

## COURSE OFFERINGS

**OCN 100 Oceanography Lecture (3)**  
3 hours lecture**Note:** Not open to students with prior credit in OCN 101**Transfer acceptability:** CSU; UC – OCN 100/100L and 101 combined: maximum credit, 4 units

An introductory course designed to acquaint the student with general oceanography. Topics treated include the history and scope of oceanography, properties of sea water, ocean currents, ocean waves and tides, submarine morphology and geology, marine sediments, life in the sea, and the significance of the oceans to man.

**OCN 100L Oceanography Laboratory (1)**  
3 hours laboratory**Prerequisite:** A minimum grade of 'C' in OCN 100, or concurrent enrollment in OCN 100**Note:** Not open to students with prior credit in OCN 101**Transfer acceptability:** CSU; UC – OCN 100/100L and 101 combined: maximum credit, 4 units

Laboratory and field investigations of marine environments including geologic, physical, chemical, and biological aspects of the ocean and coastal area. The course emphasizes changing physical factors and man's activities as they affect the oceans.

**OCN 101 Oceanography (4)**  
3 hours lecture - 3 hours laboratory**Note:** Not open to students with prior credit in OCN 100 or 100L**Transfer acceptability:** CSU; UC – OCN 100/100L and 101 combined: maximum credit, 4 units

An introductory course in general oceanography including laboratory and field investigations of marine environments. Topics include: the history and scope of oceanography, properties of sea water, ocean currents, ocean waves and tides, submarine morphology and geology, life in the sea, and the significance of the oceans to man. Laboratory portion includes investigation of marine environments including geologic, chemical, physical, and biological aspects of the ocean and coastal area.

**OCN 195 Regional Field Studies in Oceanography (1, 2, 3)**  
½, 1, or 1½ hours lecture - 1½, 2, 2½, 3, 3½, 4, 4½, or 5 hours laboratory**Transfer acceptability:** CSU

Extended field studies that examine the oceanography of selected regions. Emphasis is upon field observation, interpretation, and analysis of varying oceanographic phenomena including coastal processes and landforms, natural resources, marine ecosystems, coastal currents and weather patterns, tectonics and sea level history, and human impacts in the coastal environment.

**OCN 197 Oceanography Topics (.5 - 4)**

Units awarded in topics courses are dependent upon the number of hours required of the student. Any combination of lecture and/or laboratory may be scheduled by the department. Refer to Class Schedule.

**Transfer acceptability:** CSU; UC – Credit determined by UC upon review of course syllabus.

Topics in Oceanography. See Class Schedule for specific topic covered. Course title will designate subject covered.

**OCN 295 Directed Study in Oceanography (1, 2, 3)**

Arrange 3, 6, or 9 hours laboratory with department chairperson

**Prerequisite:** A minimum grade of 'C' in OCN 100 or 101**Transfer acceptability:** CSU; UC – Credit determined by UC upon review of course syllabus.

Individual study in field, library, or laboratory for interested students.

**Office Information Systems (OIS)**

Contact the Business Administration Department for further information.

(760) 744-1150, ext. 2488

Office: MD-341

**Associate in Science Degrees -**

AS Degree requirements are listed in Section 6 (green pages).

• Administrative Assistant

- International Administrative Assistant
- Medical Language Specialist
- Medical Office Management
- Medical Office Specialist

**Certificates of Achievement -**

Certificate of Achievement requirements are listed in Section 6 (green pages).

- Administrative Assistant
- International Administrative Assistant
- Medical Language Specialist
- Medical Office Management
- Medical Office Specialist

**Certificates of Proficiency -**

Certificate of Proficiency requirements are listed in Section 6 (green pages).

- Data Entry
- Receptionist
- Virtual Assistant

## PROGRAMS OF STUDY

**Administrative Assistant**

This program is designed to prepare the student for an administrative support office position in business and industry.

A Certificate of Achievement and/or an AS degree will be awarded to students who successfully complete the requirements listed below.

**A.S. DEGREE MAJOR OR  
CERTIFICATE OF ACHIEVEMENT**

Program Requirements		Units
ACCT 101	Bookkeeping Fundamentals	3
BUS 110	Business Mathematics	3
BUS 125	Business English	3
BUS 175	Excel Basic	1
BUS 180	Access Basic	1
BUS 185	PowerPoint for Business	1
BUS 186	Microsoft Publisher	1
BUS 190	Internet for Business	1
BUS 195	Microsoft Office Integration	1
OIS 103	Advanced Keyboarding	1
OIS 115	Filing and Records Management	1
OIS 120	Intro to Office Information Systems	3
OIS 136.2	Word Intermediate	1
OIS 136.3	Word Advanced	1
OIS 205	Office Procedures	3
CE 100	Cooperative Education	1, 2, 3, 4
	Demonstrate the ability to type 50 net words per minute for five minutes with 5 errors or less	0
<b>TOTAL UNITS</b>		<b>26 - 29</b>

Recommended Electives: BUS 187, BUS 188, 205

Credit for Certified Professional Secretary (CPS) Certification:

Individuals who hold a certificate as a Certified Professional Secretary (CPS) or Certified Administrative Professional (CAP) may apply to the Business Administration/Office Information Systems Department for units toward an Administrative Assistant Associate in Arts Degree. The units granted, with a grade of "CR", will be posted to the student's transcript upon completion of the remaining A.A. degree requirements. Students must provide evidence of successful completion of the CPS or CAP certification.

## Data Entry

Provides a program to prepare the student for an entry-level data entry position.

A Certificate of Proficiency will be awarded to students who successfully complete the requirements listed below.

### CERTIFICATE OF PROFICIENCY

Program Requirements		Units
OIS 101	Beginning Keyboarding	2
OIS 108	Data Entry Skills I	1
OIS 109	Data Entry Skills II	1
OIS 115	Filing and Records Management	1
OIS 136.1	Word Basic	1
OIS 136.2	Word Intermediate	1
	Demonstrate the ability to key from average copy at a minimum speed of 10,000 strokes per hour with an error rate not to exceed .5%	0
<b>TOTAL UNITS</b>		<b>7</b>

## International Administrative Assistant

This program is designed to prepare the student for entry-level office work in a bilingual business environment.

A Certificate of Achievement and/or an A.S. degree will be awarded to students who successfully complete the requirements listed below.

### A.S. DEGREE MAJOR OR CERTIFICATE OF ACHIEVEMENT

Program Requirements		Units
IBUS 100	Intro to Int'l Business and Management	3
IBUS 105	International Marketing	3
IBUS 110	Cultural Environment/Int'l Business	3
BUS 125	Business English	3
BUS 175	Excel Basic	1
BUS 180	Access Basic	1
BUS 185	PowerPoint for Business	1
BUS 190	Internet for Business	1
OIS 102	Intermediate Keyboarding	2
OIS 115	Filing and Records Management	1
OIS 120	Intro to Office Information Systems	3
OIS 136.1	Word Basic	1
OIS 136.2	Word Intermediate	1
OIS 205	Office Procedures	3
CE 100	Cooperative Education	1, 2, 3, 4
	Demonstrate the ability to type 50 net words per minute for five minutes with 5 errors or less	0
<b>TOTAL UNITS</b>		<b>28 – 31</b>

Recommended Electives: BUS 186, 188, 205

## Medical Language Specialist

Prepares students for entry-level employment as a medical transcriptionist by providing the basic knowledge, understanding, and skills required to transcribe healthcare dictation and prepare patient care documents with accuracy, clarity, consistency, and timeliness, applying the principles of professional and ethical conduct.

A Certificate of Achievement and/or an A.S. degree will be awarded to students who successfully complete the requirements listed below.

### A.S. DEGREE MAJOR OR CERTIFICATE OF ACHIEVEMENT

Program Requirements		Units
OIS 80	Medical Terminology and Anatomy	4
OIS 102	Intermediate Keyboarding	2
BUS 125	Business English	3
OIS 103	Advanced Keyboarding	1
OIS 120	Introduction to Office Information Systems	3
OIS 136.1	Word Basic	1
OIS 136.2	Word Intermediate	1
OIS 220	Medical Transcription Procedures	3
OIS 231.1	Medical Machine Transcription I	1
OIS 231.2	Medical Machine Transcription II	1
OIS 231.3	Medical Machine Transcription III	1
OIS 231.4	Medical Machine Transcription IV	1
CE 100	Cooperative Education	2 - 3
	Demonstrate the ability to type at least 50 net words per minute for five minutes with 5 errors or less	0
<b>TOTAL UNITS</b>		<b>23 – 26</b>

## Medical Office Management

Provides preparation for a career as an assistant office manager in a medical setting. This certificate is the capstone program for students who have successfully completed a certificate program in Medical Office Specialist, Medical Administrative Assistant, or Medical Assisting.

### A.S. DEGREE MAJOR OR CERTIFICATE OF ACHIEVEMENT

Program Requirements		Units
ACCT 201	Managerial Accounting	4
BUS 117	Legal Environment of Business	3
BMGT 110	Human Resource Management	3
BMGT 115	Organizational Theory and Design	5
BMGT 125	Introduction to Labor Relations	3
BMGT 130	Management/Leadership Issues	3
OIS 225	Managing the Medical Office	3
<b>TOTAL UNITS</b>		<b>22</b>

Recommended Electives: BUS 186, BUS 188

## Medical Office Specialist

Provides specific front-office skills for an entry-level position in a medical-related facility.

### A.S. DEGREE MAJOR OR CERTIFICATE OF ACHIEVEMENT

Program Requirements		Units
OIS 80	Medical Terminology and Anatomy	4
OIS 82	Medical Insurance Billing and Coding	3
OIS 84	Healthcare Writing Techniques	2
OIS 86	Electronic Health Record Applications	2
OIS 88	Medical Office Administration	3
OIS 102	Intermediate Keyboarding	2
OIS 120	Introduction to Office Information Systems	3
OIS 136.1	Word Basic	1
OIS 136.2	Word Intermediate	1
CE 150	Cooperative Education Internship	2 - 3
	Demonstrate the ability to type 45 net words per minute for five minutes with 5 errors or less	0
<b>TOTAL UNITS</b>		<b>23 - 24</b>

## Receptionist

This program is designed to prepare the student for an entry-level receptionist position.

A Certificate of Proficiency will be awarded to students who successfully complete the requirements listed below.

### CERTIFICATE OF PROFICIENCY

Program Requirements	Units
BUS 175 Excel Basic	1
BUS 190 Internet for Business	1
OIS 102 Intermediate Keyboarding	2
OIS 115 Filing and Records Management	1
OIS 120 Intro to Office Information Systems	3
OIS 136.1 Word Basic	1
OIS 136.2 Word Intermediate	1
OIS 205 Office Procedures	3
Demonstrate the ability to type at least 45 net words per minute for five minutes with 5 errors or less	0
<b>TOTAL UNITS</b>	<b>13</b>

## Virtual Assistant

Prepares students to develop a business as a Virtual Assistant, defined as an independent entrepreneur providing administrative, creative, and/or technical services to clients in a virtual environment.

In order to earn this certificate, students must achieve a minimum grade of 'C' in each of the certificate program courses. It is assumed that students possess strong written and oral communication skills, advanced keyboarding skills, and basic computer knowledge.

### CERTIFICATE OF PROFICIENCY

Program Requirements	Units
ACCT 101 Bookkeeping	3
BMGT 105 Small Business Management	3
BUS 138 Business Ethics	2
BUS 155 Marketing	3
BUS 171 Word for Business – Advanced	1
BUS 175 Excel Basic	1
BUS 180 Access Basic	1
BUS 185 PowerPoint for Business	1
BUS 186 Publisher for Business	1
BUS 190 Internet for Business	1
OIS 125 Creating the Virtual Office	3
Demonstrate the ability to type a minimum of 50 net words per minute for five minutes with five errors or less	0
<b>TOTAL UNITS</b>	<b>17</b>

Recommended Electives: ACCT 101; BMGT 130; I 15, 142, 150, 176, 177, 187; OIS 205

### COURSE OFFERINGS

Courses numbered under 100 are not intended for transfer credit.

<b>OIS 80</b>	<b>Medical Terminology and Anatomy</b>	<b>(4)</b>
4 hours lecture		
Basic medical terms with emphasis on word analysis and construction. Overview of anatomy and the pathological, diagnostic, therapeutic, and surgical terms related to the body as a whole and the integumentary, digestive, urinary, musculoskeletal, and male reproductive systems.		

<b>OIS 82</b>	<b>Medical Insurance Billing and Coding</b>	<b>(3)</b>
---------------	---	------------

3 hours lecture

**Recommended preparation:** OIS 80

Provides entry level skills in medical insurance, billing, diagnostic and medical procedural coding with CPT-4 and ICD-9 guidelines. Includes compiling and abstracting information from the medical record utilizing computer coding techniques and promoting accurate reimbursement of medical claims. Prepares and utilizes health care claim forms.

<b>OIS 84</b>	<b>Healthcare Writing Techniques</b>	<b>(2)</b>
---------------	--------------------------------------	------------

2 hours lecture

**Prerequisite:** A minimum grade of 'C' in OIS 80

Application of writing skills to common writing situations found in various medical settings following HIPAA rules and standards. Includes the writing of medical letters, memos, and emails; medical records including charting and documenting; a variety of medical reports; meeting minutes; research and manuscripts.

<b>OIS 86</b>	<b>Electronic Health Record Applications</b>	<b>(2)</b>
---------------	--	------------

2 hours lecture

**Prerequisite:** A minimum grade of 'C' in OIS 80

Application of technology in the health care industry. Includes overview of EHR software; privacy, confidentiality, and security of the EHR; transitioning from paper charts to the EHR; administrative use of the EHR; using the EHR for reimbursement; the EHR role in health promotion and patient education; and, the personal health record and patient advocacy.

<b>OIS 88</b>	<b>Medical Office Administration</b>	<b>(3)</b>
---------------	--------------------------------------	------------

3 hours lecture

**Recommended preparation:** OIS 80

Designed to prepare students for employment as a medical administrative assistant. Topics include the career of a medical administrative assistant; the health care team; medical law and ethics; patient diversity, communications, appointment scheduling, and reception/registration; patient services of HIM, HIPAA, medical billing, health insurance and benefits (CMS-1500, Tricare, CHAMPVA, COBRA); directing the activities of the medical office (business operations, financial management, and human resource management); and, job search essentials.

<b>OIS 101</b>	<b>Beginning Keyboarding</b>	<b>(2)</b>
----------------	------------------------------	------------

1 hour lecture - 3 hours laboratory

**Note:** May be open entry/open exit

**Transfer acceptability:** CSU

A beginning course in keyboarding on the computer. Class includes learning to keyboard alphabetic, numeric, and symbol keys by touch; developing speed and accuracy in straight copy writing; and keyboarding business documents such as letters, reports, memos, and simple tables.

<b>OIS 102</b>	<b>Intermediate Keyboarding</b>	<b>(2)</b>
----------------	---------------------------------	------------

1 hour lecture - 3 hours laboratory

**Recommended preparation:** OIS 101 or a keyboarding speed of 30 net words per minute

**Note:** May be open entry/open exit

**Transfer acceptability:** CSU

The continual development of higher speed and accuracy timed writing goals from OIS 101 and the emphasis on production of a variety of more complicated multi-page business documents and forms.

<b>OIS 103</b>	<b>Advanced Keyboarding</b>	<b>(1)</b>
----------------	-----------------------------	------------

½ hour lecture - 1½ hours laboratory

**Recommended preparation:** OIS 102 or a keyboarding speed of 45 net words per minute

**Note:** May be open entry/open exit

**Transfer acceptability:** CSU

Technique mastery, speed building, and control building practices designed to develop and improve straight-copy performance.

**OIS 108 Data Entry Skills I (1)**  
 ½ hour lecture - 1½ hours laboratory  
**Recommended preparation:** OIS 101 or a keyboarding speed of 30 net words a minute  
**Note:** May be open entry/open exit  
**Transfer acceptability:** CSU  
 Development of 10-key touch on the computer numeric keypad. Development and measurement of speed and accuracy in executing keyboard functions applied to a variety of data entry formats.

**OIS 109 Data Entry Skills II (1)**  
 ½ hour lecture - 1½ hours laboratory  
**Recommended preparation:** OIS 108  
**Note:** May be open entry/open exit  
**Transfer acceptability:** CSU  
 Continued speed and accuracy development of 10-key touch on the computer numeric keypad, measurement of speed and accuracy in executing keyboard functions, and development of logical thinking and decision making skills applied to a variety of forms.

**OIS 115 Filing and Records Management (1)**  
 ½ hour lecture - 1½ hours laboratory  
**Note:** May be open entry/open exit  
**Transfer acceptability:** CSU  
 Training in principles of filing and records management. Study and practice in filing by the alphabetic, numeric, geographic, and subject methods.

**OIS 120 Introduction to Office Information Systems (3)**  
 3 hours lecture  
**Note:** Offered in the fall semester, day only; spring semester, night only  
**Transfer acceptability:** CSU  
 How automation has changed and restructured the modern office and the specific role technology is playing in that change. Topics covered will include computer fundamentals, key software applications, electronic communications, creation of basic web pages, networking, distance learning, and careers. At the conclusion of this course, students will be prepared to take the IC3 certification.

**OIS 125 Creating the Virtual Office (3)**  
 3 hours lecture  
**Transfer acceptability:** CSU  
 An overview course for Virtual Assistants who provide administrative, creative, and/or technical services to clients in a virtual environment. Topics will include naming, organizing, and managing your virtual business; financial planning; time management; evaluating, buying and using technology; domain registration; marketing and promoting the virtual business; how and where to find clients; and business ethics.

**OIS 136.1 Word Basic (1)**  
 ½ hour lecture - 1½ hours laboratory  
**Recommended preparation:** OIS 102 and 120  
**Note:** May be open entry/open exit  
**Transfer acceptability:** CSU  
 Hands-on application with Microsoft Word. Students will create, save, close, open, and edit a variety of business documents utilizing the following software features: finding and replacing text; moving and copying text; spell, thesaurus, grammar, and auto text; character, paragraph, page, and document formatting; envelopes; tables; columns; headers/footers; smart tags; basic desktop publishing; and, borders and special characters. The Class Schedule will designate software version covered.

**OIS 136.2 Word Intermediate (1)**  
 ½ hour lecture - 1½ hours laboratory  
**Recommended preparation:** OIS 136.1  
**Note:** May be open entry/open exit  
**Transfer acceptability:** CSU  
 Refinement of the basic skills learned in OIS 136.1 and practice with the more sophisticated features of Word applied to multi-page documents including advanced document formatting, merge and labels; hyperlinks; styles and templates; outlines; footnotes and endnotes; comparing and merging documents; linking and embedding objects; charts; Microsoft Office integration; and basic web page design. In addition, more advanced file management techniques will be explored. The Class Schedule will designate software version covered.

**OIS 136.3 Word Advanced (1)**  
 ½ hour lecture - 1½ hours laboratory  
**Recommended preparation:** OIS 136.2  
**Note:** May be open entry/open exit  
**Transfer acceptability:** CSU  
 Refinement of the skills learned in OIS 136.2 and practice with the advanced features of Word applied to a variety of multi-page business documents including advanced file management; macros; customizing Word; on-screen forms; master and sub documents; tracking changes; index and table of contents; and, bookmarks and cross references. The Class Schedule will designate software version covered.

**OIS 197 Office Information Systems Topics (.5 - 4)**  
 Units awarded in topics courses are dependent upon the number of hours required of the student. Any combination of lecture and/or laboratory may be scheduled by the department. Refer to Class Schedule.  
**Note:** May be open entry/open exit  
**Transfer acceptability:** CSU  
 Topics in Office Information Systems. See Class Schedule for specific topic offered. Course title will designate subject covered.

**OIS 205 Office Procedures (3)**  
 2 hours lecture - 3 hours laboratory  
**Recommended preparation:** OIS 102  
**Note:** Offered in fall semester, night only  
**Transfer acceptability:** CSU  
 The role of support personnel in today's office, including topics in human relations, job attitudes, and public relations; basic administrative support skills and applied procedures; practical application of office technologies; applied records management; meeting, travel, and conference planning; management and supervision skills; company politics and ethics; and changing job roles. The last six weeks of the course simulates work in either a general or medical office, depending on the student's major field of study.

**OIS 210 Law Office Procedures (3)**  
 3 hours lecture  
**Recommended preparation:** OIS 102 and LS 121  
**Note:** Offered in fall semester, night only  
**Transfer acceptability:** CSU  
 Specialized vocabulary and training for the legal secretary, legal assistant, or paralegal including legal terminology, basic legal office procedures, basic court structure and procedures, legal document preparation, fast-track rules, automated legal office procedures, and legal research.

**OIS 220 Medical Transcription Procedures (3)**  
 3 hours lecture  
**Transfer acceptability:** CSU  
 Designed for the medical transcription major. Topics include career information, ethical and legal issues in medical transcription, applied English skills, and techniques for the preparation of a variety of medical reports.

**OIS 225 Managing the Medical Office (3)**  
 3 hours lecture  
**Prerequisite:** A minimum grade of 'C' in BMGT 101  
**Transfer acceptability:** CSU  
 Strategies for managing the medical office including the health care professional's roles and responsibilities; application of sound business practices including personnel management, financial administration, and auditing procedures; ethical and legal issues in health care; OSHA regulations, medical documentation guidelines, and compliance standards; technology; and, health insurance.

**OIS 231.1 Medical Machine Transcription I (1)**  
 ½ hour lecture - 1½ hours laboratory  
**Recommended preparation:** OIS 102 and 220; OIS 80  
**Note:** May be open entry/open exit  
**Transfer acceptability:** CSU  
 Basic techniques for transcribing medical dictation from transcription equipment. Medical terminology from the SUM tapes related to the introduction of medical transcription, reports, and dermatology will be included. Designed for the Office Information Systems -- Medical Language Specialist major.



**OIS 231.2 Medical Machine Transcription II** (1)  
 ½ hour lecture - 1 ½ hours laboratory  
**Recommended preparation:** OIS 231.1  
**Note:** May be open entry/open exit  
**Transfer acceptability:** CSU  
 Continued development of techniques for transcribing medical dictation from transcription equipment. Medical terminology from the SUM tapes related to urology, gastroenterology, and orthopedics will be included. Designed for the Office Information Systems -- Medical Language Specialist major.

**OIS 231.3 Medical Machine Transcription III** (1)  
 ½ hour lecture - 1 ½ hours laboratory  
**Recommended preparation:** OIS 231.2  
**Note:** May be open entry/open exit  
**Transfer acceptability:** CSU  
 Continued development of techniques for transcribing medical dictation from transcription equipment. Medical terminology from the SUM tapes related to cardiology, pulmonary, endocrinology, and obstetrics/gynecology will be included. Designed for the Office Information Systems - Medical Language Specialist major.

**OIS 231.4 Medical Machine Transcription IV** (1)  
 ½ hour lecture - 1 ½ hours laboratory  
**Recommended preparation:** OIS 231.3  
**Note:** May be open entry/open exit  
**Transfer acceptability:** CSU  
 Continued development of techniques for transcribing medical dictation from transcription equipment. Medical terminology from the SUM tapes related to otorhinolaryngology, ophthalmology, neurology, and pharmacology will be included. Designed for the Office Information Systems - Medical Language Specialist major.

## Philosophy (PHIL)

Contact the Behavioral Sciences Department for further information.  
 (760) 744-1150, ext. 2330  
 Office: MD-261

### COURSE OFFERINGS

**PHIL 100 Philosophical Theories  
Ethical and Political Values** (3)  
 3 hours lecture  
**Transfer acceptability:** CSU; UC  
 An introduction to philosophical thinking through the study of ethical and political values using a combination problem and historical approach. Relations between philosophical problems and those of science, society, and ordinary life are stressed. Both classical and modern reading sources are used.

**PHIL 101 Philosophical Theories - Knowledge and Reality** (3)  
 3 hours lecture  
**Transfer acceptability:** CSU; UC  
 An introductory course to philosophical problems emphasizing methodology and the fundamental problems of knowledge and reality. Detailed consideration is to be given to the empirical method and to rationalism. Readings are taken from both classical and contemporary sources.

**PHIL 102 Reasoning About Philosophical Issues** (3)  
 3 hours lecture  
**Recommended preparation:** Eligibility for ENG 100  
**Transfer acceptability:** CSU; UC  
 Introduction to the relationship of language to logic, with applications of analysis, criticism, inductive and deductive reasoning and kinds of evidence to philosophical problems.

**PHIL 103 Philosophy of Human Nature** (3)  
 3 hours lecture  
**Recommended preparation:** College level reading and writing skills.  
**Transfer acceptability:** CSU; UC  
 This is a survey course of theories of human nature and their presuppositions and implications. Presuppositions about human nature underlie religious, political, ethical, psychological, sociological, and scientific theories and contemporary debates in these fields. Students will read primary texts drawn from various disciplines, cultures, and/or historical periods with the goals of understanding the theories of human nature and learning how to critically evaluate them.

**PHIL 105 Philosophy of Religion** (3)  
 3 hours lecture  
**Transfer acceptability:** CSU; UC  
 A critical consideration of selected perennial and modern problems: definition and role of religion and religious experience, mysticism, grounds for religious beliefs, and religious ethics. Students will be urged to evaluate critically their views of religion and their own religious beliefs. Both Eastern and Western religions will be considered.

**PHIL 110 Asian Philosophies** (3)  
 3 hours lecture  
**Transfer acceptability:** CSU; UC  
 A critical examination of the philosophies which originated in Asia, including consideration of the practices which are associated with these belief systems. Several theories of meditation will be discussed. Some comparisons will be made to western attitudes and beliefs.

**PHIL 115 Critical Thinking** (3)  
 3 hours lecture  
**Prerequisite:** A minimum grade of 'C' in ENG 100  
**Transfer acceptability:** CSU; UC  
 Development of skills for critical thinking including open-mindedness, functions and wayward uses of language, informal fallacies, hypotheses and inductive reasoning, and elementary deductive inference forms. Basic communication skills, especially written, are developed and a critical perspective on world views is emphasized.

**PHIL 120 Logic** (3)  
 3 hours lecture  
**Transfer acceptability:** CSU; UC  
 An analysis of arguments and the cognitive functions of language through the use of modern symbolic techniques.

**PHIL 130 Contemporary Philosophical Movements** (3)  
 3 hours lecture  
**Transfer acceptability:** CSU; UC  
 A critical examination of philosophical movements that has influenced 20th Century views of the individual, society and reality, such as Existentialism, Marxism, Pragmatism and Transcendentalism. The movement of thought will be approached as an attempt to deal reflectively with certain problems of living in the modern world. The philosophy studied will vary from semester to semester.

**PHIL 135 Pre Renaissance Western Philosophy** (3)  
 3 hours lecture  
**Transfer acceptability:** CSU; UC  
 Major Western philosophical views from the early Greeks through the 14th Century. Original philosophical works of the periods will be studied and evaluated through critical thinking and writing.

**PHIL 136 Renaissance and Modern Western Philosophy** (3)  
 3 hours lecture  
**Transfer acceptability:** CSU; UC  
 Major Western philosophical views from the Renaissance to the present. Original philosophical works of the periods will be studied and evaluated through critical thinking and writing.