be the focus of study. Spokespersons for the particular religion and first-hand experience will highlight the course. **Prerequisite:** PHIL 32 or 33 recommended. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** CSU and Private Colleges.

**PHIL 51 PHILOSOPHY FOR EVERYDAY LIVING (3 units)**
A philosophy course relevant to the problems of everyday life. Concentrates on clear thinking and the application of clear thinking to the problems of everyday life, especially moral issues. The thoughts of some great philosophers will be studied to see how they would approach the problems of everyday life. **Prerequisite:** None. **Hours:** (54) 3 lect/discussion. **CCS:** Liberal Arts and Sciences. **Not Transferable:** Associate Degree only.

**PHIL 52 LOGIC IN EVERYDAY LIFE (3 units)**
A non-technical approach to the use of reason in everyday life designed to aid the student in improving his own logical reasoning in such activities as reading newspapers and magazines, listening to speeches, dealing with the arguments of customers, employers, employees or clients, and to enable him to see logical fallacies in attempts to propagandize him in any of the many ways prevalent in our society today. Especially designed for the non-transfer, vocational-technical major who wishes to concentrate on applied rather than theoretical logical reasoning. **Prerequisite:** None. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Not Transferable:** Associate Degree only.

**PHIL 53ab WORK ETHICS (3 units)**
53a—53b (1.5—1.5) equivalent to 53ab.
A practical overview of the moral responsibilities and rights of workers in business, trades, and public services. Philosophy 53a focuses on the relationship of the worker to the firm. Among the issues to be discussed: conflicts of interest, including those associated with gifts and entertainment; honesty and expense accounts; the extent and limit of worker loyalty to the organization; the disposition of confidential data. Philosophy 53b focuses on the firm’s relationship to the worker. Various moral issues that relate to the following topics will be raised: tests, interviews, promotions, discipline, discharge, wages, work conditions, work satisfaction, privacy. In both courses, an attempt will be made (1) to sort our rights and responsibilities and (2) to establish a basis for proper work conduct. **Prerequisite:** None. **Hours:** (54) 3 lect. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

**PHIL 70 TOPICS IN PHILOSOPHY (0.5—2 units)**
Specialized topics in philosophy, such as, dealing with ethical issues in nursing, food services, automotive maintenance, and law enforcement; how to think critically; the effects of existentialism on literature and the arts; a brief study of a great philosopher and his influence on Western culture (e.g., Plato, Aristotle, Kant, Hume). **Prerequisite:** None. **Hours:** (9-36) 9 hours per 0.5 unit **CCS:** Liberal Arts and Sciences. **Not Transferable:** Associate Degree only.
The Bakersfield College Physical Science Department encompasses a large number of fields. Courses within these fields are taken by those who are preparing for a career in science or engineering, those who are fulfilling a General Education science requirement, and those simply wishing to learn about one or more of these fields.

Students who intend to transfer to four-year institutions as science or engineering majors can fulfill their lower division science requirements at Bakersfield College. Our students traditionally have been successful in upper division science studies at the University of California, the state colleges and universities, and at private universities.

The department offers Associate in Arts and Associate in Science degree programs in most of its fields. These include two-year career training programs in geologic technology, industrial drawing, architectural drafting and engineering technology as well as programs designed for those who intend to transfer to a four-year college after receiving the associate degree.

Within the Physical Science Department, a student not only has many choices of major but also has the opportunity to explore a number of interesting possibilities. In some cases, general survey courses are available both for the potential science major who is “looking around” and for the non-science major who wants to learn some science. We are committed to making the learning of science interesting, meaningful, and enjoyable to our students.

ARCHITECTURE

ARCHITECTURE (Arch.), ARCHITECTURAL ENGINEERING (A.E.), CITY AND REGIONAL PLANNING (C.R.P.), CONSTRUCTION (CON.), LANDSCAPE ARCHITECTURE (L.A.)

The following curriculum is designed for students planning to transfer to the School of Architecture, and Environmental Design at California Polytechnic State University,
San Luis Obispo. The student is advised to keep a portfolio of all work done in all architectural classes, since the level of advanced standing is dependent upon an evaluation of this portfolio.

The Bachelor of Architecture Degree at Cal Poly normally requires five years to complete. It is the exceptional student who is able to complete these programs in the allotted time. This may involve attending summer school to take some of the recommended courses listed below.

In the School of Architecture and Environmental Design at Cal Poly, there are five majors: Architecture, Architectural Engineering, Construction, City and Regional Planning, and Landscape Architecture. The Bachelor of Architecture Degree requires five years to complete. The other four majors are four-year degree programs. It is the exceptional student who is able to complete these programs in the allotted time. Many students find that it takes an additional year of study to complete any of the five programs listed above.

PRE-ARCHITECTURE: Those students entering Bakersfield College who have not completed three years of math and are not ready to enter MATH 1 (Math Analysis) should plan on at least three years at Bakersfield College to complete the lower division requirements for the architecture major at Cal Poly, S.L.O.

PRE-ARCHITECTURE

RECOMMENDED 3-YEAR PROGRAM FOR THOSE STUDENTS WHO ARE ENTERING COLLEGE DEFICIENT IN THEIR MATH, ENGLISH, AND GE REQUIREMENTS

CALIFORNIA POLYTECHNIC STATE UNIVERSITY, S.L.O.

<table>
<thead>
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<th>First Semester</th>
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<tbody>
<tr>
<td>ARCH 1 Intr Arch/Inter Des</td>
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<td>ARCH 6 Materials of Constr</td>
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<tr>
<td>ARCH 10 Freehand Drawing</td>
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<td>ARCH 21 Fund Envir Dsgn I</td>
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<td>MATH D Intermed Algebra</td>
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<tbody>
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<td>ARCH 12 Basic Graphics</td>
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</tr>
<tr>
<td>ARCH 30 Architec Model Bldg</td>
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<td>ARCH 32 Archit Practice II</td>
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<td>ARCH 31 Archit Practice I</td>
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<td>ARCH 33 Arch Comp Graphics</td>
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<td>PHYSC 4b Heat, Elec/Magnitism</td>
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</table>
ARCHITECTURE

2-YEAR TRANSFER PROGRAM FOR THOSE STUDENTS WHO ARE ENTERING COLLEGE READY TO TAKE MATH ANALYSIS (MATH 1) OR CALCULUS (MATH 6a) AND ENGLISH 1 or 1a

CALIFORNIA POLYTECHNIC STATE UNIVERSITY, S.L.O.

<table>
<thead>
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<th>First Semester</th>
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ADDITIONAL RECOMMENDED COURSES FOR CAL POLY, S.L.O.

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<td>SPCH 1 Speech Comunucatn</td>
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<td>BUS 18a Business Law</td>
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<td>PHIL 6a Intro Philosophy</td>
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<td>GEOG 1 Intro Geog-Phys</td>
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<td>MATH 6d Ord Diff Equations</td>
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<tr>
<td>ANTH 2 Cult Anthropology</td>
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UC BERKELEY

Students planning to transfer to the University of California, Berkeley should expect to take the following recommended courses. Berkeley has a 4-year curriculum leading to the A.B. degree in the College of Environmental Design, with majors in Architecture Design, Landscape Architecture and City Regional Planning. A Master's Degree in Architecture, Landscape Architecture, or City Regional Planning would require an additional two years.

Recommended Courses

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<th>Course</th>
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<td>ARCH 22</td>
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<tr>
<td>ARCH 10</td>
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<td>ARCH 11</td>
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<td>ARCH 21</td>
<td>Fund Envir Dsgn I</td>
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CAL POLY, POMONA

California State Polytechnic University, Pomona offers three undergraduate majors leading to the Bachelor of Science Degree and three programs leading to the Master's Degree. Both degrees offer majors in Architecture, Landscape Architecture, and Urban Planning. The student should plan on taking the same basic program as for Cal Poly, San Luis Obispo, but substituting MATH 1 for MATH 6a-6b and PHYSC 2a-2b for PHYSC 4a-4b.

CHEMISTRY

UC BERKELEY, CSU SAN JOSE, CSU SAN DIEGO, CSU FRESNO

The courses listed below are required for the above institutions and for most other four-year colleges and universities in order to transfer into the third year of a chemistry major program. Before planning a study list, the community college student should consult his/her counselor and study the catalog of the senior institution to which he/she intends to transfer.

The introductory courses in Physics (Physics 2a-2b or 4a-4c) and Chemistry (Chemistry 1a-1b, 2a or 11) are designed to provide the basic foundation in and understanding of the laws and principles of the physical world (matter and energy) for all science, health science, and pre-professional majors. Thus, these courses should be completed early in a student's academic program sequence of study to insure greater academic success in subsequent courses in the student's field of interest and a more complete understanding of that field.
Required Courses

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<th>Course</th>
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<td>PHYS 4a</td>
<td>Mech/Wave Motion</td>
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<tr>
<td>MATH 6a</td>
<td>Analyt Geom Calc I</td>
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<td>PHYS 4b</td>
<td>Heat Elect/Magnetism</td>
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<td>MATH 6b</td>
<td>Analyt Geom Calc II</td>
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<td>PHYS 4c</td>
<td>Optics/Modn Physics</td>
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Recommended Courses

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<td>Intr Prg w/PASCAL</td>
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<td>COM S 5</td>
<td>Intro Prg w/BASIC</td>
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<td>COM S 18</td>
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ENGINEERING
ENGINEERING AND ENGINEERING TECHNOLOGY

People working in the field of engineering and related technical fields "bridge the gap" between scientific principles and the application of these principles to the needs of society. The field is quite diversified with exciting job opportunities for people with varied mathematical, scientific, and technical skills.

Engineers, engineering technologists, and engineering technicians are members of a technical team that also includes scientists and craftsmen. The members of the technical team perform job functions that are complimentary and sometimes overlapping. By virtue of their education, training, and interests, engineers, engineering technologists, and engineering technicians are usually differentiated as follows:

An engineer uses experience and judgment, as well as advanced training in engineering, science, and mathematics to formulate ideas and designs, and to determine standards, specifications, work orders and schedules so that projects can be economically beneficial to mankind. A Bachelor of Science degree in Engineering is required. Many engineers earn Master's or Doctor's degrees.

An engineering technologist uses applied and basic training in mathematics, science, and engineering classes, engineering methods learned through classes and experience, and developed technical (manipulative) skills in direct support of engineering activities. A Bachelor of Science degree in Engineering Technology is required.

An engineering technician operates in a support role to aid in design, production, manufacturing, operations, and maintenance. Under professional direction, the engineering technician conducts tests, trouble shooting and analysis, and other similar projects, or carries out functions such as drafting, surveying, designing and technical sales. An Associate in Science degree or a Certificate of Engineering Technology is required.

Working together with a counselor or academic advisor, a student may develop a program of study leading to transfer into the upper division of a Bachelor's degree program in Engineering or Engineering Technology, to an Associate degree in Engineering Technology, or to a certificate in a specific career field under Engineering Technology. The programs which follow will help the student plan an appropriate program.
ENGINEERING

University of California, California State University and Private Universities

Bakersfield College offers all of the courses required for two full years of engineering education. Completion of these courses, called the "engineering core" prepares students for transfer at the junior level to the colleges and universities offering bachelor's degrees in engineering. This is in accordance with the Summit Articulation Agreement of the Engineering Liaison Committee which states that "any students of a California Community College, with a stated major in engineering, who presents a transcript showing satisfactory completion of the engineering core program in lower division will be eligible to enroll in any four-year California university or college (which graduates engineers) with regular junior standing; and further, said student can complete an engineering program in four additional semesters (or six additional quarters) and obtain a bachelor's degree."

The following Bakersfield College courses are required to completely satisfy the engineering core program:

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<tr>
<th>UN</th>
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<td>Analyt Geom Calc III</td>
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<td>General Chemistry</td>
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<tr>
<td>CHEM 1b</td>
<td>Gen Chem/Chem Anal</td>
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<td>ENGL 1a</td>
<td>Expository Composit</td>
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<td>PHYS 4a</td>
<td>Mech/Wave Motion</td>
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<tr>
<td>PHYS 4b</td>
<td>Heat, Elec/Magntism</td>
<td>4.0</td>
</tr>
<tr>
<td>PHYS 4c</td>
<td>Optics/Modn Physcs</td>
<td>4.0</td>
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<td>ENGR 48</td>
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<tr>
<td>COM S 18</td>
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The following courses are highly recommended for all branches of engineering:

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<tr>
<td>ENGR 49</td>
<td>Analysis &amp; Design</td>
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The following courses are recommended for the particular branches listed:

ENGR 1ab — Plane Surveying—civil
GEOL 1a — Physical Geology—geological, petroleum
GEOL 15 — Petroleum Geology—petroleum
MATH 22 — Prob and Statistics—computer
COM S 10 — Pascal Prgrmng—electrical, computer; instead of, or in addition to COM S 18
Two-Year Engineering Program

The program shown below assumes satisfactory prior completion of the following:

(a) high school mathematics through trigonometry and mathematical analysis; or MATH C and MATH 1 at Bakersfield College
(b) one year of high school mechanical drawing or IN DR 30a at Bakersfield College
(c) one year of high school chemistry or CHEM 2a at Bakersfield College
(d) eligibility for ENGL 1a

Students missing one of the requirements (b), (c), or (d) still may be able to complete the program within two years, as long as requirement (a) is met on entrance. Students completing the two-year program will not be able to earn an A.S. degree from Bakersfield College unless they have satisfied general education requirements with summer courses or courses taken prior to entering the program.

<table>
<thead>
<tr>
<th>First Semester</th>
<th>UN</th>
<th>Second Semester</th>
<th>UN</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 6a Analyt Geom Calc I</td>
<td>4.0</td>
<td>MATH 6b Analyt Geom Calc II</td>
<td>4.0</td>
</tr>
<tr>
<td>CHEM 1a General Chemistry</td>
<td>5.0</td>
<td>CHEM 1b Gen Chem/Chem Anal</td>
<td>5.0</td>
</tr>
<tr>
<td>COM S 18 Intr Prg w/FORT</td>
<td>3.0</td>
<td>PHYSC 4a Mech/Wave Motion</td>
<td>4.0</td>
</tr>
<tr>
<td>ENGR 48 Engr Orientation</td>
<td>1.0</td>
<td>ENGR 24 Grph/Dscrp Geom</td>
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</tr>
<tr>
<td>ENGR 49 Engr Analysis/Design</td>
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<td>PHYSC 4b Heat, Elec/Magnetism</td>
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<td>PHYSC 4c Optics/Modn Physics</td>
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<td>ENGR 45 Prop of Materials</td>
<td>3.0</td>
<td>ENGR 36 Eng Mech/Statics</td>
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</tr>
<tr>
<td>ENGL 1a Expository Composit</td>
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<td>ENGR 17 El Circ/Elctron Dev</td>
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<tr>
<td>MATH 6e Elem Linear Algebra</td>
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<td></td>
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Three-Year Pre-Engineering/Engineering Program

Those students who have not met the requirements for the two-year program will need more than four semesters to complete the engineering core program. The program shown below assumes only satisfactory completion of high school mathematics through intermediate algebra or MATH D at Bakersfield College and eligibility for ENGL 1. It allows students to complete the general education requirements for the Associate in Science degree while completing the engineering core program before transferring to a university as a junior. Students completing the A.S. degree should select general education courses which will also satisfy university general education courses, and should understand that, while they will have completed more than 70 transferable units, the university will give them credit for satisfactory completion of all transferable courses but for only 70 units toward the Bachelor’s degree.

<table>
<thead>
<tr>
<th>First Semester</th>
<th>UN</th>
<th>Second Semester</th>
<th>UN</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH C Plane Trigonometry</td>
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<td>MATH 1 Math Analysis</td>
<td>3.0</td>
</tr>
<tr>
<td>ENGL 1 Intro Composition</td>
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<td>CHEM 2a Intro Gen Chem</td>
<td>5.0</td>
</tr>
<tr>
<td>IN DR 30a Industrial Drawing</td>
<td>3.0</td>
<td>ENGR 24 Grph/Dscrp Geom</td>
<td>3.0</td>
</tr>
<tr>
<td>ENGR 48 Engineering Orientat</td>
<td>1.0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ENGINEERING TECHNOLOGY

Cal Poly Pomona, Cal Poly San Luis Obispo, California State University, Sacramento, Cogswell College, Northrop University

Bakersfield College offers courses required for two years of engineering technology education. Completion of these courses, called the "engineering technology core" prepares students either for transfer to the colleges and universities offering Bachelor's degrees in Engineering Technology, or for completion of an Associate in Science degree in Engineering Technology or certificate with specializations in electronics, industrial drawing, or petroleum. A beginning engineering technology student should have completed high school mathematics through intermediate algebra or MATH D at Bakersfield College, one year of high school drafting or IN DR 30a at Bakersfield College, and be eligible for ENGL 1.

The following courses are required to satisfy the engineering technology core and Associate in Science program:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENGR 48</td>
<td>Engineering Orientation</td>
<td>1.0</td>
</tr>
<tr>
<td>ENGR 45</td>
<td>Prop of Materials</td>
<td>3.0</td>
</tr>
<tr>
<td>ENGR 24</td>
<td>Graph/Dscrp Geom</td>
<td>3.0</td>
</tr>
<tr>
<td>OR</td>
<td>Industrial Drawing</td>
<td>3.0</td>
</tr>
<tr>
<td>IN DR 30b</td>
<td>Intro/CADD</td>
<td>1.0</td>
</tr>
<tr>
<td>CHEM 2a</td>
<td>Intro/Gen Chemistry</td>
<td>5.0</td>
</tr>
<tr>
<td>MATH* 6ab</td>
<td>Anal Geom/Calc</td>
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The following are highly recommended:

<table>
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<th>Credits</th>
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<td>Elem Mch Metlwkg</td>
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</tr>
<tr>
<td>WELD 1</td>
<td>Intr Oxy/Acet Wldng</td>
<td>3.0</td>
</tr>
</tbody>
</table>
Students in certificate and/or Associate in Science degree programs may be able to substitute the following courses for the calculus requirement:

<table>
<thead>
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<tbody>
<tr>
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<tr>
<td>MATH 1</td>
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</tr>
<tr>
<td>MATH 22</td>
<td>5.0</td>
</tr>
</tbody>
</table>

In addition, nine or more units from the following list of approved programs and/or subject areas are to be selected. See counselor or advisor for specific courses.

Accounting
Electrical Technology
Auto Mechanics
Industrial Technology
Drafting Technology
Computer Studies
Construction Crafts Technology
Machine Tool/Shop
Welding and Cutting
Surveying
Petroleum
Farm Mechanics
Mechanical Technology

**GEOLOGY**

Before planning a study list, the community college student should consult his/her counselor and study the catalog of the senior institution to which he/she wants to transfer.

**UCLA**

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>UN</th>
<th>Course</th>
<th>UN</th>
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</thead>
<tbody>
<tr>
<td>GEOL 1a Physical Geology</td>
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<td>MATH 6a Analyt Geom Calc I</td>
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</tr>
<tr>
<td>GEOL 1b Historical Geology</td>
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<td>MATH 6b Analyt Geom Calc II</td>
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<tr>
<td>GEOL 6a Intro Mineralogy</td>
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<td>PHYSC 2a Gen Mech/Heat</td>
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<tr>
<td>GEOL 6b Crystallography</td>
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<td>PHYSC 2b Gen SLEMMMP</td>
<td>4.0</td>
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<tr>
<td>CHEM 1a General Chemistry</td>
<td>5.0</td>
<td>BIOL 1a Prin Animal Biology</td>
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<tr>
<td>CHEM 1b Gen Chem/ Anal</td>
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**SAN DIEGO STATE UNIVERSITY**

**Required Courses**

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<tbody>
<tr>
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<td>GEOL 6a Intro Mineralogy</td>
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<tr>
<td>OR</td>
<td></td>
<td>GEOL 6b Crystallography</td>
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<tr>
<td>GEOL 10 Intro Geology</td>
<td>3.0</td>
<td>CHEM 1a General Chemistry</td>
<td>5.0</td>
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<tr>
<td>GEOL 10L Intro Geology Lab</td>
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<td>CHEM 1b Gen Chem/Anal</td>
<td>5.0</td>
</tr>
<tr>
<td>GEOL 1b Historical Geology</td>
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<td>BIOL 11 Concepts of Biology</td>
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<tr>
<td></td>
<td></td>
<td>MATH 6a Analyt Geom Calc I</td>
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**Recommended Courses**

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</thead>
<tbody>
<tr>
<td>IN DR 30a Industrial Drawing</td>
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<td>MATH 6b Analyt Geom Calc II</td>
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</table>
PHYSICAL SCIENCE

ALL FOUR-YEAR COLLEGES AND UNIVERSITIES

Before planning a study list, the community college student should consult a counselor and study the catalog of the senior institution to which he/she intends to transfer.

The introductory courses in Physics (Physics 2a-2b or 4a-4c) and Chemistry (Chemistry 1a-1b, 2a or 11) are designed to provide the basic foundation in and understanding of the laws and principles of the physical world (matter and energy) for all science, health science, and pre-professional majors. These courses should be completed early in a student’s academic program sequence of study to insure greater academic success in subsequent courses in the student’s field of interest and a more complete understanding of that field.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
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<th>Course</th>
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<tbody>
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<td>PHY SC 4c</td>
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<td>General Chemistry</td>
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Recommended Courses

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<tr>
<td>COM S 18</td>
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</table>

ASSOCIATE DEGREE PROGRAMS

Associate in Arts degrees can be earned in most areas by fulfilling college major and General Education requirements. The Associate in Science degree is available to those who complete the course of study defined for the major as well as the General Education requirements as outlined earlier in this catalog.

Counselors, advisors, and department faculty will aid students in planning for either the Associate in Arts or Associate in Science degree.

The course requirements for Associate in Science degree programs are outlined below. The requirements shown are limited to those courses in the subject and related subjects that are needed for the degree. General Education courses as well as minimum competency levels as outlined under Graduation Requirements must be satisfied as well.

In addition to the course requirement list, suggested programs for each area are shown in order to help plan courses of study. Because students vary in their preparation and in rates of progress through a curriculum, some alteration in the programs as shown is likely in individual cases.
ARCHITECTURAL DRAFTING

Minimum units required in related disciplines — 35

Required Courses

<table>
<thead>
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<th>Course</th>
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<th>Course</th>
<th>UN</th>
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<tr>
<td>ARCH 12</td>
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<td>ARCH 32</td>
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<tr>
<td>ARCH 21</td>
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Recommended Courses

<table>
<thead>
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<tr>
<td>ARCH 21</td>
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<tr>
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Suggested Program

First Semester

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<tr>
<td>ARCH 11</td>
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Second Semester

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<td>ARCH 21</td>
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<tr>
<td>IN DR 20a</td>
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Third Semester

<table>
<thead>
<tr>
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<tr>
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Fourth Semester

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<td>PHYS 2a</td>
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CHEMISTRY

Minimum units required in related disciplines — 31

Required Courses

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<td>CHEM 9</td>
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<td>BACT 2</td>
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<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>BIOL 1a</td>
<td>4.0</td>
</tr>
<tr>
<td>OR</td>
<td></td>
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<td>OR</td>
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Recommended Courses

<table>
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*Recommended courses
**Suggested Program**

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<tr>
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<th>UN</th>
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<tbody>
<tr>
<td>CHEM 1a General Chemistry</td>
<td>5.0</td>
<td>CHEM 1b Gen Chem/Anal</td>
<td>5.0</td>
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<tr>
<td>OR</td>
<td></td>
<td>PHYSC 4a Mech/Wave Motion</td>
<td>4.0</td>
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<tr>
<td>PHYSC 2a Gen Mech/Heat</td>
<td>4.0</td>
<td>PHYSC 2b Gen SLEMMMP</td>
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<td>MATH 6a Analyt Geom Calc I</td>
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<tr>
<td>MATH 1 Math Analysis</td>
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<table>
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<td>OR</td>
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<td>BIOL 1b Plant Biology</td>
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<td>BIOL 11 Concepts of Biology</td>
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</tr>
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<td>OR</td>
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**GEOLOGY**

**Minimum units required in disciplines – 33**

**Required Courses**

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<td>IN DR 30a Industrial Drawing</td>
<td>3.0</td>
<td>GEOL 1b Historical Geology</td>
<td>4.0</td>
</tr>
<tr>
<td>GEOL 1a Physical Geology</td>
<td>4.0</td>
<td>MATH C Plane Trigonometry</td>
<td>3.0</td>
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<tr>
<td>MATH D Intermed Algebra</td>
<td>4.0</td>
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</tbody>
</table>
BAKERSFIELD COLLEGE

Third Semester  UN  Fourth Semester  UN
GEOL 15  Intro Petro Geology  3.0  PHYS 2a  Gen Mech/Heat  4.0
CHEM 2a  Intro Gen Chemistry  5.0  GEOL  Elective  3.0
ENGR 1a  Plane Surveying  3.0  GEOL  Elective  2-3.0
COM S 5  Intr Prog w/BASIC  3.0  Elective  3.0

Suggested Electives  UN
ART  3cd 3 Dimensional Design  3.0
BUS  58  Humn Relat/Motivat  3.0

GEOLOGIC TECHNOLOGY

Minimum units required in related disciplines – 36

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>GEOL 1a</td>
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<tr>
<td>OR</td>
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<tr>
<td>GEOL 10</td>
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<tr>
<td>GEOL 10L</td>
<td>1.0</td>
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</tbody>
</table>

Option Requirements: (15)

Major Electives: (7)

Suggested Program

First Semester  UN  Second Semester  UN
GEOL 1a  Physical Geology  4.0  GEOL 1b  Historical Geology  4.0
OR       |   |
GEOL 10  Intro Geology    3.0  GEOL 12  Geology of Calif  3.0
GEOL 10L Intro Geology Lab  1.0  W EXP 49  Coop Work Exper 1-3.0

Third Semester  UN  Fourth Semester  UN
GEOL 15  Intro Petro Geology  3.0  Elective Major  3.0
Option    |   |
Elective - Major  |   |

Fourth Semester  UN
W EXP 49  Spec Projcts/Phy Sc  1.0
OR       |   |
PHY S 21  Option  5.0
## INDUSTRIAL DRAWING

**Minimum units required in related disciplines — 32**

### Required Courses (without exception)

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<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>IN DR 1</td>
<td>Intro to Drafting</td>
<td>0.5</td>
<td>ARCH 31</td>
<td>Archit Practice I</td>
<td>3.0</td>
</tr>
<tr>
<td>IN DR 30a</td>
<td>Industrial Drawing</td>
<td>3.0</td>
<td>PHYSC 2a</td>
<td>Gen Mech/Heat</td>
<td>4.0</td>
</tr>
<tr>
<td>IN DR 30b</td>
<td>Industrial Drawing</td>
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<td>MATH D</td>
<td>Intermed Algebra</td>
<td>4.0</td>
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<tr>
<td>IN DR 30c</td>
<td>Adv Indust Drawing</td>
<td>3.0</td>
<td>MATH C</td>
<td>Plane Trigonometry</td>
<td>3.0</td>
</tr>
<tr>
<td>IN DR 30d</td>
<td>Adv Indust Drawing</td>
<td>3.0</td>
<td>ENGR 1a</td>
<td>Plane Surveying</td>
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<tr>
<td>IN DR 18</td>
<td>Intro/CADD</td>
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<td>BUS A 18a</td>
<td>Business Law</td>
<td>3.0</td>
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<tr>
<td>IN DR 20a</td>
<td>Cmp Asst Drftg/Dsgn</td>
<td>3.0</td>
<td>OR</td>
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<tr>
<td>IN DR 53a</td>
<td>Petroleum Map Drftng</td>
<td>3.0</td>
<td>BUS A 20</td>
<td>Prin Busnss/Industry</td>
<td>3.0</td>
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<tr>
<td>IN DR 50a</td>
<td>Process Piping Drft</td>
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### Recommended Electives

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<tr>
<td>IN DR 53b</td>
<td>Adv Petr Map Draft</td>
<td>3.0</td>
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<tr>
<td>ENGR 24</td>
<td>Grph/Dscrp Geom</td>
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<tr>
<td>IN DR 20b</td>
<td>Cmp Asst Drft/Dsgn</td>
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### Suggested Program

#### First Semester

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#### Second Semester

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<tr>
<td>IN DR 30b</td>
<td>Industrial Drawing</td>
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<tr>
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<td>Cmp Asst Drft/Dsgn</td>
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<tr>
<td>MATH C</td>
<td>Plane Trigonometry</td>
<td>3.0</td>
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<tr>
<td>IN DR 50a</td>
<td>Process Piping Drft</td>
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<tr>
<td>IN DR 53a</td>
<td>Petroleum Map Drftg</td>
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<td>BUS A 18a</td>
<td>Business Law</td>
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#### Third Semester

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<td>ARCH 31</td>
<td>Archit Practice I</td>
<td>4.0</td>
</tr>
<tr>
<td>IN DR 30c</td>
<td>Adv Indust Drawing</td>
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<tr>
<td>IN DR 50a</td>
<td>Process Piping Drft</td>
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<td>OR</td>
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<tr>
<td>IN DR 53a</td>
<td>Petroleum Map Drftg</td>
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<tr>
<td>PHYSC 2a</td>
<td>Gen Mech/Heat</td>
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<tr>
<td>ENGR 1a</td>
<td>Plane Surveying</td>
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#### Fourth Semester

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<th>Course Code</th>
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<tbody>
<tr>
<td>IN DR 30d</td>
<td>Adv Indust Drawing</td>
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<tr>
<td>OR</td>
<td>Drafting Electives</td>
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COURSE DESCRIPTIONS

The following abbreviations are commonly used in the course descriptions: lect lecture; lab laboratory; demo demonstration; CCS Course Classification System. Hours given in parentheses are total hours for the course. Hours lecture, lab, etc., are hours required per week usually. Prerequisites are expressed as minimum requirements. See page 60 for a fuller explanation.

ARCHITECTURE

ARCH 1 INTRODUCTION TO ARCHITECTURE AND INTERIOR DESIGN (1 unit)
Familiarization with the professional fields of architecture, engineering, city planning, construction and landscape. Introduction to the design process and development as a basis for architectural analysis. Satisfies 0.5 unit counseling requirement for graduation from Bakersfield College. Prerequisite: Reading Level A. Hours: (18) 1 lect. CCS: Liberal Arts and Sciences. Transferable: CSU and Private Colleges.

ARCH 6 MATERIALS OF CONSTRUCTION (2 units)
The use and application of building materials and the structural make-up of buildings. Prerequisite: Reading Level A. Hours: (36) 2 lect. Field trips required. CCS: Occupational Education. Transferable: CSU and Private Colleges.

ARCH 10 FREEHAND DRAWING (2 units)
Exercises in drawing without mechanical aids. Prerequisite: Reading Level A. Hours: (72) 1 lect, 3 lab. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.

ARCH 11 INTRODUCTION TO DRAWING AND PERSPECTIVE (4 units)
Introduction to the basic skills used in graphic communication including orthographic and isometric projections, sections, mechanical perspectives and shade and shadows. Prerequisite: MATH B and two years of high school drafting or IN DR 30a. Reading Level A. Hours: (144) 2 lect, 6 lab. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.

ARCH 12 BASIC GRAPHICS (3 units)
Drawing as a communication tool in the environmental design fields. Exercises to develop basic skills and speed in the representation of ideas. Use of various drawing media. Prerequisites: ARCH 10 and 11. Hours: (108) 2 lect, 4 lab. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.

ARCH 21 ENVIRONMENTAL DESIGN FUNDAMENTALS I (3 units)
Introduction to basic design terminology, skills, and processes developed in a two-dimensional context as a foundation for more advanced design problems and architectural analysis. Elements of visual perception. Theories of environmental design. Prerequisite: ARCH 1 or evaluation by instructor. Reading Level A. Hours: (108) 2 lect, 4 lab. CCS: Liberal Arts and Sciences. Transferable: CSU and Private Colleges.
ARCH 22 ENVIRONMENTAL DESIGN FUNDAMENTALS II (3 units)
Elements of visual perception. Theories of environmental design; program development; analytic techniques and problem solving methodologies. Behavioral and social implications of environmental design decisions. Projects in the environmental context. Prerequisite: ARCH 1, 10, 11, 12 and 21. Reading Level A. Hours: (126) 1 lect, 6 lab. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.

ARCH 23 ENVIRONMENTAL DESIGN FUNDAMENTALS III (3 units)
Elements of visual perception. Theories of environmental design; program development; analytic techniques and problem solving methodologies. Behavioral and social implications of environmental design decisions. Projects in the environmental context. Field trip to Los Angeles required. Prerequisite: ARCH 22. Reading Level A. Hours: (126) 1 lect, 6 lab. Field trip to Los Angeles required. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.

ARCH 25 STRENGTH OF MATERIALS I (2 units)
Loads on buildings, force systems, properties of plane areas, equilibrium of building elements, force analysis of beam and truss structures; shear and moment diagrams; introduction to arch and cable structures; problems in building structures. Prerequisites: MATH 6a, PHYSC 1a. Reading Level A. Hours: (36) 2 lect. CCS: Liberal Arts and Sciences. Transferable: CSU and Private Colleges.

ARCH 26 STRENGTH OF MATERIALS II (2 units)
Introduction to properties of materials; derivations of equations for axial, bending and shear stress and strain in structural members of homogeneous materials; sizing of members, combined stresses; structural sizing members of non-homogeneous materials; introduction to column behavior; biaxial stress conditions; principal stresses; problems in building structures. Prerequisite: ARCH 25 (may be taken concurrently). Reading Level A. Hours: (36) 2 lect. CCS: Liberal Arts and Sciences. Transferable: CSU and Private Colleges.

ARCH 30 ARCHITECTURAL MODEL BUILDING (1 unit)
Develops techniques and methods required in constructing various types of structural and presentation models used in the architectural field. Prerequisite: Reading Level A. Hours: (54) 3 lect/lab. CCS: Liberal Arts and Sciences. Transferable: CSU and Private Colleges.

ARCH 31 ARCHITECTURAL PRACTICE I (3 units)
Introduction to construction techniques and working drawings. Theory and application of laws and codes affecting buildings. Working drawings as communication instruments. Prerequisites: ARCH 6 and concurrent enrollment in ARCH 30. Hours: (126) 2 lect, 4 lab. Field trips required. CCS: Occupational Education. Transferable: CSU and Private Colleges.

ARCH 32 ARCHITECTURAL PRACTICE II (3 units)
ARCH 33 ARCHITECTURAL COMPUTER (2 units)
Computer graphic applications as they relate to the architectural working drawings and design technology utilizing Computer Assisted Drafting and Design (CADD) fundamentals. **Prerequisite:** IN DR 18, ARCH 31, and concurrent enrollment in ARCH 32, or job related experience to be evaluated by the instructor. **Reading Level A.** **Hours:** (72) 1 lect, 3 lab. Field trips required. **CCS:** Liberal Arts and Sciences. **Transferable:** CSU and Private Colleges.

ARCH 45 BUILDING CODES (3 units)
Study of the Uniform Building Codes, local codes and related ordinances. Fundamental structural concepts involved in code work, code interpretation and enforcement. **Prerequisite:** Reading Level A. **Hours:** (54) 3 lect. Field trips required. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.

ARCH 46 BUILDING AND RELATED CODES (3 units)
Study of the Uniform Building, Plumbing, Mechanical and Electrical Codes. A companion course to ARCH 45 offering a greater in-depth study of the various codes which make up the Code of Building Regulations. **Prerequisite:** Reading Level A. **Hours:** (54) 3 lect. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.

ARCH 60a RESIDENTIAL ARCHITECTURE—
DESIGNING THE HOME (1 unit)
A basic course with an emphasis on the architectural design concepts necessary when building or remodeling family residences. **Prerequisite:** Reading Level A. **Hours:** (36) 1 lect, 3 lab for 9 weeks. Field trips required. May be repeated once. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

ARCH 60b RESIDENTIAL ARCHITECTURE—
DRAWING THE PLANS (1 unit)
A basic course concentrating on the working drawings required, and the construction terminology and techniques needed in building a new home or remodeling. **Prerequisite:** ARCH 60a. **Hours:** (36) 1 lect, 3 lab for 9 weeks. Field trips required. May be repeated once. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

ASTRONOMY

ASTR 1 ELEMENTARY ASTRONOMY (3 units)
An introductory course dealing with the fundamental observations and scientific models of astronomy. Among topics included are the motions and properties of the sun, moon, earth, planets, stars, and galaxies, as well as the properties of electromagnetic radiation, astronomical instruments, and stellar and cosmic evolution. **Prerequisite:** Reading Level A. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges.
CHEMISTRY

The introductory courses in Chemistry (Chemistry 1a-1b, 2a or 11) and Physics (Physics 2a-2b or 4a-4c) are designed to provide the basic foundation in, and understanding of the laws and principles of the physical world (matter and energy) for all science, health, and pre-professional majors. These courses should be completed early in a student's academic program sequence of study to ensure greater academic success in subsequent courses in the student's field of interest and a more complete understanding of that field.

CHEM 1a  GENERAL CHEMISTRY (5 units)
Basic principles of chemistry, including atomic structure, stoichiometry, chemical bond, periodic relationships of the elements, states and properties of matter, solutions, acids and bases, chemical kinetics, nuclear chemistry, chemical equilibrium, an introduction to descriptive chemistry of the non-metallic elements, and other topics as appropriate. The laboratory emphasizes quantitative methods. Prerequisites: High school chemistry and algebra with grades of "B" or CHEM 2a with a grade of "C." Reading Level A. Hours: (162) 3 lect, 6 lab. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.

CHEM 1b  GENERAL CHEMISTRY AND QUALITATIVE ANALYSIS (5 units)
Continuation of CHEM 1a. Includes ionic equilibria, oxidation-reduction, electrochemistry, chemical thermodynamics, coordination chemistry, the descriptive chemistry of selected metallic elements, with an emphasis on transition metals, and introduction to organic chemistry, and other topics as appropriate. The laboratory includes a systematic study of the theory and practice of qualitative inorganic analysis, quantitative techniques, and descriptive experiments. Prerequisite: CHEM 1a with a grade of "C." Reading Level A. Hours: (162) 3 lect, 6 lab. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.

CHEM 2a  INTRODUCTORY GENERAL CHEMISTRY (5 units)
The principles and applications of general college chemistry. Designed for liberal arts, physical education and some nursing majors. Recommended also for students who need additional background for the more intensive course, CHEM 1a. Prerequisite: MATH A or high school algebra. Reading Level A. Hours: (162) 3 lect, 6 lab. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges. Credit limitations. For specific information see counselor. Note: Not open to students with credit in CHEM 1a.

CHEM 8  ELEMENTARY ORGANIC CHEMISTRY (3 units)
A survey of organic compounds, all the fundamental organic functional groups, plus proteins, fats, carbohydrates, and representative types of organic chemical reactions. For students interested in chemical industries, medicine, dentistry, pharmacy, biology and related biological fields, engineering, medical terminology, and chiropractic. Prerequisite: CHEM 1a. Must take CHEM 9 (Organic Chem lab) concurrently. Students who have completed CHEM 2a with a "B" or better grade, and who need only one semester of organic chemistry to complete chemistry requirements may enroll with prior evaluation by instructor. Hours: (54) 3 lect. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.
CHEM 9  ORGANIC CHEMISTRY LABORATORY (3 units)
A lab course in organic chemistry covering the fundamental laboratory techniques in organic chemistry. Also covered are aliphatic synthesis, separations and instrumental identification techniques. **Prerequisite:** CHEM 8 must be taken concurrently. (Note: Students who have taken CHEM 8 prior to 1987 may enroll.) **Hours:** (108) 5 lab, 1 disc. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.

CHEM 11  PRINCIPLES OF INORGANIC,
ORGANIC AND BIOCHEMISTRY (5 units)
A systematic study of the principles of inorganic, organic and biochemistry using a qualitative and quantitative approach. Topics include physical principles of chemistry; inorganic compounds and reactions; a survey of organic chemistry-classification, compounds, reactions, nomenclature; biochemistry-classification, composition, reactions in living organisms. **Prerequisite:** MATH A or equivalent. Reading Level A. **Hours:** (162) 3 lect, 6 lab. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. Credit limitations. For specific information see counselor.

CHEM 202  LEARNING SKILLS IN CHEMISTRY
(0.5 — 4 units. Limit 4 units.)
Provides the opportunity for additional laboratory, project and/or supervised problem solving work for chemistry students. **Prerequisite:** Concurrent enrollment in a chemistry course or PHY S 21. **Hours:** (9-72) 18 lab, problem solving, or project work per unit. May be repeated 3 times or until a limit of 4 units is reached. **CCS:** Liberal Arts and Sciences. **Not Transferable:** Associate Degree only.

ENGINEERING

ENGR 1a  PLANE SURVEYING (3 units)
Principles of measurement of distances, directions, and elevations. Care and use of surveying instruments; methods of plane and geometric surveys; field practices, calculations and mapping; trigonometric leveling. **Prerequisite:** MATH C and one year of high school mechanical drawing or IN DR 30a. Reading Level A. **Hours:** (84) 2 lect, 8 six-hour lab sessions. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges.

ENGR 1b  ADVANCED PLANE SURVEYING (3 units)
Principles of plane and geometric surveys, field practices, calculations, mapping, topographic surveys, plane table surveys and public land surveys. **Prerequisite:** ENGR 1a or evaluation by instructor. **Hours:** (84) 2 lect, 8 six-hour lab sessions. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges.
ENGR 17  INTRODUCTION TO ELECTRICAL CIRCUITS (3 units)
Principles and techniques of D.C. and A.C. circuit analysis, including Kirchhoff's laws, mesh and nodal analysis, Thevenin's and Norton's theorems, impedance, phasors, frequency response, power calculations, natural and forced responses, analog building blocks, operational amplifiers, and digital building blocks. Prerequisite: MATH 6c and PHYSC 4b. Concurrent enrollment in MATH 6d recommended. Reading Level A. Hours: (72) 3 lect/disc. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.

ENGR 24  ENGINEERING GRAPHICS AND DESCRIPTIVE GEOMETRY (3 units)
Sketching, orthographic projection, isometric and oblique drawing, graphic computation, and empirical equations. Point, line, and plane solutions, intersections, developments, and graphic calculus with emphasis upon the application of these principles to various engineering problems. Introduction to computer aided drafting and design. Prerequisite: One year of high school mechanical drawing or IN DR 30a and MATH C or higher. Reading Level A. Hours: (126) 1 lect, 6 lab. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.

ENGR 36  ENGINEERING MECHANICS – STATICS (3 units)
Principles of statics and their application to engineering problems. Equilibrium of two-dimensional and three-dimensional systems of particles and rigid bodies. Concentrated and distributed force systems, structures, friction, virtual work and moments of inertia. For pre-engineering students. Prerequisites: PHYSC 1a and MATH 6a. Reading Level A. Hours: (54) 3 lect. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.

ENGR 45  PROPERTIES OF MATERIALS (3 units)
Internal structure of engineering materials. Characteristics of single and multiple phase metals; polymer, ceramics and composite materials. Mechanical, thermal, chemical, electrical and radiation behavior of engineering materials. Laboratory investigation of the physical properties of metals, wood, soils, and concrete, and polymers. Prerequisites: CHEM 1a and PHYSC 4a, MATH C and Reading Level A or CHEM 2a and PHYSC 2ab. Hours: (90) 2 lect, 3 lab. Reading Level A. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.

ENGR 48  ENGINEERING ORIENTATION (1 unit)
The student will gain a general knowledge of the engineering profession and what it takes to become an engineer or technologist. All of the branches of engineering will be discussed and students will be assisted in understanding college requirements and in making educational plans. Satisfies 0.5 unit counseling requirement for graduation from Bakersfield College. Prerequisite: Reading Level A and MATH A recommended. Hours: (18) 2 lect for 9 weeks. Field trips required. CCS: Liberal Arts and Sciences. Transferable: CSU and Private Colleges.
ENGR 49  ENGINEERING ANALYSIS AND DESIGN (1 unit)
Introduction to the engineering design process and to the mathematical, scientific, and computational skills required to solve engineering problems. Students will design and construct a project. **Prerequisite:** Prior completion or concurrent enrollment in MATH 6a. Prior completion of ENGR 48 is highly recommended. **Reading Level A.** **Hours:** (18) 2 lect for 9 weeks. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.

ENGR 50  ENERGY MANAGEMENT ENGINEERING (3 units)
Techniques and applications of energy analysis. (Complete Facility Audit) Topics selected from the following: rate analysis (emphasize time-of-use features); commercial-industrial load management, energy cost and tracking; energy system identification; lighting; heating, ventilation, air conditioning; process application; building envelope; co-generation; personal computer in energy technology. Intended for contractors, engineers, architects, those in charge of building maintenance and operations, and others who have an interest in this field. Final exam will be the test for certification as an Energy Auditor in the State of California. **Prerequisite:** Some technical, scientific, or engineering background is recommended. **Reading Level A.** **Hours:** (54) 3 lect. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.

GEOGRAPHY

GEOG 1  INTRODUCTION TO GEOGRAPHY: PHYSICAL ELEMENTS (3 units)
A study of the basic elements of physical geography; climate, land forms, soils, natural vegetation and their patterns of world distribution. **Prerequisite:** Reading Level A. **Reading Level A.** **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges.

GEOG 1L  PHYSICAL GEOGRAPHY LABORATORY (1 unit)
Laboratory assignments designed to accompany GEOG 1 lectures. Maps and mapping, location analysis, earth-sun relationship, weather and climate statistical and regional analysis, topographic maps and landform building processes. Emphasis on spatial relationships of physical environmental elements. **Prerequisite:** GEOG 1 (may be taken concurrently). **Reading Level A.** **Hours:** (54) 2 lab, 1 quiz/demonstration. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges.

GEOLOGY

GEOL 1a  PHYSICAL GEOLOGY (4 units)
An introduction to the principles of geology with emphasis on the structure and origin of the earth, its present and past landscapes and the processes at work changing its surface. Includes identification of rocks and minerals, topographic and geologic map exercises demonstrating the work of water, wind, ice and gravity and effects of volcanism and earthquakes. **Prerequisite:** Reading Level A. **Reading Level A.** **Hours:** (108) 3 lect, 3 lab. At least 1 Saturday field trip or equivalent required. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. **Note:** Not open to students with credit in GEOL 10 and 10L.
GEOL 1b  HISTORICAL GEOLOGY (4 units)
The principles of the history of the Earth as revealed by fossils, rock structures and strata; the origin and evolution of the plant and animal inhabitants. Laboratory work includes the use of geological maps, problems in structure and stratigraphy, the use and recognition of some common invertebrate fossils, and regional studies of the geologic history of the United States. **Prerequisites:** GEOL 1a or 10 and 10L. **Hours:** (108) 3 lect, 3 lab. Field trips required. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges.

GEOL 6a  INTRODUCTION TO MINERALOGY (2 units)
Determination of important minerals, their origins and relationships by physical and chemical tests. **Prerequisite:** GEOL 1a or 10 and 10L, CHEM 2a or equivalent. Reading Level A. **Hours:** (72) 1 lect, 3 lab. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges.

GEOL 6b  CRYSTALLOGRAPHY (2 units)
Study of the silicate minerals and recognition of the more important forms of the different crystal systems using Dana models and suitable crystal specimens. **Prerequisite:** GEOL 6a. **Hours:** (72) 1 lect, 3 lab. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges.

GEOL 7  GENERAL PALEONTOLOGY (3 units)
Covers the development of animal life from the earliest fossil records to present. **Prerequisite:** GEOL 1a, GEOL 10. Reading Level A. One course in biological science is strongly recommended. **Hours:** (72) 2 lect, 2 lab. At least two Saturday field trips required. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges.

GEOL 10  INTRODUCTION TO GEOLOGY (3 units)
An introduction to the principles of geology with emphasis on the structure and origin of the earth, its present and past landscapes and the processes at work changing its surface. Students desiring laboratory experience should either substitute GEOL 1a or enroll in GEOL 10L concurrently with GEOL 10. Designed for students not majoring in physical sciences or engineering. **Prerequisite:** Reading Level A. **Hours:** (54) 3 lect. At least one Saturday field trip or equivalent required. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor. **Note:** Not open to students with credit in GEOL 1a.

GEOL 10L  INTRODUCTORY GEOLOGY LABORATORY (1 unit)
Exercises planned to accompany the lectures of GEOL 10. Identification of rocks and minerals, topographic and geologic map exercises demonstrating the work of water, wind, ice and gravity and effects of volcanism and earthquakes. Designed for students preparing to teach in the elementary grades and for all non-science majors. **Prerequisite:** GEOL 10 (preferably taken concurrently). Reading Level A. **Hours:** (54) 3 lab. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.
GEOL 12  GEOLOGY OF CALIFORNIA (3 units)
An elementary course dealing with the geologic history, structure, topography and
mineral resources of California and adjoining areas. Prerequisite: GEOL 1a or 10.
Hours: (54) 3 lect. One field trip or equivalent required. CCS: Liberal Arts and
Sciences. Transferable: UC, CSU and Private Colleges.

GEOL 15  INTRODUCTION TO PETROLEUM GEOLOGY (3 units)
Basic elements of geology, origin of petroleum, migration and entrapment of petroleum,
methods of petroleum exploration, formation evaluation, drilling and production and
economics. Prerequisite: GEOL 1a, or 10, or 12, or evaluation by instructor. Hours:
(54) 3 lect/discussion. CCS: Liberal Arts and Sciences. Transferable: CSU and
Private Colleges.

INDUSTRIAL DRAWING

IN DR 1  INTRODUCTION TO DRAFTING (0.5 units)
Designed to assist students in understanding college requirements and to help them in
making educational plans. It also provides information pertaining to drafting as both a
career choice and the options open for transfer to a four-year school. Satisfies 0.5 units
of counseling requirement for graduation from Bakersfield College. Prerequisite:
Reading Level A. Hours: (9) 1 lect for 9 weeks. CCS: Occupational Education. Trans.
ferable: CSU and Private Colleges.

IN DR 18  INTRODUCTION TO COMPUTER
ASSISTED DRAFTING AND DESIGN (CADD) (1 unit)
An introductory course utilizing a computer assisted drafting and design (CADD) system
to obtain graphic solutions, design refinements, modifications, and delineations of in-
dustrial, architectural, and engineering drawings. Emphasizes building introductory skills
which are necessary to function in a high technology field as a CADD operator. Pre-
requisite: Reading Level A. Hours: (36) 4 lect/lab for 9 weeks. CCS: Occupational
Education. Transferable: CSU and Private Colleges.

IN DR 20a  COMPUTER ASSISTED
DRAFTING AND DESIGN (CADD) (3 units)
An intensive study utilizing a computer assisted drafting and design (CADD) system to
obtain graphic solutions, design refinements, modifications, and delineations of in-
dustrial, architectural, and engineering drawings. Emphasizes basic high technology
skills which are necessary to function as an entry-level CADD operator. Prerequi-
sites: IN DR 18, 30a and concurrent enrollment in IN DR 30b or ARCH 11, or ENGR
24, or equivalent courses or experience to be evaluated by the instructor. Reading
Level A. Hours: (108) 2 lect, 4 lab. CCS: Occupational Education. Transferable:
UC, CSU and Private Colleges.

IN DR 20b  COMPUTER ASSISTED
DRAFTING AND DESIGN (CADD) (3 units)
Continuation of the sequence to utilize the CADD system to obtain graphic solutions,
design refinements, modifications, and delineations in working with industrial, ar-
chitectural, and engineering drawings. Emphasizes basic high technology skills which
are necessary to function as an entry-level CADD operator. **Prerequisite:** IN DR 20a. **Reading Level:** A. **Hours:** (108) 2 lect, 4 lab. Field trips required. **CCS:** Occupational Education. **Transferable:** UC, CSU and Private Colleges.

**IN DR 30a – 30b  INDUSTRIAL DRAWING (3 – 3 units)**
Fundamentals, techniques, procedures, and practices of industrial drafting and design based upon the American National Standard Drafting Manual of the American National Standards Institute, which includes lettering; basic theory of orthographic projection; freehand detail sketching; use of drafting instruments and equipment; solving multi-view problems; correct line use; sectioning; auxiliary views; pictorial sketching and drawing; revolutions; dimensioning practices; shop processes; fasteners; springs and threads; inking; graphs; and general drawing presentation. **Prerequisite:**
30a: Reading Level A. 30b: IN DR 30a or two years of high school drafting with grades of “B.” Students receiving failing grades in IN DR 30a must repeat IN DR 30a with a passing grade before continuing onto any other class in the drafting sequence. This takes precedence over any other statements of eligibility for advanced drafting courses. **Hours:** (108-108) 2 lect, 4 lab. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.

**IN DR 30c – 30d  ADVANCED INDUSTRIAL DRAWING (3 – 3 units)**
Continues use of fundamentals in drafting from the American National Standard Drafting Manual. The projects are of an advanced nature and present drawing and design problems which must be solved in a creative manner. Uses all of the basic drafting practices reviewed in IN DR 30a and 30b. **Prerequisite:**
30c: IN DR 30b; 30d: IN DR 30c. **Hours:** (108-108) 2 lect, 4 lab. **CCS:** Occupational Education. **Transferable:** CSU and Private Colleges.

**IN DR 50a  PROCESS PIPING DRAFTING (4 units)**
Develops knowledge of essential techniques of process piping drafting. Serves as a phase of training to become piping draftsmen. Includes piping plans, isometrics, orthographics, and process flow diagrams. **Prerequisite:** IN DR 30a. **Hours:** (108) 3 lect, 3 lab. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

**IN DR 50b  PROCESS PIPING DRAFTING (4 units)**
Develops a working knowledge of essential layout techniques of process piping drafting. Serves as an additional phase of training for those wishing to continue and expand their knowledge of process piping drafting. Content ranges from piping specifications, plot development, equipment layout, instrumentation and includes simple piping flexibility studies. **Prerequisite:** IN DR 50a. **Hours:** (108) 3 lect, 3 lab. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

**IN DR 53a  PETROLEUM MAP DRAFTING (3 units)**
Develops skills to enable the beginning draftsman to become familiar with different types of map drafting. Includes base maps, contour maps, isopach maps, parcel maps, air maps, cross-sections, and introduction to electric logs. **Prerequisite:** IN DR 30a or equivalent. **Hours:** (54) 3 lect. Field trip required. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only. **Note:** Formerly IN DR 53.
IN DR 53b ADVANCED PETROLEUM MAP DRAFTING (3 units)
An advanced course in petroleum map drafting covering topics not taught in IN DR 53a. Includes care of equipment, air brush coloring, cross sections, specialized map construction, graphs, charts and visual aids, and computer graphics. **Prerequisite:** IN DR 53a or equivalent. **Hours:** (54) 3 lect. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only. **Note:** Formerly IN DR 54.

METEOROLOGY

METRO 3 INTRODUCTION TO METEOROLOGY (3 units)
An introductory course in the physical processes of weather phenomena. Designed to give the basic concepts of meteorology, their application to topics of current interest and an analysis of the measurable factors in weather and climate. Basic knowledge for agriculturists, engineers, pilots, elementary and general science teachers. Foundation for further study in meteorology. **Prerequisite:** Reading Level A. **Hours:** (54) 3 lect. Field trips required. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges.

PHYSICAL SCIENCE

PHY S 10 COLLEGE PHYSICAL SCIENCE (3 units)
Designed for all non-science students and education majors to meet the non-laboratory Physical Science general education requirement. A survey of the basic physical phenomena of mechanics, heat, light, sound, electricity, chemistry, geology, meteorology, and astronomy. Emphasizes basic concepts, relationships, principles and application to modern daily life. Topics are developed with a minimum of mathematical presentation. **Prerequisite:** Reading Level A. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor. **Note:** Not open to science majors.

PHY S 11 GENERAL PHYSICAL SCIENCE (4 units)
Designed for all non-science students and education majors. A survey of the basic physical phenomena of mechanics, heat, light, sound, electricity, chemistry, geology, meteorology and astronomy. Emphasizes basic principles, relationships, status and applications to modern civilization. Topics are developed with a minimum of mathematical presentation. **Prerequisite:** Reading Level A. **Hours:** (108) 3 lect/demo, 3 lab. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor. **Note:** Not open to science majors.
PHYSICAL SCIENCE

PHY S 21  SPECIAL PROJECTS
IN PHYSICAL SCIENCE (1-3 units. Limit 3 units.)
Individual directed work in a science, engineering or drawing area. Individual research problems using materials, equipment and techniques not available in larger classes. Designed for science majors who plan to teach or for training technical students in the vocation of their choice. Prerequisite: Completion of a basic course in science, engineering, or drafting with a grade of "C" or better and evaluation by instructor. Reading Level A. Hours: (54) 3 directed study/unit. May be repeated twice. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.

PHY S 35a  ROCKS AND MINERALS (1 unit)
A study of rocks and minerals with special emphasis for elementary school classroom teachers. Students will learn to identify the major rock-forming minerals and to recognize their relationships as components of the various classes of rocks. From the identification of rocks, recognition of the environmental conditions of deposition will follow. A field trip is required which will permit (1) the examination of the field relationships of various rocks and (2) the beginning of a personal collection of rock and mineral specimens. Prerequisite: Reading Level A. Hours: (18) 18 lect/lab/field trip and projects. CCS: Liberal Arts and Sciences. Transferable: CSU and Private Colleges.

PHY S 35e  CUP AND SAUCER CHEMISTRY (1 unit)
An inexpensive approach to studying chemical happenings with a special emphasis on teaching at the elementary school level. Emphasizes a "hands on" approach to doing and developing chemical happenings that may later be used and extended by the elementary school teacher. Prerequisite: Reading Level A. Hours: (18) 18 lect/discussion. CCS: Liberal Arts and Sciences. Transferable: CSU and Private Colleges.

PHY S 35f  METRIC SYSTEM (1 unit)
A study of the metric system with special emphasis for elementary school classroom teachers. Includes measuring, unit conversion, system conversions and familiarity with derived quantities. Prerequisite: Reading Level A. Hours: (18) 18 lect. CCS: Liberal Arts and Sciences. Transferable: CSU and Private Colleges.

PHYSICS

The introductory courses in Physics (Physics 2a-2b or 4a-4c) and Chemistry (Chemistry 2a-2b, 2a or 11) are designed to provide the basic foundation in and understanding of the laws and principles of the physical world (matter and energy) for all science, health science, and pre-professional majors. These courses should be completed early in a student’s academic program sequence of study to ensure greater academic success in subsequent courses in the student’s field of interest and a more complete understanding of that field.
PHYS 1d MODERN PHYSICS (4 units)
Includes study of special relativity, quantum theory and atomic and nuclear physics. 
Prerequisite: PHYS 1c. Hours: (108) 3 lect, 3 lab. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor. Note: No longer offered after Spring 1988.

PHYS 2a GENERAL PHYSICS – MECHANICS AND HEAT (4 units)
The properties of matter, mechanics and heat. Emphasizes understanding laws, principles, and theories. Required for most science, pre-medical, most other pre-professional and technical majors. Prerequisites: MATH C (may be taken concurrently) and MATH D. Reading Level A. Hours: (126) 4 lect, 3 lab. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.

PHYS 2b GENERAL PHYSICS – SOUND, LIGHT, ELECTRICITY, MAGNETISM, MODERN PHYSICS (4 units)
The properties of waves, sound, light, electricity, magnetism, atomic and nuclear physics. Emphasizes understanding laws, principles and theories. Required for most science, pre-medical, most other pre-professional and technical majors. Prerequisites: PHYS 2a, 11a, or high school physics with a "C," MATH C, D. Hours: (126) 4 lect, 3 lab. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.

PHYS 4a MECHANICS AND WAVE MOTION (4 units)
The first in a sequence of three semester courses required of physics, engineering, and other majors requiring a thorough physics background. Includes vectors, kinematics, dynamics, momentum, energy, rotation, gravitation, oscillations, fluids, and wave motion. Prerequisites: MATH 6a and Reading Level A. Hours: (126) 3 lect, 1 disc, 3 lab. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges. Note: Formerly PHYS 1a and part PHYS 1b.

PHYS 4b HEAT, ELECTRICITY, AND MAGNETISM (4 units)
The fundamental concepts and phenomena of heat and electricity and magnetism, including temperature, thermodynamics, kinetic theory of gases, electric charge, electric field, electric potential, capacitance, dielectrics, direct and alternating current circuits, magnetic field, magnetic force, electromagnetic induction, magnetic properties of matter, Maxwell's equations, electromagnetic oscillations and electromagnetic waves. Prerequisites: PHYS 4a, MATH 6b, and concurrent enrollment in MATH 6c, Reading Level A. Hours: (126) 3 lect, 1 disc, 3 lab. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor. Note: Formerly part of PHYS 1b and PHYS 1c.
PHYSIC 4c  OPTICS AND MODERN PHYSICS (4 units)
An intensive study of optics and a thorough introduction to the physics of the 20th century. Topics include the nature and propagation of light, reflection, refraction, polarization, diffraction, optical instruments, special relativity, quantum theory, atomic and nuclear physics, statistical distribution functions, and electrical conduction and other properties of solids. Prerequisites: PHYSC 4b. Hours: (126) 3 lect, 1 disc, 3 lab. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor. Note: Formerly part of PHYSC 1b and PHYSC 1d.

WATER TECHNOLOGY

WTR T 51  BASIC WATER TREATMENT (3 units)
Prepares the entrance level student for Water Facility Operator Certification, Grades 1 and 2 and/or to inform the interested public in the methodology used for the purification of domestic drinking water. Prerequisite: None. Hours: (54) 3 lect. Field trips required. CCS: Occupational Education. Not Transferable: Associate Degree only.

WTR T 52  BASIC WATER DISTRIBUTION (3 units)
Prepares the student to obtain Grade 1 certification from the American Water Works Association and/or to inform interested parties in the methods involved in accepted distribution systems and operations. Prerequisite: None. Hours: (54) 3 lect. Field trips required. CCS: Occupational Education. Not Transferable: Associate Degree only.

WTR T 53  WATER AND WASTEWATER ANALYSIS (4 units)
Prepares the student for certification as a Water Quality Analyst, Grade 1. Lectures cover environmental influences, composition of natural water, analysis, interpretation of results and application to treatment problems. Laboratory experiments include those areas which are on the Grade 1 exam, and which are usually the controlling operating tests for water and wastewater treatment plants. Prerequisite: High school CHEM or job related experience. Reading Level A. Hours: (108) 3 lect, 3 lab. CCS: Occupational Education. Not Transferable: Associate Degree only.
Programs in the Public Service Department are designed to provide education and training in public safety and service, law enforcement and criminal justice, public safety, firefighting and related operations. Both theoretical and practical courses are offered.

Bakersfield College’s Kern County Regional Criminal Justice Training Center provides a professional basic law enforcement academy in accordance with Peace Officer Standards and Training (P.O.S.T.) guidelines. KCRCJTC cooperates with local law enforcement agencies for provision of mandated training.

Bakersfield College’s Regional Fire Technology Academy (RFTA) was authorized by the California Fire Service Training and Education System (CFSTES) in 1980, with programs of study leading to Certified Fire Officer, Certified Chief Officer and Certified Fire Chief. RFTA sponsors many cooperative training programs with state and local fire protection agencies.

Individuals may develop a program suitable to their career goals with the aid of a college counselor. Courses may lead to the achievement of specific career goals, immediate employment, an Associate Degree, or transfer credits that satisfy requirements for a Bachelor’s Degree in Criminology, Police Science, Correctional Administration or Fire Technology.

KERN COUNTY REGIONAL CRIMINAL JUSTICE LAW ENFORCEMENT ACADEMIES

BASIC POLICE ACADEMY
The Basic Police Academy prepares individuals for employment in law enforcement. The curriculum includes academic subjects; firearms, defensive driving, physical and martial arts training; and practical problems. The student enrolls in a rigorous 576-hour, 3-month program that meets mandated Police Officer Standards and Training (P.O.S.T.) certification recognized by state and local agencies.

RESERVE ACADEMY
The Reserve Law Enforcement Officer Academy is a 3-part, 235-hour coursework series coupled to applied training that allows individuals to achieve mandated qualifications to serve as Reserve Officers with local law enforcement agencies. Module A (40 hours) includes arrest, search, seizure and firearms training. Module B (75 hours) adds the skills for service as a backup officer. Module C (120 hours) completes the essential training necessary for service as a solo officer with full peace officer status.
POLICE MANAGEMENT CERTIFICATE

The police management certificate is designed to improve the managerial skills of police officers at the rank of Sergeant and above. The courses in the mid-management field are designed to provide professional development opportunities consistent with present needs and future aspirations of the student.

Minimum units required in discipline – 51

Requirements:

1. Three years paid law enforcement experience.
2. One of the following:
   
   A. Thirty units leading to the Associate Degree in Police Science including:
      ADM J 1 (3) Intro Admin Justice
      ADM J 2 (3) Concepts Crimin Law
      ADM J 3 (3) Criminal Evidence
      ADM J 4 (3) The Justice System
      ADM J 5 (3) Community Relations
   
   B. Sergeant with three years in grade.
   
   C. Lieutenant or above.

3. All students must have completed ADM J 5 Community Relations.

Additional Certificate Requirements

Select 9 units from the following:

<table>
<thead>
<tr>
<th>UN</th>
<th>UN</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADM J 16</td>
<td>Superv/Leadership 3.0</td>
</tr>
<tr>
<td>ADM J 58a</td>
<td>Pol Administration 3.0</td>
</tr>
<tr>
<td>ADM J 58b</td>
<td>Pol Administration 3.0</td>
</tr>
<tr>
<td>ADM J 58c</td>
<td>Suprvsn Crs (P.O.S.T.) 3.0</td>
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Select 12 units from the following:

<table>
<thead>
<tr>
<th>UN</th>
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<tbody>
<tr>
<td>SPCH 1</td>
<td>Speech Communicatn 3.0</td>
</tr>
<tr>
<td>BUS 58</td>
<td>Human Relat/Motivat 3.0</td>
</tr>
<tr>
<td>MGMT 41</td>
<td>Adv Personnel Mgmt 3.0</td>
</tr>
<tr>
<td>MGMT 43</td>
<td>Prin Organiz/Mngmnt 3.0</td>
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</tbody>
</table>
# FIRE TECHNOLOGY CERTIFICATE

Minimum units required in discipline – 30

## Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FITC 1</td>
<td>Intr Fire Technology</td>
<td>3.0</td>
<td>ENGL 60</td>
<td>Basic Usage/ Grammar</td>
<td>3.0</td>
</tr>
<tr>
<td>FITC 2</td>
<td>Pers Sfty/ Emrg Actn</td>
<td>3.0</td>
<td>PSYCH</td>
<td>(Psych 51 or 1a)</td>
<td>3.0</td>
</tr>
<tr>
<td>FITC 3</td>
<td>Fund Fire Protectn</td>
<td>3.0</td>
<td>SPCH 1a</td>
<td>Speech Communictn</td>
<td>3.0</td>
</tr>
<tr>
<td>FITC 4</td>
<td>Fire Bhavior/Cntrol</td>
<td>3.0</td>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FITC 5</td>
<td>Fund Fire Prevntn</td>
<td>3.0</td>
<td>SPCH 51</td>
<td>General Communicatn</td>
<td>3.0</td>
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<tr>
<td>FITC 6</td>
<td>Fire Pro Eqpmt/Syst</td>
<td>3.0</td>
<td>EMT 1</td>
<td>Emer Care Sick/Inj</td>
<td>4.0</td>
</tr>
</tbody>
</table>

Note: FITC 1 is waived for students who have a minimum of two years service as a full-time firefighter or who have an equivalent course. FITC 2 is waived for students who are full-time firefighters. Elective Fire Technology courses must be substituted for courses waived. A G.P.A. of at least 2.0 is required in the Certificate Program. Of the 30 units required, a minimum of 12 units must be completed at Bakersfield College.

## AREAS OF SPECIALIZATION

### HAZARDOUS MATERIALS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>FITC 70a</td>
<td>Haz Matrls Incidents</td>
<td>0.5</td>
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(C.F.T.E.S. Certification)

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>FITC 70b</td>
<td>Haz Materials 1a</td>
<td>2.0</td>
<td>FITC 70d</td>
<td>Haz Materials 1c</td>
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<tr>
<td>FITC 70c</td>
<td>Haz Materials 1b</td>
<td>2.0</td>
<td>FITC 70e</td>
<td>Haz Materials 1d</td>
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### WILDLAND FIRE CONTROL

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>FITC 71a</td>
<td>Seasonl Fifghtr 1</td>
<td>2.0</td>
</tr>
<tr>
<td>FITC 71b</td>
<td>Seasonl Fifghtr 2</td>
<td>1.0</td>
</tr>
<tr>
<td>FITC 71c</td>
<td>Intro Fire Behavior</td>
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### RESCUE AND LIFE SAFETY

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>FITC 72a</td>
<td>Heavy Dty Rescue 1</td>
<td>1.0</td>
</tr>
<tr>
<td>FITC 72b</td>
<td>Heavy Dty Rescue 2</td>
<td>1.0</td>
</tr>
<tr>
<td>FITC 72c</td>
<td>Heavy Dty Rescue 3</td>
<td>1.0</td>
</tr>
<tr>
<td>FITC 72d</td>
<td>Swift Watr Rescue</td>
<td>1.5</td>
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### SPECIALIZED TRAINING PROGRAMS

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>FITC 73</td>
<td>Incidnt Command Sys</td>
<td>0.5</td>
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<tr>
<td>FITC 74</td>
<td>Ptroleum Fire Procd</td>
<td>1.0</td>
</tr>
<tr>
<td>FITC 75</td>
<td>Fire Fighting Tech</td>
<td>2.0</td>
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<tr>
<td>FITC 76</td>
<td>Fi FghtSkills/Maint</td>
<td>3.0</td>
</tr>
<tr>
<td>FITC 77</td>
<td>Structure Fire Trng</td>
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## FIRE OFFICER CERTIFICATION (NFPA STANDARD 1021)

**Minimum units required in discipline — 16**

### Required Courses

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Description</th>
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<tbody>
<tr>
<td>FI TC 51a</td>
<td>Fire Management 1a</td>
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<tr>
<td>FI TC 51b</td>
<td>Fire Command 1a</td>
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</tr>
<tr>
<td>FI TC 51c</td>
<td>Fire Command 1b</td>
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<tr>
<td>FI TC 51d</td>
<td>Fire Prevent Officer 1a</td>
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</table>

## CHIEF OFFICER CERTIFICATION (NFPA STANDARD 1021)

**Minimum units required in discipline — 22**

### Required Courses

<table>
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<tr>
<th>Code</th>
<th>Course Description</th>
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<tbody>
<tr>
<td>FI TC 50a</td>
<td>Command Tactics/Maj Fire</td>
<td>3.0</td>
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<tr>
<td>FI TC 50b</td>
<td>Scene Mgt/Maj Incid</td>
<td>3.0</td>
</tr>
<tr>
<td>FI TC 50c</td>
<td>H/Rise Fire Tactics</td>
<td>3.0</td>
</tr>
<tr>
<td>FI TC 50d</td>
<td>Mngng Lg/Scl Disast</td>
<td>3.0</td>
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<tr>
<td>FI TC 50e</td>
<td>Wildland Fire Tactics</td>
<td>3.0</td>
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<tr>
<td>FI TC 50f</td>
<td>Orgn Dev/Human Rel</td>
<td>2.0</td>
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<tr>
<td>FI TC 50g</td>
<td>Fin Bus Mgt/Chf Off</td>
<td>2.0</td>
</tr>
<tr>
<td>FI TC 50h</td>
<td>Computr Ap/Fire Suc</td>
<td>2.0</td>
</tr>
<tr>
<td>FI TC 50i</td>
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<tr>
<td>FI TC 50j</td>
<td>Staff Asgn/Ln Funct</td>
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<tr>
<td>FI TC 50k</td>
<td>Fire Investigation</td>
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## DRIVER/OPERATOR CERTIFICATION

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## FIREFIGHTER II CERTIFICATION

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## FIREFIGHTER I CERTIFICATION

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## VOLUNTEER FIREFIGHTER CERTIFICATION

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<td>FI TC 64b</td>
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</table>
ASSOCIATE IN ARTS DEGREE PROGRAMS

Students must comply with the requirements as shown in the catalog under Graduation Requirements. Counselors/advisors will assist students in planning for an associate degree.

ADMINISTRATION OF JUSTICE

This program provides a course of study to prepare students for employment in private or public agencies which are wide and varied. Students may choose between occupational objectives, Associate in Arts Degree, and/or Baccalaureate Degree.

Minimum units required in discipline – 18

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tr>
<td>Intro Admin Justice</td>
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<td>The Justice System</td>
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<td>ADM J 2</td>
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<tr>
<td>Criminal Evidence</td>
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Recommended for Associate Degree

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<td>ADM J 15</td>
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<td>Juvenile Procedure</td>
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<td>ADM J 12</td>
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<td>ADM J 13</td>
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<td>ADM J 17</td>
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<td>Traffic Control</td>
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<td>ADM J 14</td>
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<tr>
<td>Patrol Procedures</td>
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Recommended for CSUC

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<td>ADM J 17</td>
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CORRECTIONAL ADMINISTRATION

Corrections is that part of the criminal justice system that deals with both juveniles and adults who have been charged with or convicted of a criminal offense. It involves working with the individual at the local, state, or federal level of government. Corrections professionals subscribe to the philosophy of protecting society and aiding in the rehabilitation of the offender. The Correctional Administration Program is designed to expose the student to different aspects of the correctional system.

Minimum units required in discipline – 18

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<td>Fund Probatsn Parole</td>
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<td>COR A 2</td>
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Suggested Courses

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<td>Criminal Law</td>
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<td>The Justice System</td>
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<td>ADM J 3</td>
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<tr>
<td>Criminal Evidence</td>
<td></td>
<td>Criminal Investg</td>
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FIRE TECHNOLOGY

The Fire Technology program is designed for pre-service, employed Fire Service students (in-service training), and for transfer students in the fields of Fire Protection Administration, Fire Protection Engineering, and other related fields of study.

Minimum units required in discipline – 18

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
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<td>FI TC 6</td>
<td>Fire Pro Eqpmt Syst</td>
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COURSE DESCRIPTIONS

The following abbreviations are commonly used in the course descriptions: lect lecture; lab laboratory; demo demonstration; CCS Course Classification System. Hours given in parentheses are total hours for the course. Hours lecture, lab, etc., are hours required per week usually. Prerequisites are expressed as minimum requirements. See page 60 for a fuller explanation.

ADMINISTRATION OF JUSTICE

ADM J 1 INTRODUCTION TO ADMINISTRATION OF JUSTICE (3 units)
The history and philosophy of administration of justice in America; recapitulation of system; identifying the various sub-systems, role expectations, and their inter-relationships; theories of crime, punishment, and rehabilitation; ethics, education and training for professionalism in the system. Prerequisite: Reading Level A. Hours: (54) 3 lect. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.

ADM J 2 CONCEPTS OF CRIMINAL LAW (3 units)
Historical development, philosophy of law and constitutional provisions; definitions, classification of crime, and their application to the system of administration of justice; legal research, study of case law, methodology and concepts of law as a social force. Prerequisite: Reading Level A. Hours: (54) 3 lect. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.

ADM J 3 LEGAL ASPECTS OF EVIDENCE (3 units)
Origin, development, philosophy and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search and seizure; kinds of degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies. Prerequisite: Reading Level A. Hours: (54) 3 lect. CCS: Liberal Arts and Sciences. Transferable: CSU and Private Colleges. Credit limitations. For specific information see counselor.
ADM J 4 THE JUSTICE SYSTEM (3 units)
An in-depth study of the role and responsibilities of each segment within the Administra-
tion of Justice System: law enforcement, judicial, corrections. A past, present and future
exposure to each sub-system procedures from initial entry to final disposition and the rela-
tionship each segment maintains with its system members. Prerequisite: Reading Level
A. Hours: (54) 3 lect. CCS: Liberal Arts and Sciences. Transferable: CSU and Private
Colleges. Credit limitations. For specific information see counselor.

ADM J 5 COMMUNITY RELATIONS (3 units)
An in-depth exploration of the roles of the Administration of Justice practitioners and
their agencies. Through interaction and study the student will become aware of the
interrelationships and role expectations among the various agencies and the public.
Principal emphasis will be placed upon the professional image of the Administration of
Justice system and the development of positive relationships between members of the
system and the public. Also includes the role of the police in the community actions of
the field police officer in the area of press relations, minority group relations and public
information. Prerequisite: Reading Level A. Hours: (54) 3 lect. CCS: Liberal Arts
and Sciences. Transferable: UC, CSU and Private Colleges.

ADM J 11 JUVENILE PROCEDURES (3 units)
The organization, functions and jurisdiction of juvenile agencies; the processing and
detention of juveniles; juvenile case disposition; juvenile statutes and court pro-
dedures. Prerequisite: Reading Level A. Hours: (54) 3 lect. CCS: Occupational
Education. Transferable: CSU and Private Colleges.

ADM J 12 PROBLEMS OF PHYSICAL EVIDENCE (3 units)
The collection, identification, preservation and transportation of physical evidence
found at crime scenes. The use of photography, molds, casts and moulage masks to
preserve evidence. Sketching and photography to locate evidence as found. Fingerprint
examinations and preservation of prints. Footprints, tool mark impressions, identifica-
tion of handwriting and typewriting. Firearms identification. Importance of hair, fibers,
dust and blood as evidence. Importance of laboratory examination and discussion of
available facilities. Prerequisite: Reading Level A. Hours: (54) 3 lect and assigned
field trips. CCS: Occupational Education. Transferable: CSU and Private Colleges.

ADM J 13 CRIMINAL INVESTIGATION (3 units)
Fundamentals of investigation, crime scene search and recording, collection and
preservation of physical evidence, scientific aids, modus operandi, sources of informa-
tion, interviews and interrogation, follow-up and case preparation. Prerequisite:
Reading Level A. Hours: (54) 3 lect. CCS: Occupational Education. Transferable:
CSU and Private Colleges.

ADM J 14 PATROL PROCEDURES (3 units)
Responsibilities, techniques and methods of police patrol. Prerequisite: Reading
Level A. Hours: (54) 3 lect. CCS: Occupational Education. Transferable: CSU and
Private Colleges.
ADM J 15 ARREST, SEARCH AND SEIZURE (3 units)
Admissibility of evidence and confessions; recent judicial decisions affecting law enforcement; the problem of reconciling individual rights and community interests in safety, security and the prevention of crime. Prerequisite: Reading Level A. Hours: (54) 3 lect. CCS: Occupational Education. Transferable: CSU and Private Colleges.

ADM J 16 SUPERVISION AND LEADERSHIP (3 units)
A consideration of the basic principles of supervision designed to develop future leaders in law enforcement. Prerequisite: Reading Level A. Hours: (54) 3 lect. CCS: Occupational Education. Transferable: CSU and Private Colleges.

ADM J 17 TRAFFIC CONTROL (3 units)
The historical development of traffic control and supervision and its relationship to the integration of engineering, enforcement and education efforts as they relate to the safe, convenient and economical transportation of persons and goods. Provided is a survey of fundamentals of traffic engineering, traffic directing, traffic law and enforcement and traffic accident investigation and the relative importance of each. Prerequisite: Reading Level A. Hours: (54) 3 lect/discussion. CCS: Occupational Education. Transferable: CSU and Private Colleges.

ADM J 18 BEHAVIORAL CONCEPTS FOR POLICE OFFICERS (3 units)
The student will understand practical psychology in terms of tools and techniques applicable to law enforcement. The course is designed to aid student’s understanding of himself and others operating under psychological stress. Included are: realities and psychological effects of the police role; psychological aspects within law enforcement and the community; psychology as applied to field situations; development of potential and personal growth. Prerequisite: Reading Level A. Hours: (54) 3 lect. CCS: Occupational Education. Transferable: CSU and Private Colleges.

ADM J 50 INTRODUCTION TO ORGANIZED CRIME (3 units)
Introduces students to organized crime. Includes, but is not limited to, a history of organized crime (especially the Mafia) from its genesis to the present; its past and present structure; an overview of its operations, its sphere of influence into every facet of American life—social, political and financial; and what various law enforcement agencies are doing to combat organized crime. Prerequisite: None. Hours: (54) 3 lect. CCS: Occupational Education. Not Transferable: Associate Degree only.

ADM J 53 INDUSTRIAL SECURITY (3 units)
Philosophy and history of industrial security services. Survey of contemporary industrial practices; protection of facilities, risk reduction and safety practices. Security employee responsibilities. Prerequisite: None. Hours: (54) 3 lect/discussion. CCS: Occupational Education. Not Transferable: Associate Degree only.

ADM J 55a–55b–55c–55d CAMPUS POLICE (1–1–1–1 unit)
Develops students’ understanding of various aspects of community college campus security and provide campus security experience. Spanning a period of four semesters, the student will progress from simple concepts (55a) to the more complex
aspects of campus law enforcement and security (55d). Content will include: selection process, campus police historical development, role of campus student officer, surveillance, reporting and law enforcement agency ride-along. **Prerequisite:** ADM J Major; concurrent enrollment or satisfactory completion of ADM J 1; grade point average of 2.0. **Hours:** (18 each) 1 lect. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

**ADM J 56 ADVANCED CRIMINAL INVESTIGATION (3 units)**
An advanced investigations course dealing with specific problems of the crime scene investigator. Primarily concerned with the problems of physical evidence at the scene of the robbery, burglary and homicide investigation. **Prerequisite:** None. **Hours:** (54) 3 lect. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

**ADM J 57 RETAIL BUSINESS SECURITY (3 units)**
Designed primarily for key personnel of small and medium size retail businesses. It will cover methods of protection against crimes common to these businesses, and the laws pertaining to the apprehension and judicial processing of persons committing such crimes. **Prerequisite:** None. **Hours:** (54) 3 lect/discussion. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

**ADM J 58a POLICE ADMINISTRATION (3 units)**
The organization and management of patrol, traffic, detective, juvenile and vice units; formulation of policy and procedure, rules and regulations; deployment; implementations of procedural and tactical planning; coordination of activity. **Prerequisite:** None. **Hours:** (54) 3 lect. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

**ADM J 58b POLICE ADMINISTRATION (3 units)**
Examination of current problems and trends in police organization and management, planning and research, fiscal problems, administration of a comprehensive personnel program. **Prerequisite:** None. **Hours:** (54) 3 lect. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

**ADM J 58c SUPERVISION COURSE (P.O.S.T.) (3 units)**
Basic concepts of police supervision and management. Emphasizes skills, knowledge, and development of self-confidence and positive success-oriented attitudes toward supervision. Includes role identification and transition, leadership styles and assertiveness, performance appraisal, counseling, discipline, employee relations, administrative support, planning and organizing, communications, training, investigations, and stress factors. **Prerequisite:** ADM J 68 or equivalent. **Hours:** (80) 80 lect/discussion/practical application. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

**ADM J 60 DEATH INVESTIGATION (3 units)**
Designed primarily for law enforcement personnel, coroner investigators and administration of justice majors. Covers the various legal classifications of death; the proper procedures for handling and disposing of bodies; how, why autopsies are performed; and the identity of the agencies responsible for death investigations. Much broader but more basic than courses on homicide investigation. **Prerequisite:** None. **Hours:** (54) 3 lect/demonstration/discussion. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.
ADM J 61  EVIDENCE AND THE LABORATORY  (3 units)
Introduction to the field of criminalistics; the role of the laboratory in the administration of justice system; degrees and limits of scientific conclusions; introduction to technical equipment; examination of characteristics, properties and means of analyzing categories of physical evidence. An orientation course for crime scene and laboratory technology. **Prerequisite:** None.  **Hours:** (54) 3 lect/demo/discussion.  **CCS:** Occupational Education.  **Not Transferable:** Associate Degree only.

ADM J 65  FIREARMS  (1 unit)
Designed for students desiring to become familiar with firearms safety and use. Students will receive instruction in the legal, moral, ethical, and safe use of firearms as well as in marksmanship. Includes range qualification in marksmanship. **Prerequisite:** None.  **Hours:** (18) 18 lect/lab.  **CCS:** Occupational Education.  **Not Transferable:** Associate Degree only.

ADM J 67ab  RESERVE OFFICERS' BASIC TRAINING  (4 units)
Prepares the trainee for the performance of reserve officers' duties. 67a covers forty hours (2 units) of professional ethics, discretionary decision making, arrest, search and seizure and firearms. 67b covers seventy-five hours (2 units) of professional orientation, community relations, communications, emergency care, custody, traffic control and patrol tactics and strategy. 67ab meets Level II and III Reserve Officers' training requirements pursuant to Penal Code Section 832.6. **Prerequisite:** None.  **Hours:** (115) 115 lect/practical exercises.  **CCS:** Occupational Education.  **Not Transferable:** Associate Degree only.

ADM J 67c  RESERVE OFFICERS' BASIC TRAINING  (3 units)
Prepares the trainee for the performance of reserve officers' duties. Subjects covered are: criminal evidence and law, criminal investigation, patrol procedures, physical fitness and defensive techniques, and vehicle operations. This course, coupled with ADM J 67ab, fulfills training requirements for Level I Reserve Officers in accordance with Penal Code 832.6 and P.O.S.T. regulations. **Prerequisites:** ADM J 67ab or 74ab and 67b or equivalent.  **Hours:** (115) 115 lect/practical exercises.  **CCS:** Occupational Education.  **Not Transferable:** Associate Degree only.

ADM J 68  PEACE OFFICERS' BASIC TRAINING  (12 units)
Training provides intensive basic instruction designed to prepare trainee for the performance of peace officers' duties. Covers introduction to law enforcement, administration of justice, criminal law, evidence and investigation, community-police relations, patrol procedures, traffic control, juvenile procedures, physical fitness, defensive tactics, firearms, first aid, vehicle operations, domestic violence, field training, and evaluation and related topics. **Prerequisite:** Admission to Peace Officers' Basic Training Program requires each student to have a high school diploma or its equivalent, achieve a score of 60 on the Minnesota Reading Assessment Test (Form A), be free of a felony conviction, and physically fit to participate in all phases of training.  **Hours:** (624) 624 lect/behavioral performance. 40 per week for approximately 17 weeks.  **CCS:** Occupational Education.  **Not Transferable:** Associate Degree only.
ADM J 70a BASIC POLICE PHOTOGRAPHY (1 unit)
Teaches use of available photographic equipment in police assignments, what can be accomplished by proper photographic techniques in various police situations and how to use photographic results in both investigation and court situations. Prerequisite: ADM J 68 or equivalent. Hours: (20) 20 lect/discussion. CCS: Occupational Education. Not Transferable: Associate Degree only.

ADM J 70b FINGERPRINTING (2 units)
Covers history, classification and use of fingerprints. Prerequisite: ADM J 68 or equivalent. Hours: (40) 40 lect. CCS: Occupational Education. Not Transferable: Associate Degree only.

ADM J 70c LAW ENFORCEMENT VISUAL SURVEILLANCE (1.5 units)
A self-improvement course designed to develop visual perception and performance and to provide understanding of the visual process and its importance in Police Science. Prerequisite: None. Hours: (32) 32 lect. CCS: Occupational Education. Not Transferable: Associate Degree only.

ADM J 70d RULES OF EVIDENCE (1 unit)
Covers admissibility, weight, relevancy, materiality and competency of evidence; impeachment of a witness, judicial notice, burden of proof, presumption, hearsay, exception to the hearsay rule and other pertinent rules. Designed for advanced officers. Prerequisite: ADM J 68 or equivalent. Hours: (20) 20 lect. CCS: Occupational Education. Not Transferable: Associate Degree only.

ADM J 70e CONSTITUTIONAL LAW (1 unit)
Covers history and development of the U.S. Constitution; the exclusionary rule; history and development of the California Constitution. Relationship of Constitutional guarantees to rules governing probably cause for arrest. Designed for advanced officers. Prerequisite: ADM J 68 or equivalent. Hours: (20) 20 lect. CCS: Occupational Education. Not Transferable: Associate Degree only.

ADM J 70f SEARCH AND SEIZURE (1 unit)
Deals with constitutional protection of fourth amendment, search of the person, search of premises, search of motor vehicle, what is not a search, current court decisions. Designed for advanced officers. Prerequisite: ADM J 68 or equivalent. Hours: (20) 20 lect. CCS: Occupational Education. Not Transferable: Associate Degree only.

ADM J 70g INTERVIEWS AND INTERROGATIONS (1 unit)
Expands and enhances the investigative communication skills of both patrol officers and criminal investigators. Contains instruction on communications skills, police informants, case law, and interview and interrogation techniques. Prerequisite: ADM J 68 or equivalent. Hours: (24) 24 lect/discussion/practical exercises. May be repeated twice. CCS: Occupational Education. Not Transferable: Associate Degree only.
ADM J 70h  CURRENT LEGAL PROBLEMS (1 unit)
Current legal problems based upon training films from prosecuting attorney of L.A.
County. Classes given at law enforcement departments throughout Kern County.
Prerequisite: ADM J 68 or equivalent. Hours: (20) 20 lect. CCS: Occupational
Education. Not Transferable: Associate Degree only.

ADM J 70i  POLICE REPORT WRITING (1 unit)
The writing of various types of police reports. Designed for the new officer and the
experienced officer who may have trouble writing reports. Prerequisite: ADM J 68 or
equivalent. Hours: (20) 20 lect. CCS: Occupational Education. Not Transferable:
Associate Degree only.

ADM J 70j  NARCOTICS INVESTIGATIONS (4 units)
Develops the knowledge and skills necessary to investigate narcotics offenses. In­
cludes investigator's function/duties, pre-case development, drug and user identifica­
tion, related drug enforcement laws, undercover and surveillance techniques, entry
and search strategy, search warrants, licentiates, smuggling, conspiracy, and
clandestine laboratory investigation. Prerequisite: ADM J 68 or equivalent. Hours:
(80) 80 lect/discussion/practical application. CCS: Occupational Education. Not
Transferable: Associate Degree only.

ADM J 70k  ADMINISTRATION OF JUSTICE (1 unit)
Procedures of criminal justice; court systems both California and Federal Govern­
ment; laws of arrest; pre-trial and trial procedures. Designed for upgrading currently
employed police officers. Prerequisite: ADM J 68 or equivalent. Hours: (20) 20
lect. CCS: Occupational Education. Not Transferable: Associate Degree only.

ADM J 70l  POLICE COMMUNITY RELATIONS (1 unit)
Explores role of individual officer, the police image, crises areas, minority groups and
law enforcement and the press. Prerequisite: ADM J 68 or equivalent. Hours: (20)
20 lect. CCS: Occupational Education. Not Transferable: Associate Degree only.

ADM J 70m  PHYSICAL EVIDENCE TECHNOLOGY (1.5 units)
Develops skills in evidence analysis, collection, and courtroom presentation. Utilizes
the "sure plea" system of evidence processing. Initial phase entails investigation at the
crime scene for evidence; second phase entails laboratory processing and make-up of
court displays of comparative and matching evidence. Prerequisite: ADM J 3 or
equivalent. Hours: (32) 32 lect/discussion/practical application. May be repeated
once. CCS: Occupational Education. Not Transferable: Associate Degree only.

ADM J 70n  HOMICIDE INVESTIGATION (2 units)
Covers law of evidence, arrests, search and seizure, court presentation. Designed for
experienced officers. Prerequisite: ADM J 68 or equivalent. Hours: (40) 40
lect/practical problems. CCS: Occupational Education. Not Transferable:
Associate Degree only.
ADM J 70o  CURRENT INVESTIGATIVE TECHNIQUE (1 unit)
Designed for in-service law enforcement officers who are preparing to enter the inves­tigation field or are currently investigators and wish to update their investigative expert­ise with current technological developments. Prerequisite: ADM J 68 or equivalent. Hours: (20) 20 lect. CCS: Occupational Education. Not Transferable: Associate Degree only.

ADM J 70q  JAIL OPERATIONS (2 or 4 units)
This P.O.S.T. certificated course is offered in either a forty-eight or eighty hour format. The forty-eight hour format consists of jail operations in terms of correctional history and philosophy, legal considerations, communications, security and emergency procedures, special inmates, and inmate attitudes, behavior, supervision, discipline, and correctional programs. The eighty-hour format covers report writing, evidence handling, judicial procedures, courtroom demeanor and defensive tactics. The forty-eight-hour format in conjunction with ADM J 68 or the eighty-hour format satisfies Board of Corrections training requirements for jail personnel pursuant to its regulation Sub-chapter 4, Section 1020. Prerequisite: None for eighty-hour format; ADM J 68 for forty-eight hour format. Hours: (48-80) 2 units: 48; 4 units: 80 lect/demo. CCS: Occupational Education. Not Transferable: Associate Degree only.

ADM J 70r  ADVANCED LATENT FINGERPRINTS (2 units)
Provides practical experience in developing, photographing and lifting latent finger­prints. Considers special problems associated with latent prints, collection and compa­rison of latent prints at crime scenes, court preparation and expert testimony, and organization and planning of identification bureau and latent files. Prerequisite: ADM J 70b or equivalent. Hours: (40) 40 lect/lab. CCS: Occupational Education. Not Transferable: Associate Degree only.

ADM J 70s  SAFETY PERSONNEL FIRST AID (1 unit)
First aid and cardio-pulmonary resuscitation designed for those involved in public safety activities. Prepares the student to recognize and render assistance to the ill or injured in the following emergency situations: airway obstruction, respiratory arrest, cardiac arrest, severe bleeding, suspected or actual fractures, and life-threatening envi­ronmental circumstances. Includes emergency childbirth, care of suspected poisoning, care of emotionally disturbed, simple extrication from entrapment, and transporta­tion of the ill and injured. Prerequisite: None. Hours: (18) 18 lect/demo. CCS: Occupational Education. Not Transferable: Associate Degree only.

ADM J 70t  BATON TRAINING (1 unit)
Designed for those involved in various facets of security and law enforcement activities where the use of a baton may be necessary. Provides the legal and moral aspects of baton use as a means of force, baton familiarization and uses, and first aid techniques for baton injuries. Practical demonstration of stances, grips, critical target areas, defensive, control and arrest techniques of baton usage. Prerequisite: None. Hours: (18) 18 lect/demo. CCS: Occupational Education. Not Transferable: Associate Degree only.
ADM J 70u  CHEMICAL AGENTS (0.5 unit)
A comprehensive coverage of different types of chemical agents and their usage as a humane and effective means of handling limited number of enforcement control problems. Identification, characteristics, reactions, hazards as well as strategy for use are stressed. Designed to meet California Penal Code instructional requirements for possession and use of chemical agents by enforcement personnel of various classifications. Prerequisite: None. Hours: (8) lect/demo. CCS: Occupational Education. Not Transferable: Associate Degree only.

ADM J 70v  BOMB INVESTIGATION (1 unit)
Improves the knowledge and skills of those who may respond to bomb threats and incidents. Covers bombing problems in the United States, bomb data programs, explosive and incendiary devices, bomb threats and incidents, practical demonstrations of explosive and incendiary devices, and bomb crime scene investigation. Prerequisite: ADM J 68 or equivalent. Hours: (24) 24 lect/demo. CCS: Occupational Education. Not Transferable: Associate Degree only.

ADM J 70w  WEAPONLESS DEFENSE AND CONTROL (1 unit)
Designed for those involved in situations where physical resistance and personal attack may be encountered. Although established principles of hand-to-hand combat are used this course is not patterned after any particular school of self-defense. Techniques are confined to relatively simple, practical, and effective ways of handling situations confronting the students, particularly law enforcement officers. Prerequisite: None. Hours: (20) 20 lect/demo. CCS: Occupational Education. Not Transferable: Associate Degree only.

ADM J 70x  TRAFFIC ACCIDENT INVESTIGATION (2 units)
Assists in developing ability to investigate traffic accidents and issue notices of violations for non-viewed misdemeanor and/or infraction offenses. Covers traffic accident reporting requirements, integrated record system, primary collision violations, investigation procedures, report writing and practical application. Prerequisite: ADM J 68 or equivalent. Hours: (40) 40 lect/demo. CCS: Occupational Education. Not Transferable: Associate Degree only.

ADM J 70y  AGENCY OPERATIONAL PROCEDURES (3–5 units)
Covers departmental policies and procedures, governmental procedures, internal investigation, communications, general investigation procedures, preliminary investigation procedures, and juvenile procedure. Designed to develop the student’s ability and skills to perform departmental operational activities. The 160 hour course (5 units) involves expanded communications and investigative procedures as well as community relations and booking procedures. Prerequisite: ADM J 68 or equivalent. Hours: (80-160) 3 units: 80; 5 units: 160 lect/demo. CCS: Occupational Education. Not Transferable: Associate Degree only.

ADM J 70z  FIELD TRAINING OFFICER (2 units)
Develops the ability and skills of the student to facilitate the field training of new trainees. Includes definition of role and responsibilities; training techniques; formal
and informal communication; performance evaluation and counseling; and legal consideration. **Prerequisite:** ADM J 68 or equivalent. **Hours:** (40) 40 lect/discussion/practical exercises. May be repeated once. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

**ADM J 71a  CIVIL PROCEDURES (2 units)**
Covers civil processes and procedures. Designed to give police officers, deputy sheriffs, marshals, constables, judicial officials and others performing civil duties knowledge which will help them be more effective in their job. **Prerequisite:** ADM J 68 or equivalent. **Hours:** (40) 40 lect. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

**ADM J 71bc  ADVANCED OFFICER TRAINING (P.O.S.T.) (2 units)**
Provides updating and refresher training for those who have an interest in law enforcement. A twenty to forty-four hour variable format is provided for flexibility in content to meet identified needs. 71b covers recent law enforcement innovations, contemporary legal problems, police-community relations and crisis management. 71c covers general law enforcement subjects such as: domestic violence, child abuse, rape and criminal investigations, sex crimes, victimization, defense tactics, firearms, first-aid and defensive driving. **Prerequisite:** ADM J 68 or equivalent. **Hours:** (44) 71b — 20 hrs for 1 unit; 71c — 24 hrs for 1 unit. Each may be repeated 3 times. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

**ADM J 71d  TELECOMMUNICATOR TRAINING (4 units)**
Aspects of telecommunication in a Public Safety communications center. Content includes role of dispatcher, basic concepts of criminal law, telephone complaint procedures, radio-teletype operations, radio dispatching procedures, report writing, fundamentals of patrol tactics, and simulated dispatching exercises. **Prerequisite:** None. **Hours:** (80) 80 lect/practical exercises. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

**ADM J 71e  DRIVER AWARENESS (0 unit)**
Provides updated defensive driving for law enforcement personnel. Includes civil liabilities, police vehicle and equipment, the driver, vehicle dynamics, collisions and special conditions and practice maneuvering course. **Prerequisite:** ADM J 68 or equivalent. **Hours:** 8 lect/practical exercises. May be repeated 3 times. **CCS:** Occupational Education. **Not Transferable:** Not degree applicable.

**ADM J 71f  DOMESTIC VIOLENCE (0.5 units)**
Designed to meet the minimum standards established in P.C. 13519 requiring training for law enforcement’s response to domestic violence. Students will address the following topical areas: enforcement of laws, court orders, tenancy, documentation of d/v incidents, victim assistance and referral. This course is certified by P.O.S.T. for Advanced Officer Training credit. **Prerequisite:** ADM J 68 or equivalent. **Hours:** (9) 9 lect. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.
ADM J 74ab  FIREARMS AND ARREST, SEARCH AND SEIZURE (P.O.S.T.) (2 units)
Designed to meet the mandates established by the Commission on Peace Officers’ Standards and Training and the Penal Code of California as required in section P.C. 832, including the laws of firearms, discretionary decision making, and communication skills. Also meets requirements established by the Business and Professions Code BPC 7514.1 et. seq. **Prerequisite:** None. **Hours:** (56) 8 lect/demo. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

ADM J 75a  EXERCISING THE POWERS TO ARREST (1 unit)
Designed for private security personnel. Meets the requirements as mandated by the Department of Consumer Affairs of the State of California. Students will be instructed on laws of arrest and rules concerning search and seizure with emphasis placed on these as they affect private security. Students will also receive instruction in ethics, community relations and communication. **Prerequisite:** None. **Hours:** (20) 20 lect. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

ADM J 77  SEARCH AND RESCUE (2 units)
Develops supervisory and leadership qualities of those persons interested in and/or responsible for search and rescue functions. Covers how to plan, organize, and manage effective search and rescue activities; search and rescue activities resource identification, functions, and limitations, clue detection, search mission suspension, preventative programs; and inter-agencies relationships. **Prerequisite:** ADM J 68 or equivalent. **Hours:** (40) 40 lect/practical exercises. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

ADM J 78  DEFENSIVE TACTICS (2 units)
History and theory of self-defense as applied to law enforcement, techniques of control, searching and handcuffing. Emphasizes using control techniques which avoid injury to subject and policemen. **Prerequisite:** None. **Hours:** (54) 3 lect/demo/practice. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

ADM J 80a  FIRE INVESTIGATION 1 (2 units)
Designed for police investigators to successfully carry out their responsibilities in arson detection and explosives investigation. Covers essential elements of fire and explosives behaviors, types and use of laboratory services, and investigative responsibilities of an investigator at scene of arson and explosives incidents. Meets P.O.S.T. certification requirements. **Prerequisite:** ADM J 68 or equivalent. **Hours:** (40) 40 lect/practical exercises. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only. **Note:** Not open to students with credit in FI TC 70v.

ADM J 80b  FIRE INVESTIGATION 2 (2 units)
Prepares arson investigators on essential techniques of criminal investigation. Serves as a phase of training for those arson investigators who must conduct criminal investigations to a conclusion in a court of law. Content ranges from the criminal law, search and seizure, and includes laboratory services and such activities which may be
an aid to criminal investigation. **Prerequisite:** FT TC 70v or ADM J 80a. **Hours:** (40) 40 lect/manipulative exercises. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only. **Note:** Not open to students with credit in FT TC 80b.

## CORRECTIONAL ADMINISTRATION

### COR A 1 INTRODUCTION TO CORRECTIONAL ADMINISTRATION (3 units)
A survey of the total "correctional cycle" and the relationships of its components including employment opportunities; employment requirements; statistics and the historical, theoretical and philosophical explanations of criminal behavior. **Prerequisite:** Reading Level A. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** CSU and Private Colleges.

### COR A 2 INSTITUTIONAL SUPERVISION OF OFFENDERS (3 units)
A survey of the basic knowledge and skills required of a corrections worker (institutions) including supervision of inmates, security procedures, enforcement of institutional rules and procedures, and other policies and procedures relating to institutional correctional supervision. **Prerequisite:** COR A 1 (may be taken concurrently) or evaluation by instructor. **Hours:** (54) 3 lect/discussion. **CCS:** Liberal Arts and Sciences. **Transferable:** CSU and Private Colleges.

### COR A 3 FUNDAMENTALS OF INTERVIEWING AND COUNSELING (3 units)
A survey of the basic theories and techniques employed in interviewing and counseling by the correctional worker; traces the development of a meaningful relationship between client and caseworker; explores the various types of counseling employed with a correctional relationship, including group counseling. **Prerequisite:** COR A 1 (may be taken concurrently) or evaluation by instructor. **Hours:** (54) 3 lect/discussion/demo. **CCS:** Liberal Arts and Sciences. **Transferable:** CSU and Private Colleges.

### COR A 4 FUNDAMENTALS OF PROBATION AND PAROLE (3 units)
Theory and techniques of probation/parole supervision, including historical development with emphasis on decision-making by the correctional employee. **Prerequisite:** COR A 1 or evaluation by instructor. **Hours:** (54) 3 lect/discussion. **CCS:** Liberal Arts and Sciences. **Transferable:** CSU and Private Colleges.

### COR A 7 JUVENILE DELINQUENCY (5 units)
A course for students, parents, social workers and teachers pertaining to the problems of the maladjusted juvenile, ranging in type from the potential delinquent to the institutionalized offender. **Prerequisite:** COR A 1 or SOC 1 or evaluation by instructor. **Hours:** (54) 3 lect/discussion. **CCS:** Liberal Arts and Sciences. **Transferable:** CSU and Private Colleges. **Note:** Not open to students with credit in SOC 7.
COR A 52  CORRECTIONAL OFFICER BASIC TRAINING (3 units)
Covers a number of basic training subjects designed to develop an understanding and
working knowledge of the duties and responsibilities of the correctional officer. Prereq-
quisite: None. Hours: (54) 3 lect. CCS: Occupational Education. Not Transfer-
able: Associate Degree only.

COR A 60a  CRIMINAL
EVIDENCE FOR CORRECTIONAL WORKERS (1 unit)
Areas covered will be the kinds and degrees of evidence utilized by the individual in his
role of Correctional Worker, including the rules governing the admissibility of evidence
in court. Prerequisite: None. Hours: (18) 2 lect for 9 weeks. CCS: Occupational
Education. Not Transferable: Associate Degree only.

COR A 60b  INTERVIEWING
TECHNIQUES, CORRECTIONAL PERSONNEL (0.5 unit)
Provides the student with a basic understanding of key elements of the interviewing
process. Includes definition and purpose of interviews, importance of interviewer and
interviewee relationships, communication process, questions formulations, probes
and interview termination. Prerequisite: None. Hours: (8) 8 lect. CCS: Occupa-
tional Education. Not Transferable: Associate Degree only.

COR A 60c  GROUP COUNSELING
TECHNIQUES FOR CORRECTIONAL PERSONNEL (1 unit)
For in-service correctional or related agency personnel, designed from a group
leader's point-of-view, to trace the development of a group from the first through later
meetings. Examines resources, skills and techniques necessary to become a group
leader. Prerequisite: None. Hours: (18) 2 lect for 9 weeks. CCS: Occupational
Education. Not Transferable: Associate Degree only.

COR A 60d  JUVENILE
INSTITUTIONAL STAFF ORIENTATION (SECURITY) (1 unit)
An in-service course designed to orient and train new juvenile institutional line and/or
staff personnel, and to develop the expertise and create a reawareness of currently
employed personnel in selected topic areas. Prerequisite: None. Hours: (18) 2
lect/discussion for 9 weeks. CCS: Occupational Education. Not Transferable:
Associate Degree only.

COR A 60e  MENTALLY ILL OFFENDER (1 unit)
Develops the students' understanding of how to deal with mentally ill offenders on a
professional basis. Includes definition of social deviance, basic psychopathology,
psychotropic medication, psychiatric treatment alternatives, dangerous behavior
prediction, major forensic issues, and effective use of psychological consultation. Prereq-
squisite: None. Hours: (16) 16 lect. CCS: Occupational Education. Not Trans-
ferable: Associate Degree only.
COR A 61  CORRECTIONAL LAW (3 units)
Designed to familiarize students with the penal code sections and case law related to the
control of prisoners in various state correctional facilities; crimes committed by prisoners;
crimes committed by visitors and civilian employees; arrest, search and seizure procedures
governing prisoners in correctional institutions. Prerequisite: None. Hours: (54) 3 lect.
CCS: Occupational Education. Not Transferable: Associate Degree only.

COR A 62a  FIREARMS
SAFETY AND QUALIFICATION (0 unit)
Teaches the moral, legal and safety aspects of firearms including range qualifications.
Prerequisite: COR A 1 or ADM J 1 or equivalent. Hours: (16) 8 lect/demo and 8
range/demo/practice. May be repeated 3 times. CCS: Occupational Education. Not
Transferable: Not degree applicable.

COR A 62b  SUBSTANCE ABUSE (0 unit)
Provides current information on opiates, stimulants, depressants and hallucinogenics
use, prevention and treatment. Includes patterns of use and stages of dependency;
physical, psychological and social effects and key elements of treatment. Prerequisite:
COR A 1 or ADM J 1 or equivalent. Hours: (6) 6 lect/discussion. May be repeated 3
times. CCS: Occupational Education. Not Transferable: Not degree applicable.

COR A 62c  EFFECTIVE WRITING (0 unit)
Emphasizes writing of business letters and narrative reports. Major topics include
sentence structure, paragraph development, word choices, readability, conciseness,
organization, and tone. Prerequisite: COR A 1 or ADM J 1 or equivalent. Hours:
(8-16) 8 to 16 lect/discussion/exercise. May be repeated 3 times. CCS: Occupational
Education. Not Transferable: Not degree applicable.

COR A 62d  PRACTICAL
TECHNIQUES IN CONTROL OF AGGRESSION (0 unit)
Provides basic techniques for non-violent control of aggressive behavior. Includes
methods for defending against body-grabs; blocking against punches; kicks and at­
tacks with weapons; applying arm and wristlocks; restraining and moving subjects;
breaking up fights; and using staff team work. Prerequisite: COR A 1 or ADM J 1 or
equivalent. Hours: (24) 24 lect/practical application. May be repeated 3 times. CCS:
Occupational Education. Not Transferable: Not degree applicable.

COR A 62e  STREET AND INSTITUTION GANGS (0 unit)
Up-to-date overview of the current status of prison gang phenomenon and its relation­
ship to street gang activity. Includes dynamics and makeup of the major California
prison gangs, history of various gangs, and a current look at the leadership and activi­
ties of California gangs. Prerequisite: COR A 1 or equivalent or evaluation by in­
structor. Hours: (16) 16 lect/discussion/group exercises. May be repeated 3 times.
CCS: Occupational Education. Not Transferable: Not degree applicable.
COR A 62f CARDIOPULMONARY RESUSCITATION–UPDATE (0 unit)
Meets the needs of currently employed correctional personnel who will receive an annual update in CPR techniques using the Red Cross format. Meets S.T.C. Program standards for Red Cross certified CPR update. **Prerequisite:** Must be presently employed correctional personnel who has completed a basic CPR course. **Hours:** (4) 4 lect/demo. May be repeated 3 times. **CCS:** Occupational Education. **Not Transferable:** Not degree applicable.

COR A 62g RED CROSS MULTI-MEDIA FIRST AID (0 unit)
Teaches the knowledge that is needed for the emergency care of the injured until arrival of a physician and to create an active interest in the prevention of accidents through elimination of their causes. Meets S.T.C. Program standards for Red Cross certified first aid. **Prerequisite:** Must be presently employed correctional personnel. **Hours:** (8) 8 lect/demo/film. May be repeated 3 times. **CCS:** Occupational Education. **Not Transferable:** Not degree applicable.

COR A 62h DEVELOPING LEADERSHIP SKILLS (0 unit)
Fundamental leadership skills in the area of performance, evaluation, motivation, disciplinary procedures, absenteeism control, and communication skills between supervisor and subordinates geared toward resolving on-the-job conflicts. **Prerequisite:** COR A 1 or equivalent. **Hours:** (16) 16 lect/discussion. May be repeated 3 times. **CCS:** Occupational Education. **Not Transferable:** Not degree applicable.

COR A 62i METHODS FOR RESOLVING RELATIONSHIP CONFLICTS (0 unit)
Provides a better understanding of personal responsibility and intention in the WIN/WIN relationship. Communication skills, problem solving methods for personal use as well as organizational needs between employee and employer will be explored. **Prerequisite:** COR A 1 or ADM J 1 or equivalent. **Hours:** (16) 16 lect/discussion/interaction. May be repeated 3 times. **CCS:** Occupational Education. **Not Transferable:** Not degree applicable.

COR A 62j POSITIVE APPROACHES TO EFFECTIVE DISCIPLINE (0 unit)
Emphasis on an in-depth look at developing logical, orderly, non-punitive approaches to employee discipline. Includes developing effective work rules, performance standards and management’s burden of proof in sustaining just cause. **Prerequisite:** COR A 1 or equivalent. **Hours:** (16) 16 lect/discussion. May be repeated 3 times. **CCS:** Occupational Education. **Not Transferable:** Not degree applicable.

COR A 62k SEX OFFENDERS (0 unit)
Provides the definition of deviant sexuality, clinical syndrome vs. illegal acts (rape, sodomy, etc.), statutory history of California laws, theories of causation, treatment programs and case histories. **Prerequisite:** COR A 1 or equivalent. **Hours:** (8) 8 lect/discussion. May be repeated 3 times. **CCS:** Occupational Education. **Not Transferable:** Not degree applicable.
COR A 62L  DEALING WITH DIFFICULT PEOPLE (0 unit)
Provides the student with the ability to assess individual power as a representative of the Court. Includes methods for dealing effectively with many kinds of clients; personalities which span a continuum of flexibility versus rigidity; brief and effective intervention techniques, consideration of long and short range goals for certain types of problem clients. Prerequisite: COR A 1 or equivalent. Hours: (8) 8 lect/discussion/exercise. May be repeated 3 times. CCS: Occupational Education. Not Transferable: Not degree applicable.

COR A 62m  JUVENILE LAW UPDATE (0 unit)
Offered annually in order to keep personnel, working with juveniles, up-to-date on changes in the laws affecting their field of employment. Prerequisite: COR A 1 or equivalent or evaluation by instructor. Hours: (4) 4 lect/discussion. May be repeated 3 times. CCS: Occupational Education. Not Transferable: Not degree applicable.

COR A 62n  ADULT LAW UPDATE (0 unit)
Offered annually for personnel working with adults in a correctional setting who need to be updated on recent changes in the laws affecting their field of employment. Prerequisite: COR A 1 or equivalent or evaluation by instructor. Hours: (4) 4 lect/discussion. May be repeated 3 times. CCS: Occupational Education. Not Transferable: Not degree applicable.

COR A 62o  BRAIN AND BEHAVIOR (0 unit)
Examines new research which indicates learning disabilities can contribute to criminal behavior. Helps the student recognize learning disabilities, learn new techniques for handling these persons, and find counseling and vocational assistance through referral agencies. Prerequisite: COR A 1 or equivalent. Hours: (8) 8 lect/discussion. May be repeated 3 times. CCS: Occupational Education. Not Transferable: Not degree applicable.

COR A 62p  CONTROL OF SUBSTANCE ABUSE IN CORRECTIONAL FACILITIES (0 unit)
Designed to enable students to identify illicit and pharmaceutical substances. Includes recognition of symptoms of controlled substance abuse and overdose emergencies and related investigative procedures. Prerequisite: COR A 1 or equivalent. Hours: (16) 16 lect/discussion/exercise. May be repeated 3 times. CCS: Occupational Education. Not Transferable: Not degree applicable.

COR A 62q  CRISIS INTERVENTION (0 unit)
Offers techniques and skills to effectively communicate and deal with persons in crisis situations. Includes meaning and importance of crisis intervention, understanding attitudes and responses of victims to crisis situations, recognizing the symptoms of victims. Prerequisite: COR A 1 or equivalent. Hours: (8) 8 lect/discussion. May be repeated 3 times. CCS: Occupational Education. Not Transferable: Not degree applicable.

COR A 62r  RISK/NEEDS CLASSIFICATION INSTRUMENT (0 unit)
Provides a comprehensive system for client classification in management of juvenile populations in institutions and community supervision, i.e., probation, aftercare
Components of the system are: risk of continued criminal activity; managing information to enhance planning, monitoring, evaluation and accountability; workload deployment which allows effective and efficient allocation of limited resources. **Prerequisite:** COR A 1 or equivalent. **Hours:** (8) 8 lect/discussion/exercise. **CCS:** Occupational Education. **Not Transferable:** Not degree applicable.

**COR A 62s  DETERMINATE SENTENCE-UPDATE (0 unit)**
Emphasizes the laws and cases that affect the application of determinate sentencing which are constantly changing and related court decisions. **Prerequisite:** COR A 1 or equivalent. **Hours:** (4) 4 lect/discussion. May be repeated 3 times. **CCS:** Occupational Education. **Not Transferable:** Not degree applicable.

**COR A 62t  SUICIDE AND THE SELF-DESTRUCTIVE CLIENT (0 unit)**
Focuses on current trends, myths and realities of suicides. Includes suicide prevention, feelings of crisis, and coping with people in crisis situations. Covers assessing lethality and developing communication and listening skills. **Prerequisites:** COR A 1 or ADM J 1 or equivalent. **Hours:** (8) 8 lect/discussion/exercise. May be repeated 3 times. **CCS:** Occupational Education. **Not Transferable:** Not degree applicable.

**COR A 62u  INFORMATION MANAGEMENT (0 unit)**
Develops the student's communication skills. Includes rules of human communication, stress and communication, trust building processes, concise message translation and practical skills to maintain on-the-job motivation. **Prerequisite:** COR A 1 or equivalent. **Hours:** (8) 8 lect/discussion. May be repeated 3 times. **CCS:** Occupational Education. **Not Transferable:** Not degree applicable.

**COR A 62v  PHENCYCLIDINE—IDENTIFICATION AND MANAGEMENT (0 unit)**
Provides the knowledge to understand the basic pharmacological actions of P.C.P.; to recognize the symptoms of P.C.P. use; and to learn the key elements of the treatment of the P.C.P. user. **Prerequisite:** COR A 1 or equivalent. **Hours:** (8) 8 lect. May be repeated 3 times. **CCS:** Occupational Education. **Not Transferable:** Not degree applicable.

**COR A 62w  COPING WITH JOB STRESS AND BURNOUT (0 unit)**
The causes of stress, its effects and coping techniques. Includes causes of stress, subjective responses to stress, specific individual responses to stress, defense mechanisms against stress, and stress modification. **Prerequisite:** COR A 1 or ADM J 1 or equivalent. **Hours:** (16) 16 lect/discussion. May be repeated twice. **CCS:** Occupational Education. **Not Transferable:** Not degree applicable.

**COR A 62x  JUVENILE PROSTITUTION (0 unit)**
Develops students' understanding of the background, research findings and street life of male and female juvenile prostitutes. Includes information and suggestions relating to counseling, treatment plans and case management as well as problems occurring in residential care. **Prerequisite:** COR A 1 or equivalent. **Hours:** (8) 8 lect. May be repeated 3 times. **CCS:** Occupational Education. **Not Transferable:** Not degree applicable.
COR A 62y  THE CRIMINALY INCLINED PERSON (0 unit)
Acquaints the student with psychological and behavioral dysfunctions occurring in various mental disorders including DMS III, neurosis, psychosis, antisocial personality disorders, psychopaths and sexual offenders. **Prerequisite:** COR A 1 or equivalent. **Hours:** (8) 8 lect. May be repeated 3 times. **CCS:** Occupational Education. **Not Transferable:** Not degree applicable.

COR A 62z  CHILD ABUSE (0 unit)
Focuses on the growing problem of child abuse; helps professionals in the correctional field to detect, identify and report child abuse and to understand the family dynamics of a child abuse case. **Prerequisite:** COR A 1 or equivalent. **Hours:** (8) 8 lect. May be repeated 3 times. **CCS:** Occupational Education. **Not Transferable:** Not degree applicable.

COR A 63a  JUVENILE INSTITUTIONS (0 unit)
Satisfies the entry-level training requirement for a juvenile institution position. This is phase one of a three-phase training course. Includes history and philosophy of Juvenile Court system, probation process, civil liability, report writing, crimes against children, controlled substance abuse and courtroom demeanor. **Prerequisite:** COR A 1 or equivalent or evaluation by instructor. **Hours:** (40) 40 lect/demo/discussion. **CCS:** Occupational Education. **Not Transferable:** Not degree applicable.

COR A 63aa  ATTENDANCE (0 unit)
Presents an effective systematic approach to control absenteeism, tardiness, extended breaks, and sick leave. Includes reducing use of sick leave by exposing myths and legends supervisors follow which prevent effective supervision. **Prerequisite:** Completion of COR A 1 or equivalent. **Hours:** (8) 8 lect/discussion. May be repeated 3 times. **CCS:** Occupational Education. **Not Transferable:** Not degree applicable.

COR A 63b  JUVENILE INSTITUTIONS (0 unit)
Satisfies the entry-level training requirement for a juvenile institution position. This is phase two of a three-phase training course. Includes first aid techniques; arrest, search and seizure; search techniques; ethics and discretionary decision making; and inmate restraint devices. **Prerequisite:** COR A 1. Consultation with coordinator advised. **Hours:** (40) 40 lect/demo/participation/films. **CCS:** Occupational Education. **Not Transferable:** Not degree applicable.

COR A 63bb  USE AND ABUSE OF AUTHORITY/POWER (0 unit)
A workshop designed to evaluate and assess correctional personnel's use of authority and power in terms of psychological heritage, associated behavior, safety and techniques, moral and ethical conflicts, and how to work with others — subordinates and clients. **Prerequisite:** Completion of COR A 1 or equivalent. **Hours:** (8) 8 lect/discussion. May be repeated 3 times. **CCS:** Occupational Education. **Not Transferable:** Not degree applicable.

COR A 63c  JUVENILE INSTITUTIONS (0 unit)
Satisfies the entry level training requirements for a juvenile institution position. This is phase three of a three-phase training course. Includes cultural awareness, prison
gangs, special management problems, crisis intervention, management of assaultive behavior, substance abuse referral resources, group counseling and communication skills. **Prerequisite:** COR A 1 or equivalent or evaluation by instructor. **Hours:** (40) 40 lect/demonstration/discussion. **CCS:** Occupational Education. **Not Transferable:** Not degree applicable.

**COR A 63cc  PREDICTING VIOLENCE (0 unit)**
Studies various aspects of violence, including some causes of violence, how specific behaviors influence individuals; predicting when, where, and how violence may occur; ways for reducing the potential for violence, and the need for closer supervision. **Prerequisite:** Completion of COR A 1 or equivalent. **Hours:** (8) 8 lect/discussion. May be repeated 3 times. **CCS:** Occupational Education. **Not Transferable:** Not degree applicable.

**COR A 63d  BACK IN CONTROL (0 unit)**
Provides Juvenile Probation Officers and institutional staff with a basic understanding of the “Back in Control” concept of behavior control, including how to get children to obey mandatory rules of behavior and how to help parents learn ways of correcting delinquent behavior in their children. **Prerequisite:** COR A 1 or equivalent. **Hours:** (8) 8 lect. May be repeated 3 times. **CCS:** Occupational Education. **Not Transferable:** Not degree applicable.

**COR A 63dd  AIDS AND OTHER INFECTIOUS DISEASES IN THE JAIL ENVIRONMENT (0 unit)**
Discusses the A.I.D.S. virus and its implications to line staff and their job. Emphasizes safety, liabilities, housing, relationship with medical staff and other issues, including hepatitis, tuberculosis, herpes and other diseases. **Prerequisite:** Completion of COR A 1 or equivalent. **Hours:** (8) 8 lect/discussion. May be repeated 3 times. **CCS:** Occupational Education. **Not Transferable:** Not degree applicable.

**COR A 63e  CORRECTIONS: MENTAL HEALTH/LAW (0 unit)**
Emphasizes the staffs’ and the agency’s responsibilities and the rights of inmates/wards in the area of mental health and illness as well as the practical application of laws, legal issues and principles. Covers the inmates’ right to treatment and to refuse treatment; the liability for constitutional, statutory, and tort violation for mental health service and care delivery; the systems for providing mental health care in institutions; the negligent release and duty to warn; and working with other agencies emphasizing the special problems of small, medium and large counties. **Prerequisite:** COR A 1 or equivalent. **Hours:** (8) 8 lect. May be repeated 3 times. **CCS:** Occupational Education. **Not Transferable:** Not degree applicable.

**COR A 63ee  EFFECTIVE COPING AT WORK (0 unit)**
An assessment of stress and coping behaviors; feedback on coping styles; identifying key work/stress episodes; overview and evaluation of standard stress management interventions, and action planning to link program objectives and outcomes to real work situations. **Prerequisite:** Completion of COR A 1 or equivalent. **Hours:** (8) 8 lect. May be repeated 3 times. **CCS:** Occupational Education. **Not Transferable:** Not degree applicable.
COR A 63f  EDITING FOR SUPERVISORS (0 unit)
Develops understanding of the principles of effective editing and techniques for editing the writing of other persons. Emphasizes distinction between editing for clarity and danger of editing which could alter the writer’s intent. An editing checklist will be developed. **Prerequisite:** COR A 1 or equivalent. **Hours:** (8) 8 lect/lab. May be repeated 3 times. **CCS:** Occupational Education. **Not Transferable:** Not degree applicable.

COR A 63ff  PHARMACOLOGICAL TREATMENT OF JUVENILE OFFENDERS (0 unit)
Defines “juvenile offenders” and discusses current character disorders of juvenile offenders; how drugs permeate the body, and how pharmacology is used to alter behavior. **Prerequisite:** Completion of COR A 1 or equivalent. **Hours:** (8) 8 lect. May be repeated 3 times. **CCS:** Occupational Education. **Not Transferable:** Not degree applicable.

COR A 63g  POLICY AND PROCEDURE WRITING (0 unit)
Develops the ability to distinguish between a policy statement and a procedure outline. A policy statement will be developed along with procedural steps for implementation. **Prerequisite:** COR A 1 or equivalent. **Hours:** (24) 24 lect/lab. May be repeated 3 times. **CCS:** Occupational Education. **Not Transferable:** Not degree applicable.

COR A 63gg  LEADERSHIP SKILLS IN JUVENILE INSTITUTIONS (0 unit)
Offers leadership techniques and skills to effectively provide supervision in juvenile institutions. Covers performance evaluation; confronting problem co-workers, delegating responsibility; proper documentation of problems; motivation, and dealing with change in bureaucracy and teamwork. **Prerequisite:** Completion of COR A 1 or equivalent. **Hours:** (16) 16 lect/discussion. May be repeated 3 times. **CCS:** Occupational Education. **Not Transferable:** Not degree applicable.

COR A 63h  TIME STUDY ORIENTATION (0 unit)
Prepares line officers to collect time study data from workloads and appropriately record this data on collection forms to enable time study analysis. **Prerequisite:** COR A 1 or equivalent. **Hours:** (4) 4 lect. May be repeated 3 times. **CCS:** Occupational Education. **Not Transferable:** Not degree applicable.

COR A 63hh  SUPERVISON AND INTERVIEWING THEORY (0 unit)
Introduces probation line staff to the roles and responsibilities of first-line supervisors and their relationships to supervision. Line staff also will be introduced to interviewing theory and improve their abilities to participate on oral panels. **Prerequisite:** Completion of COR A 1 or equivalent. **Hours:** (16) 16 lect. May be repeated 3 times. **CCS:** Occupational Education. **Not Transferable:** Not degree applicable.

COR A 63i  LEGAL LIABILITIES – JAILS AND INSTITUTIONS (0 unit)
Designed to familiarize the corrections professional with the court system, the civil process, and types of damage suits. Emphasizes knowing how to minimize potential exposure to suit in the institutional setting. **Prerequisite:** COR A 1 or equivalent. **Hours:** (8) 8 lect. May be repeated 3 times. **CCS:** Occupational Education. **Not Transferable:** Not degree applicable.
COR A 63ii DETERMINATE SENTENCING—PROBATION (0 unit)
A comprehensive review of probation covering the use and abuse of reporting require-
ments, eligibility, period of terms and conditions and financial aspects. Designed as a
detailed review for probation covering legal and case law. Prerequisite: COR A 1 or
equivalent. Hours: (4) 4 lect. May be repeated 3 times. CCS: Occupational Educa-
tion. Not Transferable: Not degree applicable.

COR A 63j LEGAL LIABILITIES FOR PROBATION (0 unit)
Designed to familiarize probation personnel with the court system, the civil process,
and types of damage suits. Emphasizes knowing how to minimize potential exposure
to civil litigation in probation. Prerequisite: COR A 1 or equivalent. Hours: (8) 8
lect. May be repeated 3 times. CCS: Occupational Education. Not Transferable:
Not degree applicable.

COR A 63jj VIOLENT CRIMES (0 unit)
A comprehensive summary of violent sex crimes including sentencing provisions for
offenders. Prerequisite: COR A 1 or equivalent. Hours: (4) 4 lect. May be repeated
3 times. CCS: Occupational Education. Not Transferable: Not degree applicable.

COR A 63k SEXUAL DEVIANCE AND THE LAW (0 unit)
Selected legal, medical, psychological and sociological issues in homosexuality,
pedophilia, sado-masochism, transvertism, transsexuality, and biological gender
disorders. Prerequisite: COR A 1 or equivalent. Hours: (8) 8 lect. May be repeated
3 times. CCS: Occupational Education. Not Transferable: Not degree applicable.

COR A 63kk DETERMINATE SENTENCING—PRE-SENTENCE CREDITS (0 unit)
Difficult issues of pre-sentence credits of various interpretations and changes of the
law. Questions often raised by probation staff will be clarified. Prerequisite: COR A 1
or equivalent. Hours: (4) 4 lect. May be repeated 3 times. CCS: Occupational Ed-
ucation. Not Transferable: Not degree applicable.

COR A 63L INCIDENT REPORT WRITING (0 unit)
Emphasizes writing of incident reports. Includes selection of data, organization of in-
formation, effective written expression, and editing techniques. Prerequisite: COR A 1
or equivalent. Hours: (8) 8 lect/lab. May be repeated 3 times. CCS: Occupational
Education. Not Transferable: Not degree applicable.

COR A 63LL INSTITUTION REPORT WRITING (0 unit)
Explains the need for institution reports and covers good sentence structure including
the comma splice, the run-together sentence, fragmented sentences, organizing
thoughts and observations, and writing clear, concise reports. Prerequisite: COR A 1
or equivalent. Hours: (12) 12 lect. May be repeated 3 times. CCS: Occupational
Education. Not Transferable: Not degree applicable.
COR A 63m  HEAVY METAL AND PUNK MUSIC: EFFECT ON CHILDREN (0 unit)
Emphasizes the influence “Punk Rock” and “Heavy Metal” have on children involved in the juvenile justice system. Includes history of music as well as its philosophy, psychology and sociology, and suggests appropriate means of reaction. Prerequisite: COR A 1 or equivalent. Hours: (8) 8 lect/discussion. May be repeated 3 times. CCS: Occupational Education. Not Transferable: Not degree applicable.

COR A 63mm  CRISIS IDENTIFICATION AND MANAGEMENT (0 unit)
Offers techniques and skills to effectively communicate and deal with persons in crisis situations. Covers the meaning of intervention; how victims respond to crisis situations, recognizing symptoms of victims, enhancing victim cooperation, minimizing confusion and to ensure officer safety. Prerequisite: COR A 1 or equivalent. Hours: (16) 16 lect/discussion. May be repeated 3 times. CCS: Occupational Education. Not Transferable: Not degree applicable.

COR A 63n  BUILDING THE MANAGEMENT INFORMATION SYSTEM (0 unit)
Trains participants to design and plan the implementation of a management information system based on the National Institute of Corrections' Model Probation/Parole System. Prerequisite: COR A 1 or equivalent. Hours: (16) 16 lect/discussion. May be repeated 3 times. CCS: Occupational Education. Not Transferable: Not degree applicable.

COR A 63nn  BRIEF NEUROLOGICAL ASSESSMENT OF JUVENILE OFFENDERS (0 unit)
Focuses on types of neurological disorders of juveniles; clinical signs and symptoms of organic brain disorders; causes of acute brain disorders, and relationship to learning disabilities. Prerequisite: COR A 1 or equivalent. Hours: (8) 8 lect. May be repeated 3 times. CCS: Occupational Education. Not Transferable: Not degree applicable.

COR A 63o  MEDIA RELATIONS (0 unit)
Emphasizes the role of the media in the criminal justice system and focuses on legal and procedural guidelines for developing an agency media policy. Includes preparation and distribution of different types news releases, do's and don'ts of good media relations and utilization of different types of media. Prerequisite: COR A 1 or equivalent. Hours: (8) 8 lect/discussion. May be repeated 3 times. CCS: Occupational Education. Not Transferable: Not degree applicable.

COR A 63oo  INFORMAL CONFLICT RESOLUTION STRATEGIES (0 unit)
A two-day course focusing on developing supervisory skills based on the idea that supervisors spend a great amount of time managing conflicts as they relate to line staff or management. Prerequisite: COR A 1 or equivalent. Hours: (16) 16 lect/discussion. May be repeated 3 times. CCS: Occupational Education. Not Transferable: Not degree applicable.

COR A 63p  INMATE TRANSPORTATION AND SECURITY (0 unit)
Proper techniques for moving inmates inside the jail as well as to destinations outside the facility. Techniques to inspect equipment, plan trips, and check orders, commitments and other paperwork for accuracy. Includes the maintenance and driving of
a 10, 12 and 14 passenger van as well as a 20, 30 and 42 passenger bus. **Prerequisite:** COR A 1 or equivalent; possession of California, Class II, driver's license. **Hours:** (16) 4 lect, 12 lab. May be repeated 3 times. **CCS:** Occupational Education. **Not Transferable:** Not degree applicable.

**COR A 63pp INTUITION DEVELOPMENT FOR PROBATION AND CORRECTIONS PERSONNEL (0 unit)**

Designed to increase intuitive ability; understand subliminal clues; explain how to enlarge the senses; increase decision making and interpersonal skills. **Prerequisite:** COR A 1 or equivalent. **Hours:** (8) 8 lect. May be repeated 3 times. **CCS:** Occupational Education. **Not Transferable:** Not degree applicable.

**COR A 63q STRATEGIES FOR HANDLING THE DISTURBED AND/OR PSYCHOTIC INMATE (0 unit)**

Provides the institutional employee with the skills necessary to effectively detect, control and refer the disturbed inmate. Dysfunctional behavior which will be discussed includes drug-induced psychosis, undiagnosed disturbed inmate, and violent acting-out inmate and the paranoid inmate. **Prerequisite:** COR A 1 or equivalent. **Hours:** (8) 8 lect/discussion. May be repeated 3 times. **CCS:** Occupational Education. **Not Transferable:** Not degree applicable.

**COR A 63qq DEPRESSION AND SUICIDE (0 unit)**

Designed to increase understanding of biological and psycho-social theories of depression; to recognize depressive symptoms and suicidal risk factors. Treatment modalities are discussed as well as clinical, ethical, and legal issues in treatment of depressed and suicidal persons. **Prerequisite:** Completion of COR A 1 or equivalent. **Hours:** (8) 8 lect. **CCS:** Occupational Education. **Not Transferable:** Not degree applicable.

**COR A 63r ENHANCING LISTENING SKILLS (0 unit)**

Focuses on enhancing participant's ability and willingness to accurately acknowledge and hear the pain and the upset of clients, co-workers, family and friends. **Prerequisite:** COR A 1 or equivalent. **Hours:** (8) 8 lect/discussion. May be repeated 3 times. **CCS:** Occupational Education. **Not Transferable:** Not degree applicable.

**COR A 63rr COMMUNICATING WITH THE JUVENILE OFFENDER (0 unit)**

Examines problems of communicating with juvenile offenders including anger, reticence, violence and other defensive reactions. Skills will be discussed, demonstrated and applied. **Prerequisite:** COR A 1 or equivalent. **Hours:** (8) 8 lect/discussion. May be repeated 3 times. **CCS:** Occupational Education. **Not Transferable:** Not degree applicable.

**COR A 63s IMPROVING CONFRONTING SKILLS (0 unit)**

Information regarding anger and confrontation. Explores various confronting styles and the choice of the proper style to lower emotional temperatures between disputants. **Prerequisite:** COR A 1 or equivalent. **Hours:** (8) 8 lect/discussion. May be repeated 3 times. **CCS:** Occupational Education. **Not Transferable:** Not degree applicable.
COR A 63ss  TIME MANAGEMENT (0 unit)
Examines time and its many levels of meaning and use: digital, holistic, internal, external, real, social, etc. Focuses on quick methods of recognizing personal and system problems of time management along with setting goals, priorities, and controlling interruptions. **Prerequisite:** COR A 1 or equivalent. **Hours:** (8) 8 lect. May be repeated 3 times. **CCS:** Occupational Education. **Not Transferable:** Not degree applicable.

COR A 63t  DRUG INFLUENCE INVESTIGATION PROCEDURES (0 unit)
Physical symptoms of substance abuse and elements of Health and Safety Code, Section 11550, "under the influence of controlled substance." Investigative techniques and report-writing procedures for influence case preparation in criminal prosecution or violation of probation. Interview and examination procedures, proper use of a pupilometer, evaluation and charting of injection marks and preservation of evidence including blood and urine. Rules of evidence regarding expert testimony and methods used to develop the foundation to testify as a witness in an influence case. **Prerequisite:** COR A 1 or equivalent. **Hours:** (16) 16 lect/discussion. May be repeated 3 times. **CCS:** Occupational Education. **Not Transferable:** Not degree applicable.

COR A 63tt  HANDLING POWER (0 unit)
Psychological and social aspects of power will be examined as well as the language power expresses and the skills for handling power within a goal-oriented context. **Prerequisite:** COR A 1 or equivalent. **Hours:** (8) 8 lect. May be repeated 3 times. **CCS:** Occupational Education. **Not Transferable:** Not degree applicable.

COR A 63u  MEDICAL ISSUES IN CORRECTIONS (0 unit)
Legal and operational functions relative to state minimum standards for jails with emphasis on the intake screening process. **Prerequisite:** COR A 1 or equivalent. **Hours:** (24) 24 lect/discussion. May be repeated 3 times. **CCS:** Occupational Education. **Not Transferable:** Not degree applicable.

COR A 63uu  HANDLING THE PROBLEM EMPLOYEE (0 unit)
Focuses on six issues regarding problem employees, including direct/indirect skills and approaches, with class discussion, demonstration and application. **Prerequisite:** COR A 1 or equivalent. **Hours:** (8) 8 lect. May be repeated 3 times. **CCS:** Occupational Education. **Not Transferable:** Not degree applicable.

COR A 63v  ADVANCED PHARMACOLOGICAL APPROACHES TO DRUGS AND ALCOHOL (0 unit)
Trends in drug use and knowledge of alcohol and drug abuse. Focuses on the advanced principles of drug action, narcotics, stimulants and hallucinogens, sedatives and solvents. A comparison of drug benefit versus risk will be made. **Prerequisite:** COR A 1 or equivalent. **Hours:** (8) 8 lect/discussion. May be repeated 3 times. **CCS:** Occupational Education. **Not Transferable:** Not degree applicable.

COR A 63vv  STRATEGIES FOR EFFECTIVE INTERVIEWING (0 unit)
Designed to increase interviewing skills, improving the interviewer's ability to deal with resistant/hostile interviewees, and enhancing skills in establishing and gaining rapport
in various situations. **Prerequisite:** COR A 1 or equivalent. **Hours:** (8) 8 lect/discussion. May be repeated 3 times. **CCS:** Occupational Education. **Not Transferable:** Not degree applicable.

**COR A 63w** **BODY CHEMISTRY UPDATE** *(0 unit)*
Discusses how diet and nutrition affect behavior and the role of nutrition in exercise and its effect on learning. Covers research studies conducted at Oxford University in England and the United States, including clinical ecology and food allergies. **Prerequisite:** COR A 1 or equivalent. **Hours:** (16) 16 lect/discussion. May be repeated 3 times. **CCS:** Occupational Education. **Not Transferable:** Not degree applicable.

**COR A 63ww** **ISSUES RELATING TO THE CYA FOR PROBATION PERSONNEL** *(0 unit)*
Provides probation personnel with a comprehensive understanding of the California Youth Authority and will assist them in utilizing the youth authority as a "last resort placement," in addition to clarifying court dispositional recommendations made by probation personnel regarding the youth authority and local interventions regarding parolees. **Prerequisite:** Completion of COR A 1 or equivalent. **Hours:** (8) 8 lect. **CCS:** Occupational Education. **Not Transferable:** Not degree applicable.

**COR A 63x** **COPING WITH MENTAL ILLNESS IN CORRECTIONAL INSTITUTIONS** *(0 unit)*
Covers the criminalization of the mentally ill and why there are so many mentally ill in jails and juvenile halls; how mentally ill persons are evaluated/treated; violence to self and others; medication, and placement possibilities and local resources. **Prerequisite:** Completion of COR A 1 or equivalent. **Hours:** (8) 8 lect/discussion. **CCS:** Occupational Education. **Not Transferable:** Not degree applicable.

**COR A 63xx** **ISSUES RELATING TO THE CALIFORNIA DEPARTMENT OF CORRECTIONS FOR PROBATION PERSONNEL** *(0 unit)*
Acquaints probation personnel with the CDC and the uses made of probation reports in classification and program assignment. Emphasizes prison-probation connection to enhance the combination of the two working together. **Prerequisite:** Completion of COR A 1 or equivalent. **Hours:** (8) 8 lect. **CCS:** Occupational Education. **Not Transferable:** Not degree applicable.

**COR A 63y** **CONFIDENTIALITY ISSUES** *(0 unit)*
Covers confidentiality issues regarding information to schools, parents, relatives, victims, witnesses, military, attorneys and other agencies. Also includes medical psychological reports, criminal offender information and breaching confidentiality. **Prerequisite:** Completion of COR A 1 or equivalent. **Hours:** (8) 8 lect. May be repeated 3 times. **CCS:** Occupational Education. **Not Transferable:** Not degree applicable.

**COR A 63z** **EXCEL** *(0 unit)*
A comprehensive self-awareness program which describes how each of us, through natural life process, write/act our own behavior script including forming attitudes, eliminating fears, and limiting attitudes which prevent attaining full potential. **Prerequisite:** Completion of COR A 1 or equivalent. **Hours:** (16) 16 lect/discussion. May be repeated 3 times. **CCS:** Occupational Education. **Not Transferable:** Not degree applicable.
FIRE TECHNOLOGY

FI TC 1 INTRODUCTION TO FIRE TECHNOLOGY (3 units)
A general introduction to Fire Technology; career opportunities in fire protection and related fields; history of fire protection; fire loss analysis; public, quasi-public and private protection functions; fire chemistry and physics. Prerequisite: Reading Level A. Hours: (54) 3 lect/discussion/demo. CCS: Occupational Education. Transferable: CSU and Private Colleges.

FI TC 2 FUNDAMENTALS OF PERSONAL FIRE SAFETY AND EMERGENCY ACTION (3 units)
Provides career-directed students, homeowners, and family members in basic skills in assessing fire dangers, handling common fire situations in the home and/or industry, basic Cardio-Pulmonary Resuscitation and Standard First Aid. Prerequisite: Reading Level A. Hours: (54) 3 lect/discussion/demo. CCS: Occupational Education. Transferable: CSU and Private Colleges.

FI TC 3 FUNDAMENTALS OF FIRE PROTECTION (3 units)
Theory and fundamentals of fire protection, including fire protection laws, water systems and public fire protection systems, fire protection in buildings, open areas and specific occupancies. Prerequisite: Reading Level A. Hours: (54) 3 lect/discussion/demo. CCS: Occupational Education. Transferable: CSU and Private Colleges.

FI TC 4 FUNDAMENTALS OF FIRE BEHAVIOR AND CONTROL (3 units)
Theory and fundamentals of how and why fires start and spread and how they are controlled; an in-depth study of fire chemistry and physics, fire hazard characteristics of materials; techniques of fire control; extinguishing agents. Prerequisite: FI TC 1 or equivalent. Hours: (54) 3 lect/discussion/demo. CCS: Occupational Education. Transferable: CSU and Private Colleges.

FI TC 5 FUNDAMENTALS OF FIRE PREVENTION (3 units)
Organization and function of fire prevention; inspections; surveying and mapping procedures; recognition of fire and life hazards; engineering a solution of a fire hazard; enforcing the solution of a fire hazard; public education aspects of fire prevention. Prerequisite: FI TC 1 or equivalent. Hours: (54) 3 lect/discussion/demo. CCS: Occupational Education. Transferable: CSU and Private Colleges.

FI TC 6 FIRE PROTECTION EQUIPMENT AND SYSTEMS (3 units)
A study of portable fire extinguishing equipment; protection systems for special hazards; sprinkler systems; fire detection and alarm systems; standpipe systems; heat and smoke control systems; water supplies and systems for interior protection. Prerequisite: FI TC 3 or equivalent. Hours: (54) 3 lect/discussion/demo. CCS: Occupational Education. Transferable: CSU and Private Colleges.
FI TC 7  EMERGENCY MEDICAL
TECHNICIAN I–NON-AMBULANCE (4 units)
Covers all techniques of emergency medical care presently considered within the responsibilities of the Emergency Medical Technician as well as all operational aspects of the job. Emphasizes the development of student skill in recognition of symptoms of illness and injuries and in proper procedures of emergency care. Meets California State Department of Health and State Board of Fire Services criteria for EMT I-NA Training. Prerequisite: FI TC 1 and/or FI TC 50a. Hours: (96) 80 lect/demo/practical exercises plus 16 hours of non-ambulance field experience. CCS: Occupational Education. Transferable: CSU and Private Colleges.

FI TC 50a  FIRE COMMAND 2A—
Command Tactics at Major Fires (2 units)
Provides Chief Officers with concepts and methods needed to understand complex fireground operations. Stresses the multiple company response and the efficient use of human and material resources in handling major structural fires. Accredited by the California Fire Service Training and Education System for Chief Officer certification. Prerequisite: FI TC 70r or 70s. Hours: (40) 40 lect/lab/simulated exercises. May be repeated once. CCS: Occupational Education. Not Transferable: Associate Degree only. Note: Formerly FI TC 60a.

FI TC 50c  FIRE COMMAND 2C
High-Rise Fire Tactics (1.5 units)
Command and control techniques used at the scene of an emergency by fire company officers. Emphasizes decision making, the act of commanding, personnel and organization structures and pre-planning for effective command performance particularly related to high-rise building emergencies. Includes a review of the Incident Command System instituted by the State of California Fire Services. Prerequisite: Fire Command 1A. Hours: (40) 27 lect, 13 lab. CCS: Occupational Education. Not Transferable: Not degree applicable.

FI TC 50d  FIRE COMMAND 2D—
Management of Large-Scale Disasters (2 units)
Provides Chief Officers with essential management techniques needed to control major disasters. Covers techniques in developing and writing plans for disaster control and techniques in managing local disasters. Accredited by the California Fire Service Training and Education System for Chief Officer certification. Prerequisite: FI TC 60a or equivalent Hours: (40) 40 lect/lab/simulated exercises. May be repeated once. CCS: Occupational Education. Not Transferable: Associate Degree only. Note: Formerly FI TC 60d, Fire Command 4.

FI TC 50l  FIRE MANAGEMENT 2D — Master Planning (2 units)
A working knowledge of long-range fire protection planning directed toward those who will prepare a master plan for their community at some future time. Includes program planning, strategic planning, forecasting, systems analysis, systems design, research, networking, policy analysis and plans and reports. Accredited by the California Fire Service Training and Education System for Chief Officer certification. Prerequisite: Reading Level B. Hours: (40) 40 lect/simulated exercises. May be repeated once. CCS: Occupational Education. Not Transferable: Associate Degree only. Note: Formerly FI TC 61d.
FI TC 51a  FIRE MANAGEMENT 1A (2 units)
Provides students with fundamental knowledge of planning, operating and controlling
the personnel functions necessary to become a company officer. Content will cover
areas of training, counseling, managing the development of a firefighter, participating
in departmental grievance procedures, managing discipline and morale, managing
safety standards, and managing minority group members. Prerequisite: FI TC 1 or
equivalent. Hours: (36) 36 lect/discussion. CCS: Occupational Education. Not
Transferable: Associate Degree only. Note: Formerly FI TC 70q.

FI TC 51b  FIRE COMMAND 1A (2 units)
Provides those having an interest in Fire Company Officer duties with information and
experience in command and control techniques at the scene of an emergency. Emphasizes
the acts of commanding, the authority or right to command, the personnel,
organization or area under a commander and the performance requirements for Fire
Service Officers. Prerequisite: FI TC 1 or equivalent. Hours: (36) 36 lect/simula­
tions. CCS: Occupational Education. Not Transferable: Associate Degree only.
Note: Formerly FI TC 70r.

FI TC 51c  FIRE COMMAND 1B (2 units)
Provides fire company officers with information and experience in command and con­
trol techniques used at the scene of hazardous material incidents. Emphasizes the acts
of commanding, the authority or right to command, the personnel organization or
area under commander and the performance requirements for Fire Service Officers.
Prerequisite: FI TC 70r. Hours: (36) 36 lect/simulations. CCS: Occupational Ed­
uca­tion. Not Transferable: Associate Degree only. Note: Formerly FI TC 70s.

FI TC 51d  FIRE PREVENTION OFFICER 1A (2 units)
Provides students with the fundamental skills and knowledge needed to obtain the
professional level of competency required for Fire Prevention Officer 1. Covers areas
of legal responsibilities and fire hazard characteristics of various materials. Prerequi­
site: FI TC 5 or equivalent. Hours: (36) 36 lect/demo. CCS: Occupational Educa­tion. Not Transferable: Associate Degree only. Note: Formerly FI TC 70t.

FI TC 51e  FIRE PREVENTION OFFICER 1B (2 units)
Provides basic fire prevention information for company officers so they may respond to
a variety of fire prevention situations in a professional and effective manner. Meets
NFPA 1031 Fire Inspection Professional Qualifications and California State Board of
Fire Services Standards for Fire Prevention Officer 1b. A continuation of Fire Prevention
Officer 1A. Prerequisite: FI TC 70t. Hours: (36) 36 lect/demo. CCS: Occupational
Education. Not Transferable: Associate Degree only. Note: Formerly FI TC 70u.

FI TC 51f  FIRE INVESTIGATION 1 (2 units)
Designed for arson investigators to successfully carry out their responsibilities in arson
detection and explosives investigation. Covers essential elements of fire and explo­
sives behaviors, types and use of laboratory services, and investigative responsibilities
of an investigator at scene of arson and explosives incidents. Meets P.O.S.T. certifica­
tion requirements. Prerequisite: FI TC 50 or equivalent. Hours: (40) 40 lect/prac­
tical exercises. CCS: Occupational Education. Not Transferable: Associate Degree
only. Note: Not open to students with credit in ADM J 80a. Formerly FI TC 70v.
FI TC 51g  FIRE SERVICE INSTRUCTOR IA (2 units)
Designed for fire company officers who conduct in-service training programs. Provides a variety of methods and techniques to help fire service personnel select, develop, and organize material for in-service programs. Provides methods of evaluation and an opportunity to apply major principles of learning through practice return demonstrations. **Prerequisite:** None. **Hours:** (36) 2 lect. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only. **Note:** Formerly FI TC 70w.

FI TC 51h  FIRE SERVICE INSTRUCTOR IB (2 units)
A continuation of FI TC 70w. Gives the student more sophistication in the development, implementation and evaluation of in-service programs in the fire service. **Prerequisite:** FI TC 70w. **Hours:** (36) 2 lect. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only. **Note:** Formerly FI TC 70x.

FI TC 60  DRIVER/OPERATOR CERTIFICATION (2.5 units)
Designed to develop knowledge and skills of perspective and employed Fire Engineers in pump operations. Content includes procedures on pumps, pumping principles, practical hydraulics, safe apparatus operation en route and at scenes of emergencies, principles of reading and interpreting gauges, hydrant operations and drafting procedures. **Prerequisite:** FI TC 50a or equivalent course. **Hours:** (130) 130 lect/demonstration. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.

FI TC 61  PRE-FIRE TRAINING (3 units)
Basic educational and practical training essential for the achievement of the objectives specified for Fire Fighter Trainee. Covers areas of organizational procedures; forcible-entry tools, protective breathing apparatus; emergency medical care; inspection procedures, fire protection equipment and systems; wildland fire control; fire behavior; and petroleum fire procedures. **Prerequisite:** Reading Level B. **Hours:** (120) 120 lect/manipulative exercises. May be repeated once. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only. **Note:** Formerly FI TC 51.

FI TC 62  FIRE FIGHTER I ACADEMY (8 units)
Provides the basic educational and practical training essential for the achievement of the objectives specified for Fire Fighter I. Covers areas of organizational procedures; forcible entry tools; protective breathing apparatus; emergency medical care; inspection procedures; fire protection equipment and systems; wildland fire control; fire behavior; and petroleum fire procedures. Meets requirements for the California State Board of Fire Services Fire Fighter I certification standards. **Prerequisite:** FI TC 1, 2, 3, 4, 5 and 6 or equivalent. **Hours:** (320) 320 lect/manipulative exercises. May be repeated once. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only. **Note:** Formerly FI TC 50.

FI TC 64a  VOLUNTEER FIRE FIGHTER CERTIFICATION (1 unit)
Provides volunteers with basic knowledge and skills in firefighting practices. Includes basic usage of forcible-entry tools, ventilation tools, rope usage, extinguisher usage, salvage and overhaul procedures, rescue procedures, resuscitation procedures and cardiopulmonary resuscitation procedures used by Fire Departments. Also includes areas of
FI TC 64b ADVANCED VOLUNTEER FIRE FIGHTER CERTIFICATION (4.5 units)
Designed to provide existing volunteers with a basic knowledge and skills in fire fighting practices. Includes the fundamental usage of forcible-entry tools, ventilation procedures, rope usage, extinguisher practices, salvage and overhaul procedures, rescue procedures, cardio-pulmonary resuscitation techniques, fire behavior and tactics, fire streams, hose evolutions, and ladder procedures. Prerequisite: Evaluation by instructor. Hours: (144) 13⅔ lect. 22½ lab for four weeks. CCS: Occupational Education. Not Transferable: Not degree applicable. Note: Formerly FI TC 73b.

FI TC 70a HAZARDOUS MATERIAL INCIDENTS (0.5 unit)
Provides students with basic information concerning the properties of hazardous materials and the methods that are most appropriate for handling the various kinds of accidents that can occur with these substances. Prerequisite: FI TC 1 or equivalent. Hours: (30) 30 lect/discussion/demo. May be repeated once. CCS: Occupational Education. Not Transferable: Associate Degree only. Note: Formerly FI TC 70i.

FI TC 71a SEASONAL FIREFIGHTER BASIC TRAINING 1(2 units)
Basic concepts, techniques, skills and theories on fire suppression and control. Includes fire organization, wildland fire behavior, and fire safety. Satisfies one-half of required training standards. Prerequisite: Evaluation by instructor. Hours: (36) 36 lect. CCS: Occupational Education. Not Transferable: Not degree applicable. Note: Formerly FI TC 76.

FI TC 71b SEASONAL FIREFIGHTER BASIC TRAINING 2 (1 unit)
Manipulative and technical training in the identification and operation of fire tools and equipment. Includes fire-line construction practices, physical fitness and water-handling equipment. Satisfies one-half of required training standards. Prerequisite: Evaluation by instructor. Hours: (40) 9 lect, 31 lab. May be repeated twice. CCS: Occupational Education. Not Transferable: Not degree applicable.

FI TC 71c INTRODUCTION TO FIRE BEHAVIOR (WATERSHED)(0.5 unit)
Designed to help students learn basic watershed fire behavior. Covers the environmental factors of fire behavior that affect the start and spread of watershed fires, and basic fire suppression methods applicable to breaking the fire triangle. Prerequisite: None. Hours: (9) 9 lect/discussion. May be repeated once. CCS: Occupational Education. Not Transferable: Associate Degree only. Note: Formerly FI TC 70g.

FI TC 71e WILDLAND FIRE BEHAVIOR AND CONTROL (0.5 unit)
Teaches basic watershed fire behavior. Covers the environmental factors of fire behavior that affect the start and spread of watershed fires, and basic fire suppression methods applicable to breaking the fire triangle. Prerequisite: None. Hours: (9-36) 9-36 lect/discussion/lab. May be repeated 3 times. CCS: Occupational Education. Not Transferable: Associate Degree only. Note: Formerly FI TC 81c.
FI TC 72abc  HEAVY DUTY RESCUE 1–2–3 (0.5–0.5–1 unit)
Provides students with technical knowledge and practical skills necessary to successfully perform Heavy Duty Rescue emergencies. Covers methods and procedures for utilizing heavy duty rescue equipment, developing improvised available rescue equipment, maintaining and storing of heavy duty rescue equipment, and recognizing basic types of building construction and their collapse characteristics resulting from various causes. Accredited by the California Fire Service Training and Education System. Prerequisite: FI TC 2, EMT 1, or equivalent. Hours: (18-54) 72a: 18 for 0.5 unit; 72b: 36 for 0.5 unit; 72c: 54 for 1 unit lect/lab/manipulative exercises. Any combination of 72abc equaling no more than four enrollments may be taken. CCS: Occupational Education. Not Transferable: Associate Degree only. Note: Formerly FI TC 70jkl.

FI TC 72d  SWIFT WATER RESCUE (1.5 units)
Provides students with basic techniques necessary to perform emergency rescue procedures involving swift water rivers. Covers basic rescue knot practices, handling small rescue boats, emergency care, and controlling special hazards and problems in swift water emergencies. Prerequisite: None. Hours: (30) 30 lect and manipulative exercises. May be repeated twice. CCS: Occupational Education. Not Transferable: Associate Degree only. Note: Formerly FI TC 70f.

FI TC 72e  ADVANCED SWIFT WATER RESCUE (1 unit)
Refines students' skills in manipulating and controlling activities at heavy swiftwater rescue scenes. Includes advanced river crossing techniques, cross river strokes management, swiftwater search techniques, and team organizational requirements. Prerequisite: FI TC 70f. Hours: (20) 20 lect/manipulative exercises. May be repeated once. CCS: Occupational Education. Not Transferable: Associate Degree only. Note: Formerly FI TC 70n.

FI TC 72f  AUTO EXTRICATION (1 unit)
Provides students with knowledge and skills necessary to perform various vehicle rescues involving trapped victims. A systematic approach to vehicle rescue, and the use of mechanical and hand tools used in the extrication process. Prerequisite: None. Hours: (18) 18 lect/discussion/manipulative exercises. CCS: Occupational Education. Not Transferable: Associate Degree only. Note: Formerly FI TC 72f.

FI TC 72h  EMT I - NON-AMBULANCE RECERTIFICATION PREPARATION (1 unit)
Designed to update the skills of EMT I — Non-Ambulance Certificate holders as prescribed by law. Reviews and updates material in FI TC 7 — EMT I — Non-Ambulance. Must be completed annually prior to recertification in Kern County. Meets California State Department of Health and State Board of Fire Services criteria for EMT I — NA Training. Prerequisite: Possession of a valid EMT I — NA Certificate which is current. Hours: (28) 16 lect/demo, 12 practical exercises. CCS: Occupational Education. Not Transferable: Associate Degree only. Note: Formerly FI TC 7r.
FI TC 73 INCIDENT COMMAND SYSTEM (0.5 unit)
Designed to thoroughly familiarize the student with the design, components, and organization of the Incident Command System. Covers Incident Command System in terms of general familiarization, interactive components, functions, responsibilities, supervision, and motivation techniques. Prerequisite: FI TC 50a or equivalent. Hours: (9-36) 9-36 lect/discussion. May be repeated twice. CCS: Occupational Education. Not Transferable: Associate Degree only. Note: Formerly FI TC 70p.

FI TC 74 PETROLEUM FIRE PROCEDURES (0.5 unit)
Provides the practical experiences in various firefighting procedures involving flammable liquid fire emergencies, at/or near petroleum installations. Includes utilization of safety practices and various extinguishing agents required for the extinguishment of different types of petroleum product fires. Certified by the California State Fire Service Training and Educational Program. Prerequisite: FI TC 50a or equivalent. Hours: (9) 9 lect/manipulative exercises. CCS: Occupational Education. Not Transferable: Associate Degree only. Note: Formerly FI TC 75.

FI TC 75 FIRE FIGHTING TECHNIQUES (0.5 unit)
Provides advanced techniques of fire control involving the utilization of personnel, equipment, and extinguishing agents in emergency situations. Prerequisite: FI TC 50a or equivalent. Hours: (9-27) 9-27 lect/lab/manipulative exercises. May be repeated 3 times. CCS: Occupational Education. Not Transferable: Associate Degree only. Note: Formerly FI TC 81a.

FI TC 77 STRUCTURE FIRE TRAINING (0.5 unit)
Provides students with the latest techniques in structure fire control. Covers the latest specialized fire fighting techniques used to control residential, commercial and high-rise building fires. Prerequisite: FI TC 50a or equivalent. Hours: (9-36) 9-36 lect/lab. May be repeated 3 times. CCS: Occupational Education. Not Transferable: Associate Degree only. Note: Formerly FI TC 81b.

FI TC 78 ADVANCED OFFICER TRAINING (0.5 unit)
Provides contemporary techniques of supervision. Concentrates on supervision techniques identified by local fire service agencies. Prerequisite: FI TC 50a or equivalent. Hours: (9-36) 9-36 lect/lab/manipulative exercises. May be repeated 3 times. CCS: Occupational Education. Not Transferable: Associate Degree only. Note: Formerly FI TC 81d.

FI TC 80 EMERGENCY RESPONSE TRAINING (0 unit)
Practical skills needed to control various types of incipient fires which occur in a structure. Covers search and rescue techniques, fire chemistry, fire extinguishment, and the practical use of a self-contained breathing apparatus. Prerequisite: Must be presently employed correctional personnel. Hours: (8) 8 lect/lab. May be repeated 3 times. CCS: Occupational Education. Not Transferable: Not degree applicable. Note: Formerly FI TC 90a.
FI TC 81e  INSTRUCTOR ORIENTATION (0.5 unit)
Designed to assist fire technology instructors with information needed to properly administer classroom activities. Includes information on the certification system, administrative procedures, curriculum development and organization, publication format and style, and teaching strategies for accredited regional courses. **Prerequisite:** FI TC 51g and 51h. **Hours:** (9-24) 9-24 lect for one week. **CCS:** Occupational Education. **Not Transferable:** Not degree applicable.

FI TC 91  FIREFIGHTING SKILLS MAINTENANCE (3 units)
A series of seminars and drills designed to provide maintenance of skills learned, including updates in technology relating to organization, hose, ladders, tools, salvage, chemistry, extinguishers and agents, fire control, prevention, arson, crowd and traffic control, mutual aid, communications, fire safety and emergency rescue techniques. **Prerequisite:** FI TC 50a, 61 or equivalent. **Hours:** (144) 3 lect/lab for 52 weeks. **CCS:** Occupational Education. **Not Transferable:** Associate Degree only.
SENIOR STUDIES

SEN S 90  TOPICS IN SENIOR ACTIVITY (0 units)
Topics may include travelogue-lectures, literature, arts and crafts, political concerns, psychology, horticulture and other areas of activity. Regular or emergent curriculum adapted or designed to meet the needs, interests and capabilities of senior citizens who seek instruction without college credit, examination or grades. Prerequisite: None. Recommended for senior citizens and for other adults interested in senior programs. Hours: (18-108) 1 to 6 lect/demo or activity. CCS: Community Education — Community and Civic Development. Not Transferable: Not degree applicable.
SOCIAL SCIENCE-
INTERNATIONAL EDUCATION

Economics
History
Political Science
Social Science

This program is designed to award an AA degree in Social Science with an emphasis in either Economics, History or Political Science. These majors provide training for those who plan a career in government service, intend to pursue the study of law or related disciplines, wish to prepare for work in journalism or writing, or wish to prepare for teaching or to work for advanced degrees.

COURSE DESCRIPTIONS

The following abbreviations are commonly used in the course descriptions: lect lecture; lab laboratory; demo demonstration; CCS Course Classification System. Hours given in parentheses are total hours for the course. Hours lecture, lab, etc., are hours required per week usually. Prerequisites are expressed as minimum requirements. See page 60 for a fuller explanation.

ECONOMICS

ECON 1 PRINCIPLES OF ECONOMICS—MICRO (3 units)
An introduction to the principles of economic analysis and decision making from the viewpoint of the individual consumer, worker, and firm. Emphasis upon the price system allocation of resources, and income, supply and demand analysis, the structure of American industry, and applications to current economic policy and problems.
Prerequisites: Reading Level A. MATH A is recommended. Hours: (54) 3 lect. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.

ECON 2 PRINCIPLES OF ECONOMICS—MACRO (3 units)
An introduction to the principles of economic analysis and decision making from the viewpoint of the society. Emphasis upon national income analysis, unemployment, inflation, economic growth, fiscal and monetary policies, international trade, and applications to current economic policy and problems.
Prerequisites: Reading Level A. MATH A is recommended. Hours: (54) 3 lect. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.
ECON 10 INTRODUCTION TO ECONOMICS (3 units)
A one-semester course that covers in a less technical manner part of the material discussed in ECON 1 and 2. Designed for the non-economics and non-business major. Serves as a survey course in economics for many majors, especially those requiring one semester of economics. Covers both macro- and microeconomics concepts, and would be helpful for many non-transfer students, even though it is designated as a transfer course. Recommended for sophomores. Prerequisite: Reading Level A. Hours: (54) 3 lect/discussion. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.

HISTORY
The major in history is designed for students interested in gaining an understanding of man's political, economic and social past. The major is an important part of the liberal arts program and can serve as preparation for graduate study in teaching, law, business, government and journalism.

Bakersfield College offers a wide variety of history courses in addition to those listed below and the student should select according to his/her area of specialization as well as the requirements of the college to which he/she plans to transfer. To assist in determining an appropriate minor, foreign language requirements, and the like, it is suggested that the student consult his/her counselor and appropriate four-year college catalogues.

HIST 4a-4b EUROPEAN CIVILIZATION (3-3 units)
A survey of the growth of western civilization from its beginnings to the present. HIST 4a ends, and HIST 4b begins, with the opening of the 17th Century. Integrates political, social, and cultural developments brought about by European man in his attempt to realize his ideals of peace and happiness. The objective is to give the student a necessary perspective for the understanding of his own culture. Prerequisite: 4a: Reading Level A; 4b: 4a recommended. Hours: (54-54) 3 lect. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.

HIST 8a-8b HISTORY OF THE AMERICAS (3-3 units)
A study of the development of Western Hemisphere history and its cultures from the Pre-Columbian cultures to the modern nations. History 8a surveys the history of man in this hemisphere from its earliest beginnings, through the discovery, exploration and conquest by the white man. Latin American coverage ends with the year 1790; United States history will be covered to 1877; Canadian historical development will end with the year 1838. History 8b continues the history of each cultural area to the present. Together the courses fulfill the education code requirements in the U.S. Constitution, American history and state and local government. History 8a and 8b may be taken in place of History 17a and 17b. Prerequisite: Reading Level A. Hours: (54-54) 3 lect. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.
HIST 15a–15b  HISTORY OF ENGLAND AND GREATER BRITAIN (3–3 units)
Covers the full sweep of British history from the Celto-Iberian origins to the present. Besides tracing the major political and economic developments, the course deals with the constitutional evolution of English institutions and the cultural and social foundations of Britain's contributions in the fields of religion, philosophy, science and literature. 15a covers the Celtic period through 1689. 15b covers the Revolutionary settlement to the present. Prerequisite: Reading Level A. Hours: (54-54) 3 lect. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges. Note: Offered only occasionally.

HIST 17a–17b  HISTORY OF THE UNITED STATES (3–3 units)
A survey of the political, economic and cultural history of the United States from earliest colonial times to the present. The first semester (to 1877) includes a study of the U.S. Constitution and Federal Government. The second semester (since 1877) includes a study of the state and local government of California. The two semesters generally fulfill the “American History and Institutions Requirement” at state colleges and universities. Prerequisite: Reading Level A. HIST 17a is not prerequisite to 17b. Hours: (54-54) 3 lect. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.

HIST 18a  HISTORY OF EARLY CALIFORNIA (3 units)
The political, economic, social and cultural development of California from earliest times to 1870. Includes the Spanish, Mexican, and Early American periods. Satisfies the code requirement in U.S. Constitution, American history and institutions. Prerequisite: Reading Level A. Hours: (54) 3 lect. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.

HIST 18b  MODERN CALIFORNIA (3 units)
The student will examine the historical environment which has produced modern California, including political, economic, social, and cultural development. Topics will include: influence of the Southern Pacific, Bonanza Farms and water disputes, the Constitution of 1879, the 1905 San Francisco earthquake, the Owens Valley controversy, John Muir and the conversation ethic, “Okies” and “Arkies,” the movie and TV industry, and the contribution of ethnic minorities. Fulfills code requirements in California state and local government. Prerequisite: Reading Level A. Hours: (54) 3 lect. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.

HIST 19a–19b  HISTORY OF ASIAN CIVILIZATIONS (3–3 units)
A survey of the cultural, religious and political history of the Islamic World, Indian civilization, the cultures of Southeast Asia and the civilizations of China, Korea and Japan. Emphasizes the problems of political and economic development in the 20th Century. Prerequisite: Reading Level A. Hours: (54-54) 3 lect. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges. Note: Offered only occasionally.
HIST 20a–20b BLACK HISTORY (3–3 units)
A survey of the colonial times to present. A history of the role and contribution of the Black American from African beginnings to the present. The first semester (to 1877) includes a study of the U.S. Constitution, and federal government. The second semester (since 1877) includes a study of the state and local government of California. The two semesters fulfill the “American History and Institutions Requirement” at state colleges and universities. **Prerequisite:** Reading Level A. HIST 20a is not a prerequisite to 20b. **Hours:** (54-54) 3 lect/discussion. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges.

HIST 30a EARLY CHICANO HISTORY (3 units)
A survey of the history of the Mexican-American borderlands, from Pre-Columbian times until 1848. Examines the social, economic, and political evolution of the region with emphasis upon the inter-relationships between the histories of the United States and Mexico. Fulfills code requirements in U.S. Constitution, American history and institutions. **Prerequisite:** Reading Level A. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. **Note:** Not open to students with credit in CHST 30a.

HIST 30b HISTORY OF CHICANOS IN THE SOUTHWEST (3 units)
A survey of the Chicanos with an emphasis on the development of California and the Southwest from 1848 to the present. Examines the aftermath of the U.S.-Mexican War, 1846-1848; the inter-relationship of Mexican and U.S. history between 1860 and 1910; the effects of the Mexican Revolution of 1910 on the 20th Century experience of Chicanos in the U.S.; and the California State Constitution. Fulfills code requirements in California state and local government. **Prerequisite:** Reading Level A. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. **Note:** Not open to students with credit in CH ST 30b.

HIST 36 HISTORY OF NATIVE AMERICANS (3 units)
A study of the American Indian including a survey of origins, customs and religion. The main emphasis will be on encounter with white expansion and United States governmental policies. **Prerequisite:** Reading Level A. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. **Note:** Offered only occasionally.

HIST 38 RUSSIA SINCE 1800 (3 units)
Emphasizes the continuity of Russian institutions and values from Tsarist times through the Revolution and down to the present time. Emphasizes a historical approach, although the last four weeks of the course will be devoted exclusively to the study of the functions and institutions of the contemporary USSR. **Prerequisite:** Reading Level A. **Hours:** (54) 3 lect/discussion. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. **Note:** Offered one semester, every other year.
HIST 40 THE FAR WESTERN FRONTIER (3 units)
For students of Western Americana. A history of the Transmississippi West from 1700 to 1900. Topically traces the exploration and settlement of the West. Deals with the fur-trapping mountain men, the Western Indians and the Army, the mining, cattle and farming frontiers. **Prerequisite:** Reading Level A. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. **Note:** Offered only occasionally.

HIST 47 THE OLYMPIC MOVEMENT (3 units)
Designed to provide a broad-based background in the historical, social, religious, political and athletic aspects of the Games of Olympia of ancient Greece as well as that of the modern era, A.D. 1896 to the present. Various events, rituals, and athletic achievements of the ancient and modern Olympic Games will be presented. **Prerequisite:** Reading Level A. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** CSU and Private Colleges. **Note:** Not open to students with credit in PH ED 47.

HIST 48 UNITED STATES HISTORY TO 1877 (3 units)
Examines each important national controversy and crisis from several viewpoints, as it explores the story of our nation’s development through the perspective of many individuals and types who contributed to the panorama of American life. **Prerequisite:** Reading Level A. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges.

HIST 51 HISTORY OF KERN COUNTY (3 units)
A history of the Kern County area, from the earliest times to the present. Besides a study of the geologic and geographic characteristics of the area, the course includes a study of the economic, cultural and political life of the people who have inhabited the area from aboriginal times. **Prerequisite:** None. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Not Transferable:** Associate Degree only.

POLITICAL SCIENCE

POL S 1 AMERICAN GOVERNMENT (3 units)
An introduction to American government, with particular emphasis on the national government. A comprehensive analysis of governmental structure, functions, principles and problems. This course in combination with HIST 17a or HIST 17b satisfies code requirements in the U.S. Constitution, American history, and institutions, and California state and local government. **Prerequisite:** Reading Level A. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges.

POL S 2 COMPARATIVE GOVERNMENT (3 units)
Focuses on the principal nations of the industrialized world: United Kingdom, France, Federal Republic of Germany, U.S.S.R. and Japan. Presents for study certain nations in sensitive geographic areas or countries whose size and developing economies make them important: People’s Republic of China, Brazil, Mexico, Israel, Egypt and India. **Prerequisite:** Reading Level A. HIST 17a or 17b or POL S 1 is recommended. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges.
POL S 3 INTERNATIONAL POLITICS (3 units)
Surveys the dynamics and ideologies of present-day international politics and rivalries. Historical depth evolution of the techniques and arts of diplomacy, and the causes of war. **Prerequisites:** Successful completion of HIST 17a and HIST 17b or POL S 1. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges.

POL S 5 CURRENT ISSUES IN AMERICAN GOVERNMENT
(1–3 units. Limit 6 units.)
A study of current political issues of major significance, such as Presidential elections, impeachment or Constitutional revision. Offered only when an issue of exceptional importance appears on the American scene. **Prerequisite:** Reading level A. **Hours:** (30-36-66) 30 campaign participation for 1 unit; 2 per week lect/discussion for 2 units; 2 per week lect/discussion plus 30 campaign participation for 3 units. May be repeated 3 times. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges.

POL S 26 CHICANO ORGANIZATIONS AND PUBLIC INSTITUTIONS (3 units)
Provides an understanding of the interaction between public institutions and the Chicano community. Introduces basic concepts, principles, and perspectives related to a variety of community affairs affecting the Chicano. The community affairs analyzed include employment, education, law, and local government. The allocation of public resources and services in relation to proposed community needs will be reviewed in terms of the types of the social policy reflecting the dominant and/or Chicano Cultural values. **Prerequisite:** Reading level A. **Hours:** (54) 3 lect/discussion. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. **Note:** Not open to students with credit in CH ST 26.

POL S 42 PRINCIPLES OF LEADERSHIP (2 units)
Designed to train students to assume student body leadership and responsibility in school affairs. Specific instruction is given in the principles and administration of parliamentary law; the co-curricular activity program; finances, including budgetary procedures; and group dynamics. One hour each week is devoted to a student body business meeting and one hour to instruction. Student officers serving their first term are required by Associated Student Body by-laws to take the course. **Prerequisite:** Reading Level A. **Hours:** (36) 2 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** CSU and Private Colleges.

POL S 45 CALIFORNIA LOCAL GOVERNMENT (3 units)
A survey of county, city and special district organization and operations, including a description of administration, identification of sources of fiscal support, inventory of services and procedures for regulation and modification. **Prerequisite:** Reading Level A. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges.
SOCIAL SCIENCE

SOC S 1  SCIENCE, TECHNOLOGY AND HUMAN VALUES – MEN AND MACHINES: FROM KNOW HOW TO NOWHERE (3 units)
The student will be able to appreciate and understand the complimentary nature of scientific investigation and humanistic values. Emphasizes the social, ethical, political and economic implications of science and technology. **Prerequisite:** Reading Level A. **Hours:** (54) 3 lect/discussion. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. **Note:** Offered only occasionally.

SOC S 51  AMERICAN POLITICAL AND ECONOMIC ISSUES (3 units)
A general introduction to American political issues for the non-transfer student. The structure of American and California governments and constitutions is analyzed as well as the style of American politics. Social and economic factors that provide the infrastructure of our political institutions are examined. Satisfies part of the general education requirement in Social Science for graduation. **Prerequisite:** Reading Level B. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Not Transferable:** Associate Degree only.
SPECIAL STUDIES

SP ST 49  SPECIAL STUDIES: HONORS (1 unit)
Seminars and/or individual conferences by arrangement. Independent, individual study planned to provide an enriched academic experience for students not being served in regularly scheduled courses. It is planned to meet the needs of superior students whose background and interests indicate that they could profit from individual study in a subject area. The course will be designated according to the subject field studied, i.e., Special Studies - German. Prerequisite: Nomination by faculty members. Hours: (18) CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges.

SP ST 201  SPECIAL PROJECTS AND STUDIES
(1 unit. Limit 6 units.)
Special projects of studies in an area not being served by regularly scheduled courses. The student is required to meet periodically with faculty advisor and/or department chair to review progress in the study program. Prerequisite: Recommendation by department chair. Hours: (18) 18 per unit. CCS: Liberal Arts and Sciences. Not Transferable: Associate Degree only.
THEATRE ARTS

Many people who major in the various specialities of the dramatic arts go into teaching or into community theatre activities. Many have used training in theatre arts toward attaining confidence and self-assurance in professions such as law, the ministry or business.

ASSOCIATE IN ARTS DEGREE PROGRAM

Students must comply with the requirements as shown in the catalog under Graduation Requirements. Counselors/advisors will assist the student in planning for an associate degree.

Minimum units required in discipline – 18

Required Courses

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<tr>
<td>THEAT 2ab Elements of Acting</td>
<td>3.0</td>
<td>THEAT 6 Intro to Make-up</td>
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<td>THEAT 3a Appl Acting Problms</td>
<td>3.0</td>
<td>THEAT 7 Intro to Stage Costume</td>
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<tr>
<td>THEAT 3b Appl Acting Problms</td>
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<td>THEAT 27 Actng Thea Lab</td>
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<tr>
<td>THEAT 4 Intro to Stagecraft</td>
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<td>THEAT 28 Tech Thea Arts</td>
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Electives

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<tr>
<td>THEAT 5 Intro Scene Designs</td>
<td>3.0</td>
<td>THEAT 24 Mus Comedy Prcticum</td>
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<tr>
<td>THEAT 8 Musical Theatre</td>
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<td>THEAT 31 Intro Film Studios</td>
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<tr>
<td>THEAT 12a Creat Dra/Shakesp</td>
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<td>THEAT 32 Contem Film Studios</td>
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<td>THEAT 12b Creat Dra/Child Thea</td>
<td>3.0</td>
<td>THEAT 35 Intro to Theatre</td>
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<tr>
<td>THEAT 12c Creat Dra/Sv Thea</td>
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COURSE DESCRIPTIONS

The following abbreviations are commonly used in the course descriptions: lect lecture; lab laboratory; demo demonstration; CCS Course Classification System. Hours given in parentheses are total hours for the course. Hours lecture, lab, etc., are hours required per week usually. Prerequisites are expressed as minimum requirements. See page 60 for a fuller explanation.
THEATRE ARTS

THEAT 1 INTRODUCTION TO ACTING (3 units)
Designed for non-majors. Emphasizes mastery of self as the key to creative process of communication and performance through improvisation, theatre games, concentration, pantomime, etc. Recommended for those interested in performing arts or in personal development. **Prerequisite:** Reading Level A. **Hours:** (54) 3 lect. Field trips may be required. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor. **Note:** Formerly THEAT 1a, 1b, 1c.

THEAT 2ab ELEMENTS OF ACTING (3 units)
Provides understanding of self as creator and medium of acting. Develops fundamental knowledge of such elements of acting as pantomime, vocalization, improvisation, relaxation-concentration, sense memory, etc. **Prerequisites:** Reading Level A. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor. **Note:** Formerly THEAT 2a and THEAT 2b.

THEAT 3a–3b–3c–3d APPLIED ACTING PROBLEMS (2–2–2–2 units)
A study and application of the various theories of acting. The content of this course is an experience of the subject matter being studied in 2ab, or of more advanced problems posed by the second year student actor. **Prerequisites:** For 3a, concurrent enrollment in 2ab; 3b is prerequisite to 3c and 3c to 3d. Reading Level A. **Hours:** (72 each) 1 lect, 3 laboratory. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.

THEAT 4 INTRODUCTION TO STAGECRAFT (3 units)
Covers basic set construction, scenic paint, scene painting, and stage properties, 3-D scenery, special effects, lighting and sound. **Prerequisite:** Reading Level A. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor. **Note:** Formerly THEAT 4ab.

THEAT 5 INTRODUCTION TO SCENE DESIGN (3 units)
Covers the functions and types of scene design, drafting and painting equipment, techniques, elements of design, drafting a floor plan, and model making. **Prerequisite:** Reading Level A. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor. **Note:** Formerly THEAT 5a and THEAT 5b.

THEAT 6 INTRODUCTION TO STAGE MAKE-UP (3 units)
Covers character analysis, facial anatomy, old age make-up, 3-dimensional make-up, rubber prosthetic, beards and mustaches, and non-realistic make-up. **Prerequisite:** Reading Level A. **Hours:** (54) 3 lect. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor. **Note:** Formerly THEAT 6a and THEAT 6b.
THEAT 7  INTRODUCTION TO STAGE COSTUME (3 units)
Designed for the student interested in theatrical costumes and period fashions. Includes basic sewing techniques, pattern information, types of fabric, costume history and design. Also provides a practical approach through construction of costume pieces, costume renderings and participation on a wardrobe crew. Prerequisite: Reading Level A. Hours: (54) 3 lect. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor. Note: Formerly THEAT 7a and THEAT 7b.

THEAT 8  MUSICAL THEATRE (3 units)
A study of musical theatre. Lecture and discussion of music, dramatic styles and structure of selected musical comedies. Emphasis on problems of actual performance, culminating in a project or concert style performance by members of the class. Prerequisite: Reading Level A. Hours: (54) 3 lect. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.

THEAT 12c  SUMMER THEATRE, WORKSHOP (3 units)
Practical application of theory to dramatic production, particularly on the outdoor stage or other open spaces. Intense concentration on production. Prerequisite: Evaluation by instructor; Reading Level A. Hours: (54) 3 lect/laboratory. May be repeated once. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.

THEAT 15  STAGE MOVEMENT (3 units)
The use of the body as an expressive instrument. Emphasizes discovering and freeing body tension, correcting body alignment, use of space, communicating with the body, and period stylized movement. Includes training in the use of weapons and hand-to-hand combat on stage. Prerequisite: Reading Level A, and evaluation by instructor. Hours: (54) 3 lect/laboratory. May be repeated once. CCS: Liberal Arts and Sciences. Transferable: CSU and Private Colleges. Credit limitations. For specific information see counselor.

THEAT 24  MUSICAL COMEDY PRACTICUM (1.5 units)
The student will gain a foundation in the performance of music from musical theatre. He/she will develop technique and discipline necessary to singing comedy. Prerequisite: Reading Level A. Hours: (54) 3 lect/studio. May be repeated three times. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.

THEAT 27  ACTING THEATRE LABORATORY (1–3 units. Limit 8 units.)
The rehearsal and production of both mainstage and experimental theatre dramas. Theatre activity for the beginner or expert in acting, publicity, or theatre management. Prerequisite: Reading Level A. Hours: (60-180) 60 hours per unit. May be repeated three times. CCS: Liberal Arts and Sciences. Transferable: UC, CSU and Private Colleges. UC credit limitations. For specific information see counselor.
THEAT 28  TECHNICAL THEATRE
LABORATORY (1 – 3 units. Limit 8 units.)
Active involvement in construction, lighting, makeup, costume, properties, or any
other technical area of theatrical productions. **Prerequisite:** Reading Level A.
**Hours:** (60-180) 60 hours per unit. May be repeated three times. **CCS:** Liberal Arts
and Sciences. **Transferable:** UC, CSU and Private Colleges.

THEAT 30  FILM FOCUS (1 unit)
Designed to focus the awareness and appreciation of the student upon a single type of
film, i.e. work of a particular actor, director, theme, etc. Course will concentrate upon
an in-depth examination of a very limited area of the art of film. **Prerequisite:**
Reading Level A. **Hours:** (18) 3 lect. May be repeated three times. **CCS:** Liberal Arts
and Sciences. **Transferable:** UC, CSU and Private Colleges. UC credit limitations.
For specific information see counselor.

THEAT 31  INTRODUCTION TO FILM STUDIES (3 units)
Designed to heighten the awareness and appreciation of the student to an audience’s
relationship and responsibility to the cinema from its beginning to the present. The
critical viewing and discussion of film will provide the basis for the development of
aesthetic appreciation. **Prerequisite:** Reading Level A. **Hours:** (54) 3 lect/discus­
sion. **CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges.

THEAT 32  CONTEMPORARY FILM STUDIES (3 units)
Designed to acquaint the student with the audience’s relationship and responsibility to
cinema. By viewing and discussing the films of a particular genre, such as the Western
or the Foreign film, and then reading and writing about them, the student will develop
an aesthetic appreciation of movies and related art forms. **Prerequisite:** Reading
Level A. **Hours:** (54) 3 lect. May be repeated once. **CCS:** Liberal Arts and Sciences.
**Transferable:** UC, CSU and Private Colleges. UC credit limitations. For specific in­
formation see counselor.

THEAT 35  INTRODUCTION TO THEATRE (1 unit)
The study of and exposure to live theatrical performances will increase the apprecia­
tion and enjoyment of this often neglected area of the arts and humanities. **Prerequi­
site:** Reading Level A. **Hours:** (18) 3 lect for 6 weeks. May be repeated 3 times.
**CCS:** Liberal Arts and Sciences. **Transferable:** UC, CSU and Private Colleges. UC
credit limitations. For specific information see counselor.
Cooperative Work Experience offers students an opportunity to combine a planned college study program with applied learning experience in business, industry, or public agencies. Students must be enrolled in a minimum of seven units of academic coursework and may work up to twenty (20) hours per week in a college approved job training station. Students may enroll in Cooperative Work Experience Education only upon consultation with a CWEE instructor/coordinator.

The following abbreviations are commonly used in the course descriptions: lect lecture; lab laboratory; demo demonstration; CCS Course Classification System. Hours given in parentheses are total hours for the course. Hours lecture, lab, etc., are hours required per week usually. Prerequisites are expressed as minimum requirements. See page for a fuller explanation.

**W EXP 49  COOPERATIVE WORK EXPERIENCE**

**EDUCATION (1—4 units. Limit 16 units.)**

Internship opportunities that allow students to combine studies with applied learning experiences in business, industry, or government agencies. **Prerequisite:** (a) 12 units of college credit exclusive of work experience credit. (May be waived by petition.) (b) Concurrent enrollment in seven or more units. (c) Declared occupational major. (d) Specific departmental requirements may apply. **Hours:** 5 to 20 hours per week (75 hrs per semester per credit unit at a paid job, or 60 hours per semester per credit unit in an unpaid volunteer agency position.) **CCS:** Liberal Arts and Sciences. **Transferable:** CSU and Private Colleges. Credit limitations. For specific information see counselor or CWEE Director.
ADMINISTRATION AND FACULTY

COLLEGE ADMINISTRATION

President ............................................................. Richard L. Wright
Dean of Instruction ................................................. Charles R. Carlson
Associate Dean of Faculty Services ............................... Claire J. Larsen
Associate Dean of Instruction ................................. Robert D. Allison
Associate Dean of Instruction ................................. David J. Rosales
Associate Dean of Instruction for Occupational Education  Lawrence C. Moeller, Jr.
Dean for Development ........................................... Patrick O. Shaffer
Dean of Students ................................................. Francis P. Gornick
Dean of Administrative Services/Personnel .................... David C. Scott

COUNSELORS

James Carden  ..................................................... Judy Lynn Mays
Pansy Collins  .................................................... Dan Murillo
Hoolyse Davajian ................................................ Claire Peterson
Vera Diaz .............................................................. Bruce Pfutzenreuter
Manuel Gonzales ................................................ Robert Reader
Michael Gutierrez ................................................ Larry Robinson
Richard Kelsey ...................................................... Barbara Thomas
Donna Litherland ................................................ Harvey Warren

ORGANIZATION OF INSTRUCTION

<table>
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<tr>
<th>Department/Area</th>
<th>Chairperson/Coordinator</th>
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<tr>
<td>Agriculture</td>
<td>Lloyd Hokit</td>
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<tr>
<td>Art</td>
<td>Chalita M. Robinson</td>
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<tr>
<td>Behavioral Science</td>
<td>Bob Edmonds</td>
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</table>
Business Education ................................................................. Penelope Patz
Chicano Studies ................................................................. Ruben M. Fernandez
Communications ................................................................. Robert E. Chapman
Computer Studies ............................................................... Stephen D. Smith
Counseling/Advising ............................................................. Richard Kelsey
English ............................................................................. Merriem Palitz
Family and Consumer Education ........................................... Jacqueline Gullam
Health and Physical Education .............................................. Walter H. Johnson
Health Careers ................................................................... Margaret Buckley
Industrial Education ............................................................. Larry Fanucchi
Learning Center ................................................................... Philip A. Feldman
Life Science ....................................................................... John Ackland/Paul E. Pruett
Mathematics ....................................................................... Billie E. Williams
Music .................................................................................. Dale Brooks
Philosophy .......................................................................... Jacques P. Thiroux
Physical Science .................................................................... Ray M. Ward
Public Services ..................................................................... Ray M. Ward
Re-Entry Center/General Studies ........................................ Phyllis Hullett
Social Science/International Education ................................... Clifton Garrett
Theatre Arts ........................................................................

ADMINISTRATION
AND
FACULTY
EMERITI

AKIN, Helen B.—Family and Consumer Education
ANGELO, Joseph E.—Public Services
ANNIS, Margaret E.—Business
APPLE, Jacqueline—English
ARAKELIAN, Margaret—Health Careers
AXFORD, Marian—English
BISHOP, C. Gilbert—Administration
BONNER, Frederick—Industrial Education
BOYCE, Ferris A.—Health Careers
BOYD, W. Harland—Social Science
BRADLEY, Jesse T.—Industrial Education, Mathematics
BRAILSFORD, Robert E.—Physical Science
BRIGGS, Sally M.—Business
CAFFERTY, Kathryn W.—Health Careers
CLARK, Robert L.—Administration
CLOSE, V. Dean—Business
COLLIER, Willye P.—Family and Consumer Education
COLLINS, John J.—Administration
CULVER, Wayne A.—Counseling
DABBS, Lowell P.—English
DRENNAN, Harry—Industrial Education
DUNSTAN, Earl—Business
ELLIOTT, Ruth—English
EWING, John L.—Mathematics
FAHSBENDER, Kenneth E.—Administration
FREED, J. Paul—Life Science
GRAFF, Mary Elizabeth—English
HALLING, Victor J.—Behavioral Science
HANSEN, Holger—Agriculture
HANSEN, Marie—Family and Consumer Education
HARKINS, Richard H.—Administration
HARRIS, R. Byron—Family and Consumer Education
HAYNES, J. Earl—Industrial Education
HEFFERNAN, William J.—Administration
HEMMERLING, Edwin M.—Mathematics
HENCH, Irene E.—Library
HIGGINS, Eloise—Family and Consumer Education
HILTON, Sybil P.—Physical Education
HORWEGE, Henry—English
HOWARD, Paul M.—Administration
HOYT, Barbara—Family and Consumer Education
HULSEBUS, Lowell B.—Physical Science
JOHNSON, Catherine C.—Mathematics
JOHNSON, Donald E.—Physical Science
JOHNSON, Marguerite—English
JOHNSON, W.F.—Mathematics
JONES, Wylie L.—Business
KARP, Stanley E.—Physical Science
KEOUGH, Edna—English
KILBURN, H. Parley—Administration
KLEINHAMPLE, Alvin—Industrial Education
LANDON, Norma K.—Health Careers
LAWRENCE, George E.—Life Science
LEFEVRE, Eva—Foreign Language
LOKEN, Herbert L.—Physical Education, Athletics
LONGACRE, Arvilla—Health Careers
MAGUIRE, Ruth E.—Counseling
MC CLANAHAN, Walter—Administration
MC GEE, George M.—Computer Science
MC MASTERS, Ronald—Administration
MERSON, Thomas B.—Administration
MILLIKEN, Yvonne W.—Administration
NIELSEN, William A.—Mathematics
NUNES, Alice—Physical Education
OGDEN, L. Fum—Business
OGLESBY, John—Agriculture
OLIVEIRA, Robert G.—Music
RIPPEY, Clayton—Art
RODEWALD, Donald E.—News and Publicity
ROWE, Jack—Mathematics
SALAVERRIA, Helena—Foreign Language
SAND, Pauline—English
SANDEN, Milton R.—Administration
SCHAFER, Adelaide—Foreign Language
SELBY-DABBS, Phyllis—Communications
SELVERA, Frank L.—Library
SHELDON, Harriet—Administration
SHERMAN, Frank W.—English
SIMONSEN, Edward E.—Administration
SMITH, Peter D.—Industrial Education
SMITH, Robert A.—Business
STEWART, Elbert—Behavioral Science
TIGNER, Richard O.—Business
TILLMAN, Patricia E.—Health Careers
TISCHBIREK, Edwin A.—Industrial Education
TRITTEN, Betty—Mathematics
TRUSLER, Willard W.—Physical Education
TURNER, James B.—Physical Education
VERHINE, Clyde E.—Social Science
WALKER, William W.—Communications
WALT, Robb—Industrial Education
WATTRON, Frank—Administration
WEBSTER, Persis—Foreign Language
WESSMAN, Rodney G.—Business
WETZLER, John—Library
WHETSLER, Dell V.—Administration
FACULTY

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  B.A., Hanover College;
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  M.A., (Education), California State University, Humboldt

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  B.S., California State University, San Jose;
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  B.S., Pharm. D., University of California Medical Center, San Francisco

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  B.A., Seton Hall University; M.A., Fordham University

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  B.S., Central State University; M.S., Syracuse University

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Ph.D., Claremont Graduate School
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M.A., University of Northern Colorado Industrial Education
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M.A., California Lutheran College
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M.A., California State College, Bakersfield
FLAMING, Robert W.—Professor .......................... Industrial Education
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M.A., California State University, Long Beach
FLEENOR, Terry R.—Professor .......................... English
B.A., M.A., Arizona State University
Ph.D., University of California, Riverside
FUNK, Robert—Professor ........................................ Architecture
   B.A., University of California, Santa Barbara;
   M.A., California State University, San Jose
GARRETT, Clifton—Professor ........... Chairperson, Social Science/International
   B.A., M.A., California State University, Los Angeles  Education Department,
   History, French, Spanish
   B.A., M.A., California State University, Los Angeles
GARRETT, Judith P.—Professor ................... Speech Pathologist
   B.A., (Education), California State University, Los Angeles;
   B.A., M.A., (Communicative Disorders), California State
   University, Northridge
GILMAN, Edith—Professor ................... Director, A.D.N. Program
   R.N., Fresno General Hospital; B.S., M.S., Chapman College
GLYNN, James A.—Professor ................... Sociology, Computer Studies
   B.A., M.A., California State University, San Jose
GOMEZ-HEITZEBERG, Nan ................... Assistant Dean, Delano Center
   B.A., M.A., California State University, Fresno
GOODWIN, Gregory L.—Professor ................... History
   B.A., M.A., California State University, Sacramento;
   Ph.D., University of Illinois
GORDON, Helen Winn—Professor ................... Reading, Basic Skills,
   B.A., M.A., California State University, Sacramento;
   Ed.D., Nova University
GORDON, Helen Winn—Professor ................... English
   B.A., M.A., California State University, Sacramento;
   M.A., Stanford University;
   Ph.D., St. Louis University
GRADEK, Dale—Associate Professor ................... Industrial Education
   M.B.A., California State University, Humboldt
GRASS, Richard R.—Professor .............. Business
   B.S., Lewis and Clark College;
   M.B.A., University of California, Berkeley
GRIDER, Dallas E.—Associate Professor ................... Physical Education
   B.A., M.A., University of California, Los Angeles  Assistant Football Coach
GROGAN, Darlene L.—Professor ................... A.D.N. Program
   R.N., Asbury School of Nursing;
   B.S., M.A., California State College, Bakersfield
GULLAM, Jacqueline Ellen—Assistant Professor ............... Chairperson, Family
   B.A., M.A., Pacfici Oaks College and Consumer Education Department
GUTIERREZ, Michael R.—Associate Professor .... Counselor
   A.A., Bakersfield College; B.A., Fresno State University;
   M.A., California State College, Bakersfield
HAGEMAN, Edgar J.—Professor ................... Industrial Education
   B.A., M.A., California State University, Fresno
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<tr>
<th>Name</th>
<th>Title</th>
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<th>Education</th>
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<tr>
<td>BAKERSFIELD COLLEGE</td>
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<tr>
<td>HAGLER, Mary Jane</td>
<td>Assistant Professor</td>
<td>Radiologic Technology</td>
<td>B.A., University of California, Los Angeles; M.H.A., Loma Linda University</td>
</tr>
<tr>
<td>HALL, Lynne</td>
<td>Associate Professor</td>
<td>Coordinator, Assessment Program</td>
<td>B.A., University of California, Santa Barbara; Counselor M.A., California State College, Bakersfield</td>
</tr>
<tr>
<td>HAMILTON, Betty Jo</td>
<td>Professor</td>
<td>English</td>
<td>B.A., M.A., George Peabody College</td>
</tr>
<tr>
<td>HANER, Jerry L.</td>
<td>Assistant Professor</td>
<td>Business</td>
<td>A.A., Lansing Community College; B.S., Western Michigan University</td>
</tr>
<tr>
<td>HANLEY, Glenn R.</td>
<td>Associate Professor</td>
<td>Director of Transfer Center</td>
<td>B.A., M.A., Ph.D., University of Northern Colorado</td>
</tr>
<tr>
<td>HASLETT, Donald R.</td>
<td>Associate Professor</td>
<td>Administration of Justice</td>
<td>B.S., M.S., California State University, Fresno</td>
</tr>
<tr>
<td>HAYCOCK, Lawrence K.</td>
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<td>HEATER, Chester Rollin</td>
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<td>HELMSTEDTER, Warren E.</td>
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<tr>
<td>HERNANDEZ, John P.</td>
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<tr>
<td>HILL, Sally F.</td>
<td>Professor</td>
<td>Psychology</td>
<td>B.A., M.A., California State University, San Jose</td>
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<tr>
<td>HOFFMAN, Norman</td>
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</tr>
<tr>
<td>HOKIT, Lloyd D.</td>
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<td>HONIG, Sasha</td>
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<td>History, Spanish</td>
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</tr>
<tr>
<td>HOWARD, Evan D.</td>
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</tr>
<tr>
<td>HULLETT, Phyllis K.</td>
<td>Professor</td>
<td>Director of Re-Entry Center</td>
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</tr>
<tr>
<td>INSKEEP, James B.</td>
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<td>History, Political Science, International Relations, and Religious Studies</td>
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<td>JACOBS, Fred R.</td>
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<td>Librarian</td>
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<td>JACOBSON, LaVonda Hope</td>
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</tr>
<tr>
<td>Name</td>
<td>Title</td>
<td>Department</td>
<td>University, Location</td>
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<tr>
<td>Janeway, Miriam E.</td>
<td>Professor</td>
<td>English</td>
<td>B.A., M.A., University of California, Riverside</td>
</tr>
<tr>
<td>Johnson, Donald M.</td>
<td>Professor</td>
<td>Coordinator, Supportive Service Center</td>
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</tr>
<tr>
<td>Johnson, Jane P.</td>
<td>Associate Professor</td>
<td>Learning Center; German</td>
<td>B.A., M.A., University of Oregon</td>
</tr>
<tr>
<td>Johnson, Walter H.</td>
<td>Professor</td>
<td>Chairperson, Health and Physical Education Department, Director, Men’s Athletics</td>
<td>B.A., M.A., California State University, San Jose</td>
</tr>
<tr>
<td>Jones, Carl Lee</td>
<td>Professor</td>
<td>Automotive</td>
<td>A.A., Santa Rosa Junior College; B.A., M.A., California State University, Chico</td>
</tr>
<tr>
<td>Jorgensen, Dennis M.</td>
<td>Professor</td>
<td>Industrial Education</td>
<td>B.S., Brigham Young University; M.A., California State University at Long Beach</td>
</tr>
<tr>
<td>Judd, Janice L.</td>
<td>Associate Professor</td>
<td>English</td>
<td>B.A., M.A., Western Washington State College</td>
</tr>
<tr>
<td>Kelley, Pamela Sue</td>
<td>Associate Professor</td>
<td>Health-Physical Education, Track and Cross-Country Coach</td>
<td>B.A., M.A., University of the Pacific, Stockton</td>
</tr>
<tr>
<td>Kelly, William W.</td>
<td>Professor</td>
<td>Agriculture</td>
<td>B.S., M.S., California State University, Fresno</td>
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<tr>
<td>Kelsey, Richard</td>
<td>Professor</td>
<td>Chairperson, Counseling Department</td>
<td>B.S., Montana State University, Bozeman; M.S., California State University, San Diego</td>
</tr>
<tr>
<td>Keranen, David M.</td>
<td>Professor</td>
<td>Mathematics</td>
<td>B.S., Michigan State University; M.A.T., Cornell University</td>
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<tr>
<td>Kildebeck, Jack P.</td>
<td>Professor</td>
<td>Life Science</td>
<td>A.A., Grossmont College; B.S., M.S., California State University, San Diego</td>
</tr>
<tr>
<td>Kilmer, Thomas</td>
<td>Professor</td>
<td>Physical Science</td>
<td>B.S., Arizona State University; M.S., Syracuse University</td>
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<tr>
<td>Kirchner, Eugene H.</td>
<td>Professor</td>
<td>Director of Planetarium, Physics</td>
<td>B.A., M.S., State University of Iowa</td>
</tr>
<tr>
<td>Kirkland, Olin C.</td>
<td>Professor</td>
<td>Director of Academic Computing Center</td>
<td>B.A., California State University, Humboldt; M.A., University of California, Berkeley</td>
</tr>
<tr>
<td>Krafve, Ralph E.</td>
<td>Professor</td>
<td>Physical Education</td>
<td>B.S., Ed.M., Oregon State University; Men’s Assistant Basketball Coach</td>
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<tr>
<td>Lackey, Robert</td>
<td>Associate Professor</td>
<td>Electronics</td>
<td>B.S., California State Polytechnic University, San Luis Obispo</td>
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<tr>
<td>Lange, Peter M.</td>
<td>Professor</td>
<td>Physical Education</td>
<td>B.A., California State University, Fresno; Men’s Baseball Coach</td>
</tr>
<tr>
<td>Larsen, Claire J.</td>
<td>Associate Dean of Faculty Services</td>
<td>B.S., Utah State University; M.A., California State University, San Jose; Ed.D., Brigham Young University</td>
<td></td>
</tr>
</tbody>
</table>

**Administrative Roles:**

- **Associate Dean of Faculty Services:** Larsen, Claire J.
- **Chairperson, Health and Physical Education Department:** Johnson, Walter H.
- **Director of Planetarium, Physics:** Kirchner, Eugene H.
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WULF, Evelyn M.—Associate Professor. Librarian B.A., M.A., University of Denver

YALE, Thomas H.—Professor. Life Science B.A., M.A., California State University, San Jose

**ADJUNCT FACULTY**

Instructors who have taught for Bakersfield College at least two years.

ACOSTA, John. Communications, Foreign Language

AGALOS, Phyllis Lee Management

AKIN, Morgan Clay Forestry

ALEWINE, Ronald Apprenticeship

ANDREWS, Gary Arnold Accounting

ANSPACH, Robert J. Real Estate

ARRIOLA, Andrew M. Apprenticeship

BAHNSSEN, Gerhard Administration of Justice

BAKER, Darlyn L. Health Careers

BANDUCCI, Sharon Gail Family and Consumer Education

BARTER, Stephen Data Processing

BAYNE, Michael P. Data Processing

BAZIUK, Katherine S. Health Careers

BECK, Eugene Health and Physical Education
BELL, Marjorie Lee .................................................. English
BENEDICT, Jay Frank .................................................. Medical Science
BERTHIAUME, Gary Michael ......................................... History
BINN, Mary Ann ......................................................... Speech
BOATWRIGHT, James R. .............................................. Apprenticeship
BOLLINGER, Charles G. ................................................ Apprenticeship
BRENNAN, Oliver ........................................................ Computer Science
BROWN, Larry D. .......................................................... Apprenticeship
BROWN, Walter Cleetis ................................................ Broadcasting
BRUCE, Styles William ................................................. Health and Physical Education
BURTNER, Jack ............................................................ Health and Physical Education
CAMPBELL, Diana R. ..................................................... Art
CANTIGLIA, Carol T. ..................................................... Health and Physical Education
CANTWELL, Richard .................................................... Physical Science
CATER, Timothy A. ....................................................... Mathematics
CHAPMAN, Judy D. ..................................................... Child Development
CHURCH, Patricia B. .................................................... English
CIMENTAL, Virginia .................................................... Senior Studies
COX, Edward J. .......................................................... Apprenticeship
CRABTREE, Gary Thomas .............................................. Real Estate
CROCKER, Alyce W. ..................................................... Senior Studies
DAHL, Jennifer L. ....................................................... Health and Physical Education
DAVIS, Robert N. ....................................................... Petroleum Technology
DEL TORO, Paul ........................................................... Apprenticeship
DOLL, David M. .......................................................... Construction
DONALDSON, Harriet P. ................................................ Interior Design
DUNLAP, Janice L. ....................................................... Health and Physical Education
EDELMAN, Robert J. ................................................... Data Processing
ELIZALDE, Cynthia L. .................................................. Health and Physical Education
ELLIOTT, Ruth ............................................................. English
ELLIS, Barbara ........................................................... Child Development
ERRECART, Kathryn .................................................. English
FERENCI, Raymond H. ................................................ Music
FILKINS, Mylon E. ........................................................ Animal Science
FILLBRANDT, Jeanne M. ............................................... Mathematics
FLEENOR, Carol Ann .................................................. English
FLICK, Jerry L. .......................................................... Apprenticeship
FORTINO, Shari C. ...................................................... Senior Studies
FRAILEY, Phillip M. .................................................. Business Education
FRANKLIN, Michael J. ................................................ Learning Skills
GALLINGTON, Ronald ................................................ Health and Physical Education
GIENGER, William ...................................................... Social Science
GIORDANO, Walter J. ................................................ Senior Studies
GOODWIN, Peggy J. ................................................ Data Processing
GRASS, Roger R. ........................................................ Business Administration
GREAGREY, Raymond A. ........................................... Work Experience
GREENBERG, Ella L. .................................................... Mathematics
<table>
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<th>Name</th>
<th>Department</th>
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<tr>
<td>GRIMES, Edward C.</td>
<td>Sociology</td>
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<tr>
<td>HAFENFELD, Richard E.</td>
<td>Forestry</td>
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<td>HALE, David M.</td>
<td>Astronomy</td>
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<td>HEAD, Rebecca Ann</td>
<td>Mathematics</td>
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<td>HEYART, George L.</td>
<td>Apprenticeship</td>
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<td>HICKS, Junko</td>
<td>English</td>
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<td>HODGSON, Tam Keith</td>
<td>Administration of Justice</td>
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<td>HOLLAND, Carole</td>
<td>Mathematics</td>
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<td>HOWZE, Gerald</td>
<td>Business Education, English</td>
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<td>HOYT, Richard V.</td>
<td>English</td>
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<tr>
<td>HUBBARD, Larry W.</td>
<td>Surveying</td>
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<tr>
<td>HUDSON, Linda L.</td>
<td>Child Development</td>
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<td>HUMPHREY, Kevin D.</td>
<td>Apprenticeship</td>
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<td>JACKSON, Frieda A.</td>
<td>German</td>
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<tr>
<td>JACKSON, Robert</td>
<td>Economics</td>
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<td>JAGER, William J.</td>
<td>Family and Consumer Education</td>
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<tr>
<td>JANNINO, Thomas</td>
<td>Architecture</td>
</tr>
<tr>
<td>JASPER, Harry B.</td>
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